

ATTACHMENT 2

**OPEN PROCEDURE - PARTICIPATION REQUIREMENTS AND SELECTION QUESTIONNAIRE
GUIDANCE**

TECHNOLOGY PRODUCTS 2

REFERENCE NUMBER

RM3733

Contents

Guidance on Participation Requirements	page 3
Participation Requirements (you must submit the online version of this document within the RM3733 event in the Emptoris eSourcing suite)	page 4
Guidance on Selection Questionnaire	page 5
The Selection Questionnaire (you must submit the online version)	page 9

PARTICIPATION REQUIREMENTS – GUIDANCE

Section	Guidance
PARTICIPATION REQUIREMENTS	
Part A Conditions of Participation - PR1, PR2 and PR3	You are required to answer 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.
Part B e-Sourcing Tool Guidance - PR4, PR5 and PR6	You are required to answer Yes to confirm your understanding of how to use the e-Sourcing tool appropriately in this procurement. If you cannot answer Yes to these questions you are at significantly increased risk of misunderstanding the procurement and of submitting a sub-optimal or a non-compliant Tender. However you cannot be excluded for saying no.

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

Below is a representation of the 'Participation Requirements' in the e-Sourcing 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 'Participation Requirements' section shall have the meaning given to them in the glossary to the Invitation to Tender descriptive document in Attachment 1. In these questions "we" refers to the Potential Provider.

	Participation Requirement	Response
PART A - Conditions of Participation		
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 and Attachment 5 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 the Declaration Of Compliance Attachment 7	<input type="checkbox"/> Yes <input type="checkbox"/> No
PART B - eSourcing Tool Guidance		
PR4	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 tool guidance: how to respond to tenders and further competitions' at https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR5	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
PR6	We have studied the document 'e-Sourcing Supplier Guidance Part B - Tendering and Further Competitions'	<input type="checkbox"/> Yes <input type="checkbox"/> No

SELECTION QUESTIONNAIRE – GUIDANCE

SELECTION QUESTIONNAIRE	
Section 1 - Potential Provider Information (For information purposes)	
SQ1.1(a-o), SQ1.2(a(i)-b(ii)), SQ1.3(a-b) and SQ1.4(a-b)	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 is required to enable the evaluation of other sections of the questionnaire and may be verified at any time. The Authority may exclude Potential Providers that do not provide full and accurate information.
Section 2 – Grounds for Mandatory Exclusion (Evaluated)	
SQ2.1(a-n) and SQ2.2(a-b)	<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>
Section 3 – Grounds for Discretionary Exclusion – Part 1 (Evaluated)	
SQ3.1(a-j)	<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>
Section 4 – Grounds for Discretionary Exclusion – Part 2 (Evaluated)	
SQ4.1(a-c)	<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>
Section 5 – Economic and Financial Standing (Evaluated)	
SQ5.1(a(i)-a(iii)),	This information is used with that from sections 1.1 and 1.2 to evaluate the economic and financial standing of those organisations involved in your tender and or any

	<p>Framework Guarantor(s).</p> <p>Refer to paragraph 10.3 of the ITT descriptive document in Attachment 1 for more information about how the assessment of economic and financial standing will be conducted.</p>
Section 6 – Technical and Professional Ability (Evaluated)	
SQ6.1 – SQ6.6(a-c)	<p>You must demonstrate you have the necessary technical and professional resources and experience to perform the Framework Agreement to the required standard. Potential Providers (Lead Contact for a Group of Economic Operators) must provide:</p> <ul style="list-style-type: none"> • A lot specific number of comparable contract examples; and • Evidence within these contracts examples to demonstrate that you have the necessary technical and professional ability. <p>Contract Examples must:</p> <ul style="list-style-type: none"> • Have been performed over and at the most within the last three years prior to the publication of the Contract Notice (OJEU) to be valid and can be from the public or private sector; • confirm that where customer contacts are provided, customer contacts have been made aware that they may be contacted by the Authority, to verify the accuracy of the information provided at any time. In order to enable the Authority to verify the contract examples provided, Potential Providers are asked to avoid using examples where they have a non-disclosure agreement in place. 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; <p>Where requested, contract examples submitted by Potential Providers must include details indicated in the specific question and response guidance SQ6.1 – SQ6.5.</p> <p>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.</p> <p>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</p>

	<p>and/or named Sub-Contractors have the relevant professional and technical ability to perform the requirement for this Procurement. Refer to paragraph 9.2 Consensus Marking Procedure, of the ITT descriptive document in Attachment 1, for more information about how the evaluation will be conducted.</p> <p>Potential Providers that cannot sufficiently evidence their technical and professional ability 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) may be precluded from further consideration by the Authority.</p>
Section 7 – Framework Specific Questions (Evaluated)	
SQ7.1 – SQ7.9	<ul style="list-style-type: none"> • Quality Management System (QMS) • Employers Liability Insurance • Public Liability Insurance • Product Liability Insurance • Professional Indemnity Insurance • Transparency in Providing Management Information (MI) to the Authority • Transparency of Commercial Propositions • Equality and Diversity
Section 8 – Lot 4 Additional Selection Questionnaire Modules (Evaluated)	
SQ8.1 – SQ8.4	<ul style="list-style-type: none"> • Lot 4 (Information Assured Products) - Accredited Secure Facility • Lot 4 (Information Assured Products) - Secure Disposal Services • Lot 4 (Information Assured Products) – CHECK Scheme • Lot 4 (Information Assured Products) - Purchase to Payment - (P2P)
Section 9 – Lot 5 Additional Selection Questionnaire Modules (Evaluated)	
SQ9.1	<ul style="list-style-type: none"> • Lot 5 (Volume Hardware Requirements (OEM Direct) - Service Accreditation
Section 10 – ALL LOTS - Additional Selection Questionnaire Modules (Evaluated)	
SQ10.1	<ul style="list-style-type: none"> • All Lots - Cyber Essential Scheme

SELECTION QUESTIONNAIRE

Below is a representation of the online 'Selection Questionnaire' in the e-Sourcing 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).

1. Potential Provider Information

1.1. Potential Provider details

Please complete the following information:

Section 1	Potential Provider Information	
Question number	Question	Response
SQ1.1(a)	Full name of the Potential Provider submitting the Tender. For a Group of Economic Operators this will be the name of the Lead Contact	character limit 255
SQ1.1(b)	Registered office address (if applicable)	complete table in the eSourcing suite
SQ1.1(c) - (i)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) OTHER	Table Response
SQ1.1(c) - (ii)	If you responded OTHER to SQ1.1(c) - (i) please specify, in the following text field, your trading status.	character limit 255
SQ1.1(d)	Date of registration in country of establishment	character limit 255
SQ1.1(e)	Company registration number (if applicable)	character limit 255
SQ1.1(f)	Charity registration number (if applicable)	character limit 255
SQ1.1(g)	Head office DUNS number	character limit 255

SQ1.1(h)	Registered VAT number	character limit 255
SQ1.1(i) - (i)	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
SQ1.1(i) - (ii)	If you responded Yes to SQ1.1(i) - (i), please provide, in the following text field, details including the registration number.	character limit 4096
SQ1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation or be a member of a particular organisation in order to provide the services specified in this procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ1.1(j) - (ii)	If you responded Yes to SQ1.1(j) - (i), please provide additional details within this box of what is required and confirmation that you have complied with this.	character limit 4096
SQ1.1(k)	Trading name(s) that will be used if successful in this procurement.	character limit 255
SQ1.1(l)	Relevant classifications a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	Use Pick list
SQ1.1(m)	Are you a Small Medium Enterprise (SME)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ1.1(n)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number Please enter N/A in first table cell if not applicable	complete table in the eSourcing suite
SQ1.1(o)	Details of ultimate parent company:	complete table in the

