

APPENDIX G - PQQ QUESTIONS

1 Qualification Envelope		
1.1 Notes for completion		
Note	Note Details	
1.1.1	Note	The "authority" means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
1.1.2	Note	"You" / "Your" refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term "potential supplier" is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the "regulations") and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
1.1.3	Note	Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state 'N/A'. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
1.1.4	Note	The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
1.1.5	Note	For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
1.1.6	Note	At the contracting authority's discretion, all sub-contractors may be required to complete Part 1 and Part 2.
1.1.7	Note	For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.
1.1.8	Note	The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.
1.1.9	SECTION A - SELECTION QUESTIONNAIRE	The qualification questionnaire should be considered as Section A - Selection questionnaire.

1.2 Part 1 - Potential supplier information														
Note	Note Details													
1.2.1	Note	Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.												
	Question	Description	Response Type	Response Guide	Response									
1.2.2	SQ-1.1(a)	Full name of the potential supplier submitting the information	Text	Enter plain text										
1.2.3	SQ-1.1(b) - (i)	Registered office address (if applicable)	Text	Enter plain text										
1.2.4	SQ-1.1(b) - (ii)	Registered website address (if applicable)	Text	Enter plain text										
1.2.5	SQ-1.1(c)	Trading status	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box										
1.2.6	SQ-1.1(c) - (other)	If 'other', please specify your trading status	Text	Enter plain text										
1.2.7	SQ-1.1(d)	Date of registration in country of origin	Date	Enter a valid Date										
1.2.8	SQ-1.1(e)	Company registration number (if applicable)	Text	Enter plain text										
1.2.9	SQ-1.1(f)	Charity registration number (if applicable)	Text	Enter plain text										
1.2.10	SQ-1.1(g)	Head office DUNS number (if applicable)	Text	Enter plain text										
1.2.11	SQ-1.1(h)	Registered VAT number	Text	Enter plain text										
1.2.12	SQ-1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box										
	Note	Note Details												
1.2.13	SQ 1.1 (i) - (i) Guidance	Potential Suppliers should respond to this question as N/A (not applicable).												
	Question	Description	Response Type	Response Guide	Response									
1.2.14	SQ-1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	Text	Enter plain text										
1.2.15	SQ-1.1(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?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box										
1.2.16	SQ-1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	Text	Enter plain text										
1.2.17	SQ-1.1(k)	Trading name(s) that will be used if successful in this procurement	Text	Enter plain text										
1.2.18	SQ-1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one)	Multi Choice Option List	Mark the applicable Options as "Option Selected"	<table border="1"> <tr> <td>a) Voluntary Community Social Enterprise (VCSE)</td> <td></td> </tr> <tr> <td>b) Sheltered Workshop</td> <td></td> </tr> <tr> <td>c) Public service mutual</td> <td></td> </tr> <tr> <td>d) None of the above</td> <td></td> </tr> </table>		a) Voluntary Community Social Enterprise (VCSE)		b) Sheltered Workshop		c) Public service mutual		d) None of the above	
a) Voluntary Community Social Enterprise (VCSE)														
b) Sheltered Workshop														
c) Public service mutual														
d) None of the above														
1.2.19	SQ-1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box										
	Note	Note Details												

1.2.20	Note	See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures/analysis/sme-definition/			
	Question	Description	Response Type	Response Guide	Response
1.2.21	SQ-1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. <p>(Please enter N/A if not applicable)</p>	Text	Enter plain text	
1.2.22	SQ-1.1(o) Details	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	Text	Enter plain text	
1.2.23	SQ-1.1(p)	<p>Details of ultimate parent company:</p> <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 (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	Text	Enter plain text	
	Note	Note Details			
1.2.24	Note	Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.			

