

**PARTICIPATION REQUIREMENTS AND
SELECTION QUESTIONNAIRE AND GUIDANCE**

**MULTIFUNCTIONAL DEVICES, MANAGED PRINT AND CONTENT SERVICES AND
RECORDS AND INFORMATION MANAGEMENT**

REFERENCE NUMBER

RM3781

ATTACHMENT 2

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PARTICIPATION REQUIREMENTS AND SELECTION QUESTIONNAIRE AND GUIDANCE

1 INTRODUCTION

- 1.1 This document provides representations of the online 'Participation Requirements' and 'Selection Questionnaire'. You cannot submit your responses using this document – you must complete and submit only the online versions of the Participation Requirements and Selection Questionnaire in the e-Sourcing Suite.
- 1.2 Unless the context provides otherwise, capitalised expressions in this document shall have the meaning given to them in the glossary in the Invitation to Tender descriptive document in Attachment 1.
- 1.3 For the avoidance of doubt in the Participation Requirements questions “we” refers to the Potential Provider.
- 1.4 For the avoidance of doubt in the Selection questions “you” / “your” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).
- 1.5 If you cannot provide a response to a question your Tender will be deemed non-compliant.
- 1.6 If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement. See the (Attachment 1) ITT for further details.
- 1.7 This Questionnaire is broken down into the following sections:

Participation Requirements Questionnaire – Part A Conditions of Participation			
PR1	Acceptance of Terms of Participation	Evaluated	Pass/Fail
PR2	Acceptance of Terms and Conditions	Evaluated	Pass/Fail
PR3	Acceptance of Declaration of Compliance	Evaluated	Pass/Fail
Participation Requirements Questionnaire – Part B eSourcing Tool Guidance			
PR4	eSourcing Supplier Guidance	Information Only	N/A
PR5	Submit all Draft Bids	Information Only	N/A
PR6	ALL HOSTS	Information Only	N/A
Selection Questionnaire SQ1 – Potential Provider Details			
SQ1a (i)	Organisational Details	Compliance	N/A

SQ1a (ii)	Additional Information	Compliance	N/A
SQ1b	Trading Status	Compliance	N/A
SQ1c	Other Trading Status	Compliance	N/A
SQ1d	Charity Registration number	Compliance	N/A
SQ1e	Relevant classifications	Compliance	N/A
SQ1f	Professional or trade registration	Compliance	N/A
SQ1g	Registration details	Compliance	N/A
SQ1h	Legal requirement to obtain particular authorisation	Compliance	N/A
SQ1i	Details of authorisation if required	Compliance	N/A
SQ1j	Trading name	Compliance	N/A
SQ1k	SME	Compliance	N/A
SQ1l	Parent Company Details	Compliance	N/A
SQ1m	Ultimate Parent Company Details	Compliance	N/A
Selection Questionnaire SQ2 – Bidding Model			
SQ2a	Whether bidding as the Lead Contact for a Group of Economic Operators	Compliance	N/A
SQ2b	Name of Group of Economic Operators (if applicable)	Compliance	N/A
SQ2c	Proposed Legal Structure if Framework Agreement is awarded	Compliance	N/A
SQ2d	Details for each member of Group of Economic Operators	Compliance	N/A
SQ2e	Use of Sub-Contractors	Compliance	N/A
SQ2f	Details of Sub-Contractors	Compliance	N/A
SQ2g	Which Lot(s) you are tendering for	Compliance	N/A
Selection Questionnaire SQ3 – Grounds for Mandatory Exclusion			
SQ3 (a-e)	Grounds for Mandatory Exclusion	Evaluation	Pass/Fail
Selection Questionnaire SQ4 – Grounds for Discretionary Exclusion – Part 1			

SQ4 (a-b)	Grounds for Discretionary Exclusion	Evaluation	Pass/Fail
Selection Questionnaire SQ4 – Grounds for Discretionary Exclusion – Part 2			
SQ4(c-d)	Grounds for Discretionary Exclusion	Evaluation	Pass/Fail
Selection Questionnaire SQ5 – Economic and Financial Standing			
SQ5.1 (a-b)	Financial Assessment for Lot 1	Compliance	N/A
SQ5.2 (a-c)	Financial Assessment for Lot(s) 2 – 7	Compliance	N/A
Selection Questionnaire SQ6 – Framework Requirements			
SQ6.1 (a-e)	Insurance Requirements	Evaluation	Pass/Fail
SQ6.2 (a-d)	Compliance with Equality Legislation	Evaluation	Pass/Fail
SQ6.3 (a-d)	Health and Safety	Evaluation	Pass/Fail
SQ6.4	Cyber Essentials Plus Scheme	Evaluation	Pass/Fail
SQ6.5	Quality Management System (QMS)	Evaluation	Pass/Fail
SQ6.6	Standards	Evaluation	Pass/Fail
SQ6.7	Framework Population Template	Information Only	N/A
SQ6.8 (a-b)	Subsidiary/Affiliated Companies	Information Only	N/A
SQ6.9 (a-b)	Overseas Capability	Information Only	N/A
Selection Questionnaire SQ7 – Technical and Professional Ability			
SQ7.1 (a-c)	Skills and Apprentices	Compliance	N/A
SQ7.2 (a-c)	Lot 1 – Contract Examples	Evaluation	Pass/Fail
SQ7.3 (a-c)	Lot 2 – Contract Examples	Evaluation	Pass/Fail
SQ7.4 (a-c)	Lot 3 – Contract Examples	Evaluation	Pass/Fail
SQ7.5 (a-c)	Lot 4 – Contract Examples	Evaluation	Pass/Fail
SQ7.6 (a-c)	Lot 5 – Contract Examples	Evaluation	Pass/Fail
SQ7.7 (a-c)	Lot 6 – Contract Examples	Evaluation	Pass/Fail
SQ7.8 (a-c)	Lot 7 – Contract Examples	Evaluation	Pass/Fail

2 PARTICIPATION REQUIREMENTS QUESTIONNAIRE

Below is a representation of the 'Participation Requirements Questionnaire' in the e-Sourcing Suite.

