

**PARTICIPATION REQUIREMENTS AND
SELECTION QUESTIONNAIRE GUIDANCE**

LANGUAGE SERVICES

REFERENCE NUMBER

RM1092

ATTACHMENT 2

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PARTICIPATION REQUIREMENTS AND SELECTION QUESTIONNAIRE AND GUIDANCE

1 INTRODUCTION

- 1.1 This document provides representations of the online 'Participation Requirements' and the online 'Selection Questionnaire'. You cannot submit your responses using this document – you must complete and submit only the online versions of the Participation Requirements Questionnaire and of the Selection Questionnaire in the e-Sourcing Suite.
- 1.2 Unless the context provides otherwise, capitalised expressions in this document shall have the meaning given to them in the glossary to the Invitation to Tender descriptive document in Attachment 1.
- 1.3 For the avoidance of doubt in the Participation Requirements questions “we” refers to the Potential Provider.
- 1.4 For the avoidance of doubt in the Selection questions “you” / “your” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).

2 PARTICIPATION REQUIREMENTS GUIDANCE

For the avoidance of doubt in the Participation Requirements questions “we” refers to the Potential Provider.

PARTICIPATION REQUIREMENTS GUIDANCE	
Section	Guidance
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.

3 PARTICIPATION REQUIREMENTS QUESTIONNAIRE

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

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

Requirement number	Participation Requirement	Response
PART A - Conditions of Participation		
PR1	We accept the Terms of Participation Attachment 7	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR2	We accept the draft Terms and Conditions as set out in Attachment 4 Framework Agreement, Attachment 5 Framework Agreement Schedule 2 Part A and Attachment 6 Call Off Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR3	We confirm that we, including named Sub Contractors and all Group of Economic Operators members comply with all the statements in the Declaration Of Compliance Attachment 8	<input type="checkbox"/> Yes <input type="checkbox"/> No
PART B - eSourcing Tool Guidance		
PR4	We have read the document ‘e-Sourcing Supplier Guidance Part B - Tendering and Further Competitions’ (Attachment 17) https://www.gov.uk/government/publications/esourcing-tool-	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

4 SELECTION QUESTIONNAIRE GUIDANCE

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).

SELECTION QUESTIONNAIRE	
Selection Questionnaire SQ1 - Potential Provider Details and SQ2 Bidding Model (For information purposes)	
SQ1 (a - n) and SQ2 (a - g)	<p>You are required to provide full and accurate information about who you are and what is your approach to this procurement. This section is not evaluated but may be verified at any time. The Authority may exclude Potential Providers that do not provide full and accurate information.</p> <p>SQ1a (ii) the information requested will be published on Tenders Electronic Daily (TED) and/or Contracts Finder, if you are successful in this procurement therefore must be generic with no references to individual names and no contact details that are directly linked to an individual.</p> <p>SQ1k – Guidance on definition of an SME can be found at http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</p> <p>SQ1l – where a Group of Economic Operators are submitting a bid, the information requested will be required for each and every member.</p> <p>SQ1m - where a Group of Economic Operators are submitting a bid, the information requested will be required for each and every member.</p>
<p>Please Note</p> <p>If you are bidding as a lead Contact, you must answer the remaining questions in this Selection Questionnaire and provide evidence requested in respect of each member of the Group of Economic Operators, unless the question specifically directs otherwise</p> <p>and</p> <p>If you or, if applicable, the Group of Economic Operators are proposing to use Sub Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation and, if applicable, the Group of Economic Operators and each of the proposed Sub Contractors, unless the question specifically directs otherwise.</p>	
Selection Questionnaire SQ3 – Grounds for Mandatory Exclusion (Evaluated)	
SQ3 (a - e)	<p>You shall be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).</p>