	<ul style="list-style-type: none"> - Full name of the ultimate parent company - 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>	eSourcing suite
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

1.2. Bidding Model

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

Question number	Question	Response																																																
SQ1.2(a) - (i)	Are you bidding as the Lead Contact for a Group of Economic Operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide details listed in questions SQ1.2(a) - (ii) to SQ1.2(a) - (iv) and read Note 1 below																																																
SQ1.2(a) - (ii)	Name of Group of Economic Operators (if applicable)	character limit 255																																																
SQ1.2(a) - (iii)	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																																																
SQ1.2(a) - (iv)	If you responded Yes to SQ1.2(a) - (i), please provide additional details for each member in following table: <table border="1" data-bbox="272 1066 1481 1552"> <thead> <tr> <th>Name</th><th>Registered address</th><th>Trading status</th><th>Company registration number</th><th>Head Office DUNS number</th><th>Registered VAT number</th><th>Type of organisation</th><th>SME?</th><th>The role each member will take in providing the Goods and/or Services</th><th>The approximate % of contractual obligations assigned to each member</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Note 1</p> <p>If you are bidding as a Lead Contact, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of each member of the Group of Economic Operators, unless the question specifically directs otherwise.</p> <p>Enter N/A in the first table cell if not applicable</p>										Name	Registered address	Trading status	Company registration number	Head Office DUNS number	Registered VAT number	Type of organisation	SME?	The role each member will take in providing the Goods and/or Services	The approximate % of contractual obligations assigned to each member																														
Name	Registered address	Trading status	Company registration number	Head Office DUNS number	Registered VAT number	Type of organisation	SME?	The role each member will take in providing the Goods and/or Services	The approximate % of contractual obligations assigned to each member																																									
SQ1.2(b) - (i)	Are you or, if applicable, the Group of Economic Operators proposing to use Sub-	<input type="checkbox"/> Yes																																																

	Contractors?	<input type="checkbox"/> No																																															
SQ1.2(b) - (ii)	<p>If you responded Yes to SQ1.2(b) - (i), please provide additional details for each Sub-Contractor in following table:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Registered address</th> <th>Trading status</th> <th>Company registration number</th> <th>Head Office DUNS number</th> <th>Registered VAT number</th> <th>Type of organisation</th> <th>SME?</th> <th>The role each Sub-Contractor will take in providing the Goods and /or Services</th> <th>The approximate % of contractual obligations assigned to each Sub-Contractor</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <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> <p>Enter N/A in the first table cell if not applicable.</p>									Name	Registered address	Trading status	Company registration number	Head Office DUNS number	Registered VAT number	Type of organisation	SME?	The role each Sub-Contractor will take in providing the Goods and /or Services	The approximate % of contractual obligations assigned to each Sub-Contractor																														
Name	Registered address	Trading status	Company registration number	Head Office DUNS number	Registered VAT number	Type of organisation	SME?	The role each Sub-Contractor will take in providing the Goods and /or Services	The approximate % of contractual obligations assigned to each Sub-Contractor																																								

1.3. Preferred Lots

Please complete the following information

Question number	Question	Response
SQ1.3(a)	<p>Please indicate which Lot(s) (Lots 1, 2, 4, 5 and 6) you are tendering for by selecting the relevant option(s) from the drop down menu:</p> <ul style="list-style-type: none"> • Lot 1 Hardware • Lot 2 Software • Lot 4 Information Assured Products • Lot 5 Volume Hardware Requirements (Direct from OEM) • Lot 6 Catalogue <p>You will automatically be awarded Lot 3 if you have been successful for both Lots 1 and 2.</p>	Select from available Lots

<p>You are able to bid for Lots 1, 2, 4, 5 and 6. Please be aware that Lot 3 is different from Lots 1, 2, 4, 5 and 6 in terms of bidding requirements in that you do not need to bid directly for Lot 3 but will become eligible to be awarded Lot 3 automatically by having bid for and been successful for Lots 1 and 2 inclusive. For the avoidance of doubt if you fail to be successful for either Lot 1 or Lot 2 you cannot be awarded Lot 3.</p>		

1.4. Contact Details

Please complete the following information:

Question number	Question	Response
SQ1.4(a)	<p>Name of contact for the Tender</p> <p>Note: this person must be registered on the eSourcing Portal for this procurement</p>	character limit 255
SQ1.4(b)	Postal address	character limit 255

2. Grounds for mandatory exclusion

Please complete the following information:

Section 2	Grounds for Mandatory Exclusion	
Question number	Question	Response
SQ2.1	<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 meaning of Article 57(1) of the Public Contracts Directive as defined by the law of any jurisdiction outside England and Wales and Northern Ireland?</p>	
SQ2.1(a)	conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(b)	corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(c)	the common law offence of bribery;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(d)	bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(e)	any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:	
SQ2.1(e) - (i)	the common law offence of cheating the Revenue;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(e) - (ii)	the common law offence of conspiracy to defraud;	<input type="checkbox"/> Yes

		<input type="checkbox"/> No
SQ2.1(e) - (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
SQ2.1(e) - (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
SQ2.1(e) - (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
SQ2.1(e) - (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
SQ2.1(e) - (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
SQ2.1(e) - (viii)	fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(e) - (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
SQ2.1(f)	any offence listed —	
SQ2.1(f) - (i)	in section 41 of the Counter Terrorism Act 2008; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(f) - (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
SQ2.1(g)	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

SQ2.1(h)	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
SQ2.1(i)	an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(j)	an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(k)	an offence under section 59A of the Sexual Offences Act 2003;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(l)	an offence under section 71 of the Coroners and Justice Act 2009	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(m)	an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(n)	any other offence within the meaning of Article 57(1) of the Directive—	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.2(a)	<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
SQ2.2(b)	If you have answered Yes to question SQ2.2(a), please provide further details. Please also confirm whether you and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of	character limit 4096

	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.	
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------	--

3. Grounds for discretionary exclusion – Part 1

Please complete the following information:

Section 3	Grounds for Discretionary Exclusion – Part 1	
Question number	Question	Response
SQ3.1	<p>Regulation 57 (8) –</p> <p>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 :</p>	
SQ3.1(a)	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 Directive as amended from time to time;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(b)	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
SQ3.1(c)	An organisation is guilty of grave professional misconduct, which renders its integrity questionable;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(d)	An organisation has entered into agreements with other economic operators aimed at distorting competition;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(e)	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

SQ3.1(f)	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
SQ3.1(g)	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
SQ3.1(h)	An organisation has:	
SQ3.1(h) - (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
SQ3.1(h) - (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
SQ3.1(i)	An organisation has undertaken to:	
SQ3.1(i) - (i)	Unduly influence the decision-making process of the contracting authority, or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(i) - (ii)	Obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(j)	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

4. Grounds for discretionary exclusion – Part 2

Please complete the following information:

Section 4		
Grounds for Discretionary Exclusion – Part 2		
Question number	Question	Response
SQ4.1	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:	
SQ4.1(a)	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
SQ4.1(b)	Been found to be incorrect as a result of: <ul style="list-style-type: none"> (i) HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or (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 (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? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4.1(c)	If you responded Yes to either SQ4.1(a) or SQ4.1(b) - (i) to (iii), you may 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

5. Economic and Financial Standing

Please complete the following information:

Section 5	Economic and Financial Standing	
Question number	Question	Response
SQ5.1(a)	<p>For your organisation and, if applicable, each member of your Group of Economic Operators, we will use the organisation's details provided in section 1.1 'Potential Provider details' and Section 1.2 'Bidding Model' to obtain financial risk assessments. Please refer to Attachment ITT section 10 – (Selection Stage Evaluation).</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 contract.</p>	
SQ5.1(a) - (i)	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
SQ5.1(a) - (ii)	<p>If you responded Yes to question SQ5.1a(i), 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
SQ5.1(a) - (iii)	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

6. Technical and Professional Ability

Please complete the following information:

Section 6

Question 6.1 Lot 1

Please provide details of three contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed:

Contracts must be within the scope of Lot 1 as described in Schedule 2 of the Framework Agreement (Attachment 4).

