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Ministry
of Defence

ATTACHMENT 2

PARTICIPATION REQUIREMENTS AND SELECTION QUESTIONNAIRE AND GUIDANCE

EFFICIENCY AND CAPABILITY PROGRAMME

REFERENCE NUMBER

RM3806

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1 INTRODUCTION

- 1.1. This document provides representations of the online 'Participation Requirements' and the online 'Selection Questionnaire'. You cannot submit your responses using this document – you must complete and submit only the online version of the Participation Requirements Questionnaire and Selection Questionnaire in the eSourcing Suite.
- 1.2. This document provides an overview of the methodology which will be adopted by the Authority to evaluate your response to each question set out within the Selection Questionnaire.
- 1.3. For the avoidance of doubt in the Participation Requirements questions “we” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).
- 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 – Invitation to Tender for further details.

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

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

PARTICIPATION REQUIREMENTS		
PART A - Conditions of Participation		
PR1	We accept the Attachment 7 - Terms of Participation	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR2	We accept the draft Terms and Conditions as set out in Attachment 4a – Framework Agreement, Attachment 4b – Framework Schedule 2: Part A Services Specification and Attachment 6 – Call Off Contract.	<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 Attachment 8 - Declaration Of Compliance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR1 - PR3 Response Guidance You are required to respond Yes to confirm your acceptance of the conditions set out in these documents. If you do not answer Yes to these questions you cannot participate in this Procurement. If you respond No to these questions your Tender will be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement.		
PART B - eSourcing Suite Tool Guidance		
PR4	We have read the document 'eSourcing Suite Supplier Guidance Part B - Tendering and Further Competitions' https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR5	We understand that it is essential to press the red 'Submit all Draft Bids' button to correctly submit our completed Tender and confirm we have read and understood the instructions on where and how to do this in paragraph 8.9 of the 'eSourcing Suite Guidance Part B - Tendering and Further Competitions' https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR6	We understand that to send a message to the CCS Procurement team we must ensure that the name of the Procurement is in the context field and 'ALL HOSTS' is selected in the 'TO' box	<input type="checkbox"/> Yes <input type="checkbox"/> No

PR4 – PR6 Response Guidance

You are required to respond **Yes** to confirm your understanding of how to use the eSourcing tool appropriately in this Procurement.

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

Selection Questionnaire			
Section			Evaluated
Section 1: Potential Provider Details (For Information Only)			
SQ1a	Organisation Details	Compliance	
SQ1b	Trading Status	Compliance	
SQ1c	Trading Status - Other	Compliance	
SQ1d	Charity Registration Number	Compliance	
SQ1e	Relevant Classifications	Compliance	
SQ1f	Professional or Trade Body Registration	Compliance	
SQ1g	Professional or Trade Body Registration - Details	Compliance	
SQ1h	Organisation/Services Membership	Compliance	
SQ1i	Organisation/Services Membership - Details	Compliance	
SQ1j	Trading Name	Compliance	
SQ1k	SME	Compliance	
SQ1l	Details of Immediate Parent Company	Compliance	
SQ1m	Details of Ultimate Parent Company	Compliance	
Section 2: Tendering Model (For Information Only)			
SQ2a	Group of Economic Operators - Lead	Compliance	
SQ2b	Group of Economic Operators - Name	Compliance	
SQ2c	Group of Economic Operators - Legal Structure	Compliance	
SQ2d	Group of Economic Operators - Details	Compliance	
SQ2e	Group of Economic Operators - Sub-Contracting	Compliance	
SQ2f	Group of Economic Operators - Sub-Contracting - Details	Compliance	
Section 3: Grounds for Mandatory Exclusion (Evaluated)			
SQ3a-e	Grounds for Mandatory Exclusion (ineligibility)	Evaluation	Pass/Fail
Section 4: Grounds for Discretionary Exclusion – Part 1 (Evaluated)			

SQ4a-c	Grounds for Discretionary Exclusion (ineligibility)	Evaluation	Pass/Fail
Section 4: Grounds for Discretionary Exclusion – Part 2 (Evaluated)			
SQ4d	Grounds for Discretionary Exclusion (ineligibility) Tax Compliance	Evaluation	Pass/Fail
Section 5: Economic and Financial Standing (Evaluated)			
SQ5.1 a-d	Financial Risk Assessment	Evaluation	Pass/Fail
Section 6: Framework Specific Questions (For Information Only)			
SQ6.1	Framework Population Template	Information only	
SQ6.2	Subsidiary / Affiliated Companies	Information only	
SQ6.3	Membership of Trade and Professional Associations	Information only	
Section 7: Framework Specific Questions (Evaluated)			
SQ7.1	Insurance	Evaluation	Pass/Fail
SQ7.2	Equality Legislation	Evaluation	Pass/Fail
SQ7.3	Environmental Management	Evaluation	Pass/Fail
SQ7.4	Health and Safety	Evaluation	Pass/Fail
SQ7.5	Cyber Essentials	Evaluation	Pass/Fail
SQ7.6	Apprenticeship and Skills Development	Evaluation	Pass/Fail
SQ7.7	Modern Slavery Act 2015	Evaluation	Pass/Fail
Section 8: Technical and Professional Ability – Previous Supply (Evaluated)			
SQ8.1a	Previous Contract Example Details	Evaluation	Pass/Fail
SQ8.1b	Previous Experience and Comparable Contracts – Contract Example 1	Evaluation	Pass/Fail
SQ8.1c	Previous Experience and Comparable Contracts – Contract Example 2	Evaluation	Pass/Fail
SQ8.1d	Previous Experience and Comparable Contracts – Contract Example 3	Evaluation	Pass/Fail
SQ8.1e	Provision of Certificates of Performance	Evaluation	Pass/Fail