	<p>If you have answered YES to question SQ3d on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details. You may contact the Authority for advice before completing this requirement.</p> <p>If you are bidding as a Prime Contractor (see section SQ2 (Bidding Model), you must answer this question and provide any evidence requested separately in respect of your organisation and each of the proposed Sub Contractors</p> <p>If you are bidding as a Lead Contact (see section SQ2e (Bidding Model), you must answer this question and provide any evidence requested separately in respect of each member of the Group of Economic Operators).</p> <p>If you answer YES to any of the questions in this section you are required to provide evidence of 'self cleaning' (see Regulation 57 (13) of the Regulations) against the relevant conviction.</p> <p>If you cannot provide evidence of 'self cleaning' which is acceptable to the Authority you will be excluded from further participation in this procurement.</p>
Selection Questionnaire SQ4 – Grounds for Discretionary Exclusion – Part 1 (Evaluated)	
SQ4 (a - b)	<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>
Selection Questionnaire SQ4 – Grounds for Discretionary Exclusion – Part 2 (Evaluated)	
SQ4c	<p>If you answer YES to any of the questions in this section you are required to upload evidence of 'self cleaning' against the relevant conviction.</p> <p>If you cannot provide evidence of 'self cleaning' which is acceptable to the Authority you may be excluded from further participation in this procurement.</p>
<p>'Self-cleaning'</p> <p>If you answer YES to any questions in Selection Questionnaires SQ3 and/or SQ4 you are required to provide sufficient evidence, in a separate attachment, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleanse" the situation referred to in that question. You have to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.</p>	

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

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

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

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

Selection Questionnaire SQ5 - Economic and Financial Standing (Evaluated)

SQ5.1(a - c) SQ5.2(a - b)	<p>This information is used with that from sections SQ1 and SQ2 to evaluate the economic and financial standing of those organisations involved in your tender and or any Framework Guarantor(s).</p> <p>Refer to paragraph 10.1 and 10.2 of Attachment 1 ITT for more information about how the financial assessment will be conducted.</p>
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Selection questionnaire SQ6 – Framework Specific Questions (Evaluated / For information purposes)

SQ6.1a	<p>Employer's Liability Insurance</p> <p>This question is evaluated PASS/FAIL</p> <p>Employer's Liability Insurance is a legal requirement except for businesses employing only the owner/close family members or if employing someone based abroad.</p> <p>Please note that N/A will therefore only apply if your organisation and your Group of Economic Operators, employs only the owner/close family members or employs someone based abroad.</p> <p>To achieve a PASS you must select YES or N/A. If you select NO then you will achieve a FAIL and your tender will be excluded from further consideration for the purposes of this procurement.</p>
SQ6.1b	<p>Public Liability Insurance</p> <p>This question is evaluated. PASS/FAIL</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>
SQ6.1c	<p>Product Liability Insurance (Lots 1, Lot 3 and Lots 4a to 4e only)</p> <p>This question is evaluated. PASS/FAIL</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>

	Please note that N/A will only apply if you are not bidding for Lot 1 and/or Lot 3 and/or Lots 4a to 4e.
SQ6.1d	<p>Professional Indemnity Insurance</p> <p>This question is evaluated PASS/FAIL</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>
SQ6.2 (a-d)	<p>Equality Legislation</p> <p>This section is evaluated PASS/FAIL</p> <p>If you answer YES to one or both questions SQ6.2a and SQ6.2b you are required to provide a summary of the nature of investigation and an explanation of the outcome of the investigation to date as an Attachment to SQ6.2c.</p> <p>If you achieve a FAIL your tender will be excluded from further consideration for the purposes of this procurement.</p> <p>Please note that for question SQ6.2d N/A will only apply if your organisation does not intend to use Sub Contractors throughout the duration of the Framework Agreement and any Call Off Agreement.</p> <p>If you achieve a FAIL your tender will be excluded from further consideration for the purposes of this procurement.</p>
SQ6.3 (a)	<p>Equality and Diversity Policy</p> <p>This section is evaluated PASS/FAIL</p> <p>The requirement is to have, or will have in place, prior to commencement of this Framework Agreement an equality and diversity policy or statement which meets the criteria listed in Attachment 2b – SQ6.3a Equality Diversity Criteria by selecting one of the following options;</p> <ul style="list-style-type: none"> - YES - YES will have in place - NO <p>If you respond YES to question SQ6.3a, you have self-certified that you have in place an equality and diversity policy or statement which meets the criteria listed in Attachment 2b – SQ6.3a Equality Diversity Criteria and have uploaded your equality and diversity policy or statement as an attachment to question SQ6.3a and entitled “[insert your company name] Equality SQ6.3a”</p> <p>If you respond YES WILL HAVE IN PLACE to question SQ6.3a you have self-certified that you don’t currently have an equality and diversity policy or statement which meets the criteria listed in Attachment 2b – SQ6.3a Equality Diversity Criteria BUT WILL put one in place prior to the commencement of the Framework Agreement, you will not be able to commence work under the Framework Agreement until you have evidenced to the Authority that a equality and diversity policy or statement which meets the criteria listed in Attachment 2b – SQ6.3a Equality Diversity Criteria is in place.</p>

