

# Stratford-on-Avon District Council

**Supplier Selection Questionnaire (SSQ) for Building and Public Convenience Cleaning Services.**

Ref: SDC/BCC/2019

# Contract period: 2nd June 2020 to 1st June 2024 (With an option to extend for a further 4 years)

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To be returned to**:** [procurement@stratford-dc.gov.uk](mailto:procurement@stratford-dc.gov.uk)

By: **12 noon on Friday 10th January 2020** (UK date and time)

# Section 1 – Notes for completion

* 1. The “authority” means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable Suppliers to participate in this procurement process.
  2. “You”/ “Your” or “Supplier” means the body completing these questions i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided. The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
  3. This Supplier Selection Questionnaire (SSQ) has been designed to assess the suitability of a Supplier to deliver the authority’s contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.
  4. Please ensure that all questions are completed in English, in full and in the format requested. Failure to do so may result in your submission being disqualified. If a question does not apply to you, please state clearly ‘N/A’.
  5. Should you need to provide additional Appendices in response to the questions, these should be referenced in the main body of the SSQ, numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.
  6. Please return a completed version of this document to:

|  |  |
| --- | --- |
| Named procurement officer | Charlotte Hume |
| Name of contracting authority | Stratford-on-Avon District Council |
| Contact e-mail address | [procurement@stratford-dc.gov.uk](mailto:procurement@stratford-dc.gov.uk) |
| Postal address | Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HX, UK |

Verification of Information Provided

Whilst reserving the right to request information at any time throughout the procurement process, the authority requires the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions in section 7 of this SSQ relating to

Technical and Professional Ability) the authority may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

* 1. Sub-contracting arrangements

1. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
2. The authority recognises that arrangements in relation to sub-contracting may be subject to future change and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.
   1. Consortia arrangements
3. If the Supplier completing this SSQ is doing so as part of a proposed consortium, the following information must be provided:
   * names of all consortium members;
   * the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
   * if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.
4. Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the authority as being necessary for the satisfactory performance of the contract.
5. All members of the consortium will be required to provide the information required in all sections of the SSQ as part of a single composite response to the authority i.e. each member of the consortium is required to complete the form.
6. Where the Supplier is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), the Supplier should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.
7. The authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.
   1. Confidentiality
8. When providing details of contracts in answering section 6 of this SSQ (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.
9. The authority reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
10. The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations.
    1. Costs

The authority will not be liable for any costs or expenses incurred by Suppliers in completing this questionnaire.

# Section 2 – Background and overview of Tender process

* 1. Background to the Council

Stratford-on-Avon District Council is one of five district councils within the county of Warwickshire.

The district covers a large rural area, of 979 km², in the middle of England. Approximately 127,200 people live in the District, the largest town being Stratford-upon-Avon with 30,000 residents.

The Council has approximately 350 employees offering a range of services to local community and businesses including:

* + - Housing
    - Sports and leisure
    - Culture
    - Planning and developmental control
    - Environmental health
    - Benefits payments
    - Council tax and NNDR collection
    - Streetscene Services
    - Car parking and CCTV

We are a non-profit organisation, primarily funded through taxation which is supplemented by income from some of our services. As such, our expenditure is closely monitored and controlled to ensure that best value is achieved in all our activities.

* 1. Contract overview

The Council currently provides Building and Public Convenience Cleaning services through an external contractor Kingdom Services Group Facility Limited. The current services includes:-

* + - Regular Cleaning of 12 Public Conveniences (6 within Stratford-upon-Avon and 6 in outlying towns and villages); and
    - Regular Cleaning of Elizabeth House, the Council’s main offices located in Church Street, Stratford-upon-Avon.

The current service handles work to a value of £170,000 p.a. (excl. VAT)

The Council may, at its discretion, include in the service, in addition to the above, the cleaning of other Council premises, including but not limited to:

* Venture House Business Centre, Avenue Farm Industrial Estate, Birmingham Rd, Stratford-upon-Avon CV37 0HR
* The Sports Pavilion, Recreation Ground, Stratford-upon- Avon C37 6BB (including opening and closing)
* Tourist Information Centre, Bridge Foot, Stratford-upon-Avon CV37 6GW

Bidders, Successful at SSQ stage will be invited to price for these additional items as part of the ITT submission.