1.3 Part 1 - Bidding model					
	Note	Note Details			
1.3.1	Note	Please provide the following information about your approach to this procurement:			
	Question	Description	Response Type	Response Guide	Response
1.3.2	SQ-1.2(a) - (i)	<p>Are you bidding as the lead contact for a group of economic operators?</p> <p>If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.</p> <p>If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (i) for reference purposes, and complete 1.3, Section 2 and 3.</p>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.3.3	SQ-1.2(a) - (ii)	Name of group of economic operators (if applicable)	Text	Enter plain text	
1.3.4	SQ-1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	Text	Enter plain text	
1.3.5	SQ-1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.3.6	SQ-1.2(b) - (ii)	<p>If you responded yes to 1.2(b)-(i) please provide additional details for each subcontractor here.</p> <p>Please upload an attachment detailing each subcontractor, include the subcontractors trading name, registered address, trading status, Company Registration Number, Head Office DUNS number (if applicable), Registered VAT number (if applicable), Type of Organisation, if they are an SME, the role the sub-contractor will play in delivery of the solution, the approximate % of the contractual obligations assigned to each sub-contractor.</p>	Attachment	The applicable attachment must be uploaded	

1.4 Part 1 - Declaration					
	Question	Description	Response Type	Response Guide	Response

1.4.1	Declaration	<p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.</p> <p>I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.</p> <p>I am aware of the consequences of serious misrepresentation.</p>	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
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1.5 Part 1 - Contact details					
Question	Description	Response Type	Response Guide	Response	
1.5.1	SQ-1.3(a) Contact name	Text	Enter plain text		
1.5.2	SQ-1.3(b) Name of organisation	Text	Enter plain text		
1.5.3	SQ-1.3(c) Role in organisation	Text	Enter plain text		
1.5.4	SQ-1.3(d) Phone number	Text	Enter plain text		
1.5.5	SQ-1.3(e) E-mail address	Text	Enter plain text		
1.5.6	SQ-1.3(f) Postal address	Text	Enter plain text		

1.6 Part 2 - Grounds for mandatory exclusion						
Note	Note Details					
1.6.1	Note	Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.				
1.6.2	Regulations 57(1) and (2)	The detailed grounds for mandatory exclusion of an organisation are set out on the below web page, which should be referred to before completing these questions.				
1.6.3	URL	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf				
Question	Description	Response Type	Response Guide	Response		
1.6.4	SQ-2.1(a).1 Conviction for Participation in a criminal organisation.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box			
1.6.5	SQ-2.1(a).2 Conviction for Corruption.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box			
1.6.6	SQ-2.1(a).3 Conviction for Fraud.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box			
1.6.7	SQ-2.1(a).4 Conviction for Terrorist offences or offences linked to terrorist activities	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box			
1.6.8	SQ-2.1(a).5 Conviction for Money laundering or terrorist financing	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box			
1.6.9	SQ-2.1(a).6 Conviction for Child labour and other forms of trafficking in human beings	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box			
1.6.10	SQ-2.1(b)	Text	Enter plain text			
		<p>If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>				
1.6.11	SQ-2.2	Text	Enter plain text			
		<p>If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)</p>				
1.6.12	SQ-2.3(a)	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box			
		<p>Regulation 57(3) Has it been established, for your organisation 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 is in breach of obligations related to the payment of tax or social security contributions?</p>				
1.6.13	SQ-2.3(b)	Text	Enter plain text			
		<p>If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p>				
Note	Note Details					
1.6.14	Note	Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.				

1.7 Part 2 - Grounds for discretionary exclusion						
Note	Note Details					
1.7.1	Regulation 57 (b)	The detailed grounds for discretionary exclusion of an organisation are set out on the below web page, which should be referred to before completing these questions.				
		Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.				
1.7.2	URL	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf				
Question	Description	Response Type	Response Guide	Response		
1.7.3	SQ-3.1(a) Breach of environmental obligations?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box			
1.7.4	SQ-3.1 (b) Breach of social obligations?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box			
1.7.5	SQ-3.1 (c) Breach of labour law obligations?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box			

1.7.6	SQ-3.1(d)	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?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.7	SQ-3.1(e)	Guilty of grave professional misconduct?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.8	SQ-3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.9	SQ-3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

Note		Note Details			
1.7.10	SQ 3.1(g) guidance	Supplier guidance: Examples of circumstances in which potential conflicts could arise include (but are not limited to) where: A Relevant Organisation or any person employed or engaged by or otherwise connected with a Relevant Organisation has carried or is carrying out any work for the CCG or predecessor body in the last six months; A Relevant Organisation is providing services for more than one potential bidder in respect of this project or procurement process. A conflict of interest will not be deemed to arise solely by virtue of a person's employment or engagement by a Clinical Commissioning Group, or other NHS body (although bidders are requested to disclose such relationships for information purposes only). For example, GPs engaged under a GMS contract will not be considered to have a conflict of interest by virtue of such practicing arrangements.			