	<p>If you respond NO to question SQ6.3a you have confirmed that you do not have an equality and diversity policy or statement which meets the criteria listed in Attachment 2b – SQ6.3a Equality Diversity Criteria and will not put one in place for this Framework Agreement, your tender will be deemed to be non-compliant. your tender will be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement.</p>
SQ6.4 (a-d)	<p>Health and Safety</p> <p>This section is evaluated PASS/FAIL</p> <p>If you answer YES to question SQ6. 4b you are required to provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures the organisation has made as a result as an Attachment to SQ6.4c.</p> <p>Please note that for question SQ6.4d N/A will only apply if your organisation does not intend to use Sub Contractors throughout the duration of the Framework Agreement and any Call Off Agreement.</p> <p>If you achieve a FAIL your tender will be excluded from further consideration for the purposes of this procurement.</p>
SQ6.5	<p>Cyber Essentials</p> <p>This section is evaluated PASS/FAIL</p> <p>In relation to the Services required, please answer YES or NO to confirm that you comply with one of criteria, as set out in paragraph 3.7.4 of Attachment 5 (Framework Schedule 2: Goods and Services and Key Performance Indicators Part A: Goods and Services).</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>
SQ6.6	<p>Quality Management System (QMS)</p> <p>This section is evaluated PASS/FAIL</p> <p>The requirement is to have, or will have in place, prior to commencement of this Framework Agreement an accredited QMS or equivalent by selecting one of the following options;</p> <p>If you respond YES to question SQ6.6 you have self-certified that you have in place a QMS or equivalent that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement. The Authority may ask you to provide evidence of your QMS prior to any Framework award.</p> <p>If you respond YES will have in place to question SQ6.6 you have self-certified that you do not currently have a QMS or an equivalent that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement BUT WILL establish a QMS or an equivalent prior to the commencement of the Framework Agreement, you will not be able to commence work under the Framework Agreement until you have evidenced to the Authority that a QMS relevant to the parts of the organisation that will deliver the Services applicable to the Framework Agreement, is in place.</p>

	<p>If you respond NO to question SQ6.6 you have confirmed that you do not have a QMS or equivalent that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement, and will not put one in place for this Framework Agreement, your tender will be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement.</p>
SQ6.7	<p>Framework Population Template</p> <p>This question is for information only.</p> <p>You are required to download, populate and upload Attachment 14 Framework Agreement Population Template.</p> <p>This should be attached to question SQ6.7 and entitled "[insert your company name] Framework Agreement Population Template"</p>
SQ6.8 (a-b)	<p>Subsidiary/Affiliated Companies</p> <p>This question is for information only.</p> <p>You are required to confirm you are aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender in respect of the procurement.</p> <p>You are required to select YES to confirm you are aware of a Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender.</p> <p>You are required to select NO if you are not aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of that Group of Economic Operators) submitting a tender.</p> <p>If you select YES to SQ6.8a you are required to provide the following details for each Subsidiary/Affiliated Company.</p> <ul style="list-style-type: none"> - Name Group of Economic Operator Member (if applicable) - Name of Subsidiary/Affiliated Company - Company Registration Number of Subsidiary/Affiliated Company
Selection Questionnaires SQ7.1 to SQ7.5 – Technical and Professional Ability (Evaluated)	
SQ7.1 (a-c)	The questions in these sections are evaluated PASS/FAIL