The Council proposes that this contract will be let for a period of four years, with the option to extend for up to a further four years, commencing 2nd June 2020.

* 1. Indicative timetable:

|  |  |  |
| --- | --- | --- |
|  | **Stage** | **Indicative Date** |
| 1 | Publication of OJEU Contract Notice | Nov 2019 |
| 2 | Supplier Selection Questionnaire (SSQ) published | Dec 2019 |
| 6 | Council office closed from 2.00pm on 24/12/2019 to 9.00am on 02/01/2020 | Dec 2019 – Jan 2020 |
|  | Closing date for submission of SSQ | Jan 2020 |
| 4 | Notification of outcome of SSQ evaluation and identification of bidders invited to ITT tender stage | Jan 2020 |
| 8 | Deadline for receipt of ITT Tenders | Feb 2020 |
| 10 | Notification of contract award decision | Feb 2020 |
| 12 | "Standstill" period | Feb 2020 |
| 13 | Confirmation of contract award | Mar 2020 |
| 14 | Contract start and start of mobilisation period | Mar 2020 |
| 15 | Service commencement date | 2nd June 2020 |

* 1. Overview of Tender process

The Council shall shortlist a minimum of three (if more than that number pre-qualify) and a maximum of five Suppliers (at its absolute discretion) to progress to Invitation to Tender stage.

* 1. Evaluation Process

The Council will evaluate SSQs according to the following:

* + - **Qualification** – Suppliers will be deemed to have qualified provided a compliant SSQ has been submitted before the deadline and provided that Suppliers are not excluded on grounds specified in Parts 2 and/or 3 of Section 3. This is subject to selection as detailed in this SSQ.
    - **Selection** – The selection criteria as detailed at Appendix 3 will be used to evaluate the information submitted in response to the questions in Parts 5, 6 and 7 of Section 3.

The Council shall shortlist a minimum of three (if more than that number pre-qualify) and a maximum of five Suppliers (at its absolute discretion) to progress to Invitation to Tender stage.

The Suppliers successful at the SSQ selection stage will be subject to a credit information check. Only those Suppliers that have acceptable credit information checks reports will be invited to Invitation to Tender (ITT) stage.

The Council reserves the right to carry out credit information checks on Suppliers lower in the ranking in order to maintain the number required for the next stage.

Credit Information Checks will be carried out by financial agents *N2 Check* and *Equifax*. The Council reserves the right to disqualify any Supplier with a credit score of E or lower.

Stratford-on-Avon District Council reserves the right (but is under no obligation): -

* to disqualify any Supplier with a total SSQ score below **40%**; or
* to clarify any issues arising from the responses to the SSQ with Suppliers during the assessment process. Stratford-on-Avon District Council reserves the right to reject or disqualify a Supplier who fails to respond to any such request adequately or by the deadline set by Stratford-on-Avon District Council.

The publication of this SSQ in no way commits the Authority to award any contract pursuant to any procurement process, The Authority reserves the right to: -

1. cancel the selection and evaluation process at any stage;
2. amend the terms, conditions and/or requirements of the SSQ/ procurement process; and/or
3. cancel, postpone or suspend this procurement

# Section 3 – Supplier Selection Questionnaire

## Part 1 - Supplier information

|  |  |  |
| --- | --- | --- |
| **1.1 Supplier details** | **Answer** | |
| Full name of the Supplier |  | |
| Registered company address |  | |
| Registered company number |  | |
| Registered charity number |  | |
| Registered VAT number |  | |
| Name of immediate parent company |  | |
| Name of ultimate parent company |  | |
| Please answer ‘Yes’ to one of the options to indicate your trading status | i) a public limited company | Yes / No |
| ii) a limited company | Yes / No |
| iii) a limited liability partnership | Yes / No |
| iv) other partnership | Yes / No |
| v) sole trader | Yes / No |
| vi) other (please specify) | Yes / No |
| Please answer as appropriate | i) Voluntary, Community and Social Enterprise (VCSE) | Yes / No |
| ii) Small or Medium Enterprise (SME) 1 | Yes / No |
|  | iii) Sheltered workshop | Yes / No |
|  | iv) Public service mutual | Yes / No |