You must complete the online version. You cannot submit your responses using this document.

PART A - Conditions of Participation		
PR1 – PR3 Response Guidance You are required to answer YES to the questions in this section to confirm your acceptance of the conditions set out in the documents specified in these questions. If you do not answer YES to these questions you cannot participate in this procurement.		
Requirement number	Participation Requirement	Response
PR1	We accept the Terms of Participation Attachment 6	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR2	We accept the draft Terms and Conditions as set out in Attachment 4 – Framework Agreement, Attachment 4a – Framework Agreement Schedule 2, Part A : Goods and Services, Attachment 4b – Call Off Contract and Attachment 4c – Call off Lease Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR3	We confirm that we, including named Sub Contractors and all Group of Economic Operators members comply with all the statements in the Declaration Of Compliance Attachment 7	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART B - eSourcing Tool Guidance

PR4 – PR6 Response Guidance

You are required to answer YES to the questions in this section 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 a significantly increased risk of misunderstanding the procurement and of submitting a sub-optimal or a non-compliant Tender.

Requirement number	Participation Requirement	Response
PR4	We have read the document 'e-Sourcing Supplier Guidance Part B - Tendering and Further Competitions' (Attachment 8) https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers (select e-Sourcing tool 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 "e-Sourcing Supplier Guidance Part B - Tendering and Further Competitions" https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers (select e-Sourcing tool 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

3 SELECTION QUESTIONNAIRE

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.**

Selection Questionnaire SQ1: Potential Provider Details		
SQ1 Response Guidance <p>You are required to provide full and accurate information about who you are and what is your approach to this procurement.</p> <p>This section is not evaluated but may be verified at any time.</p> <p>The Authority may exclude Potential Providers that do not provide full and accurate information.</p> <p>Please Note – if you are bidding as a lead Contact, you must answer the remaining questions in this Selection Questionnaire and provide evidence requested in respect of each member of the Group of Economic Operators, unless the question specifically directs otherwise</p> <p>and</p> <p>If you or, if applicable, the Group of Economic Operators are proposing to use Sub Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation and, if applicable, the Group of Economic Operators and each of the proposed Sub Contractors, unless the question specifically directs otherwise.</p>		
Question number	Question	Response
SQ1a (i)	Organisation Details <ul style="list-style-type: none">- Company registration number (if applicable)- Full name of the Potential Provider submitting the Tender (For a Group of Economic Operators this will be the lead Contact)- Registered office address- Date of registration in country of establishment- Registered VAT number- Head office DUNS number	complete table in the eSourcing suite
SQ1a (ii)	Additional Information <ul style="list-style-type: none">- Telephone number- Fax number (enter N/A in cell if not applicable)- Email address- Internet (web) address	complete table in the eSourcing suite

SQ1a (ii) Response Guidance

Please note that the information requested will be published on Tenders Electronic Daily (TED) and/or Contracts Finder, if you are successful in this procurement therefore must be generic with no references to individual names and no contact details that are directly linked to an individual.

SQ1b	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) OTHER (please specify)	Use Pick list
SQ1c	If you responded OTHER to SQ1b please specify, in the following text field, your trading status.	character limit 255
SQ1d	Charity registration number (if applicable)	character limit 255
SQ1e	Relevant classifications a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual d) N/A	Use Pick list
SQ1f	If applicable, is your business registered with the appropriate professional or trade register(s) in the member state where it is established (as set out in Schedule 5 of the Regulations) under the conditions laid down by that state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ1g	If you responded YES to SQ1f, please provide, in the following text field, details including the registration number.	character limit 4096
SQ1h	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ1i	If you responded YES to SQ1h, please provide additional details within the following text field of what is required and confirmation that you have complied with this.	character limit 4096
SQ1j	Trading name(s) that will be used if successful in this procurement.	character limit 255

SQ1k	Are you a Small Medium Enterprise (SME)? Guidance can be found at: http://ec.europa.eu/growth/smes	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SQ1l	Details of immediate parent company: - Name of Lead/Group of Economic Operators member - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number Please enter N/A in first table cell if not applicable	complete table in the eSourcing suite
SQ1l Response Guidance If you are submitting a bid as a Group of Economic Operators, the information requested will be required for each and every member.		
SQ1m	Details of ultimate parent company: - Name of Lead/Group of Economic Operators member - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number Please enter N/A in first table cell if not applicable	complete table in the eSourcing suite
SQ1m Response Guidance If you are submitting a bid as a Group of Economic Operators, the information requested will be required for each and every member.		

Selection Questionnaire SQ2: Bidding Model

SQ2 Response Guidance

You are required to provide full and accurate information about who you are and what is your approach to this procurement.

This section is not evaluated but may be verified at any time.

The Authority may exclude Potential Providers that do not provide full and accurate information.

Please Note – if you are bidding as a lead Contact, you must answer the remaining questions in this Selection Questionnaire and provide evidence requested in respect of each member of the Group of Economic Operators, unless the question specifically directs otherwise

and

If you or, if applicable, the Group of Economic Operators are proposing to use Sub Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation and, if applicable, the Group of Economic Operators and each of the proposed Sub Contractors, unless the question specifically directs otherwise.