Contract example 1 must provide evidence of your ability to deliver price savings for the customer i.e. getting the same thing for cheaper (comparable but not necessarily the same brand/model) by completing question 6.1a.

Contract example 2 must provide evidence of your ability to deliver cost avoidance savings for the customer i.e. avoiding expenditure through re-use of existing equipment or other cost avoidance measure by completing question [6.1b].

Contract example 3 must provide evidence of your ability to deliver added-value savings for the customer i.e. getting the customer more for same cost, this could include enhanced support, additional warranty etc. by completing question 6.1c.

Your contract examples must cover at least two different brands/manufacturers

Your contract examples must have a minimum combined contract value of £10,000

Contracts must have been performed during the past three years. VCSEs may include samples of grant funded work.

The named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided below.

Bids submitted by Lead Contacts must provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then two separate examples must be provided between the shareholding companies of the Potential Provider (two examples are not required from each shareholding company).

Bids submitted by a Potential Provider proposing to use Sub-Contractors must provide relevant examples where one or more of the principal Sub-Contractors has/ have delivered similar requirements (two examples are not required from each Sub-Contractor).

Potential Providers must only provide the information requested for this question by completing the table below (within the eSourcing Suite) and not by way of attachments.

Contract specifics	SQ6.1a Contract 1 – Price savings	SQ6.1b Contract 2 – Cost avoidance savings	SQ6.1c Contract 3 – Added- value savings
Name of customer organisation			

Name of the organisation which signed the contract with the customer organisation			
First point of contact in customer organisation Position in the organisation E-mail address			
Second point of contact in customer organisation Position in the organisation E-mail address			
Contract start date Contract completion date Estimated Contract Value Estimated Savings Value			
Please describe the contract and how its performance demonstrates your ability as required in the relevant question to perform the requirements set out at Framework Schedule 2	4096 character limit	4096 character limit	4096 character limit

Section 6

Question 6.2 Lot 2

Please provide details of three contracts, from the public or private sector, where similar

requirements to those sought under this Procurement have been performed:

Contracts must be within the scope of Lot 2 as described in Schedule 2.

Contract example 1 must provide evidence of your ability to deliver price savings for the customer i.e. getting the same thing for cheaper (comparable but not necessarily the same brand/model)

Contract example 2 must provide evidence of your ability to deliver cost avoidance savings for the customer i.e. avoiding expenditure through re-use of existing equipment or other cost avoidance measure

Contract example 3 must provide evidence of your ability to deliver added-value savings for the customer i.e. getting the customer more for same cost, this could include enhanced support, additional warranty etc.

Your contract examples must cover at least two different brands/manufacturers and at least one the contract examples must involve the deployment of open source software.

Contracts must have been performed during the past three years. VCSEs may include samples of grant funded work.

The named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided below.

Bids submitted by Lead Contacts must provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then two separate examples must be provided between the shareholding companies of the Potential Provider (two examples are not required from each shareholding company).

Bids submitted by a Potential Provider proposing to use Sub-Contractors must provide relevant examples where one or more of the principal Sub-Contractors has/ have delivered similar requirements (two examples are not required from each Sub-Contractor).

Potential Providers must only provide the information requested for this question by completing the table below (within the eSourcing Suite) and not by way of attachments.

Contract specifics	SQ6.2a Contract 1 – Price savings	SQ6.2b Contract 2 – Cost avoidance savings	SQ6.2c Contract 3 – Added- value savings
Name of customer organisation			
Name of the organisation which signed the contract with the customer organisation			
First point of contact in customer organisation Position in the			

organisation E-mail address			
Second point of contact in customer organisation Position in the organisation E-mail address			
Contract start date Contract completion date Estimated Contract Value Estimated savings value			
Please describe the contract and how its performance demonstrates your ability as required in the relevant question to perform the requirements set out at Framework Schedule 2.	4096 character limit	4096 character limit	4096 character limit

Section 6

Question 6.3 Lot 4

Please provide details of four contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed:

Contracts must be within the scope of Lot 4 as described in Schedule 2.

Contract example 1 must demonstrate the delivery of End-User Device or Software products with a General Information Assurance Solution

Contract example 2 must demonstrate the delivery and installation of Audio Visual products.

Contract example 3 must demonstrate your capabilities in relation to secure destruction and disposal services

Contract example 4 must demonstrate your capabilities in relation to providing penetration testing services to a CHECK standard.

Contracts must have been performed during the past three years. VCSEs may include samples of grant funded work.

The named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided below.

Bids submitted by Lead Contacts must provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then two separate examples must be provided between the shareholding companies of the Potential Provider (two examples are not required from each shareholding company).

Bids submitted by a Potential Provider proposing to use Sub-Contractors must provide relevant examples where one or more of the principal Sub-Contractors has/ have delivered similar requirements (two examples are not required from each Sub-Contractor).

Potential Providers must only provide the information requested for this question by completing the table below (within the eSourcing Suite) and not by way of attachments.

Contract specifics	SQ6.3a Contract 1 – General IA Product	SQ6.3b Contract 2 – Audio Visual Product and Installation	SQ6.3c Contract 3 – Destruction and Disposal	SQ6.3d Contract 4 – CHECK Penetration Testing Services
Name of customer organisation				
Name of the organisation which signed the contract with the customer organisation				
First point of contact in customer organisation Position in the organisation E-mail address				
Second point of contact in customer organisation Position in the organisation				

E-mail address				
Contract start date				
Contract completion date				
Estimated Contract Value				
Please describe the contract and how its performance demonstrates your ability as required in the relevant question to perform the requirements set out at Framework Schedule 2.	4096 character limit	4096 character limit	4096 character limit	4096 character limit

Section 6

Question 6.4 Lot 5

Please provide details of two contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed:

Each Contract example must be within the scope of Lot 5 as described in Schedule 2.

Contract example 1 must provide evidence of your ability to deliver price savings for the customer i.e. getting the same thing for cheaper (comparable but not necessarily the same brand/model)

Contract example 2 must provide evidence of your ability to deliver added-value savings for the customer i.e. getting the customer more for same cost, this could include enhanced support, additional warranty etc.

Contracts must be for the supply of a minimum 500 units for end-user devices or 10 servers of the same specification

Contracts must have been performed during the past three years. VCSEs may include samples of grant funded work.

The named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided below.

Bids submitted by Lead Contacts must provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then two separate examples must be provided between the shareholding

companies of the Potential Provider (two examples are not required from each shareholding company).

Bids submitted by a Potential Provider proposing to use Sub-Contractors must provide relevant examples where one or more of the principal Sub-Contractors has/ have delivered similar requirements (two examples are not required from each Sub-Contractor).

Potential Providers must only provide the information requested for this question by completing the table below (within the eSourcing Suite) and not by way of attachments.