SELECTION QUESTIONNAIRE (you must complete and submit the online version)

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

Note to Potential Providers: Unless the context provides otherwise, capitalised expressions in this Selection Questionnaire shall have the meaning given to them in the glossary to the Invitation to Tender descriptive document in Attachment 1. In this questionnaire “you” / “your” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).

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

Section 1: Potential Provider Details (For Information Only)		
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(i- ii) Response Guidance <p>This is the legal entity with whom the Authority will contract if successful (where there is no Group of Economic Operators).</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must insert the Lead Contact’s own details.</p> <p>Please note, the organisation telephone number; fax number; email address and internet address that you provide may be published on Tenders Electronic Daily (TED) and/or Contracts Finder, if you are successful in this Procurement. Please refrain from using Personal Details.</p>		
SQ1b	Trading status <ul style="list-style-type: none">a) Public limited companyb) Limited companyc) Limited liability partnershipd) Other partnership	Use Pick list

	e) Sole trader f) Other	
SQ1b Response Guidance		
If you selected Other to the options provided in SQ1b, please provide details.		
If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must select the applicable option from the drop-down selection list provided to describe your organisation.		
SQ1c	Trading Status - Other If you responded OTHER to SQ1b please specify, in the following text field, your trading status.	character limit 255
SQ1c Response Guidance		
If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation.		
SQ1d	Charity registration number (if applicable)	character limit 255
SQ1d Response Guidance		
If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation.		
Please insert N/A if Not Applicable		
SQ1e	Relevant Classifications a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual d) Not Applicable	Use Pick list
SQ1e Response Guidance		
If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the applicable option from the drop-down selection list provided to describe your organisation.		
SQ1f	Professional or Trade Body Registration If applicable, is your business registered with the appropriate professional or trade register(s) in the member state where it is established as set out in Schedule 5 of the Regulations under the conditions laid down by that state?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ1f Response Guidance		

Guidance on Professional and Trade Registers can be found at Link below:

<http://www.legislation.gov.uk/ukxi/2015/102/schedule/5/made>

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must, select the applicable option from selection list provided to describe your organisation. Please insert **N/A** if Not Applicable

SQ1g	Professional or Trade Body Registration - Details If you responded Yes to SQ1f, please provide, in the following text field, details including the registration number.	character limit 4096
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SQ1g Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation. Please insert **N/A** if Not Applicable

SQ1h	Organisation/Services Membership Is it a legal requirement in the state where you are established for you to possess a particular authorisation or be a member of a particular organisation in order to provide the Goods and Services specified in this Procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SQ1h Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation.

SQ1i	Organisation/Services Membership - Details If you responded Yes to SQ1h, please provide additional details within this box of what is required and confirmation that you have complied with this.	character limit 4096
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SQ1i Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation. Please insert **N/A** if Not Applicable

SQ1j	Trading Name Trading name(s) that will be used if successful in this Procurement.	character limit 255
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SQ1j Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must insert the Trading Name of the Group of Economic Operators in this field.

SQ1k	SME Are you a Small Medium Enterprise (SME)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>SQ1k Response Guidance</p> <p>Guidance on definition of a Small Medium Enterprise (SME) can be found at: What is an SME? - European Commission</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must answer this question in respect of the size of your organisation (and not the size of the Group of Economic Operators)</p>		

SQ1l	<p>Details of Immediate Parent Company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered company 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 eSourcing Suite
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<p>SQ1l Response Guidance</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name(s) and details of the immediate Parent Company for each and every Economic Operator Group member(s) in the table provided, where applicable.</p> <p>Please insert N/A in the first cell of the table if this question is Not Applicable.</p>		
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SQ1m	<p>Details of Ultimate Parent Company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered company 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 eSourcing Suite
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<p>SQ1m Response Guidance</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name and details of the Ultimate Parent Company in the table provided, where applicable.</p> <p>Please insert N/A in the first cell of the table if this question is Not Applicable.</p>		
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Section 2: Tendering Model (For Information Only)		
Question number	Question	Response

SQ2a	<p>Are you Tendering as the Lead Contact for a Group of Economic Operators?</p> <p>If Yes, please provide details listed in questions SQ2b, SQ2c and SQ2d.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>SQ2a Response Guidance</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must a response on behalf of the Group of Economic Operators.</p>		
SQ2b	Name of Group of Economic Operators (if applicable)	character limit 255
<p>SQ2b Response Guidance</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name on behalf of the Group of Economic Operators.</p>		
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
<p>SQ2c Response Guidance</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the legal structure required on behalf of the Group of Economic Operators.</p>		
SQ2d	<p>If you responded Yes to SQ2a, please provide additional details for each Group of Economic Operator members in following table:</p> <ul style="list-style-type: none"> - Name - Registered office address - (if applicable) - Trading status - Company registration number – (if applicable) - Head office DUNS number - Registered VAT number - SME - The role each Group of Economic Operator member(s) will take in providing the Goods and Services - The approximate % of contractual obligations assigned to each Group of Economic Operator member(s) <p>Enter N/A in the first table cell if Not Applicable</p>	complete table in the eSourcing Suite
<p>SQ2d Response Guidance</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required on behalf of the Group of Economic Operators.</p>		

SQ2e	Are you or, if applicable, the Group of Economic Operators proposing to use Sub-Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SQ2e Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, if you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors.