	Question	Description	Response Type	Response Guide	Response
1.7.11	SQ-3.1(h)	Been involved in the preparation of the procurement procedure?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.12	SQ-3.1(i)	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?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.13	SQ-3.1(j) - (i)	The organisation is 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.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.14	SQ-3.1(j) - (ii)	The organisation has withheld such information.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.15	SQ-3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.16	SQ-3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.7.17	SQ-3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Text	Enter plain text	

1.8 Part 3: Selection Questions - Economic and Financial Standing					
	Question	Description	Response Type	Response Guide	Response
1.8.1	SQ-4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.8.2	SQ-4.1(a-c)	If no, can you provide one of the following: (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. (c) 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).	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

1.9 Part 3: Selection Questions - Economic and Financial Standing Continued					
	Question	Description	Response Type	Response Guide	Response
1.9.1	SQ-4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

1.10 Part 3: Selection Questions - Group					
Note		Note Details			
1.10.1	Note	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below			
	Question	Description	Response Type	Response Guide	Response
1.10.2	SQ-5(a)	Name of organisation	Text	Enter plain text	

1.10.3	SQ-5(b)	Relationship to the Supplier completing these questions	Text	Enter plain text	
1.10.4	SQ-5.1	Are you able to provide parent company accounts if requested to at a later stage?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.10.5	SQ-5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.10.6	SQ-5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	

1.11 Part 3: Selection Questions - Technical and Professional Ability

	Note	Note Details
1.11.1	Section 6 questions 6.1 to 6.6 (inclusive) guidance notes	It is acknowledged that in responding to this innovation partnership PQQ requirement that potential suppliers may have elements of relevant experience and to facilitate drawing out your specific strengths we have prepared the series of questions below, relevant to the scope of this project.

	Question	Description	Response Type	Response Guide	Response
1.11.2	SQ-6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to two contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement.</p> <p>VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>See instructional note below to relation to SQ-6.1.</p>	Attachment	The applicable attachment must be uploaded	

	Note	Note Details
1.11.3	SQ-6.1 Continued	<p>The potential Supplier should provide an attachment for two references including the following information</p> <p>Name of customer organisation Point of contact in the organisation, name, email and telephone Description of the contract delivered Contract start date Contract end date Estimated whole life value of contract Details of how your organisation was measured in terms of the objective of the contract (for example customer satisfaction, improved patient outcomes, finance, quality, delivery within agreed timescales, governance etc) Examples of how Social Value was achieved as a by-product of the service delivery (economic, social and environmental benefits to the local community)</p> <p>Attachment permitted: Maximum word count – 1500 Maximum marks – 20%</p> <p>Note we reserve the right to contact references at any time however we do not guarantee we will do so.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p> <p>Potential Suppliers are free to use examples drawn from the same contracts or services provided detailed in question 6.2, 6.3, 6.4, 6.5 or 6.6 or to use alternative relevant contracts or services.</p> <p>If you cannot provide examples for your organisation please provide examples where your key team members have led or had significant involvement in relevant project and where the customer is prepared to act as a reference.</p> <p>If you cannot provide at least one example please provide an explanation for this, for example your organisation is a new start up or you have provided the services in the past but not under a contract.</p>

	Question	Description	Response Type	Response Guide	Response
1.11.4	SQ-6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>	Attachment	The applicable attachment must be uploaded	