Contract specifics	SQ6.4a Contract 1 – Price savings examples	SQ6.4b Contract 2 – Added-value example
Name of customer organisation		
Name of the organisation which signed the contract with the customer organisation		
First point of contact in customer organisation Position in the organisation E-mail address		
Second point of contact in customer organisation Position in the organisation E-mail address		
Contract start date Contract completion date Estimated Contract Value Estimate Contract Savings		
Please describe the contract and how its performance	4096 character limit	4096 character limit

demonstrates your ability as required in the relevant question to perform the requirements set out at Framework Schedule 2.		
-----------------------------------------------------------------------------------------------------------------------------	--	--

Question 6.5 Lot 6

Please provide details of one contract, from the public or private sector, where similar requirements to those sought under this Procurement have been performed:

The Contract example must demonstrate successful delivery of a product(s) within the scope of Lot 6 as described in Schedule 2.

The Contract must have been performed during the past three years. VCSEs may include samples of grant funded work.

The named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided below.

Bids submitted by Lead Contacts must provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then two separate examples must be provided between the shareholding companies of the Potential Provider (two examples are not required from each shareholding company).

Bids submitted by a Potential Provider proposing to use Sub-Contractors must provide relevant examples where one or more of the principal Sub-Contractors has/ have delivered similar requirements (two examples are not required from each Sub-Contractor).

Contract specifics	SQ6.5a Contract 1
Name of customer organisation	
Name of the organisation which signed the contract with the customer organisation	
Point of contact in customer organisation Position in the organisation	

E-mail address	
Contract start date Contract completion date Estimated Contract Value	
Please describe the contract and how its performance demonstrates your ability as required in the relevant question to perform the requirements set out at Framework Schedule 2.	4096 character limit

SQ6.1 – SQ6.5 Response Guidance

ONLY COMPLETE THE QUESTION FOR THE LOT/S YOU HAVE SELECTED

NOTE – these are PASS/FAIL questions. You will be disqualified from further participation in the Lot(s) where you cannot or are unwilling to comply with the request.

In addition, and for the avoidance of doubt, if you are evaluated as not providing a valid contract example for any part of the Lot(s) you are bidding for you will be deemed to have failed for that Lot and will not proceed to the Award evaluation. For example, if you are bidding for Lot 4 and in response to question 6.3 your response is evaluated as being unsuccessful for one of the questions SQ6.3a to SQ6.3d this will be deemed as a fail overall and you will not be allowed proceed to the Award evaluation stage for Lot 4.

You must populate the table and text boxes within the e-Sourcing Suite with the stated number of contract examples. Contract examples can be from the public or private sector. Contract examples must cover one or more of the components in the question and provide all the information required.

The examples provided must relate to contracts and/or provision and delivery of service performed in the past **three** (3) years prior to the publication of the OJEU Contract Notice in order to be valid.

The customer contacts provided by you must be informed that they **will be contacted** by the Authority, via e-mail, in order to validate your response. Potential Providers must provide details of two contacts per contract example. The Authority reserves the right to verify the

accuracy of the contact examples provided. Customer contacts must respond to the Authority within five (5) working days. If the Potential Providers point of contact and/or second point of contact fail to respond within 5 working days the Authority will contact the Potential Provider for an alternative contact. The alternative contact must respond to the Authority within 5 working days of you will be disqualified from further participation in the Lot(s) for which the Authority is unable to validate your response.

Examples of specific contracts awarded under framework agreements will be considered valid, but framework agreements in themselves will **NOT** be considered valid.

The customer contacts provided must not be employed or appointed by your organisation or from within your associated group of companies within the past three (3) years prior to the publication of the OJEU Contract Notice.

The contract and/or provision and delivery of service examples may cover situations where your organisation was acting as a prime contractor, a sub-contractor or part of a Consortium.

You may rely on one (1) or more of your subcontractors identified in **SQ1.2 (b)** to provide the relevant examples. If you wish to rely on one (1) or more of your subcontractors, you must declare such in your written response AND any such sub-contractor must be declared as a key sub-contractor in the Award Questionnaire (**Attachment 3 – Question AQA3 FRAMEWORK POPULATION – SCHEDULE 7**).

Marking Scheme	Evaluation Guidance (SQ6.1 – SQ6.5)
Pass	You have provided the number of examples required by the question which fully comply with the response guidance.
Fail	You have not provided the number of examples required by the question which fully comply with the response guidance. OR This question has not been answered.

Section 6 Past Performance (LOT 2 ONLY)

If not bidding for Lot 2 please move on to Section 7

6.6 Previous Experience

The Government has developed an approach to ensuring that previous poor performance by suppliers can be taken into account and robustly assessed prior to entering into certain new contracts (as described in 'Procurement Policy Note – Taking Account of Bidders' Past Performance. Action Note 04/15 dated 25th March 2015. This gives the Government

confidence, based on past performance, that those awarded such contracts will perform them satisfactorily in accordance with their terms. The following paragraphs have been taken from the Procurement Policy Note 04/15 and indicates the requirements for Public Sector bodies and Potential Providers in relation to bidders past performance.

“The policy is that as part of any assessment of a bidder’s technical and professional ability, Departmental Bodies 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 in the performance of such contracts are met.”

“In addition, under the policy, Departmental Bodies will re-assess reliability based on past performance before key points in the procurement process (i.e. short listing, preferred bidder 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).”

SQ6.6a If you are bidding for Lot 2 Software you must provide a full and comprehensive list of all the relevant principal Goods provided in the previous three (3) years in the form set out at Attachment 10 – SQ6.6a Relevant Principal Goods Template.

For the avoidance of doubt, ‘Relevant Principal Goods’ in this context is Lot 2 technology software products detailed in Schedule 2 Framework Agreement Attachment 4, with a total contract value equal or in excess of £20,000,000. You are required to submit a completed Attachment 10 (Relevant Principal Goods Template) if you have selected Lot 2 Software in your response to SQ1.3a). Your response must be labelled as: “[Supplier Name] Attachment 10 Lot 2 Software SQ6.6a.”

You are required to select ‘YES’ or ‘NO’ from the drop down list to confirm that your response has been attached to this question and attach your response to this question at the paperclip symbol.

If you have not delivered any relevant principal Goods (software products) in the previous three (3) years, you must make a declaration to that effect by selecting ‘Not Applicable’ from the drop down list.

Response Guidance

If you are not utilising third parties (sub-contractors), the list referred to above must include contracts under which relevant principal Goods have been provided by you.

Where you are responsible for contract(s) which were previously the responsibility of a predecessor entity (or entities) the list of contracts must include the contracts under which relevant principal Goods were provided by the predecessor entity.

If you propose to rely on other entities (including, in the case of a Consortium, members of the Consortium, third parties and sub-contractors) to enable you to perform any contract to be awarded under the Framework Agreement, the list referred to above must:

(i) describe the function that each of those other entities will perform under any contract to be awarded under the Framework Agreement; and

(ii) describe contracts in respect of relevant principal Goods provided by any other entity (including any member of the Consortium) on which you intend to rely to enable you to

perform any contract to be awarded under the Framework Agreement. Ensure your description matches the functions you described in response to (i) above.

Where you are an entity which has been formed for the particular purpose of participating in this Procurement, you should follow the instructions given immediately above in the paragraph starting '*If you propose to rely on other entities*' by including in your list, contracts under which relevant principal Goods were provided by those entities on whom you will rely to perform the contract (or your predecessor entities), instead of the yourself.