**1** See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-> definition/

|  |  |
| --- | --- |
| **1.2 Bidding model** | |
| **Please answer ‘Yes’ to one of the following options (a) to (e) to indicate whether you are:** | |
| a) Bidding as a Prime Contractor and will deliver 100% of the contract deliverables yourself | Yes / No |
| b) Bidding as a Prime Contractor and will use third parties to deliver some of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for in a separate Appendix | Yes / No |
| c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for in a separate Appendix | Yes / No |
| d) Bidding as a consortium but not proposing to create a new legal entity.  If yes, please include details of your consortium to explain the alternative arrangements i.e. why a new legal entity is not being created in a separate Appendix.  Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | Yes / No |
| e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).  If yes, please include details of your consortium, current lead member and intended  SPV and provide full details of the bidding model in a separate Appendix. | Yes / No |

|  |  |
| --- | --- |
| **1.3 Contact details for enquiries about the SSQ** | |
| Name |  |
| Address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| **1.4 Licensing and registration** | | |
| 1.4.1 | If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state). If yes, please provide registration number | Yes / No /  N/A |
| 1.4.2 | Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details and evidence of compliance | Yes / No |

**Part 2 - Grounds for mandatory exclusion**

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to; bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

|  |  |
| --- | --- |
| **2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | |
| (a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; | Yes / No |
| (b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; | Yes / No |
| (c) the common law offence of bribery; | Yes / No |
| (d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; | Yes / No |
| (e) Any of the following offences, where the offence relates to fraud affecting the  European Communities’ financial interests as defined by Article 1 of the Convention on  the protection of the financial interests of the European Communities: | |
| (i) the offence of cheating the Revenue; | Yes / No |
| (ii) the offence of conspiracy to defraud; | Yes / No |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the  Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the  Theft (Northern Ireland) Order 1978; | Yes / No |

|  |  |
| --- | --- |
| (iv) fraudulent trading within the meaning of section 458 of the  Companies Act 1985, article 451 of the Companies (Northern  Ireland) Order 1986 or section 993 of the Companies Act 2006; | Yes / No |
| (v) fraudulent evasion within the meaning of section 170 of the  Customs and Excise Management Act 1979 or section 72 of the  Value Added Tax Act 1994; | Yes / No |
| (vi) an offence in connection with taxation in the European Union  within the meaning of section 71 of the Criminal Justice Act  1993; | Yes / No |
| (vii) destroying, defacing or concealing of documents or procuring the  execution of a valuable security within the meaning of section 20  of the Theft Act 1968 or section 19 of the Theft Act (Northern  Ireland) 1969; | Yes / No |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act  2006; or | Yes / No |
| (ix) the possession of articles for use in frauds within the meaning of  section 6 of the Fraud Act 2006, or the making, adapting,  supplying or offering to supply articles for use in frauds within the  meaning of section 7 of that Act; | Yes / No |
| (f) any offence listed— |  |
| (i) in section 41 of the Counter Terrorism Act 2008; or | Yes / No |
| (ii) in Schedule 2 to that Act where the court has determined that  there is a terrorist connection; | Yes / No |
| (g) under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points; | Yes / No |
| (h) Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002 | Yes / No |
| (i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; | Yes / No |
| (j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; | Yes / No |

|  |  |
| --- | --- |
| (k) an offence under section 59A of the Sexual Offences Act 2003; | Yes / No |
| (l) an offence under section 71 of the Coroners and Justice Act 2009 | Yes / No |
| (m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or | Yes / No |
| (n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive— |  |
| 1. as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or | Yes / No |
| 1. created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. | Yes / No |
| **2.2 Non-payment of taxes**  **Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**  If ‘Yes’, please use a separate Appendix to provide further details including; whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines. | Yes / No |

If you have answered “Yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position, please provide details in a separate Appendix. You may contact the authority for advice before completing this form.