<p>SQ7.2 (a-c)</p> <p>SQ7.3 (a-c)</p> <p>SQ7.4 (a-c)</p> <p>SQ7.5 (a-f)</p>	<p>For each question in these sections:</p> <p>You must demonstrate you have the necessary technical and human resources and experience to perform the Framework Agreement to the required standard. Potential Providers (Lead Contact for a Group of Economic Operators) must provide:</p> <ul style="list-style-type: none"> • two comparable contract examples; and • evidence within these contracts examples to demonstrate that you have the necessary technical and human resources and experience. <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 OJEU Notice to be valid and can be from the public or private sector; and • customer contacts named have been made aware that they may be contacted by the Authority, to verify the accuracy of the information provided at any time. The Authority may exclude Potential Providers that do not provide full and accurate information. Customer contacts must not be employed by your organisation or be from within your associated group of companies. <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 and/or named Sub Contractors have the relevant technical and human resources and experience to perform the requirement for this procurement. Refer to paragraph 8.2 Consensus Marking Procedure, of the Invitation to Tender Attachment 1.</p> <p>Potential Providers that cannot sufficiently demonstrate they have the technical and human resource and experience to provide the requirements of the Framework (or their Tenders where the Authority has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) will be excluded from further consideration for the purposes of this procurement.</p>
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5 SELECTION QUESTIONNAIRE

Below is a representation of the 'Selection Questionnaire' in the eSourcing Suite

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

1. Selection Questionnaire SQ1: Potential Provider Details

Selection Questionnaire SQ1: Potential Provider Details		
Question number	Question	Response
SQ1a (i)	Organisation Details <ul style="list-style-type: none"> - Company registration number (if applicable) - Full name of the Potential Provider submitting the Tender (For a Group of Economic Operators this will be the lead Contact) - Registered office address - Date of registration in country of establishment - Registered VAT number - Head office DUNS number 	complete table in the eSourcing suite
SQ1a (ii)	Additional Information <ul style="list-style-type: none"> - Telephone number - Fax number (enter N/A in cell if not applicable) - Email address - Internet (web) address 	complete table in the eSourcing suite
SQ1b	Trading status <ul style="list-style-type: none"> a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) OTHER (please specify) 	Use Pick list
SQ1c	If you responded OTHER to SQ1b please specify, in the following text field, your trading status.	character limit 255
SQ1d	Charity registration number (if applicable)	character limit 255
SQ1e	Relevant classifications <ul style="list-style-type: none"> a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual d) N/A 	Use Pick list

SQ1f	If applicable, is your business registered with the appropriate professional or trade register(s) in the member state where it is established (as set out in Schedule 5 of the Regulations) under the conditions laid down by that state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ1g	If you responded YES to SQ1f, please provide, in the following text field, details including the registration number.	character limit 4096
SQ1h	Is it a legal requirement in the state where you are established for you to possess a particular authorisation or be a member of a particular organisation in order to provide the services specified in this procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ1i	If you responded YES to SQ1h, please provide additional details within the following text field of what is required and confirmation that you have complied with this.	character limit 4096
SQ1j	Trading name(s) that will be used if successful in this procurement.	character limit 255
SQ1k	Are you a Small Medium Enterprise (SME)? Guidance can be found at: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ1l	Details of immediate parent company: - Name of Lead/Group of Economic Operators member - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number Please enter N/A in first table cell if not applicable	complete table in the eSourcing suite
SQ1m	Details of ultimate parent company: - Name of Lead/Group of Economic Operators member - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number Please enter N/A in first table cell if not applicable	complete table in the eSourcing suite
SQ1n	Number of employees - less than 5 - 5 to 49 - 50 or more	Use Pick list

2. Selection Questionnaire SQ2: Bidding Model

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

Selection Questionnaire SQ2: Bidding Model		
Question number	Question	Response
SQ2a	Are you bidding as the Lead Contact for a Group of Economic Operators? If Yes, please provide details listed in questions SQ2b, SQ2c and SQ2d.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2b	Name of Group of Economic Operators (if applicable)	character limit 255
SQ2c	Proposed legal structure if the Group of Economic Operators intends to form a single legal entity prior to signing the Framework Agreement, if awarded.	character limit 255
SQ2d	If you responded YES to SQ2a, please provide additional details for each member in following table: <ul style="list-style-type: none"> - Name - Registered address - Trading status - Company registration number - Head Office DUNS number - Registered VAT number - SME - The role each member will take in providing the Services - The approximate % of contractual obligations assigned to each member Enter N/A in the first table cell if not applicable	complete table in the eSourcing suite
SQ2e	Are you or, if applicable, the Group of Economic Operators proposing to use Sub Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2f	If you responded YES to SQ2e, please provide additional details for each Sub Contractor <ul style="list-style-type: none"> - Name - Registered address - Trading status - Company registration number - Head Office DUNS number - Registered VAT number - SME - The role each member will take in providing the Services - The approximate % of contractual obligations assigned to each Sub Contractor Enter N/A in the first table cell if not applicable.	complete table in the eSourcing suite