Where it is envisaged that you will rely on one or more sub-contractors to enable you to perform any contract to be awarded under this Framework Agreement and:

- Where a sub-contractor has not been formally appointed, you need not include any contracts in relation to that particular sub-contractor, within the list, and
- In so far as the anticipated value of any particular sub-contract is less than five (5) per cent of the total contract value, you need not include such a contract in relation to that particular sub-contractor, within the list.

Unless you have selected Not Applicable from the drop down list, failure to provide a full and comprehensive list of all the relevant principal Goods provided in the previous 3 years in accordance with this Response Guidance will result in your disqualification from further participation in this Procurement.

You are required to select 'Yes' 'or 'No' from the drop down list to confirm that your response has been attached to this question and attach your response to this question at the paperclip symbol.

If you have not delivered any relevant principal Goods in the previous three (3) years, you must make a declaration to that effect by selecting 'Not Applicable (N/A)' from the drop down list.

Marking Scheme	Evaluation Guidance
YES	<p>You have selected YES and provided a full and comprehensive list of all the relevant principal Goods in the previous three (3) years meeting all requirements stated in the question and response guidance</p> <p>OR</p> <p>You have selected N/A therefore making a declaration that you have not delivered any relevant principal Goods in the previous three (3) years</p>
NO	<p>You have selected NO and/or have not provided a full and comprehensive list of all the relevant principal Goods in the previous 3 years.</p> <p>OR</p> <p>You have not answered the question.</p>

Attachment 10 SQ6.6a Full and comprehensive list of all the Goods and/or Related Services provided in the previous three (3) years						
Name and description (i.e. prime, sub-contractor, Consortia Member) of Supplier	Contract Number:	Name of Customer Organisation:	Contract Start and Completion Date:	Contract Title plus brief description of the Goods and/or Services provided thereunder:	Customer completed Certificate of Performance Supplied Yes / No	No Customer Certificate – Self Certification of Performance Supplied Yes / No
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					

You should not be limited by the number of rows within this document and should create additional rows in order to fulfil the obligation of this requirement SQ6.6a.

SQ6.6b Provision of Certificates of Performance

You must provide:

- (a) certificates in the form set out in Attachment 11, from those to whom relevant principal Goods on the list (response to SQ6.6a) were provided;
- (b) if any such certificate cannot be obtained, you must self-certify performance using the form set out in Attachment 11 (Certificate of Performance);
- (c) if the certificate does not state that the Goods and/or Related 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.

Completed certificates of performance must be uploaded into the eSourcing Suite in a zipped file labelled "(Your Name) SQ6.6b Certificates of Performance". Each certificate should be labelled with the contract number and name of customer organisation.

If, in your response to SQ6.6a, you have declared that you have not delivered any relevant principal Goods in the previous three (3) years, then you must confirm that this question is 'Not Applicable' in the text box in response to this question SQ6.6b.

Response Guidance

You are advised that the Authority 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 paragraph (c) where appropriate) for all customers detailed in SQ6.6a will result in your Tender being disqualified from further participation in this Procurement.

If, in your response to SQ6.6a, you have declared that you have not delivered any Goods and/or Related Services in the previous three (3) years, then you must confirm that this question is 'Not Applicable' in the text box in response to this question SQ6.6b.

Marking Scheme	Evaluation Guidance
Pass	<p>You have provided certificates of performance (and additional information as requested at paragraph (c) where appropriate) for all customers detailed in SQ6.6a, in accordance with requirements stated in question and response guidance</p> <p>OR</p> <p>You have made a declaration that you have not delivered any Goods and/or Related Services Goods and/or Related Services in the previous three (3) years and confirmed that this question is 'Not Applicable' in the text box in response to this question SQ6.6b.</p>

Fail	<p>You have not provided certificates of performance (and/or additional information as requested at paragraph (c) where appropriate) for all customers detailed in SQ6.6a, in accordance with requirements stated in question and response guidance</p> <p>OR</p> <p>You have not answered the question.</p>
-------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SQ6.6c Assessment of Certificates of Performance

Please confirm that you understand by selecting **YES** from the dropdown box that the attachments provided in SQ6.6b (Attachment 2) will be used to determine whether you have met the minimum standard for reliability based on past performance and that the marking scheme published at SQ6.6c (Attachment 2) will be applied.

The Authority will take into account the list provided at SQ6.6a, together with the certificates and any additional information provided at SQ6.6b and any further information obtained following verification, to determine whether you have met the minimum standard for reliability based on past performance.

For the avoidance of doubt the minimum standards for reliability for this Procurement, is that the contracts required on the list provided at SQ6.6a have been satisfactorily performed in accordance with their terms or, where that has not occurred, the reason(s) why that has not occurred in relation to any such contract and an explanation why those reason(s) will not recur in the performance of any contract to be awarded under the Framework Agreement.

Response Guidance

Please confirm that you understand by selecting YES from the dropdown box that the attachments provided in SQ6.6b (Attachment 2) will be used to determine whether you have met the minimum standard for reliability based on past performance and that the marking scheme published at SQ6.6c (Attachment 2) will be applied.

No other response is required.

Failure to meet the minimum standard will result in your Tender being disqualified from further participation in the Procurement.

Marking Scheme	Evaluation Guidance
Pass	<p>You have met the minimum standard for reliability based on past performance.</p> <p>OR</p> <p>You have made a declaration in your response to SQ6.6a that you have not delivered any relevant principal Goods in the previous three (3) years.</p>
Fail	<p>You have not met the minimum standard for reliability based on past performance.</p>

Attachment 11 – SQ6.6b Certificate of Performance

Name of Supplier..... ("Supplier")
Contract Title..... ("Contract")
Name of Customer..... ("Customer")
Goods provided under the Contract..... ("Goods")

Contract

Details of the Contract to which this certificate relates are set out in the table below:

Contract Number:	Customer Contact (name, address, telephone number and e-mail) with whom the Authority can raise further queries if required:	Contract title plus brief description of the Goods and/or Related Services, and the consideration received:	The dates on, or between, which the Goods and/or Related Services were (and/or were to be) provided:
<i>[Details to be completed by Supplier]</i>			

Performance

OPTION A

We hereby certify that, to the best of our knowledge and belief, the Supplier has satisfactorily supplied the Goods and/or Related Services described in the table above in accordance with the Contract.

OR

OPTION B

We are unable to certify that the Supplier has satisfactorily supplied the Goods and/or Related Services described in the table above in accordance with the Contract for the following reasons:

.....
.....
.....

(Please continue on a separate page where there is insufficient space. Please cross refer the documents, clearly labelling any additional pages)

Guidance for Customers

If you are unable to certify that the Supplier has satisfactorily supplied the Goods and/or Related Services in accordance with the Contract, please provide the reason or reasons why performance was not in accordance with the Contract. These may include:

1. delays in supplying the Goods and/or Related Services;
2. failures to supply all the Goods and/or Related Services in accordance with the specification set out in the Contract;
3. failures to meet any service levels and/or supply the Goods and/or Related Services in accordance with quality standards;
4. any other failure by the Supplier to comply with its obligations under the Contract.

You may wish to take legal advice in relation to completing this certificate.

Liability of any customer certifying

Whilst the Customer believes the information in this certificate to be truthful and accurate, the Customer does not assume any responsibility and does not assume any liability and so cannot give any guarantee or make any representation or warranty as to the contents of this certificate. The Customer shall therefore not be liable for and hereby excludes liability for any loss, damage (including any special, exemplary, indirect, incidental, consequential damages, costs or associated legal fees) that may be suffered as a result of use of the certificate and its content, to the fullest extent permitted by law.