1.11.5	SQ-6.3	<p>Innovation in service delivery</p> <p>Please provide examples of any relevant projects where you have embedded innovation in service delivery, detailing specifically:</p> <p>Name of customer organisation Point of contact in the organisation, name, email and telephone Description of the solution delivered Innovation period start date Innovation period end date Estimated whole life value of contract The challenge you were attempting to resolve: Details of any transformational changes your organisation facilitated and the benefits realised from the changes Details of any specific challenges and issues within the delivery of the project and if / how they were overcome Where you managed co-design and drove innovation of the solution with customers and / or sub-contractors and the benefits achieved from this collaborative approach Examples of how you have used third sector organisations such as health champions, social prescribing and / or an asset based approach to help deliver your service A summary of the quality benefits delivered A summary of the enhancements to patient outcomes delivered Details of the financial savings achieved</p> <p>Potential Suppliers are encouraged to provide up to a maximum of two examples of innovation in service delivery in their response. Potential Suppliers are free to use examples drawn from the relevant contracts or services detailed in question 6.1, 6.4, 6.5 or 6.6 or to use alternative relevant contracts or services.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p> <p>Note we reserve the right to contact references at any time however we do not guarantee we will do so.</p> <p>Maximum word count – 1500 Attachment permitted Maximum Marks 20%</p>	Attachment	The applicable attachment must be uploaded	
1.11.6	SQ-6.4	<p>Self-care programmes</p> <p>Please provide examples of any relevant projects where you have embedded self-care programmes, detailing specifically:</p> <p>Name of customer organisation or community group Point of contact in the organisation or community group, name, email and telephone Description of the solution delivered Self-care programme delivery period start date Self-care programme delivery period end date Estimated whole life value of contract The challenge you were attempting to resolve The specific self-care programmes you created or utilised Details of any transformational changes your organisation facilitated and the benefits realised from the changes Details of any specific challenges and issues within the delivery of the contract and if / how they were overcome How technology was utilised and made accessible to patients to support self-care</p> <p>Potential Suppliers are encouraged to provide up to a maximum of two examples of self care programmes in service delivery in their response. Potential Suppliers are free to use examples drawn from the contracts or services detailed in detailed in question 6.1, 6.3, 6.5 or 6.6 or to use alternative relevant contracts or services.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p> <p>Note we reserve the right to contact references at any time however we do not guarantee we will do so.</p> <p>Maximum word count – 1500 Attachment permitted Maximum Marks 20%</p>	Attachment	The applicable attachment must be uploaded	

1.11.7	SQ-6.5	<p>Use of technology</p> <p>Please provide examples of any relevant projects where you have embedded technology to improve outcomes, detailing specifically:</p> <p>Name of customer organisation Point of contact in the organisation, name, email and telephone Technology implementation delivery period start date Technology implementation delivery period end date Estimated whole life value of contract The challenge you were attempting to resolve The approach taken to resolve the challenge The specific technology you embedded (including sub-contractors utilised) Development opportunities in technology you facilitated with sub-contractors Details of any transformational changes your organisation facilitated with sub-contractors and the benefits realised from the changes Details of any specific challenges and issues within the delivery of the technology and if / how they were overcome How you ensured that the technology was accessible to patients irrespective of culture, age profile or disability Description of the solution delivered</p> <p>Potential Suppliers are encouraged to provide up to a maximum of 2 examples of use of technology in service delivery in their response. Potential Suppliers are free to use examples drawn from the contracts or services detailed in question 6.1, 6.3, 6.4 or 6.6 or to use alternative relevant contracts or services.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p> <p>Note we reserve the right to contact references at any time however we do not guarantee we will do so.</p> <p>Maximum word count – 1500 Attachment permitted Maximum Marks 20%</p>	Attachment	The applicable attachment must be uploaded	
1.11.8	SQ-6.6	<p>Effective behaviour change</p> <p>Please provide examples of any relevant projects where you have realised effective behaviour change management for patients, detailing specifically:</p> <p>Name of customer organisation Point of contact in the organisation, name, email and telephone Behavioural change management implementation delivery period start date Behavioural change management implementation delivery period end date The behavioural change you were attempting to achieve The behaviour change solution delivered and the stages of change (including sub-contractors utilised) How you first approached someone that required the behaviour change How you ensured the required change was maintained The benefits realised from the behaviour change management programme Any specific challenges and issues within the delivery of the behaviour change management programme and if / how they were overcome How you ensured that the behaviour change management programme was accessible to patients irrespective of culture, age profile or disability Positive impact on customers</p> <p>Potential Suppliers are encouraged to provide up to a maximum of two examples of innovation in service delivery in their response. Potential Suppliers are free to use examples drawn from the contracts or services detailed in question 6.1, 6.3, 6.4 or 6.5 or to use alternative relevant contracts or services.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p> <p>Note we reserve the right to contact references at any time however we do not guarantee we will do so.</p> <p>Maximum word count – 1500 Attachment permitted Maximum Marks 20%</p>	Attachment	The applicable attachment must be uploaded	
1.11.9	SQ-6.7	<p>Care Quality Commission (CQC)</p> <p>Please confirm if your organisation is or intends to be registered with the relevant health & social care regulatory body/agency in England (e.g. Care Quality Commission), Wales, Scotland or Northern Ireland for this service.</p> <p>If conditions have been placed upon CQC registration either here or elsewhere, please provide a copy of the action plan and anticipated date of resolution along with any contingency plans to cover the interim period.</p> <p>Supplier guidance</p> <p>The Supplier shall answer one of the following options Yes – The Supplier is registered with the relevant Care Quality Commission and is not subject to an action plan – Pass Yes – The Supplier is registered with the relevant Care Quality Commission and is subject to an action plan which has been solved to the CQC's satisfaction – Pass Yes – The Supplier is registered with the relevant Care Quality Commission and is subject to an action plan which has not been solved to the CQC's satisfaction – Fail Yes, we intend – The Supplier intends to be registered with the relevant Care Quality Commission prior to award of Contract – Pass No we are not registered with the relevant Care Quality Commission and do not intend to register – Fail</p> <p>Scoring criteria - pass / fail</p>	Attachment	The applicable attachment must be uploaded	