SQ2f	<p>If you responded Yes to SQ2e, please provide additional details for each Sub-Contractor</p> <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 Sub-Contractor member will undertake in providing the Goods and Services - The approximate % of contractual obligations assigned to each Sub- Contractor member <p>Enter N/A in the first table cell if not applicable.</p>	complete table in the eSourcing Suite
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SQ2f Response Guidance

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

Section 3: Grounds for Mandatory Exclusion (Evaluated)

Question number	Question	Response
SQ3a	<p>Regulation 57 (1)</p> <p>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</p>	

	meaning of Regulation 57(11) of the Regulations as defined by the law of any jurisdiction outside England and Wales and Northern Ireland?	
SQ3a(i)	conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;	<input type="checkbox"/> Yes <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)	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(viii)	fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(ix)	the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;	<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;	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ3c(x)	<p>any other offence within the meaning of Article 57(1) of the Directive -</p> <ul style="list-style-type: none"> • as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or • created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland 	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(xi)	<p>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.</p> <p>This should be attached to this question SQ3c(xi) and entitled “SQ3c(xi) [insert your organisation name]”</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload Attachment
SQ3d	<p>Regulation 57 (3) –</p> <p>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?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3e	<p>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?</p>	character limit 4096
<p>SQ3 (a-e) Response Guidance</p> <p>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.</p> <p>If you cannot provide evidence of ‘self-cleaning’ which is acceptable to the Authority you will be excluded from further participation in this Procurement.</p>		
<p>‘Self-cleaning’</p> <p>If you answer ‘Yes’ to questions SQ3a, SQ3b and SQ3c in Selection Questionnaire, you are required to provide sufficient evidence, in a separate attachment, that provides a summary of the circumstances and any remedial action that has taken place subsequently 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.</p> <p>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.</p>		

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

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

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

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

Section 4: Grounds for Discretionary Exclusion – Part 1 (Evaluated)		
Question number	Question	Response
SQ4a	Regulation 57 (8) – Within the past three years, please indicate if anywhere in the world any of the following situations have applied, or currently apply, to your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators:	
SQ4a(i)	An organisation has violated applicable obligations referred to in Regulation 56 (2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;	<input type="checkbox"/> Yes <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;	<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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4c	The organisation has undertaken to:	
SQ4c(i)	Unduly influence the decision-making process of the Authority;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4c(ii)	Obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4c(iii)	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(iv)	If you responded Yes to either SQ4c(i) or SQ4c(iii), you must provide details, in the following text field, of any mitigating factors that you consider relevant and that you wish the Authority to take into consideration.	character limit 4096

SQ4 (a-c) Response Guidance

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

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

'Self-cleaning'

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

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

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

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

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

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

Section 4: Grounds for Discretionary Exclusion – Part 2 (Evaluated)

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

	<ul style="list-style-type: none"> • HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or • a tax authority in a jurisdiction in which the Potential Provider is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the “Halifax” abuse principle; or • the failure of an avoidance scheme which the Potential Provider was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Potential Provider is established? 	<input type="checkbox"/> No
SQ4d(iii)	If you responded Yes to either SQ4d(i) or SQ4d(ii), you must provide details, in the following text field, of any mitigating factors that you consider relevant and that you wish the Authority to take into consideration.	character limit 4096
<p>SQ4d Response Guidance</p> <p>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.</p> <p>If you cannot provide evidence of ‘self-cleaning’ which is acceptable to the Authority you may be excluded from further participation in this Procurement.</p>		
<p>‘Self-cleaning’</p> <p>If you answer ‘Yes’ to any questions in Selection Questionnaires SQ4d you are required to provide sufficient evidence, in a separate attachment, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleanse” the situation referred to in that question. You have to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.</p> <p>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.</p> <p>In order for the evidence referred to above to be sufficient, you shall, as a minimum, prove that you have;</p> <ul style="list-style-type: none"> • 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. <p>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.</p>		

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

Section 5: Economic and Financial Standing (Evaluated)