Question number	Question	Response
SQ2a	Are you bidding as the Lead Contact for a Group of Economic Operators? If Yes, please provide details listed in questions SQ2b, SQ2c and SQ2d.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2b	Name of Group of Economic Operators (if applicable)	character limit 255
SQ2c	Proposed legal structure if the Group of Economic Operators intends to form a single legal entity prior to signing the Framework Agreement, if awarded.	character limit 255
SQ2d	If you responded YES to SQ2a, please provide additional details for each member in following table: <ul style="list-style-type: none"> - Name - Registered address - Trading status - Company registration number - Head Office DUNS number - Registered VAT number - SME - The role each member will take in providing the Services - The approximate % of contractual obligations assigned to each member Enter N/A in the first table cell if not applicable	complete table in the eSourcing suite

SQ2e	Are you or, if applicable, the Group of Economic Operators proposing to use Sub Contractors?	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>
SQ2f	<div>If you responded YES to SQ2e, please provide additional details for each Sub Contractor</div> <div><div>- Name</div><div>- Registered address</div><div>- Trading status</div><div>- Company registration number</div><div>- Head Office DUNS number</div><div>- Registered VAT number</div><div>- SME</div><div>- The role each member will take in providing the Services</div><div>- The approximate % of contractual obligations assigned to each Sub Contractor</div></div> <div>Enter N/A in the first table cell if not applicable.</div>	complete table in the eSourcing suite
SQ2g	<div>Please indicate which Lot(s) you are tendering for:</div> <div><div>Lot 1</div><div>Multifunctional Devices (MFDs) and Entry Level Print Management Software</div></div> <div><div>Lot 2</div><div>Multifunctional Devices and Print Management Services</div></div> <div><div>Lot 3</div><div>Managed Print and Content Management Services</div></div> <div><div>Lot 4</div><div>Specialist Records Management Services</div></div> <div><div>Lot 5</div><div>Scanning Services</div></div> <div><div>Lot 6</div><div>Sensitivity Review</div></div> <div><div>Lot 7</div><div>Audit and Consultancy Services</div></div>	Use Pick List

Selection Questionnaire SQ3: Grounds for Mandatory Exclusion

SQ3 (a-e) Response Guidance

You are required to answer YES or NO to the questions set out in this section.

If you answer YES to any of the questions in this section you are required to provide evidence of 'self-cleaning' (see Regulation 57 (13) of the Regulations) against the relevant conviction.

If you cannot provide evidence of 'self-cleaning' which is acceptable to the Authority you will be excluded from further participation in this procurement.

SQ3c(xi) - 'Self-cleaning'

If you answer YES to any of the questions set out in Selection Questionnaire SQ3 you are required to provide sufficient evidence, in a separate attachment at question SQ3c(xi), that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleanse" the situation referred to in that question. You have to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

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

In order for the evidence referred to above to be sufficient, you shall, as a minimum, prove that you have;

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

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

Question number	Question	Response
SQ3a	Regulation 57 (1) Within the past five years for your organisation and/or any of your or the Group of Economic Operators' proposed Sub Contractors and/or members of your Group of Economic Operators, has the organisation, directors or partners or any other person who has powers of representation, decision or control been convicted of any of the following offences or any other offence within the meaning of Regulation 57(1) of the Regulations as defined by the law of any jurisdiction outside England and Wales and Northern Ireland?	
SQ3a(i)	conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal	<input type="checkbox"/> Yes

	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;	<input type="checkbox"/> No
SQ3a(ii)	corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3a(iii)	the common law offence of bribery;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3a(iv)	bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b	any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:	
SQ3b(i)	the common law offence of cheating the Revenue;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(ii)	the common law offence of conspiracy to defraud;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(iii)	fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(iv)	fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(v)	fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(vi)	an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(vii)	an offence under section 2 or 4 of the Modern Slavery act 2015	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ3b(viii)	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	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(ix)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(x)	fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(xi)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c	any offence listed —	
SQ3c(i)	in section 41 of the Counter Terrorism Act 2008; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(ii)	in Schedule 2 to that Act where the court has determined that there is a terrorist connection;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(iii)	any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(iv)	money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(v)	an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(vi)	an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ3c(vii)	an offence under section 59A of the Sexual Offences Act 2003;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(viii)	an offence under section 71 of the Coroners and Justice Act 2009	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(ix)	an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(x)	any other offence within the meaning of Article 57(1) of the Directive— (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(xi)	If you answer YES to any of the questions SQ3a, SQ3b and SQ3c you are required to provide evidence of ‘self-cleaning’ (see Regulation 57 (13) of the Regulations) against the relevant conviction. This should be attached to question SQ3c (xi) and entitled “SQ3c(xi)[insert your organisation name]”.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ3d	Regulation 57 (3) – Has it been established, for your organisation and/or any of your or the Group of Economic Operators’ proposed Sub Contractors and/or members of your Group of Economic Operators, by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation, if applicable, is in breach of obligations related to the payment of tax or social security contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3e	If you have answered YES to question SQ3d, please provide further details to confirm whether you and/or any of your or the Group of Economic Operators’ proposed Sub Contractors and/or members of your Group of Economic Operators have paid, or have entered into a binding arrangement with a view to paying, including where applicable any accrued interest and/or fines?	character limit 4096

Selection Questionnaire SQ4: Grounds for Discretionary Exclusion – Part 1

SQ4(a-b) Response Guidance

You are required to answer YES or NO to the questions set out in this section.

If you answer YES to any of the questions in this section you are required to upload evidence of 'self-cleaning' (see Regulation 57 (13) of the Regulations) against the relevant conviction.