Nothing in this certificate shall affect, or constitute a waiver of, the Customer's rights or remedies in relation to the Contract.

Signed

*To be signed by the person with sufficient knowledge of and responsibility for the Contract in question within the Customer organisation

OR

*In the event of self-certification this certificate of performance is signed by the Supplier for and on behalf of the [insert Customer name]

[Delete as appropriate]*

Name

Date.....

7. Framework Specific Questions

SQ7.1 Quality Management System (QMS)

The requirement is to have, or will have in place, prior to commencement of this Framework Agreement an accredited QMS by selecting one of the following options;

YES Your organisation currently has an accredited QMS that is relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement and you will provide the supporting information as required at question SQ7.2.

NO BUT WILL HAVE IN PLACE Your organisation does not currently have an accredited QMS that is relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement but will establish a QMS prior to commencement of the Framework Agreement.

NO Your organisation does not have an accredited QMS that is relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement and will not put one in place.

If you respond **NO** you will fail this question you will be unable to proceed further in this Procurement.

If you answer that you don't currently have a suitable system but will put one in place, you will not be able to commence work under the Framework Agreement until such time as these systems are evidenced to the Authority.

The accredited QMS should be based on the principles of either ISO 9001 or the current European Foundation for Quality Management (EFQM) Excellence Model criteria or equivalent.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have confirmed that you have an accredited QMS relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement and have provided supporting information at question SQ7.2.
Pass	By Selecting NO, BUT WILL HAVE IN PLACE , you confirm that you do not have an accredited QMS that is relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement but will establish an accredited QMS prior to commencement of the Framework Agreement.
Fail	By selecting NO , you have not confirmed that you have an accredited QMS relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement and have not provided the supporting evidence.

	<p>OR</p> <p>By selecting NO, you have confirmed that you do not have an accredited QMS that is relevant to the parts of the organisation that will deliver the Goods and Related Services applicable to this Framework Agreement and will not establish an accredited QMS prior to commencement of the Framework Agreement.</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SQ7.2 Quality Management System (QMS)

If you responded **YES** to SQ7.1 please provide the following details:

Accreditation number;

Accreditation body;

Accreditation start (and end date where applicable);

Confirmation of the scope; and

Locations to which the accreditation applies

Marking Scheme	Evaluation Guidance
Pass	<p>You have provided the following supporting information at question SQ7.2:</p> <p>Accreditation number;</p> <p>Accreditation body;</p> <p>Accreditation start (and end date where applicable);</p> <p>Confirmation of the Scope; and</p> <p>Locations to which the accreditation applies</p>
Fail	<p>You selected YES to SQ7.1 but have not provided the supporting information at question SQ7.2</p> <p>OR</p> <p>You have not answered the question.</p>

SQ7.3 Employers Liability Insurance

Please select **YES**, **NO** or **N/A** to indicate whether your organisation has, or will have prior to Framework Agreement award, Employer's Liability insurance of at least £5million.

YES – your organisation has, or will have in place, Employer's Liability insurance of at least £5million and you will provide certification prior to Framework Agreement award.

NO - your organisation does not have, and will not have in place Employer's Liability insurance of at least £5million prior to Framework Agreement award.

N/A - your organisation does not require Employer's Liability insurance of at least £5million because your organisation employs only the owner or close family members. If you answer N/A please list the names of your employees and their relationship to you.

Employer's Liability insurance is a legal requirement except in respect of an employee of whom the employer is the husband, wife, father, mother, grandfather, grandmother, step-father, step-mother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, half-brother or half-sister. Please note that **N/A** will therefore apply if your organisation employs only the owner or close family members included in the list above.

SQ7.3 Response Guidance

You must indicate whether you have, or will have, Employer's Liability insurance of at least £5million and be able to provide a valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. (Contracting Bodies may vary limits at call-off stage based on their risk assessments).

Please select option **YES** - certificate will be provided, **NO** or **N/A** from the drop down list.

If your organisation is required to have employers liability insurance and if you indicate by selecting **NO** that your organisation does not have Employer's Liability insurance of at least £5million and will be unable to provide valid in-date certification as evidence of the employer's liability insurance being in place prior to Framework Agreement award then you will fail this question and be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have indicated that your organisation has, or will have Employer's Liability insurance of at least £5million and will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. OR You have selected option N/A from the drop down list.
Fail	By selecting NO , you have indicated that your organisation does not have or will not have Employer's Liability insurance of at least £5million prior to

	Framework Agreement award.
--	----------------------------

SQ7.4 Public Liability Insurance

Please select **YES** or **NO** to indicate whether your organisation has or will have in place Public Liability insurance of at least £1million prior to Framework Agreement award.

YES Your organisation has, or will have in place, Public Liability insurance of at least £1million and you will provide certification prior to Framework Agreement award.

NO Your organisation does not have and will not have in place Public Liability insurance of at least £1million.

Response Guidance

You must indicate whether your organisation has or will have Public Liability insurance of at least £1million and be able to provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. (Contracting Bodies may vary limits at call-off stage based on their risk assessments).

Please select option **YES** or **NO** from the drop down list.

If you indicate that your organisation does not have Public Liability insurance of at least £1million and will not be able to provide valid in-date certification as evidence of the public liability insurance being in place prior to Framework Agreement award then you will fail this question and be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES, you have indicated that your organisation has, or will have, Public Liability insurance of at least £1million and will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award.
Fail	By selecting NO, you have indicated that your organisation does not have and will not have Public Liability insurance of at least £1million prior to Framework Agreement award.

SQ7.5 Product Liability Insurance

Please select **YES** or **NO** to indicate whether your organisation has or will have in place Product Liability insurance of at least £1million prior to Framework Agreement award.

YES Your organisation has, or will have in place Product Liability insurance of at least £1million and you will provide certification prior to Framework Agreement award.

NO Your organisation does not have and will not have in place Product Liability insurance of at least £1million.

Response Guidance

You must indicate whether your organisation has, or will have Product Liability insurance of at least £1million and you will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. (Contracting Bodies may vary limits at call-off stage based on their risk assessments).

Please select option **YES** or **NO** from the drop down list.

If you indicate that your organisation does not have Product Liability insurance of at least £1million and will not be able to provide valid in-date certification as evidence of the product liability insurance being in place prior to Framework Agreement award then you will fail this question and be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have indicated that your organisation has or will have Product Liability insurance of at least £1million and will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award.
Fail	By selecting NO , you have indicated that your organisation does not have and will not have Product Liability insurance of at least £1million prior to Framework Agreement award.

SQ7.6 Professional Indemnity Insurance

Please select **YES** or **NO** to indicate whether your organisation has or will have in place Professional Indemnity insurance of at least £1million and will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award.

YES Your organisation has or will have in place Professional Indemnity insurance of at least £1million and you will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award.

NO Your organisation does not have and will not have Professional Indemnity insurance of at least £1million.

Response Guidance

You must indicate whether your organisation has or will have Professional Indemnity insurance of at least £1million and provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award. (Contracting Bodies may vary limits at call-off stage based on their risk assessments).

Please select option **YES** or **NO** from the drop down list.

If you indicate that your organisation does not have Professional Indemnity insurance of at least £1million and will not provide valid in-date certification as evidence of the professional indemnity insurance being in place prior to Framework Agreement award then you will fail this question and be excluded from this Procurement.