Question number	Question	Response
SQ5.1a	<p>For your organisation and, if applicable, each member of your Group of Economic Operators, The Authority will use the organisation's details provided in Section 1 'Potential Provider details' and Section 2 'Tendering Model' to obtain financial risk assessments.</p> <p>If you and/or members of your Group of Economic Operators would prefer to have this financial assessment carried out in respect of a Framework Guarantor, such as a parent company, then each member may elect to choose this option on the understanding that, if awarded a Framework Agreement, a Framework Guarantee as laid out in Framework Schedule 13 must be completed by each Framework Guarantor and accepted by the Authority prior to Award of Framework.</p>	
SQ5.1b	Do you or, if applicable, any members of your Group of Economic Operators, wish the financial risk assessment to be carried out in respect of a Framework Guarantor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ5.1c	<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) - Company registration number (if applicable) - Head office DUNS number <p>Please enter N/A in first table cell if not applicable</p>	complete table in the eSourcing Suite
SQ5.1d	<p>If you responded Yes to question SQ5.2b and If you or, if applicable, any members of your Group of Economic Operators have elected to have financial risk assessment carried out in respect of a Framework Guarantor, please confirm that the Framework Guarantor has committed to complete, prior to Award of Framework, a Framework Guarantee as laid out in Framework Schedule 13 if a Framework Agreement is awarded.</p> <p>Please enter N/A from the pick list if not applicable</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SQ5.1 (a-d) Response Guidance

This information is used with that from sections SQ1 and SQ2 to evaluate the economic and financial standing of those organisations involved in your Tender and/or any Framework Guarantor(s).

Refer to paragraph 10.3 of Attachment 1 - Invitation to Tender for more information about how the financial assessment will be conducted.

Section 6: Framework Specific Questions (For Information Only)

Question number	Question	Response
SQ6.1	<p>Framework Population Template</p> <p>Please select option Yes or No to confirm you have uploaded, using the paperclip icon aligned to this question whether or not you have populated and uploaded as an attachment to this question the Attachment 9 - Framework Population Template.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ6.1 Response Guidance

This question is for information only.

You are required to download, populate and upload Attachment using the paperclip icon aligned to this question Attachment 9 - Framework Population Template.

This should be attached to question SQ6.1 and entitled "[insert your company name] Framework Population Template"

SQ6.2a	<p>Subsidiary/Affiliated Companies</p> <p>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.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SQ6.2a Response Guidance

This question is for information only.

You are required to confirm 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.

You are required to select **Yes** to confirm you are aware of a Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender.

You are required to select **No** if you are not aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of that Group of Economic Operators) submitting a tender.

<p>SQ6.2b</p>	<p>If you responded Yes to question SQ6.2a 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 (If applicable) <p>Please enter N/A in the first table cell if not applicable</p>	<p>Complete table in the eSourcing Suite</p>
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SQ6.2b Response Guidance

This question is for information only.

If you select **Yes** to SQ6.2a you are required to provide the following details for each Subsidiary/Affiliated Company.

- Name Group of Economic Operator Member (if applicable)
- Name of Subsidiary/Affiliated Company
- Company Registration Number of Subsidiary/Affiliated Company (if applicable)]

<p>SQ6.3</p>	<p>Membership of Trade and Professional Associations</p> <p>Where you are member of a trade and professional associations, please provide details in the table provided;</p> <ul style="list-style-type: none"> - Name of the trade / professional association - Unique reference number - Membership number <p>In the case of a Group of Economic Operators tender, evidence of membership must be provided for each of the Group of Economic Operator members.</p> <p>Please enter N/A in first cell of the table if this question is not applicable.</p>	<p>Complete table in the eSourcing Suite</p>
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SQ6.3 Response Guidance

This question is for information only.

If you are a member of a trade and professional associations, please provide details in the table provided;

- Name of the trade / professional association
- Unique reference number

- Membership number

In the case of a Group of Economic Operators tender evidence of membership must be provided for each of the Group of Economic Operator members.

Please enter N/A in first cell of the table if this question is not applicable.

Section 7: Framework Specific Questions (Evaluated)		
Question number	Question	Response
SQ7.1	<p>Insurance Requirements</p> <p>For your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, each already have or commit to obtain, prior to the commencement of the Framework Award, the levels of insurance cover indicated below:</p>	
SQ7.1a	<p>Employer's (Compulsory) Liability Insurance* = £5,000,000.00</p> <p>Professional Indemnity Insurance = £5,000,000.00</p>	Complete table in the eSourcing Suite
<p>SQ7.1a Response Guidance</p> <p>This question is evaluated PASS/FAIL</p> <p>You must indicate whether you have, Employer's Liability insurance of at least £5,000,000.00 and be able to provide a valid in-date certification as evidence of the insurance being in place prior to Framework Award. *It is a legal requirement that all companies except for businesses employing only the owner/close family members or if employing someone based abroad.</p> <p>Please note that (Not Applicable) N/A will therefore only apply if your organisation and/or your Group of Economic Operators, employs only the owner/close family members or employs someone based abroad.</p> <p>You must indicate whether your organisation has or will have the insurance(s) listed and be able to provide valid in-date certification as evidence of all the insurance(s) being in place prior to Framework Award.</p> <p>To achieve a PASS you must select Yes, or Yes, will have in place, prior to the commencement of the Framework Award, you will not be able to commence work under the Framework Award until you have evidenced to the Authority that you have valid in-date certification.</p> <p>If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		