If you cannot provide evidence of 'self-cleaning' which is acceptable to the Authority you may be excluded from further participation in this procurement.

Please note – 'self-cleaning' is not applicable to discretionary exclusion grounds which are procurement specific and do not arise from supplier misdeeds ("conflict of interest" and "distortion of competition from prior involvement").

'Self-cleaning'

If you answer YES to any of the questions set out in Selection Questionnaire SQ4(a-b) you are required to provide sufficient evidence, in a separate attachment at question SQ4c, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleanse" the situation referred to in that question. You have to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

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

In order for the evidence referred to above to be sufficient, you shall, as a minimum, prove that you have;

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

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

Question number	Question	Response
SQ4a	Regulation 57 (8) – Within the past three years, please indicate if anywhere in the world any of the following situations have applied, or currently apply, to your organisation and/or any of your or the Group of Economic Operators' proposed Sub Contractors and/or members of your Group of Economic Operators :	
SQ4a(i)	An organisation has violated applicable obligations referred to in Regulation 56 (2) in the fields of environmental, social and	<input type="checkbox"/> Yes

	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 Directive as amended from time to time;	<input type="checkbox"/> No
SQ4a(ii)	An organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(iii)	An organisation is guilty of grave professional misconduct, which renders its integrity questionable;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(iv)	An organisation has entered into agreements with other economic operators aimed at distorting competition;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(v)	An organisation has a conflict of interest within the meaning of Regulation 24 that cannot be effectively remedied by other, less intrusive, measures;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(vi)	The prior involvement of an organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in Regulation 41, that cannot be remedied by other, less intrusive, measures;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(vii)	An organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4b	An organisation has:	
SQ4b(i)	Been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4b(ii)	Withheld such information or is not able to submit supporting documents required under Regulation 59; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
	The organisation has undertaken to:	
SQ4b(iii)	Unduly influence the decision-making process of the contracting authority, or	<input type="checkbox"/> Yes

		<input type="checkbox"/> No
SQ4b(iv)	Obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4b(v)	An organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4c	<p>If you answer YES to any of the questions SQ4a and SQ4b you are required to provide evidence of 'self-cleaning' (see Regulation 57 (13) of the Regulations) against the relevant conviction.</p> <p>This should be attached to question SQ4c and entitled "SQ4c[insert your organisation name]"</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Selection Questionnaire SQ4: Grounds for Discretionary Exclusion – Part 2

SQ4d Response Guidance

You are required to answer YES or NO to the questions set out in this section.

The authority reserves the right to use its discretion to exclude a Supplier where it can demonstrate the Supplier's non-payment of taxes/social security contributions where no binding legal decision has been taken.

Please note that Section 4 relating to tax compliance only applies where the authority has indicated that the contract is over £5million in value, and the authority is a Central Government Department (including their Executive Agencies and Non-Departmental Public Bodies).

"Occasion of Tax Non-Compliance" means:

- (a) any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 is found to be incorrect as a result of:
 - 1. a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
 - 2. the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or
- (b) the Supplier's tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a penalty for civil fraud or evasion

Question number	Question	Response
SQ4d	From 1 April 2013 onwards, for your organisation and/or any of your or the Group of Economic Operators' proposed Sub Contractors and/or members of your Group of Economic Operators, have any of the organisation's tax returns submitted anywhere in the world on or after 1 October 2012:	
SQ4d(i)	Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4d(ii)	Been found to be incorrect as a result of:	<input type="checkbox"/> Yes

	<p>(i) HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or</p> <p>(ii) a tax authority in a jurisdiction in which the Potential Provider is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the “Halifax” abuse principle; or</p> <p>(iii) the failure of an avoidance scheme which the Potential Provider was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Potential Provider is established?</p>	<input type="checkbox"/> No
SQ4d(iii)	<p>If answering “Yes” to either 4d(i) or 4d(ii) above, the Supplier may provide details of any mitigating factors that it considers relevant and that it wishes the authority to take into consideration. This could include, for example:</p> <ul style="list-style-type: none"> • Corrective action undertaken by the Supplier to date; • Planned corrective action to be taken; • Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or • Changes in financial, accounting, audit or management procedures since the OONC. <p>In order that the authority can consider any factors raised by the Supplier, the following information should be provided:</p> <ul style="list-style-type: none"> • A brief description of the occasion, the tax to which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign Tax Authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc. • Where the OONC relates to a DOTAS, the number of the relevant scheme. • The date of the original “non-compliance” and the date of any 	<p>character limit 4096</p>

	<p>judgement against the Supplier, or date when the return was amended.</p> <ul style="list-style-type: none"> • The level of any penalty or criminal conviction applied. 	
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Selection Questionnaire SQ5: Economic and Financial Standing – Lot 1 only

SQ5.1 (a-b) Response Guidance

You are required to answer YES or NO to the applicable questions in this section if you are bidding for Lot 1.

The Authority will use the information that you provide in this section, with that from sections SQ1 and SQ2 to evaluate the economic and financial standing of those organisations involved in your Tender and/or any Framework Guarantor(s).

Refer to paragraph 10.1 and 10.2 of Attachment 1 – ITT for more information about how the financial assessment will be conducted.