If you are only bidding for Lot 6, you will not be required to hold Professional Indemnity Insurance. Please select YES in answer to this question (for Lot 5 only) even if you do not hold this insurance.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have indicated that your organisation has or will have Professional Indemnity insurance of at least £1million and will provide valid in-date certification as evidence of the insurance being in place prior to Framework Agreement award.
Fail	By selecting NO , you have indicated that your organisation does not have and will not have Professional Indemnity insurance of at least £1million prior to Framework Agreement award.

SQ7.7 Transparency in providing Management Information (MI) to the Authority

Please indicate by selecting YES or NO that, in the event you are awarded a place on this Framework Agreement, you will or will not provide to the Authority, via an Authority template, ANY and ALL Framework Agreement related Management Information that the Authority determines is necessary. The Authority reserves the right to change the template and metrics that will be required at any point during the life of the Framework Agreement and awarded Call-Off Contracts.

YES You will and will be willing, throughout the life of the Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to share with the Authority, via an Authority template, any and ALL Framework Agreement related Management Information that the Authority determines is necessary for the purpose of monitoring activity on that Framework and calculating savings being achieved by Contracting Bodies using that Framework.

NO You will not be willing, throughout the life of the Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to share with the Authority, via an Authority template, any and ALL Framework Agreement related Management Information that the Authority determines is necessary for the purpose of monitoring activity on that Framework and calculating savings being achieved by Contracting Bodies using that Framework.

Response Guidance

NOTE – this is a PASS/FAIL question. If you are unwilling to agree to this request at SQ7.7, you will be unable to continue in this process.

In order to monitor activity on the Technology Products Framework and calculate savings being achieved by Public Sector bodies using the Framework Agreement and calculate the Management Charge collected by the Authority, you are required to confirm that, in the event you are awarded a Framework Agreement, you will provide the Authority any and ALL Technology Products Framework related MI on Customer activity (including invoices and orders).

Confirmation should be made by selecting option **YES** or **NO** from the drop down list associated with this question.

The MI will be collected via a template issued by the Authority (an example of which is provided in Framework Schedule 9 at Attachment 4) and provision of accurate and timely MI is required by the terms and conditions of the Framework Agreement at Framework Schedule 9.

Marking Scheme	Evaluation Guidance
Pass	The Potential Provider has selected YES confirming that they will and will be willing, throughout the life of the Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to share with the Authority, via an Authority template, any and ALL Framework Agreement related Management Information that the Authority determines is necessary for

	the purpose of monitoring activity on that Framework and calculating savings being achieved by Contracting Bodies using that Framework.
Fail	<p>The Potential Provider has selected NO confirming that they will not be willing, throughout the life of the Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to share with the Authority, via an Authority template, any and ALL Framework Agreement related Management Information that the Authority determines is necessary for the purpose of monitoring activity on that Framework and calculating savings being achieved by Contracting Bodies using that Framework.</p> <p>OR</p> <p>The Potential Provider has selected option YES from the drop down list, but included caveats to that response.</p> <p>OR</p> <p>The Potential Provider has not selected YES or NO – the question is unanswered.</p>

SQ7.8 Transparency of Commercial Propositions

Please indicate by selecting YES or NO that, in the event you are awarded a place on this Framework Agreement, you will or will not provide to the Authority via an Authority template, throughout the life of the Technology Products Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, details of how your commercial propositions have been priced for further competitions where you provide quotations at fixed costs.

YES You are and will be willing, throughout the life of the Technology Products Framework Agreement and until the last Call Off Contract let under the Framework Agreement expires, to provide the Authority with details of how your commercial propositions have been priced for further competitions where you provide quotations at fixed costs in the form set out in Schedule 3 of the Framework Agreement.

NO You are not willing, throughout the life of the Technology Products Framework Agreement and until the last Call Off Contract let under the Framework Agreement expires, to provide the Authority with details of how your commercial propositions have been priced for further competitions where you provide quotations at fixed costs in the form set out in Schedule 3 of the Framework Agreement.

Response Guidance

You are required to select option **YES** or **NO** from the drop down list associated with this question.

NOTE – this is a PASS/FAIL question. If you cannot or are unwilling to agree to this request and provide the required information in the attachment to this question, you will be unable to continue in this Procurement.

To assure value for money for Contracting Bodies, the Authority will require all Suppliers (as defined in Framework Schedule 1 of Attachment 4 – Framework Agreement) to provide a transparent breakdown of the commercial cost structure of propositions provided through the Framework Agreement.

The commercial cost structure will be broken down to show the percentages of cost of labour, materials, logistics, overheads, profit and other factors etc.

Failure to abide by this commitment, once the Framework Agreement is operational, will be a Default AND MAY RESULT IN SUSPENSION FROM THE FRAMEWORK AGREEMENT (as defined in the Framework Agreement – Termination and Suspension which is included under heading **J Termination and Suspension**).

Marking Scheme	Evaluation Guidance
Pass	The Potential Provider has selected YES confirming that they will and will be willing, throughout the life of the Technology Products Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to provide the Authority with details of how their commercial propositions have been priced for further competitions where they provide quotations at fixed costs.

Fail	<p>The Potential Provider has selected option NO confirming that they are not willing, throughout the life of the Technology Products Framework Agreement and until the last Call-Off Contract let under the Framework Agreement expires, to provide the Authority with details of how their commercial propositions have been priced for further competitions where they provide quotations at fixed costs.</p> <p>OR</p> <p>The Potential Provider has selected NO from the drop down but included caveats to that response.</p> <p>OR</p> <p>The Potential Provider has not selected option YES or NO – the questions is unanswered.</p>
-------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SQ7.9 Equality and Diversity

Please indicate by selecting option **YES** or **NO** whether your organisation complies with its legal obligations in relation to ALL of the following areas of Equality and Diversity;

- Race
- Sexual Orientation
- Disability
- Age
- Religion or Belief
- Gender (Sex)
- Gender Reassignment
- Marriage or Civil Partnership
- Pregnancy and maternity
- Human Rights

The Authority will seek evidence relating to the above, if required

YES – your organisation does comply with its legal obligations in relation to Equality and Diversity.

NO - your organisation does not meet its legal obligations in relation to Equality and Diversity.

SQ7.9 Response Guidance

You must indicate whether your organisation meets its legal obligations in relation to Equality and Diversity

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

If you indicate that your organisation does not meet its legal obligations in relation to Equality and Diversity then you will fail this question and be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES, you have indicated that your organisation meets its legal obligations in relation to Equality and Diversity
Fail	By selecting NO, you have indicated that your organisation does not meet its legal obligations in relation to Equality and Diversity.

8. Additional Selection Questionnaire Modules – Lot 4

LOT 4 INFORMATION ASSURED PRODUCTS

SQ8.1 Accredited Secure Facility

Please indicate by selecting option **YES** or **NO** that, in the event you are awarded a place on this Lot you will have or will be willing to undertake the necessary steps to ensure you have an accredited secure facility environment appropriate to store and process government classified information, generally referred to as List X and select YES in response to this requirement, that meets the requirement of HMG Security Policy Framework April 2014 and/or any future variations to the policy. If you do not currently have List X, you are agreeing to obtain this within six (6) months of the commencement date of the Framework Agreement. Once this has been achieved you will be able to bid for work in Lot 4 where a List X accreditation facility forms part of the requirement. To clarify, Suppliers under Lot 4 cannot bid for work until they have achieved List X where a List X accreditation facility forms part of the requirement. The Authority reserves the right to validate your accreditation at any point during the life of the Framework Agreement and awarded Call-Off Contracts.

<https://www.gov.uk/government/publications/security-policy-framework?>

Response Guidance

You are required to select option **YES** or **NO** from the drop down list associated with this question.