Marking Scheme	Evaluation Guidance	
PASS	<p>By selecting Yes, you have indicated that your organisation has, or will have the insurance(s) listed and will provide valid in-date certification as evidence of the insurance(s) being in place prior to Framework Award,</p> <p>By selecting Yes, will have in place you have self-certified that you do not have insurance(s) of the amounts shown, will have in place, prior to the commencement of the Framework Award and will provide valid in-date certification as evidence of the insurance(s) being in place prior to Framework Award.</p> <p>OR</p> <p>You have selected option N/A for Employer's (Compulsory) Liability Insurance from the drop down list. As your organisation and/or your Group of Economic Operators, employs only the owner/close family members or employs someone based abroad.</p>	
FAIL	By selecting No , you have indicated that your organisation does not have and will not have the insurance(s) listed prior to Framework Award.	
SQ7.2a	<p>Equality Legislation</p> <p>In the last three years has 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).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>SQ7.2a Response Guidance</p> <p>You must indicate whether your organisation had any finding of unlawful discrimination made against it by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK).</p>		
SQ7.2b	<p>In the last three years has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>SQ7.2b Response Guidance</p> <p>You must indicate whether your organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination.</p>		

<p>SQ7.2c</p>	<p>If you responded “Yes” to one or both of questions SQ7.2a and SQ7.2b, please provide, as a separate Attachment, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <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>This should be attached to this question SQ7.2c and entitled “SQ7.2c [insert your organisation name]”</p> <p>Please select option Yes, No or N/A to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p> <p>Upload Attachment if applicable</p>
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SQ7.2c Response Guidance

This section is evaluated PASS/FAIL

You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination occurring.

If you answer **Yes** to one or both questions SQ7.2a and SQ7.2b you are required to provide an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date as an Attachment to SQ7.2c by uploading an Attachment using the paperclip icon aligned to this question.

To achieve a **PASS** you must select **Yes** or (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

<p>Marking Scheme</p>	<p>Evaluation Guidance</p>
<p>PASS</p>	<p>You have selected Yes and have provided an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date.</p> <p>OR</p> <p>You have selected N/A from the drop down list</p>
<p>FAIL</p>	<p>You have not provided an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date.</p> <p>OR</p> <p>You have selected No</p>

SQ7.2d	Sub-Contractors Equality Legislation 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
SQ7.2d Response Guidance This section is evaluated PASS/FAIL Please note that for question SQ7.2d (Not Applicable) N/A will only apply if your organisation does not intend to use Sub-Contractors throughout the duration of the Framework Agreement and any Call Off Contract. To achieve a PASS you must select Yes or (Not Applicable) N/A . If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have indicated that your organisation have processes in place to check whether any of the above circumstances apply to Sub-Contractors? OR You have selected N/A from the drop down list.	
FAIL	By selecting No , you have indicated that your organisation does not have processes in place to check whether any of the above circumstances apply to Sub-Contractors?	
SQ7.3a	Environmental Management Has your organisation and/or any proposed Sub-Contractors and/or members of your Group of Economic Operators 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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.3a Response Guidance You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?		
SQ7.3b	If you responded " Yes " to question SQ7.3a, please provide details in a separate Attachment of any environmental	<input type="checkbox"/> Yes

	<p>legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>This should be attached to this question SQ7.3b and entitled “SQ7.3b [insert your organisation name]”</p> <p>Please select option Yes, No or N/A to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question.</p>	<input type="checkbox"/> No <input type="checkbox"/> N/A Upload Attachment if applicable
<p>SQ7.3b Response Guidance</p> <p>This section is evaluated PASS/FAIL</p> <p>If you answer Yes to question SQ7.3a you are required to provide details of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years by any environmental regulator or authority (including local authority)conviction or notice served.</p> <p>To achieve a PASS you must select Yes or (Not Applicable) N/A. If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
<p>Marking Scheme</p>	<p>Evaluation Guidance</p>	
<p>PASS</p>	<p>You have provided an uploaded summary of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years.</p> <p>OR</p> <p>You have selected N/A from the drop down list</p>	
<p>FAIL</p>	<p>You have not provided an uploaded summary of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years.</p> <p>OR</p> <p>You have selected No</p>	
<p>SQ7.3c</p>	<p>Sub-Contractors Environmental Management</p> <p>Do you and/or the Group of Economic Operators have processes in place to check whether any Sub-Contractors have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SQ7.3c Response Guidance

This question is evaluated. PASS/FAIL

You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators have processes in place to check whether any Sub-Contractors have been convicted or had a notice served upon them for infringement of environmental legislation.

Please note that (Not Applicable) **N/A** will only apply if your organisation does not intend to use Sub-Contractors throughout the duration of the Framework Agreement and any Call Off Contract.

To achieve a **PASS** you must select **Yes** or (Not Applicable) **N/A**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has processes in place to check whether any of the above circumstances apply to Sub-Contractors. OR You have selected N/A from the drop down list	
FAIL	By selecting No , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators does not have processes in place to check whether any of the above circumstances apply to Sub-Contractors?	
SQ7.4a	Health and Safety Please self-certify that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ7.4a Response Guidance

This section is evaluated PASS/FAIL

You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators have a Health and Safety Policy that complies with current legislative requirements.