Question number	Question	Response
SQ5.1a	For your organisation, and your or the Group of Economic Operators' proposed Sub-Contractors and, if applicable, all other members of your Group of Economic Operators, please select YES or NO as appropriate to confirm you have uploaded, using the paperclip icon aligned to this question, option (a) if available or, if option (a) is not available, one or more of options (b), (c) or (d) to demonstrate economic/financial standing:	
	(i) A copy of the audited accounts for the most recent two years, if available; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(ii) 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; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(iii) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(iv) 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).	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ5.1b(i)	If you or, if applicable, a member of your Group of Economic Operators, are part of a Group, would your parent company or the parent company of the relevant member of your Group of Economic Operators be willing to provide, prior to contract, a Framework Guarantee if you or, if applicable, the Group of Economic Operators are awarded a Framework Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

	<p>If YES, you will be contacted to provide the relevant parent company accounts if required.</p> <p>Note: the definition of “Group” in the glossary to the Invitation to Tender (Attachment 1) is not the same as “Group of Economic Operators”</p>	
SQ5.1b(ii)	<p>If you responded NO to question SQ5.1b (i), would you or, if applicable, a member of your Group of Economic Operators, be able to obtain a Framework Guarantee elsewhere?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ5.1b (iii)	<p>If you responded YES to SQ5.1b (ii), please provide details, in the following text field, of the alternative source.</p> <p>Note to Lead Contacts in respect of questions SQ5.1b (i) to (iii): the Authority reserves its right under Regulation 19 (6) to require a Group of Economic Operators to assume a specific legal form after award of the Framework Agreement if this is necessary for the satisfactory performance of the Framework Agreement.</p>	<p>4096 character limit</p>

Selection Questionnaire SQ5 Economic and Financial Standing – Lot(s) 2, 3, 4, 5, 6 and 7

SQ5.2(a-c) Response Guidance

You are required to answer YES or NO to the applicable questions in this section if you are bidding for Lot(s) 2, 3, 4, 5, 6 or 7.

The Authority will use the information that you provide in this section, with that from sections SQ1 and SQ2 to evaluate the economic and financial standing of those organisations involved in your Tender and/or any Framework Guarantor(s).

Refer to paragraph 10.1 and 10.2 of Attachment 1 – ITT for more information about how the financial assessment will be conducted.

Question number	Question	Response
SQ5.2	<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 'Bidding 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 13 must be completed by each Framework Guarantor and accepted by the Authority prior to Call-Off Contract.</p>	
SQ5.2a	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ5.2b	<p>If you responded YES to question SQ5.2a, 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) - 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 e-Sourcing Suite
SQ5.2c	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 contract, a Framework Guarantee as laid out in Framework Schedule 13 if a Framework Agreement is awarded.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Selection Questionnaire SQ6: Insurance Requirements		
Question number	Question	Response
SQ6.1	Insurance Requirements For your organisation and your and the Group of Economic Operators' proposed Sub Contractors and members of your Group of Economic Operators, each already have or commit to obtain, prior to the commencement of the Framework Agreement if awarded, the levels of insurance cover indicated below:	
SQ6.1a	Employer's (Compulsory) Liability Insurance = £5,000,000.00 Applicable to ALL Lot(s) 1 - 7	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ6.1a – Response Guidance <p>This question is evaluated PASS/FAIL.</p> <p>Employer's Liability insurance is a legal requirement except for businesses employing only the owner/close family members or if employing someone based abroad.</p> <p>Please select option YES, NO or N/A from the drop down list.</p> <p>To achieve a PASS you must:</p> <ul style="list-style-type: none"> Select YES, to confirm that your organisation has, or will have in place Employer's Liability insurance of at least £5,000,000.00 prior to the commencement date of the Framework Agreement, and you will provide a valid in date certification prior to Contract award; OR Select N/A, to confirm that your organisation and your Group of Economic Operators, employs only the owner/close family members or employs someone based abroad, and you will provide evidence to the Authority that this is not required prior to Contract award. <p>If you select NO then you will achieve a FAIL and your Tender will be excluded from further consideration for the purposes of this procurement.</p>		
SQ6.1b	Public Liability Insurance = £5,000,000.00 Applicable to ALL Lot(s) 1 - 7	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.1b – Response Guidance <p>This question is evaluated PASS/FAIL and is applicable to ALL Lots 1 – 7.</p> <p>Please select option YES or NO from the drop down list.</p>		

To achieve a PASS you must select YES, to confirm that your organisation has, or will have in place Public Liability insurance of at least £5,000,000.00 prior to the commencement date of the Framework Agreement, and you will provide a valid in date certification prior to Contract award;

If you select NO then you will achieve a FAIL and your Tender will be excluded from further consideration for the purposes of this procurement.

SQ6.1c	Product Liability Insurance = £5,000,000.00 Applicable to Lot(s) 1, 2, 3, 4, 5 and 7.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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SQ6.1c – Response Guidance

This question is evaluated PASS/FAIL and is applicable to Lot(s) 1, 2, 3, 4, 5 and 7 only.

Please select option YES, NO or N/A from the drop down list.

To achieve a PASS you must:

- Select YES, to confirm that your organisation has, or will have in place Product Liability insurance of at least £5,000,000.00 prior to the commencement date of the Framework Agreement, and you will provide a valid in date certification prior to Contract award;
OR
- Select N/A, to confirm that this question does not apply because you are bidding for Lot 6 only.

If you select NO then you will achieve a FAIL and your Tender will be excluded from further consideration for the purposes of this procurement.

SQ6.1d	Professional Indemnity Insurance = £5,000,000.00 Applicable to Lot(s) 2, 3, 4, 5 and 6.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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SQ6.1d – Response Guidance

This question is evaluated PASS/FAIL and is applicable to Lot(s) 2, 3, 4, 5 and 6 only.

Please select option YES, NO or N/A from the drop down list.

To achieve a PASS you must:

- Select YES, to confirm that your organisation has, or will have in place Professional Indemnity insurance of at least £5,000,000.00 prior to the commencement date of the Framework Agreement, and you will provide a valid in date certification prior to Contract award;
OR
- Select N/A, to confirm that this question does not apply because you are bidding for Lot 1 and Lot 7 only.