## Part 3. Grounds for discretionary exclusion

The authority may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (j);

|  |  |
| --- | --- |
| **3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | |
| (a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; | Yes / No |
| (b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; | Yes / No |
| (c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable; | Yes / No |
| (d) your organisation has entered into agreements with other economic operators aimed at distorting competition; | Yes / No |
| (e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015, that cannot be effectively remedied by other, less intrusive, measures; | Yes / No |
| (f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures; | Yes / No |
| (g) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; | Yes / No |

|  |  |
| --- | --- |
| (h) your organisation has- | |
| * 1. been guilty of serious misrepresentation in supplying the   information required for the verification of the absence of  grounds for exclusion or the fulfilment of the selection  criteria; or | Yes / No |
| (ii) withheld such information or is not able to submit supporting  documents required under regulation 59 of the Public Contracts  Regulations 2015. | Yes / No |
| (i) your organisation has undertaken to: | |
| (i) unduly influence the decision-making process of the contracting authority; or | Yes / No |
| (ii) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or | Yes / No |
| (j) your organisation has negligently provided misleading information that  may have a material influence on decisions concerning exclusion, selection  or award. | Yes / No |

### Conflicts of interest

In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise, then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.

### Taking Account of Bidders’ Past Performance

In accordance with question (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge

obligations under the previous principal relevant contracts of the Supplier completing this SSQ. The authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage, etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

### ‘Self-cleaning’

Any Supplier that answers ‘Yes’ to questions 2.1, 2.2 and/or 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Supplier shall demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated, taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

**Part 4 -** *NOT USED*

## Part 5 - Economic and Financial Standing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 | **Financial information** | | | |
| 5.1 | Please provide one of the following to demonstrate your economic/financial standing;  Please answer ‘Yes’ for one of the following (a) to (d): | | | |
| (a) A copy of the audited accounts for the most recent two years; | | | Yes / No |
| (b) A statement of the turnover, profit & loss account, current liabilities and assets and cash flow for the most recent year of trading for this organisation; | | | Yes / No |
| (c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position; or, | | | Yes / No |
| (d) 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). | | | Yes / No |
| 5.2 | Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?  If yes, please provide the: | | | Yes/ No  Yes / No /  N/A  Yes / No  N/A |
|  | Name of organisation |  |
| Relationship to the Supplier completing the SSQ |  |
| If yes, please provide Ultimate / parent company accounts if available.   1. If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary? 2. If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?) | | |

## Part 6 – Technical and Professional Ability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6 | **Relevant experience and contract examples** | | | |
| Please provide details of up to three contracts, from either the public or private sector, that are relevant to the authority’s requirement in a separate Appendix. Contracts for services should have been performed during the past three years. VCSEs may include samples of grant funded work.  The named customer contact provided should be prepared to provide written evidence to the authority 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 SPV will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or SPV (three examples are not required from each member).  Where the Supplier is a SPV, 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 principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services. | | | |
|  | | Contract 1 | Contract 2 | Contract 3 |
| 6.1 | Name of customer organisation |  |  |  |
| 6.2 | Point of contact in customer organisation |  |  |  |
| Position in the organisation |  |  |  |
| E-mail address |  |  |  |
| 6.3 | Contract start date |  |  |  |
| Contract end date |  |  |  |
| Contract value |  |  |  |
| 6.4 | In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market in a separate Appendix | | | |
| 6.5 | If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500  words please provide an explanation for this, e.g. your organisation is a new start-up, in  a separate Appendix. | | | |

**Part 7. Additional SSQ modules**

Suppliers who self-certify that they meet the requirements for additional modules 7(B) to (E) below, inclusive will (unless otherwise specified) be required to provide evidence of this if they are successful at contract award stage. If a Supplier is successful at contract award stage but fails to provide such evidence to the Authority’s satisfaction, then they may still be excluded at that stage.