SQ2g	<p>Please indicate which Lot(s) you are tendering for:</p> <p>Lot 1 Managed Service Provision of Language Services</p> <p>Lot 2 Provision of Written Translation, Transcription and Ancillary Services</p> <p>Lot 3 Provision of Telephone Interpreting and Video Language Services</p>	complete table in the eSourcing suite
SQ2g	<p>Provision of Non Spoken Face to Face and Video Language Service:</p> <p>Lot 4a Greater London including Overseas</p> <p>Lot 4b Southern England (South West England, South Central England, South East England and Wales)</p> <p>Lot 4c Midlands and East of England (West Midlands, East Midlands, East of England and Wales)</p> <p>Lot 4d North of England (North West England, North East England including Yorkshire and Humberside and Wales)</p> <p>Lot 4e Scotland and Northern Ireland</p>	
SQ2g	<p>Provision of Spoken Face to Face Interpreting:</p> <p>Lot 5a Greater London</p> <p>Lot 5b South West England</p> <p>Lot 5c South Central England</p> <p>Lot 5d South East England</p> <p>Lot 5e East of England</p> <p>Lot 5f East Midlands</p> <p>Lot 5g West Midlands</p> <p>Lot 5h Yorkshire & Humberside</p> <p>Lot 5i North West England</p> <p>Lot 5j North East England (excluding Yorkshire and Humberside)</p> <p>Lot 5k Scotland</p> <p>Lot 5l Wales</p> <p>Lot 5m Northern Ireland</p> <p>Lot 5n UK and Overseas</p>	

3. Selection Questionnaire SQ3: Grounds for Mandatory Exclusion

Selection Questionnaire SQ3: Grounds for Mandatory Exclusion		
Question number	Question	Response
SQ3a	<p>Regulation 57 (1)</p> <p>Within the past five years for your organisation and/or any of your or the Group of Economic Operators' proposed Sub Contractors and/or members of your Group of Economic Operators, has the organisation, directors or partners or any other person who has powers of representation, decision or control been convicted of any of the following offences or any other offence within the meaning of Regulation 57(1) of the Regulations as defined by the law of any jurisdiction outside England and Wales and Northern Ireland?</p>	
SQ3a(i)	conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3a(ii)	corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3a(iii)	the common law offence of bribery;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3a(iv)	bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b	any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:	
SQ3b(i)	the common law offence of cheating the Revenue;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(ii)	the common law offence of conspiracy to defraud;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(iii)	fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ3b(iv)	fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(v)	fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(vi)	an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(vii)	destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(viii)	fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(ix)	the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c	any offence listed —	
SQ3c(i)	in section 41 of the Counter Terrorism Act 2008; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(ii)	in Schedule 2 to that Act where the court has determined that there is a terrorist connection;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(iii)	any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(iv)	money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(v)	an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(vi)	an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(vii)	an offence under section 59A of the Sexual Offences Act 2003;	<input type="checkbox"/> Yes

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

SELECTION QUESTIONNAIRE SQ4 : Grounds for Discretionary Exclusion – Part 1

Selection Questionnaire SQ4 Grounds for Discretionary Exclusion – Part 1		
Question number	Question	Response
SQ4a	<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>	
SQ4a(i)	An organisation has violated applicable obligations referred to in Regulation 56 (2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive as amended from time to time;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(ii)	An organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(iii)	An organisation is guilty of grave professional misconduct, which renders its integrity questionable;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(iv)	An organisation has entered into agreements with other economic operators aimed at distorting competition;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(v)	An organisation has a conflict of interest within the meaning of Regulation 24 that cannot be effectively remedied by other, less intrusive, measures;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(vi)	The prior involvement of an organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in Regulation 41, that cannot be remedied by other, less intrusive, measures;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(vii)	An organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ4b	An organisation has:	
SQ4b(i)	Been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4b(ii)	Withheld such information or is not able to submit supporting documents required under Regulation 59; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
	The organisation has undertaken to:	
SQ4b(iii)	Unduly influence the decision-making process of the contracting authority, or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4b(iv)	Obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4b(v)	An organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Selection Questionnaire SQ4 Grounds for Discretionary Exclusion – Part 2		
Question number	Question	Response
SQ4c	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:	
SQ4c(i)	Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4c(ii)	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
SQ4c(iii)	If you responded YES to either SQ4c(i) or SQ4c(ii), 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