If you select NO then you will achieve a FAIL and your Tender will be excluded from further consideration for the purposes of this procurement.		
SQ6.1e	Professional Indemnity Insurance = £2,000,000.00 Applicable to Lot 1 and Lot 7 only.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ6.1e Response Guidance This question is evaluated PASS/FAIL and is applicable to Lot 1 and Lot 7 only. Please select option YES, NO or N/A from the drop down list. To achieve a PASS you must: <ul style="list-style-type: none"> Select YES, to confirm that your organisation has, or will have in place Professional Indemnity insurance of at least £2,000,000.00 prior to the commencement date of the Framework Agreement, and you will provide a valid in date certification prior to Contract award; OR Select N/A, to confirm that this question does not apply because you are bidding for Lot(s) 2, 3, 4, 5, or 6 only. If you select NO then you will achieve a FAIL and your Tender will be excluded from further consideration for the purposes of this procurement.		

SQ6.2	Equality Legislation Within the past three years for your organisation and/or any of your or the Group of Economic Operators' proposed Sub Contractors and/or members of your Group of Economic Operators, within all jurisdictions in which the organisation operates, has the organisation:	
SQ6.2a	Had any finding of unlawful discrimination made against it by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.2b	Had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.2c	If you responded YES to one or both of questions SQ6.2a and SQ6.2b, please provide, as a separate Attachment, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

	<p>If the investigation upheld the complaint against the organisation, please explain what action (if any) the organisation has taken to prevent unlawful discrimination from reoccurring.</p> <p>Please select option YES, NO or N/A to confirm whether or not you have uploaded an attachment.</p>	Upload attachment if applicable
SQ6.2d	Does the organisation have processes in place to check whether any of the above circumstances apply to Sub Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SQ6.2 (a-d) Response Guidance

This question is evaluated PASS/FAIL.

You are required to answer YES, NO or N/A to the applicable questions in this section.

If you answer YES to one or both questions SQ6.2a and SQ6.2b you are required to provide a summary of the nature of investigation and an explanation of the outcome of the investigation to date as an Attachment to SQ6.2c.

If you achieve a FAIL your tender will be excluded from further consideration for the purposes of this procurement.

Please note that for question SQ6.2d N/A will only apply if your organisation does not intend to use Sub Contractors throughout the duration of the Framework Agreement and any Call Off Contract.

SQ6.3a	<p>Health and Safety</p> <p>Please self-certify that your organisation and/or any of your or the Group of Economic Operators' proposed Sub Contractors and/or members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.3b	Has your organisation and/or any of your or the Group of Economic Operators' proposed Sub Contractors and/or members of your Group of Economic Operators been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.3c	If you responded YES to question SQ6.3b, please provide details in a separate Attachment of any enforcement/remedial orders served and give details of any remedial action or changes to procedures the organisation has made as a result.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

	Please select option YES, NO or N/A to confirm whether or not you have uploaded an attachment.	Upload attachment if applicable
SQ6.3d	Do you and or the Group of Economic Operators have processes in place to check whether any of the above circumstances apply to Sub-Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SQ6.3 (a-d) Response Guidance

This section is evaluated PASS/FAIL.

You are required to answer YES, NO or N/A to the applicable questions in this section.

If you answered YES to question SQ6.3b you are required to provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures the organisation has made as a result as an Attachment to SQ6.3c.

If you achieve a FAIL your tender will be excluded from further consideration for the purposes of this procurement.

Please note that for question SQ6.3d N/A will only apply if your organisation does not intend to use Sub Contractors throughout the duration of the Framework Agreement and any Call Off Contract.

SQ6.4	<p>Cyber Essentials Plus</p> <p>In relation to the Services required, please confirm that you comply with one of the following criteria:</p> <p>(i) You have a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months;</p> <p>OR</p> <p>(ii) You have not got a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials Plus certificate by one of the government approved accreditation bodies, 30 days after the commencement date of the Framework Agreement;</p> <p>OR</p> <p>(iii) You have not got a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or, will be able to demonstrate 30 days after the commencement date of the</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes (i) <input type="checkbox"/> Yes (ii) <input type="checkbox"/> Yes (iii) <input type="checkbox"/> Yes (iv)
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	<p>Framework Agreement that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link:</p> <p>https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf</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 technical requirements;</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 requirements have been included in the scope of that standard, and verified as such and the certification body carrying out this verification is approved to issue a Cyber Essentials Plus certificate by one of the government approved Cyber Essentials accreditation bodies referred to in i).</p> <p>AND</p> <p>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 are compliant with either of the requirements of questions i), ii), iii) or iv).</p> <p>Note: The Authority will recognise equivalent certificates from bodies established in other member States.</p>	
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SQ6.4 Response Guidance

This question is evaluated PASS/FAIL.

In relation to the Services required, you are required to answer YES or NO to confirm that you comply with one of criteria, as set out in **clause 9** of Attachment 4 – Framework Agreement.

To achieve a PASS you must select YES to confirm that you comply with one of the criteria.

If you select NO then you will achieve a FAIL and your tender will be excluded from further consideration for the purposes of this procurement.

SQ6.5	<p>Quality Management System (QMS)</p> <p>By selecting YES, you have self-certified that you have a QMS that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, but will have in place</p>
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	<p>By selecting NO BUT WILL HAVE IN PLACE you have self-certified that you do not have a QMS that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement BUT WILL establish a QMS prior to commencement of the Framework Agreement.</p> <p>By selecting NO you have confirmed that you do not have a QMS relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement, and will not put one in place for this Framework Agreement.</p>	<input type="checkbox"/> No
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Quality Management System (QMS)

This section is evaluated PASS/FAIL.