1.11.10	SQ-6.8	<p>Staff restrictions</p> <p>Please advise if any of these restrictions are / have been relevant to your organisation in the last three years and if so state the activities you have undertaken to resolve the issues.</p> <p>Please state if any of these issues will have an impact of your ability to deliver the Service Specification:</p> <p>(a) Please provide details (including type of claim & estimation of quantum) of any actual or threatened litigation, professional or regulatory or other legal proceedings against any Relevant Organisation within the past three years.</p> <p>(b) Any criminal conduct of your Organisation (or any Director, Officer, or senior employee thereof) resulting in conviction or in respect of which a prosecution or investigation is pending or in progress.</p> <p>(c) Please state whether any clinical staff employed, sub contracted or otherwise engaged by the Potential Supplier or its Clinical Services Supplier(s) have, during the last three years, had their Professional Registration removed or suspended or whether they are currently under investigation.</p> <p>Supplier guidance</p> <p>Maximum word count – 5000</p> <p>Attachments permitted</p> <p>The Supplier shall answer</p> <p>Yes - we have been subject to one or more of these issues and we have not carried out appropriate remedial actions – Fail</p> <p>Yes - we have been subject to one or more of these issues and we have carried out appropriate remedial actions of which full details are provided- Pass</p> <p>No - we have not been subject to any of these issues – Pass</p> <p>Scoring criteria - Pass / Fail</p>	Attachment	The applicable attachment must be uploaded	
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1.12 Part 3: Selection Questions - Modern Slavery Act 2015					
Question	Description	Response Type	Response Guide	Response	
1.12.1	SQ-7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.12.2	SQ-7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
1.12.3	SQ-7.2(a)	If you have answered yes to question 7.2, please provide the relevant URL	Text	Enter plain text	
1.12.4	SQ-7.2(b)	If you have answered no to question 7.2, please provide an explanation	Text	Enter plain text	

1.13 Additional Questions - Insurance					
Note	Note Details				
1.13.1	Note	Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.			
Question	Description	Response Type	Response Guide	Response	
1.13.2	SQ-8.1	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:	Option List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
	<p>Employer's (Compulsory) Liability Insurance = £5m</p> <p>Public Liability Insurance = £10m</p> <p>Product Liability Insurance = £10m</p> <p>Professional indemnity Insurance = £10m</p> <p>Building / property insurance = at a level where the potential Supplier can justify as being reasonable</p> <p>Building contents insurance = at a level where the potential Supplier can justify as being reasonable</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>				

1.14 Appendices					
Question	Description	Response Type	Response Guide	Response	
1.14.1	Appendices	If you need to submit any additional information to complete your response to the above questions, please include it here as part of a single, zipped attachment response. Please ensure each appendix is clearly marked to indicate the SQ question number	Attachment	The applicable attachment must be uploaded	