To achieve a **PASS** you must select **Yes**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements.	
FAIL	By selecting No , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators does not have a Health and Safety Policy that complies with current legislative requirements.	
SQ7.4b	Health and Safety Has your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>SQ7.4b Response Guidance</p> <p>This section is evaluated PASS/FAIL</p> <p>You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>To achieve a PASS you must select No. If you select Yes, then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
Marking Scheme	Evaluation Guidance	
PASS	By selecting No , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has not been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	
FAIL	By selecting Yes , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has been in receipt of	

	enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	
SQ7.4c	<p>If you responded “Yes” to question SQ7.4b, please provide details in a separate Attachment of any enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last 3 years and give details of any remedial action or changes to procedures the organisation has made as a result.</p> <p>This should be attached to this question SQ7.4c and entitled “SQ7.4c [insert your organisation name]”</p> <p>Please select option Yes, No or N/A to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload Attachment if applicable
<p>SQ7.4c Response Guidance</p> <p>This section is evaluated PASS/FAIL</p> <p>If you answer Yes to question SQ7.4b you are required to provide details of enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last 3 years and give details of any remedial action or changes to procedures the organisation has made as a result.</p> <p>To achieve a PASS you must select Yes or (Not Applicable) N/A. If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
Marking Scheme	Evaluation Guidance	
PASS	<p>You have provided an uploaded summary of enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last 3 years and given details of any remedial action or changes to procedures the organisation has made as a result.</p> <p>OR</p> <p>You have selected N/A from the drop down list.</p>	
FAIL	<p>You have not provided an uploaded summary of enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last 3 years and given details of any remedial action or changes to procedures the organisation has made as a result.</p> <p>OR</p> <p>You have selected No</p>	

	<p>Cyber Essentials Plus requirements have been included in the scope of that standard, and verified as such and the certification bodies carrying out this verification is approved to issue a Cyber Essentials Plus certificate by one of the government approved Cyber Essentials accreditation bodies referred to in i) and where your organisation proposes to use Key Sub-Contractors to carry out the Services and these Key Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Key Sub-Contractors will have in place a valid Cyber Essentials Plus certificate by the commencement date of the first Call Off Contract where your organisation proposes to use the Sub-Contractor.</p>	
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SQ7.5 Response Guidance

This section is evaluated PASS/FAIL

The Government introduced its new Cyber Essentials Scheme on 01 October 2014, to further reduce the levels of cyber security risks in its supply chain. Cyber Essentials Plus defines a set of controls which, when properly implemented, will provide organisations with basic protection from the most prevalent forms of threat which come from the internet. The link below to the Gov.uk website provides information on the new Cyber Essentials Scheme; <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

Yes (i) - By selecting Yes (i), you have confirmed that you have a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months and where your organisation proposes to use Key Sub-Contractors to carry out the Services, these Key Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Key Sub-Contractors will have in place a valid Cyber Essentials Plus certificate by the commencement date of the first Call Off Contract where your organisation proposes to use the Sub-Contractor;

Yes (ii) - By selecting Yes (ii) you have confirmed that you do not got a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation body 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, by the commencement date of the first Call Off Contract and where your organisation proposes to use Key Sub-Contractors to carry out the Services and these Key Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Key Sub-Contractors will have in place a valid Cyber Essentials Plus certificate by the commencement date of the first Call Off Contract where your organisation proposes to use the Sub-Contractor;

Yes (iii) - By selecting Yes (iii) you have confirmed that 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 body, but you can demonstrate (or, will be able to demonstrate by the commencement date of the first Call Off Contract) that your organisation meets the technical requirements prescribed by the Cyber Essentials Plus Scheme as detailed in the following link:

<https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>

Do not submit any Cyber Essentials documentation at this stage.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes (i) , or Yes (ii) , or Yes (iii) , or Yes (iv) , you have indicated that your organisation has or will have the Available Services that comply with one of the criteria, as set out in Clause 9 of Attachment 4 – Framework Agreement.	
FAIL	By selecting No you have indicated that your organisation does not have the Available Services that comply with one of the criteria, as set out in Clause 9 of Attachment 4 – Framework Agreement.	
SQ7.6a	<p>Apprenticeships and Skills Development</p> <p>Please confirm 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 will be supporting apprenticeship and skills development through this Framework.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.6b	<p>Does your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators have a 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.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes, will have in place <input type="checkbox"/> No

SQ7.6(a-b) Response Guidance

This is evaluated PASS/FAIL

Public procurement of contracts with a full life value of £10,000,000.00 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.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf

The requirement is to have or will have in place, prior to this Framework Award an Apprenticeship/Current Skills Process that should demonstrate commitment to supporting, developing and maintaining skills required.

If you select **Yes**, the Authority may ask you to provide evidence of your Apprenticeship/Current Skills Process prior to any Framework Award.

If you select **Yes, will have in place** prior to the Framework Award, you will not be able to commence work under the Framework Agreement until you have provided evidence to the Authority that you have implemented an Apprenticeship/Current Skills Process.