You are required to confirm that you have, or will have in place, prior to commencement of this Framework Agreement an accredited QMS or equivalent.

To achieve a PASS you must:

- Select YES you have self-certified that you have in place a QMS or equivalent that is relevant to the parts of the organisation that will deliver the Goods and Services applicable to this Framework Agreement. The Authority may ask you to provide evidence of your QMS prior to any Framework award.
- OR
- Select NO BUT WILL HAVE IN PLACE you have self-certified that you do not currently have a QMS or equivalent that is relevant to the parts of the organisation that will deliver the Goods and Services applicable to this Framework Agreement BUT WILL establish a QMS or an equivalent prior to the commencement of the Framework Agreement. Please note that you will not be able to commence work under the Framework Agreement until you have evidenced to the Authority that a QMS or equivalent, is in place.

If you select NO you have confirmed that you do not have a QMS or equivalent that is relevant to the parts of the organisation that will deliver the Goods and Services applicable to this Framework Agreement, and will not put one in place for this Framework Agreement.

If you select NO then you will achieve a FAIL and your Tender will be excluded from further consideration for the purposes of this procurement.

SQ6.6	<p>Standards</p> <p>This section is evaluated PASS/FAIL</p> <p>In relation to the Goods and Services, please confirm if you have, or will have in place, prior to the Call Off Commencement Date, certification in the Standards set out below and in accordance with Schedule 2 of Attachment 4 – Framework Agreement:</p>	<input type="checkbox"/> Yes (i) <input type="checkbox"/> Yes (ii) <input type="checkbox"/> Yes (iii) <input type="checkbox"/> Yes (iv) <input type="checkbox"/> Yes (v)
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	1. Cyber Essentials Plus Certification (or agreed equivalent standard); 2. BS EN 15713 (or equivalent Standard) The Secure Destruction of Confidential Material; 3. ISO14001 (or equivalent Standard) Environmental Management; 4. BS 7858:2012 (or equivalent Standard) Security Screening of Individuals Employed in a Security Environment; 5. ISO27001 (or equivalent Standard) Information Security Management; 6. ISO/IEC 27002 (or equivalent Standard) Information Security Management Code of Practice; 7. Compliance with WCAG V2 to 'AA' Standard on RM system 8. ISO 9241-171:2008 (or equivalent Standard) Ergonomics of human-system Interface System; 9. HMG Baseline Personnel Security Standards	<input type="checkbox"/> No (i) <input type="checkbox"/> No (ii) <input type="checkbox"/> No (iii) <input type="checkbox"/> No (vi) <input type="checkbox"/> No (v)
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SQ6.6 Response Guidance

This question is evaluated PASS/FAIL.

You must provide a response for each Standard that is listed in the table in the e-Sourcing Suite.

For each Standard, you must select YES to one of the five options available (i) – (v).

(i) You have current and valid certification in the Standard.

OR

(ii) You do not have certification in the Standard now but you will have certification in the Standard in place, prior to the Call Off Commencement Date.

OR

(iii) You do not have certification in the Standard now but you have an equivalent in place now.

OR

(iv) You do not have certification in the Standard now and you do not have an equivalent in place now, but you will have an equivalent in place prior to the Call Off Commencement Date.

OR

(v) You do not have, and will not have in place, prior to the Call Off Commencement Date., certification in the Standard, or an equivalent.

To achieve a PASS you must provide a response for each of the nine (9) Standards in the table by selecting YES to any one of the options available (i) – (v) for each Standard.

If you select option (v) for any one or more Standards, confirming that you do not have, and will not have certification in the relevant Standard, and will not have an equivalent in place, by the Call Off Commencement Date, then you will achieve a FAIL and your Tender will be excluded from further participation in this procurement.

If you fail to provide a response to this question you will achieve a FAIL and your Tender will be excluded from further participation in this Procurement.

In the event that you are successful in this Procurement, you will be required to provide evidence of valid in-date certification to the Authority prior to the Call Off Commencement Date. In the event that you have not achieved certification by the **Framework** Commencement Date you will be required to provide evidence to the Authority to confirm that you are working towards certification and that you will achieve certification by the **Call Off** Commencement Date.

If you fail to provide a copy of valid in-date certification or evidence to confirm you are working towards certification, to the Authority, by the Call Off Commencement Date your Tender will be excluded from further consideration for the purposes of this Procurement.

SQ6.7	Framework Population Template Please select option YES or NO to confirm whether or not you have populated and uploaded as an attachment to this question, the Framework Agreement Population Template (Attachment 9).	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.7 Response Guidance This question is for information only. You are required to download, populate and upload Attachment 9 – Framework Agreement Population Template in the eSourcing Suite. You should upload the completed attachment to question SQ6.7 and entitle the file "[insert your company name] Framework Agreement Population Template".		
SQ6.8a	Subsidiary/Affiliated Companies Please select option YES or NO to confirm whether or not you are aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender in respect of the procurement.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>SQ6.8a Response Guidance</p> <p>This question is for information only.</p> <p>You are required to select YES or NO to confirm that you are aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender in respect of the procurement.</p>		
SQ6.8b	<p>If you responded YES to question SQ6.8a please provide details of Subsidiary/Affiliated Companies or Group of Economic Operators</p> <ul style="list-style-type: none"> - Name of Group of Economic Operator Member (if applicable) - Name of Subsidiary/Affiliated Company - Company Registration Number of Subsidiary/Affiliated Company 	Complete table in the e-Sourcing Suite
<p>SQ6.8b Response Guidance</p> <p>This question is for information only.</p> <p>If you selected YES to SQ6.8a you are required to complete the table in the eSourcing Suite.</p>		
SQ6.9a	<p>Overseas Capability</p> <p>Applicable to Lot 2 <u>only</u>.</p> <p>Please select option YES or NO to confirm whether or not you have capacity to supply the provision of Services at Overseas Locations.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>SQ6.9a Response Guidance</p> <p>This question is for information only and is applicable to Lot 2 only.</p> <p>You are required to confirm that you have capacity to supply the provision of Services at Overseas Locations.</p>		
SQ6.9b	<p>If you responded YES to question SQ6.9a please provide details the following details:</p> <ul style="list-style-type: none"> - Location(s) to which you can provide this provision - Service Partner(s) utilised Overseas (if applicable) - Confirmation that technical and service manuals can be provided where the Contracting Authority wishes to maintain products at their overseas location themselves. 	Complete table in the e-Sourcing Suite