## 7(A) – Project specific questions to assess Technical and Professional Ability

Further project specific questions relating to the technical and professional ability of the Supplier.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7 | **Additional SSQ modules** | | |  |
| 7.1 | Organisational Capacity  State the number of employees in your organisation engaged in the type of work for which you are applying. | Management |  |
| Professional/Technical |  |
| Admin/Clerical |  |
| Supervisors |  |
| Operatives |  |
| Others (please specify) |  |
| 7.2 | Does your organisation use ICT systems to support the delivery of building and public convenience cleaning services? (If ‘Yes’, please provide evidence) | | Yes / No |
| 7.3 | Are staff given induction and on-the-job training, specific to building and public convenience cleaning? (If ‘Yes’, please provide evidence) | | Yes / No |
| 7.4 | Is your organisation currently certified, or has it applied for certification, to BS5750/ISO9001/EN29001 or an equivalent quality assurance standard?  If ‘Yes’, please provide evidence. If ‘No’, but you have quality assurance measures in place, please provide evidence in a separate appendix | | Yes / No |
| 7.5 | Does your organisation assess the suitability, legality and competence of potential workers? (If ‘Yes’, please provide evidence) | | Yes / No |
| 7.6 | Does your organisation have an environmental policy and/or an environmental purchasing policy? (If ‘Yes’, please provide evidence) | | Yes / No |

|  |  |  |
| --- | --- | --- |
| 7.7 | Does your organisation have systems in place to performance monitor its carbon footprint and/or carry out actions to mitigate against and reduce your carbon footprint. (If ‘Yes’ please provide details) | Yes / No |

## 7(B) – Insurance

|  |  |  |
| --- | --- | --- |
| 7.8 | 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:   * Employer’s (Compulsory) Liability Insurance = \*£5m * Public Liability Insurance = £5m * Professional Indemnity Insurance = £5m   \* 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. | Yes / No |

**7(C) – Compliance with equality legislation**

|  |  |  |
| --- | --- | --- |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | |
| 7.9 | 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)? | Yes / No |
| 7.10 | 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?  If you have answered ‘Yes’ to 7.9 and/or 7.10, please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date in a separate Appendix.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes / No |
| 7.11 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes / No  / N/A |
| 7.12 | Does your organisation comply with equality legislation? | Yes / No |

**7(D) - Environmental Management**

|  |  |  |
| --- | --- | --- |
| 7.13 | 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)?  If ‘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 in a separate Appendix.  The 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. | Yes / No |
| 7.14 | 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? | Yes / No |
| 7.15 | Does your organisation comply with environmental legislation? | Yes / No |

**7(E) - Health and Safety**

|  |  |  |
| --- | --- | --- |
| 7.16 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. If your organisation has fewer than five employees and you do not have a health and safety policy, please self-certify that you apply good/best practice with regard to Health and Safety. Please provide a copy of your Policy and/or supporting information in a separate Appendix. | Yes / No |
| 7.17 | 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 years?  If ‘Yes’, please provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result in a separate Appendix.  The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes / No |
| 7.18 | If you use sub-contractors, do you have processes in place to check whether  any of the above circumstances apply to these other organisations? | Yes / No  / N/A |  |

**Section 4. Declaration**

|  |  |
| --- | --- |
| I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of [**Insert name of Supplier**].  I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.  I also declare that there is no conflict of interest in relation to the authority’s requirement. | |
| **SSQ Completed by:** | |
| Name |  |
| Role in organisation |  |
| Date |  |
| Signature |  |

**Section 5. Freedom of Information Act**

This SSQ is made available on condition that its contents (including the fact that the Supplier has received this SSQ) is kept confidential by the Tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Supplier to submit a response.

As a public body, the Authority is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

Suppliers should be aware that, in compliance with its transparency obligations, the Authority routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website without consulting the provider of that information.

The Authority shall treat all Suppliers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party’s commercial interests, and in accordance with the Authority’s transparency obligations.

Therefore, Suppliers are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the Supplier’s competitive edge, has been clearly identified to the Authority in the box below including the reasons why:

# Appendix 1: Template for the inclusion of supporting information

Tenderers should include any supporting evidence and information as appendices using the format below:

|  |
| --- |
| Appendix Number - |
| SSQ section - |
| Question number - |
| Details - |

**Appendix 2 Evaluation Criteria**

The Authority will assess SSQs based on the information submitted as follows:

1. **Pass and fail criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Question(s)** | **Fail Criteria** | **Pass Criteria** |
| **Part 5 – Economic and Financial Standing** | | | |
| 5.1 | Evidence of economic/ financial standing | Failing to demonstrate economic / financial standing | Providing evidence of economic / financial standing |
| 5.2 | Accounts and guarantee of wider group (if applicable) | Being part of a wider group and failing to provide ultimate / parent company accounts and guarantee arrangements | Answering No to ‘Are you part of a wider group’, or answering Yes and providing ultimate / parent company accounts and guarantee arrangements |
| **Part 7(B) – Insurance** | | | |
| 7.8 | Required insurance levels | Answering No | Answering Yes |
| **Part 7(C) - Compliance with equality legislation** | | | |
| 7.9 | Unlawful discrimination | Answering Yes and unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring | Answering No, or answering Yes but able to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring |
|  |  |  |  |
| 7.10 | Complaints by the Equality and Human Rights Commission | Answering Yes and unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring | Answering No, or answering Yes but able to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring |
| 7.11 | Processes to check sub-contractors | Answering No | Answering Yes |
| 7.12 | Equality legislation | Answering No | Answering Yes |
| **Part 7(D) - Environmental Management** | | | |
| 7.13 | Breaching environmental legislation | Answering Yes and the authority is not satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Answering No, or answering Yes but the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. |
| 7.14 | Processes to check sub-contractors | Answering No | Answering Yes |
| 7.15 | Environmental legislation | Answering No | Answering Yes |
| **Part 7(E) – Health and Safety** | | | |
| 7.16 | Compliant Health and Safety Policy | Answering No and the authority is not satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Answering Yes |
|  |  |  |  |
| 7.17 | HSE Enforcement / remedial action orders | Answering Yes and the authority is not satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches | Answering No, or  Answering Yes but the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches |
| 7.18 | Sub-contractors Health and safety | Answering No | Answering Yes or N/A |

## Scored Questions

### 6 – Technical and Professional Ability (60%)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Question** | **%** | **Score 0** | **Score 1-2** | **Score 3-4** | **Score 5-6** | **Score 7-8** |
| 6.1 to 6.5 | Relevant experience and contract examples | 60% | Failing to provide at least one example for questions 6.1 to  6.4 and failing to provide an explanation in response to 6.5 to the satisfaction of the authority | Failing to provide at least one example for questions 6.1 to  6.4 but providing an explanation in response to 6.5 to the satisfaction of the authority | Providing example(s) for questions 6.1 to  6.4  demonstrating only limited experience | Providing example(s) for questions 6.1 to  6.4  demonstrating a satisfactory level of experience | Providing example(s) for questions 6.1 to  6.4  demonstrating a high / comprehensive level of experience |

**7(A) – Project specific questions to assess Technical and Professional Ability (40%)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Question** | **%** | **Poor Score 0** | **Weak Score 1-2** | **Average Score 3-4** | **Excellent Score 5-6** |
| 7.1 | Organisational capacity | 10% | No information provided or no capacity within the organisation | Lack of capacity in many areas of the organisation | Capacity in some areas of the organisation only | Extensive capacity at all levels in the organisation |
| 7.2 | ICT systems | 5% | No evidence provided or no IT system(s) used. | Use of basic IT system(s) | Service specific system(s) used although not fully implemented | Service specific system(s) used fully to support the delivery of services |
| 7.3 | Staff training | 5% | No evidence provided or no relevant induction and training provided to staff | Limited relevant induction and training with weaknesses in a number of areas | Relevant induction and training covering most areas with a few weaknesses | Comprehensive relevant induction and training provided to staff |
| 7.4 | Quality assurance systems | 5% | No evidence provided or no quality assurance systems operated | Quality systems operated but weaknesses in a number of areas | Quality systems operated but some weaknesses identified | Quality systems operated fully |
| 7.5 | Staff | 5% | No evidence provided or no assessment made in the areas specified | Assessment of one area but with shortcomings | Assessment of both areas but with shortcomings | Assessments made in all the areas specified with no shortcomings |
| 7.6 | Environmental/Purchasing Policy | 5% | No evidence provided, or no environmental or no purchasing policy | Very weak policie(s) | Good policie(s) but some weaknesses | Robust policies covering all areas |
| 7.7 | Environmental performance | 5% | No evidence provided or no environmental performance monitoring and actions to mitigate climate change | Weak environmental performance monitoring and/or actions to mitigate climate change | Good environmental performance monitoring and actions to mitigate climate change | Robust environmental performance monitoring and actions to mitigate climate change |