To achieve a **PASS** you must select **Yes or Yes will have in place**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that you have an Apprenticeship/Current Skills Process that should demonstrate commitment to supporting, developing and maintaining skills required that are applicable to this Framework Agreement. By selecting Yes, will have in place you have self-certified that you do not have an Apprenticeship/Current Skills Process that should demonstrate commitment to supporting, developing and maintaining skills required that are applicable to this Framework Agreement but will establish an Apprenticeship/Current Skills Process prior to the Framework Award.	
FAIL	By selecting No you have confirmed that you do not have an Apprenticeship/Current Skills Process that should demonstrate commitment to supporting, developing and maintaining skills required that are applicable to this Framework Agreement, and will not put one in place for this Framework Agreement.	
SQ7.6c	If you responded Yes to question SQ7.6b, please confirm that you can provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build more skilled and	<input type="checkbox"/> Yes <input type="checkbox"/> No

	productive workforce and reducing the risks supply constraints and increasing labour cost inflation.	
<p>SQ7.6c Response Guidance</p> <p>This is evaluated PASS/FAIL</p> <p>The requirement is to have or will have in place, prior to this Framework Award stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build more skilled and productive workforce and reducing the risks supply constraints and increasing labour cost inflation.</p> <p>If you select Yes, you have confirmed that you are willing to provide evidence to support your commitment to developing and investing in skills, development and apprenticeships to build more skilled and productive workforce and reducing the risks supply constraints and increasing labour cost inflation prior to any Framework Award.</p> <p>To achieve a PASS you must select Yes. If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have confirmed that you are willing to provide evidence to support your commitment to developing and investing in skills, development and apprenticeships to build more skilled and productive workforce and reducing the risks supply constraints and increasing labour cost inflation prior to any Framework Award.	
FAIL	By selecting No you have confirmed that you are not willing to provide evidence to support your commitment to developing and investing in skills, development and apprenticeships to build more skilled and productive workforce and reducing the risks supply constraints and increasing labour cost inflation prior to any Framework Award.	
SQ7.7a	<p>Modern Slavery Act 2015</p> <p>Are you a relevant commercial organisation as defined by section 54 (Transparency in supply chains etc) of the Modern Slavery Act 2015 (the Act)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
SQ7.7b	If you responded Yes to question SQ7.7a, are you compliant with the annual reporting requirements contained within Section 54 of the Slavery Act 2015?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ7.7c	If you responded Yes to question SQ7.7b and have a website. Please provide your website url address link to your organisations website showing your statement.	Insert your Website url Address Link
SQ7.7d	If you responded Yes to question SQ7.7b, but you do not have a website. Please select Yes to indicate you will provide a copy of your Slavery and Human Trafficking statement upon written request.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ7.7(a-d) Response Guidance

This is evaluated **PASS/FAIL**

Since October 2015, commercial organisations that carry on a business or part of business in the UK, supply Goods or Services and have an annual turnover of £36 million or more (relevant commercial organisations) have been required under Section 54 of the Act to prepare a slavery and human trafficking statement as defined by section 54 of the Act.

If you select **Yes** to SQ7.7b, you are compliant with the annual reporting requirements contained within Section 54 of the Act 2015.

To achieve a **PASS** you must select **Yes or N/A**. If you select **Yes** to SQ7.7b, you must provide a valid url web address link to your organisations website showing your statement

OR

If you select **Yes** to SQ7.7b but you do not have a website. You must provide a copy of your Slavery and Human Trafficking statement upon written request.

If you select **No** to SQ7.7b and/or SQ7.7d then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance
PASS	<p>By selecting Yes, to SQ7.7a and SQ7.7b you have confirmed that you are a relevant commercial organisation as defined by section 54 (Transparency in supply chains etc) of the Modern Slavery Act 2015 (the Act), you are compliant with the annual reporting requirements contained within Section 54 of the Slavery Act 2015 and you are willing to provide your website url address link to your organisations website showing your statement. If you do not have a website you are willing to provide a copy of your Slavery and Human Trafficking statement upon written request.</p> <p>OR</p> <p>You have selected N/A from the drop down list.</p>
FAIL	<p>You have not provided your website url address link to your organisations website showing your statement.</p> <p>OR</p> <p>You have selected No</p>

Section 8: Technical and Professional Ability - Previous Performance (Evaluated)

Question number	Question	Response
<p>SQ8.1</p>	<p>The HM Government has developed an approach to ensuring that previous poor performance by Potential Providers can be taken into account and robustly assessed prior to entering into certain new Framework Agreements</p> <p>See Link below to PPN Taking Account of Suppliers' Past Performance</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417211/PPN04-15_Supplier_Past_Performance_.pdf</p> <p>This will give Government confidence, based on past performance, that those awarded such contracts will perform them satisfactorily in accordance with their terms.</p> <p>The policy is that, as part of any assessment of a Potential Provider's technical and professional ability, the Authority should ensure that any failure to discharge obligations under the previous principal relevant contracts of those who will be involved in performing the contract (if awarded to the Potential Provider) is taken into account in the assessment of whether specified minimum standards for reliability for such contracts are met.</p> <p>In addition, under the policy, the Authority will re-assess reliability based on past performance before key points in the procurement process (i.e. short listing, preferred Potential Provider status, conclusion of contract etc.). Potential Providers will accordingly be asked to update the evidence they provide in relation to past performance to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).</p> <p>Please provide details of three contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed.</p>	
<p>SQ8.1a</p>	<p>Contract example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name and description of Potential Provider (Lead, sub-contractor, the Group of Economic Operators Name) - Contract Start Date - Contract Completion Date - Estimated contract value - Contract title plus brief description of the Services - Customer Completed Certificate of Performance Supplied Yes/No (refer to SQ8.1e) - No Customer Certificate – Self Certificate of Performance Yes/No (refer to SQ8.1e) <p>Contract example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name and description of Potential Provider (Lead, sub-contractor, the Group of Economic Operators Name) - Contract Start Date 	<p>[complete table in the eSourcing Suite]</p>