NOTE – this is a PASS/FAIL question. This is a mandatory requirement for this Lot. Suppliers without existing accreditation will only be awarded a place on the Framework Agreement subject to achieving successful accreditation within six (6) months of the commencement date of the Framework Agreement.

Marking Scheme	Evaluation Guidance
Pass	The Potential Provider has selected YES, they have or will obtain within six (6) months of the commencement date of the Framework Agreement, an accredited secure facility or facilities.
Fail	The Potential Provider has selected option NO confirming that they do not have

	<p>or are not willing to obtain an accredited secure facility or facilities.</p> <p>OR</p> <p>The Potential Provider has selected option YES from the drop down list but included caveats to that response.</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SQ8.2 Secure Disposal Services

Please indicate the secure disposal services that you can supply. Where the secure disposal service is not an in-house service please provide the name of the Sub-Contractor that will be used to deliver the secure disposal service. Where a Sub-Contractor is used to deliver the service please provide their details here and also in the Framework Population Template (Framework Schedule 7 – (Key Sub-Contractors)) in Section A of the Award Questionnaire.

Response Guidance:

Select **YES** or **No** in the table below to indicate which of the secure disposal services you can provide and enter the name of the relevant sub-contractor delivering the service (where applicable).

NOTE – this is a PASS/FAIL question. The secure disposal services listed in the table accompanying this question are mandatory requirements for this Lot. Suppliers that cannot provide all listed services will fail this question and will be excluded from this Lot.

These services must comply with at least one of the following standards:

- Destruction and disposal services both on and off-site, that are compliant with, Communications Electronics Security Group (CESG) Assured Services (Sanitisation) –CAS-S.
- Destruction and disposal services both on and off-site, that are compliant with, Centre for the Protection of National Infrastructure (CPNI) certification.

Destruction and disposal services, both on and off-site, that are compliant with Defence Infosec Product Co-Operation Group (DIPCOG) Approval.

Services Provided	YES	NO	Name of sub-contractor (if applicable)
i) End to End Traceability for all items from start (product leaves owners premises) to finish (disposal, remarket, recycle, redeploy, or donate)			
ii) Specialist Logistics (collection from client sites using fully secure units for transportation including security cleared staff)			

iii) Facilities to separate and store various electronic equipment			
iv) Data Destruction (secure data erasure, degaussing, shredding)			
v) On site Destruction (on site data cleansing and destruction)			
vi) Recycling (including provision of all relevant disposal certificates and details of materials recycled and/or sent to landfill)			
vii) Asset Tracking (auditable trail of each item. Asset tracking for the end user should also be supported)			
viii) Destruction and disposals management information reporting			
ix) Removal of Software Licence			
Marking Scheme	Evaluation Guidance		
Pass	The Potential Provider has responded YES to <u>all</u> Services i) to ix)		
Fail	The Potential Provider has responded NO to any one or more of the Services i) to ix) OR The Potential Provider has failed to answer the question		

SQ8.3 CHECK Scheme

The CHECK scheme provides CESG accredited companies that employ CHECK accredited testers qualified to assess HMG systems. Please indicate if you are a CHECK (or equivalent) accredited company or employ a 3rd party for CHECK accredited IT Health Check Services for HMG. Where a Sub Contractor is used to deliver the relevant service please provide their details in the Framework Population table (Schedule 7 – (Key Sub-Contractors)) in Section A of the Award Questionnaire.

Response Guidance:

There is a requirement for CHECK (www.cesg.gov.uk/scheme/penetration-testing) Services under this Framework. You should clearly distinguish in the table if you are a CHECK accredited organisation (Yes) or employ a 3rd party organisation and provide evidence of the accreditation.

The Authority will confirm accreditation via CESG's website

(www.cesg.gov.uk/scheme/penetration-testing) in the first instance. If the Authority is unable to verify accreditations by this method you will be asked to provide evidence.

	Yes	No	3 rd Party
CHECK Accredited company			
Marking Scheme	Evaluation Guidance		
Pass	The Potential Provider has responded Yes to all elements, provided the accreditation evidence and/or named an accredited sub-contractor (with evidence of accreditation) where it is not an in-house provision		
Fail	<p>The Potential Provider has not responded Yes to all elements and provided the accreditation evidence OR</p> <p>The Potential Provider has not named an accredited sub-contractor (with evidence of accreditation)</p> <p>OR</p> <p>The Potential Provider has not answered the question</p>		

SQ8.4 Purchase to Payment (P2P)

By selecting YES or NO, please confirm you will comply with Purchase to Payment (See attachment Schedule 2 Framework Agreement - 2.6.3k Order Management) connectivity requirements.

Response Guidance

This is a mandatory requirement for P2P facilities. (Information on DECS and P2P may be viewed at www.d2btrade.com.)

Marking Scheme	Evaluation Guidance
Pass	By selecting YES you will comply with Purchase to Payment connectivity requirements
Fail	<p>By selecting NO you will not comply with Purchase to Payment connectivity requirements</p> <p>OR</p> <p>You have not answered the question.</p>

9. Additional Selection Questionnaire Modules – Lot 5

LOT 5 VOLUME HARDWARE REQUIREMENTS (OEM DIRECT)

SQ9.1 Lot 5 Service Accreditation	
The Authority is looking to award a Framework Agreement to Original Equipment Manufacturers in Lot 5. Do you confirm your company is an Original Equipment Manufacturer?	
<p>Response Guidance</p> <p>You must select Yes or No from the drop down list menu.</p> <p>Dependant on sufficient volumes being procured, the Authority and Contracting Bodies may require customer built products to meet their requirements and are specifically targeting OEMs.</p> <p>Failure to meet this requirement will result in you being unable to continue in the Procurement for this Lot.</p>	
Marking Scheme	Evaluation Guidance
Pass	You have confirmed your company is an OEM by selecting YES
Fail	<p>You selected NO</p> <p>OR</p> <p>You have not answered the question.</p>

10. Additional Selection Questionnaire Modules – ALL LOTS

Cyber Essentials Scheme (Applicable to all Lots)

SQ10.1 Cyber Essential Scheme	
<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 Essential Scheme certificate https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/317480/Cyber_Essentials_Summary.pdf) or equivalent which has been awarded by one of the government approved Cyber Essential Scheme accreditation bodies within the most recent 12 months;</p> <p>OR</p> <p>(ii) You have not got a current and valid Cyber Essential Scheme certificate or equivalent which has been awarded by one of the government approved Cyber Essential Scheme 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 Essential Scheme certificate or equivalent by the commencement date of the Framework Agreement or at a later date when you receive sensitive and personal information with regard to the</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<p>Services;</p> <p>OR</p> <p>(iii) Your organisation is exempt from complying with the requirements at questions i) and ii) because your organisation conforms with the ISO27001 standard and the Cyber Essential Scheme 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 Essential Scheme certificate.</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 i), ii) or iii) above.</p>	
<p><u>Response Guidance</u></p> <p>You must select Yes or No from the drop down list menu.</p> <p>This section is evaluated Pass/Fail</p> <p>In relation to the available Goods and Related Services, please answer YES or No, to confirm that you comply with one of criteria, as set out in question SQ8.9.</p> <p>To achieve a PASS you must select YES. 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> <p>Failure to meet this requirement will result in you being unable to continue in the Procurement.</p>	
<p>Marking Scheme</p>	<p>Evaluation Guidance</p>
<p>Pass</p>	<p>You have confirmed your company complies with the criteria set out in question SQ8.9 by selecting YES</p>
<p>Fail</p>	<p>You selected NO</p> <p>OR</p> <p>You have not answered the question.</p>