SELECTION QUESTIONNAIRE SQ5: Economic and Financial Standing

Selection Questionnaire SQ5 Economic and Financial Standing for Lot 1, Lot 2, Lots 4a to 4e and Lots 5a to 5n		
Question number	Question	Response
SQ5.1	<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 'Potential Provider details' and Section 2 'Bidding Model' to obtain financial risk assessments.</p> <p>If you and or members of your Group of Economic Operators would prefer to have this financial assessment carried out in respect of a Framework Guarantor, such as a parent company, then each member may elect to choose this option on the understanding that, if awarded a Framework Agreement, a Framework as laid out in Framework Schedule 13 must be completed by each Framework Guarantor and accepted by the Authority prior to contract.</p>	
SQ5.1a	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
SQ5.1b	<p>If you responded YES to question SQ5.1a, 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
SQ5.1c	If you or, if applicable, any members of your Group of Economic Operators have elected to have financial risk assessment carried out in respect of a Framework Guarantor, please confirm that the Framework Guarantor has committed to complete, prior to contract, a Framework Guarantee as laid out in Framework Schedule 13 if a Framework Agreement is awarded.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Selection Questionnaire SQ5: Economic and Financial Standing for Lot 3 only		
Question number	Question	Response
SQ5.2a	For your organisation, and if applicable, all other members of your Group of Economic Operators, please select YES / NO as appropriate to confirm you have uploaded, using the paperclip icon aligned to this question, option (a). If option (a) is not available, one or more of options (b), (c) or (d) to demonstrate economic/financial standing	
	(a) A copy of the audited accounts for the most recent two years, if available; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ5.2b(i)	<p>If you or, if applicable, a member of your Group of Economic Operators, are part of a Group, would your parent company or the parent company of the relevant member of your Group of Economic Operators be willing to provide, prior to contract, a Framework Guarantee if you or, if applicable, the Group of Economic Operators are awarded a Framework Agreement?</p> <p>If YES, you will be contacted to provide the relevant parent company accounts if required.</p> <p>Note: the definition of “Group” in the glossary to the Invitation to Tender (Attachment 1) is not the same as “Group of Economic Operators”</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ5.2b(ii)	If you responded NO to question SQ5.2b(i), would you or, if applicable, a member of your Group of Economic Operators, be able to obtain a Framework Guarantee elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SQ5.b (iii)	<p>If you responded YES to SQ5.2b (ii), please provide details, in the following text field, of the alternative source.</p> <p>[Note to Lead Contacts in respect of questions SQ5.2b (i) to (iii): the Authority reserves its right under Regulation 19 (6) to require a Group of Economic Operators to assume a specific legal form after award of the Framework Agreement if this is necessary for the satisfactory performance of the Framework Agreement]</p>	4096 character limit
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SELECTION QUESTIONNAIRE SQ6: Framework Specific Questions