	<ul style="list-style-type: none"> - Contract Completion Date - Estimated contract value - Contract title plus brief description of the Services - Customer Completed Certificate of Performance Supplied Yes/No (refer to SQ8.1e) - No Customer Certificate – Self Certificate of Performance Yes/No (refer to SQ8.1e) <p>Contract example 3</p> <ul style="list-style-type: none"> - Name of customer organisation - Name and description of Potential Provider (Lead, sub-contractor, the Group of Economic Operators Name) - Contract Start Date - Contract Completion Date - Estimated contract value - Contract title plus brief description of the Services - Customer Completed Certificate of Performance Supplied Yes/No (refer to SQ8.1e) - No Customer Certificate – Self Certificate of Performance Yes/No (refer to SQ8.1e) 	
SQ8.1b	<p>Contract Example 1</p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of:</p> <ul style="list-style-type: none"> - Technical resources <ul style="list-style-type: none"> o Providing an Efficiency and Capability Programme o Providing Mentoring and Knowledge Transfer to Authority’s employees o Identifying and implementing financial and non-financial efficiencies <p>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</p>	character limit 4096
SQ8.1c	<p>Contract Example 2</p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of:</p> <ul style="list-style-type: none"> - Technical resources <ul style="list-style-type: none"> o Providing an Efficiency and Capability Programme o Providing Mentoring and Knowledge Transfer to Authority’s employees o Identifying and implementing financial and non-financial efficiencies 	character limit 4096

	Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.	
SQ8.1d	<p>Contract Example 3</p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of:</p> <ul style="list-style-type: none"> - Technical resources <ul style="list-style-type: none"> ○ Providing an Efficiency and Capability Programme ○ Providing Mentoring and Knowledge Transfer to Authority’s employees ○ Identifying and implementing financial and non-financial efficiencies <p>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</p>	character limit 4096

SQ8.1(a-d) Response Guidance

This section is evaluated PASS/FAIL

You must demonstrate you have the necessary technical and human resources and experience to perform the Framework Agreement to the required standard. Potential Providers (Lead Contact for a Group of Economic Operators) must provide:

- three comparable contract examples; and
- evidence within these contracts examples to demonstrate that you have the necessary technical and human resources and experience.

Contract Examples must:

- have been performed over and at the most 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; and
- customer contacts named have been made aware 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. Customer contacts must not be employed by your organisation or be from within your associated group of companies.

Examples of Call Off Contracts awarded under framework agreements will be considered valid, but citing a framework agreement that you have been awarded will NOT be considered a valid contract example.

The Authority will use the information you provide in this section to evaluate whether your organisation; and/or members within the Group of Economic Operators and/or named Sub Contractors have the relevant technical and human resources and experience to perform the requirement for this Procurement. Refer to paragraph 9.2 Consensus Marking Procedure, of the Invitation to Tender - Attachment 1.

Potential Providers that cannot sufficiently demonstrate they have the technical and human resource and experience to provide the requirements of the Framework (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) will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	You have provided two contract examples which demonstrate you have the necessary technical and human resources and experience to perform the Framework Agreement to the required standard.	
FAIL	<p>You have not provided two contract examples which demonstrate you have the necessary technical and human resources and experience to perform the Framework Agreement to the required standard.</p> <p>OR</p> <p>You have not provided a response to this question.</p>	
SQ8.1e	<p>Provision of Certificates of Performance</p> <p>You must provide:</p> <p>(a) certificates in the form set out in Attachment 14, from those to whom relevant Services on the list (response to SQ8.1a) were provided;</p> <p>(b) if any such certificate cannot be obtained, you must self-certify performance using the form set out in Attachment 14;</p> <p>(c) if the certificate does not state that the Services have been provided satisfactorily in accordance with the terms of the contract in question, you must provide additional information to demonstrate that any reason why they were not so provided, will not recur in the performance of any contract to be awarded under the Framework Agreement.</p> <p>Completed certificates of performance must be uploaded into the portal in a zipped file labelled [Organisation Name] SQ8.1e Certificates of Performance using the paperclip icon aligned to this question.</p> <p>Each certificate should be labelled with the contract number and name of customer organisation.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Upload attachment

SQ8.1e Response Guidance

This section is evaluated PASS/FAIL

You are advised that the Authority and / or Agent reserves the right to verify the information provided (checking with any reasonably available sources of information) and to require you to clarify or provide supplementary information.

Failure to provide certificates of performance (and additional information as requested at para (c) where appropriate) for all customers detailed in SQ8.1e will result in a **FAIL** and your Tender will be excluded from further participation in this Procurement]

Marking Scheme	Evaluation Guidance
PASS	You have provided certificates of performance (and additional information as requested at para (c) where appropriate) for all customers detailed in SQ8.1a
FAIL	You have not provided certificates of performance (and additional information as requested at para (c) where appropriate) for all customers detailed in SQ8.1a. OR You have not answered the question.