SQ6.9b Response Guidance

This question is for information and is applicable to Lot 2 only.

If you selected YES to SQ6.9a you are required to complete the table in the eSourcing Suite.

Selection Questionnaire SQ7: Technical and Professional Ability

SQ7.1 (a-c) Response Guidance

You are required to answer Yes or No to the questions in this section.

Question number	Question	Response
SQ7.1a	<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 Policy Procurement Note 14/15.</p> <p>Click here for PPN 14/15</p> <p>Please confirm if you will be supporting apprenticeships and skills development through this contract.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.1b	<p>If you have answered yes to question SQ7.1a, 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>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.1c	<p>Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 and can provide evidence if requested by the Authority.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ7.2 – SQ7.8 Response Guidance

The questions in this section are evaluated PASS/FAIL

For each Lot that you are submitting a tender for, you are required to demonstrate that you have the necessary technical and professional capabilities, resources and experience to perform the Framework Agreement to an appropriate quality standard. Potential Providers (Lead Contact for a Group of Economic Operators) must provide:

- Two Individual contract examples comparable to the requirement of the applicable Lot.
- Evidence within these contracts that you have the sufficient level of experience to carry out the requirement, either within your organisation; Group of Economic Operators and/or named Sub-Contractors (where applicable).

All Contract Examples must:

- Have been performed within the last three years prior to the publication of the OJEU Notice to be valid and can be from the public or private sector.
- The customer contacts must be warned that they may be contacted by the Authority, to verify the accuracy of the information provided at any time. The Authority may exclude Potential Providers that do not provide full and accurate information.
- The customer contacts provided must not be employed by your organisation or be from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice.
- Examples of Call-Off Contracts awarded under Framework Agreements will be considered valid, but your position on a Framework Agreement will **NOT** be considered valid Contract Example.

The Authority will use the information that you provide in this section to evaluate whether your organisation; Group of Economic Operators and/or named Sub-Contractors have the relevant technical and professional resources to perform the requirement for this Procurement. Refer to paragraph 9.2 Consensus Marking Procedure, Attachment 1 – ITT, for more information about how the evaluation will be conducted.

Potential Providers that cannot sufficiently evidence their technical and professional ability to provide the requirements of the Framework Agreement (or their Tenders where the Authority has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) may be excluded from further consideration by the Authority.

Marking Scheme	Evaluation Guidance
Pass	You have provided <u>two</u> contract examples for each Lot(s) that you are submitting a tender for, which demonstrate you have the necessary technical and professional resources and experience to perform the Framework Agreement to the required standard.
Fail	You have not provided <u>two</u> contract examples for each Lot(s) that you are submitting a tender for, which demonstrate you have the necessary technical and professional resources and experience to perform the Framework Agreement to the required standard. OR

You have not provided a response to this question.		
Question number	Question	Response
Lot 1 - Multifunctional Devices (MFDs) and Entry Level Print Management Software		
SQ7.2a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.2b	<p>Contract Example 1</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 1 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit
SQ7.2c	<p>Contract Example 2</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 1 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit

Lot 2 - Multifunctional Devices and Print Management Services

SQ7.3a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.3b	<p>Contract Example 1</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 2 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit
SQ7.3c	<p>Contract Example 2</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 2 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit

Lot 3 - Managed Print and Content Management Services

SQ7.4a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value - <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.4b	<p>Contract Example 1</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 3 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit
SQ7.4c	<p>Contract Example 2</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 3 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit

Lot 4 - Specialist Records Management Services

SQ7.5a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.5b	<p>Contract Example 1</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 4 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit
SQ7.5c	<p>Contract Example 2</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 4 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit

Lot 5 - Scanning Services

SQ7.6a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.6b	<p>Contract Example 1</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 5 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit
SQ7.6c	<p>Contract Example 2</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 5 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit

Lot 6 - Sensitivity Review		
SQ7.7a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.7b	<p>Contract Example 1</p> <p>Please describe the comparable contract example where a similar approach has been taken to source and provide specialist personnel for the delivery of a defined project in accordance with Lot 6 as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit
SQ7.7c	<p>Contract Example 2</p> <p>Please describe the comparable contract example where a similar approach has been taken to source and provide specialist personnel for the delivery of a defined project in accordance with Lot 6 as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit

Lot 7 - Audit and Consultancy Services		
SQ7.8a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.8b	<p>Contract Example 1</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 7 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit
SQ7.8c	<p>Contract Example 2</p> <p>Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it's performance demonstrates the technical and professional requirements of Lot 7 in the following areas as detailed in Attachment 4a – Framework, Schedule 2 Part A : Goods and Services</p>	4096 character limit