Selection Questionnaire SQ6: Framework Requirements		
Question number	Question	Response
SQ6.1	Insurance Requirements For your organisation and your and the Group of Economic Operators' proposed Sub Contractors and members of your Group of Economic Operators, each already have or commit to obtain, prior to the commencement of the Framework Agreement if awarded, the levels of insurance cover indicated below:	
SQ6.1a	Employer's (Compulsory) Liability Insurance = £5,000,000.00	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ6.1b	Public Liability Insurance = £1,000,000.00	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.1c	Product Liability Insurance = £1,000,000.00 Lot 1, Lot 3 and Lots 4a to 4e only	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ6.1d	Professional Indemnity Insurance = £1,000,000.00	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.2	Equality Legislation Within the past three years for your organisation and/or any of your or the Group of Economic Operators' proposed Sub Contractors and/or members of your Group of Economic Operators, within all jurisdictions in which the organisation operates, has the organisation:	
SQ6.2a	Had any finding of unlawful discrimination made against it by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.2b	Had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ6.2c	<p>If you responded YES to one or both of questions SQ6.2a and SQ6.2b, please provide, as a separate Attachment, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against the organisation, please explain what action (if any) the organisation has taken to prevent unlawful discrimination from reoccurring.</p> <p>Please select option YES, NO or N/A to confirm whether or not you have uploaded an attachment.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload attachment if applicable
SQ6.2d	Does the organisation have processes in place to check whether any of the above circumstances apply to Sub Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ6.3a	<p>Equality and Diversity Policy</p> <p>By selecting YES, you have self-certified that you have in place an equality and diversity policy or statement which meets the criteria listed in Attachment 2b – SQ6.3a Equality Diversity Criteria and have uploaded your equality and diversity policy or statement as an attachment to question SQ6.3a, entitled “[insert your company name] Equality SQ6.3a”</p> <p>By selecting YES WILL HAVE IN PLACE to question SQ6.3a you have self-certified that you don’t currently have an equality and diversity policy or statement which meets the criteria listed in Attachment 2b – SQ6.3a Equality Diversity Criteria BUT WILL put one in place prior to the commencement of the Framework Agreement.</p> <p>By selecting NO, you have confirmed that you do not have an equality and diversity policy or statement which meets the criteria listed in Attachment 2b – SQ6.3a Equality Diversity Criteria and will not put one in place for this Framework Agreement.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes will have in place <input type="checkbox"/> No
SQ6.4a	<p>Health and Safety</p> <p>Please self-certify that your organisation and/or any of your or the Group of Economic Operators’ proposed Sub Contractors and/or members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.4b	Has your organisation and/or any of your or the Group of Economic Operators’ proposed Sub Contractors and/or members of your Group of Economic Operators been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ6.4c	<p>If you responded YES to question SQ6.4b, please provide details in a separate Attachment of any enforcement/remedial orders served and give details of any remedial action or changes to procedures the organisation has made as a result.</p> <p>Please select option YES, NO or N/A to confirm whether or not you have uploaded an attachment.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload attachment if applicable
SQ6.4d	<p>Do you and or the Group of Economic Operators have processes in place to check whether any of the above circumstances apply to Sub Contractors?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ6.5	<p>Cyber Essentials</p> <p>In relation to the Services required, please confirm that you comply with one of the following criteria:</p> <p>(i) You have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months;</p> <p>OR</p> <p>(ii) You have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies, by the commencement date of the Framework Agreement or at a later date when you receive sensitive and personal information with regard to the Services;</p> <p>OR</p> <p>(iii) You have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or, will be able to demonstrate by the commencement date of the Framework Agreement or at a later date when you receive sensitive and personal information with regard to the Services) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link:</p> <p>https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf</p> <p>AND that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that your organisation demonstrates compliance with Cyber Essentials technical requirements;</p> <p>OR</p> <p>(iv) Your organisation is exempt from complying with the requirements at questions i), ii) and iii) because your organisation conforms with the</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>ISO27001 standard and the Cyber Essentials requirements have been included in the scope of that standard, and verified as such and the certification body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies referred to in i).</p> <p>AND</p> <p>Where your organisation proposes to use Sub Contractors to carry out the Services and these Sub Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub Contractors are compliant with either of the requirements of questions i), ii), iii) or iv).</p>	
SQ6.6	<p>Quality Management System (QMS)</p> <p>By selecting YES, you have self-certified that you have a QMS that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement.</p> <p>By selecting YES WILL HAVE IN PLACE you have self-certified that you do not have a QMS that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement BUT WILL establish a QMS prior to commencement of the Framework Agreement.</p> <p>By selecting NO you have confirmed that you do not have a QMS relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement, and will not put one in place for this Framework Agreement.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes will have in place <input type="checkbox"/> No
SQ6.7	<p>Framework Population Template</p> <p>Please select option YES or NO to confirm whether or not you have populated and uploaded as an attachment to this question, the Framework Agreement Population Template (Attachment 14).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.8a	<p>Subsidiary/Affiliated Companies</p> <p>Please select option YES or NO to confirm whether or not you are aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender in respect of the procurement.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ6.8b	<p>If you responded YES to question SQ6.8a please provide details of Subsidiary/Affiliated Companies or Group of Economic Operators</p> <ul style="list-style-type: none"> - Name of Group of Economic Operator Member (if applicable) - Name of Subsidiary/Affiliated Company - Company Registration Number of Subsidiary/Affiliated Company 	<p>Complete table in the e-Sourcing Suite</p>

