**Suitability Assessment Questions (SAQ)**

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| Requirement Title: | **FLIGHT PLANNING SOFTWARE** |

**Guidance[[1]](#footnote-1)**

**Suitability Assessment Questions (SAQ)**

101. The Suitability Assessment Questions (SAQ) can be used for competitive procurements whose value falls beneath the thresholds that apply to PCR 2015 and for requirements that are being run under the open procedure set out in PCR 2015.

102. The SAQ differ from the Dynamic PQQ in that you do not use the SAQ to reduce the number of eligible and qualified tenderers invited to bid. It is a pass / fail test for minimum levels of capability and capacity.

103. You must only use the SAQ where you have determined that you need to establish a supplier's minimum standards of capability and capacity. If you do not need to establish that bidders meet these minimum standards, you are required to get the bidder to sign the Statement Relating to Good Standing in their tender response.

104. You must ask suppliers to submit the SAQ as part of their tender response. In practice, this means that when you publish your Contract Notice for the open procedure, you will publish the SAQ and the tender in the notice.

105. You must assess the SAQ response prior to reviewing the bid. Should a supplier fail to meet the minimum eligibility and selection criteria set out in the SAQ then you must discount them, and you do not need to review their tender response. If the supplier fails the SAQ, they cannot be awarded the contract.

106. You cannot score and weight the SAQ assessment criteria, instead suppliers will ‘self-certify’ that they meet the minimum eligibility and suitability criteria using a ‘Yes / No’ methodology.

**Proposed Criteria for Requirement**

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| Criterion Number: |  |
| Criterion: | Does your company have experience in providing software applications to support military operations? |

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| Criterion Number: |  |
| Criterion: | Does your company have experience in supporting end users across multiple sites with one integrated software application? |

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| Criterion Number: |  |
| Criterion: | Is the software that your company provides compliant with international standards for the creation, delivery and support of software applications? |

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| Criterion Number: |  |
| Criterion: | Does your company have experience in delivering applications that process aeronautical information? |

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| Criterion Number: |  |
| Criterion: | Is the software your company provides capable of production of documentation which will help plan and support the operation of military aircraft? |

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| Criterion Number: |  |
| Criterion: | Does your company have experience and understanding of the worldwide airway structure? |

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| Criterion Number: |  |
| Criterion: | Does your company understand the requirements of Military Air Users and the differences they pose to Civilian Air Users |

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| Criterion Number: |  |
| Criterion: | Does your company have experience in delivering software that can support the requirements for production, submission and delivery of flight plans? |

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| Criterion Number: |  |
| Criterion: | Does your company have experience in dealing with and processing Notice To Airmen (NOTAM) information? |

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| Criterion Number: |  |
| Criterion: | Does your company have experience with organisations operating mixed aircraft fleets? |

1. [↑](#footnote-ref-1)