SELECTION QUESTIONNAIRE SQ7 Technical and Professional Ability

Selection Questionnaire SQ7: Technical and Professional Ability		
<p>Please provide details of two comparable contracts for each Lot (as detailed below) that you are submitting a tender for, from the public or private sector, where similar requirements to those sought under this procurement have been performed.</p> <p>Lot 1 – SQ7.1</p> <p>Lot 2 – SQ7.2</p> <p>Lot 3 – SQ7.3</p> <p>Lots 4 (a to e) - SQ7.4 you are only required to provide 2 contract examples regardless of how many Lots (4a, 4b, 4c, 4d and 4e) you are submitting a Tender for .</p> <p>Lots 5 (a to m) - SQ7.5 a-c you are only required to provide 2 contract examples regardless of how many regional/devolved government Lots (5a, 5b, 5c, 5d, 5e, 5f, 5g, 5h, 5i, 5j, 5k, 5l, 5m) you are submitting a Tender for.</p> <p>Lot 5 (n) – SQ7.5 d-f you are required to provide 2 contract examples one of which should be for UK and the other Overseas.</p>		
Question number	Question	Response
Lot 1 Managed Service Provision of All Language Services		
SQ7.1a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.1b	<p>Contract Example 1</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed and how its performance demonstrates the technical and professional requirements of Lot 1 in terms of:</p>	4096 character limit

	<ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	
SQ7.1c	<p>Contract Example 2</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed and how its performance demonstrates the technical and professional requirements of Lot 1 in terms of:</p> <ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	4096 character limit

Lot 2 Written Translation, Transcription and Ancillary Services		
SQ7.2a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.2b	<p>Contract Example 1</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed and how its performance demonstrates the technical and professional requirements of Lot 2 in terms of:</p> <ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	4096 character limit
SQ7.2c	<p>Contract Example 2</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed and how its performance</p>	4096 character limit

	<p>demonstrates the technical and professional requirements of Lot 2 in terms of:</p> <ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	
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Lot 3 Telephone Interpreting and Video Language Services		
SQ7.3a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value - <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.3b	<p>Contract Example 1</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed and how its performance demonstrates the technical and professional requirements of Lot 3 in terms of:</p> <ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	4096 character limit
SQ7.3c	<p>Contract Example 2</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed and how its performance demonstrates the technical and professional requirements of Lot 3 in terms of:</p> <ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	4096 character limit

Lot 4a to 4e Non Spoken Face to Face and Video Language Services		
SQ7.4a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.4b	<p>Contract Example 1</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed and how its performance demonstrates the technical and professional requirements of Lots 4a to e in terms of:</p> <ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	4096 character limit
SQ7.4c	<p>Contract Example 2</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed and how its performance demonstrates the technical and professional requirements of Lots 4a to e in terms of:</p> <ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	4096 character limit

Lot 5a to 5m Spoken Face to Face Interpreting		
SQ7.5a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.5b	<p>Contract Example 1</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed and how its performance demonstrates the technical and professional requirements of Lots 5a to 5m - in terms of:</p> <ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	4096 character limit
SQ7.5c	<p>Contract Example 2</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed and how its performance demonstrates the technical and professional requirements of Lots 5a to 5m - in terms of:</p> <ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	4096 character limit

Lot 5n Spoken Face to Face Interpreting		
SQ7.5d	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Point of contact in customer organisation <ul style="list-style-type: none"> o Position in the organisation o Email address - Contract start date - Contract completion date - Estimated Contract Value 	complete table in the e-Sourcing Suite
SQ7.5e	<p>Contract Example 1</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed in the UK and how its performance demonstrates the technical and professional requirements of Lot 5n - in terms of:</p> <ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	4096 character limit
SQ7.5f	<p>Contract Example 2</p> <p>Please describe the comparable contract example where similar requirements to those sought under this procurement have been performed Overseas and how its performance demonstrates the technical and professional requirements of Lot 5n - in terms of:</p> <ul style="list-style-type: none"> • technical resources i.e. tools and systems • human resources i.e. skills and experience 	4096 character limit