



Crown
Commercial
Service



Government
Communication
Service

Invitation to tender

Attachment 2a –
Selection Questionnaire

Campaign Solutions 2

Reference Number

RM 6125

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This document provides representations of the online 'Selection Questionnaire'. You cannot submit your responses using this document. You must complete and submit only the online version of the Selection Questionnaire in the eSourcing suite in the qualification envelope.

This document is the overview of the methodology which will be adopted by CCS to evaluate your response to each question set out within the Selection Questionnaire.

For the avoidance of doubt in the "we" refers to the Crown Commercial Service (CCS) the Authority.

For the avoidance of doubt in the Selection questions "you" / "your" refers to the Potential Agency (Lead Contact for a Consortium).

If you cannot provide a response to a question your bid may be deemed non-compliant.

If a bid is deemed to be non-compliant, the bid may be rejected and excluded from further participation in this competition.

Remember, you must complete the questions detailed in this questionnaire online in the eSourcing Suite (qualification envelope). For further guidance on using the eSourcing suite please refer to Attachment 1 – About the Framework.

Part 1 Framework Agreement Essentials

Guidance Part 1	You must answer the questions in part 1 in relation to your Campaign Solutions 2 Framework bid. You must be able to answer Yes to every question from 1 to 7 in the 'Framework Agreement Essentials' section. If you can't answer Yes to every question in this section, you will not be able to participate in this competition.	
Question 1	Do you accept the competition rules, as described in the ITT pack Attachment 1 - About the Framework, paragraph 9 Competition rules?	Yes/No
Question 2	Do you accept the contract terms in their issued form as incorporated in the Framework Award Form?	Yes/No
Guidance Question 3	You are required to answer Yes to confirm you agree to inform CCS as soon as possible if there are any changes to the information you have provided in this Selection Questionnaire	
Question 3	Do you agree to inform CCS as soon as possible if there are any changes to the information you have provided in this Selection Questionnaire	Yes/No
Guidance Question 4	<p>You are required to answer Yes to confirm you have the skills and resources to provide the services required under the Campaign Solutions 2 Framework relevant to the Lots you are bidding for. Your organisation includes your key subcontractors, members of your Consortia and their proposed key subcontractors.</p> <p>If you do not answer Yes to this question you cannot participate in this competition.</p> <p>At the Call Off Contract stage an Agency shall be required to demonstrate how they will deliver the fully integrated solution, including whether the services will be delivered solely by their in-house capability or whether they intend to sub-contract some elements of their solution.</p>	
Question 4	Does your organisation have the skills and resources to provide the services required under the Campaign Solutions 2 Framework relevant to the Lots you are bidding for?	Yes/No
Guidance Question 5	You are required to answer Yes to confirm that your organisation will take direct contractual responsibility and full accountability for delivering the services you are offering on the framework	
Question 5	Please confirm that your organisation will take direct contractual responsibility and full accountability for delivering the services you are offering on the framework	Yes/No
Guidance Question 6	You are required to answer Yes to confirm you have the skills and resources to provide the services required under the Campaign	

	Solutions 2 Framework in the Lots you are applying for. Your organisation includes your Key Sub-Contractors, members of your Consortium and their proposed Sub-Contractors.	
Question 6	Does your organisation have the skills and resources to provide the services required under the Campaign Solutions 2 Framework in the Lots that you are applying for?	Yes/No
Guidance Question 7	You are required to answer Yes to confirm that your organisation will take direct contractual responsibility and full accountability for delivering the services you are offering on the Framework.	
Question 7	Please confirm that your organisation will take direct contractual responsibility and full accountability for delivering the services you are offering on the Framework?	Yes/No

Part 2 Your Information

Guidance Part 2	This is essential information that we will use to verify who you are. Please provide the answers to the questions in this section in relation to your organisation.	
Question 8	What is the full name of the organisation applying to the Campaigns Solutions 2 Framework, with whom CCS will contract if successful.	Text
Question 9	Office address (registered address if registered)	Text
Question 10	Website address (if applicable)	Text
Question 11	What is your trading status ?	<ul style="list-style-type: none"> - Public limited company - Private Limited company - Limited liability partnership - Other partnership - Sole trader - Third sector - Other
Question 12	If you chose 'Other' for question11, please provide details	Text
Question 13	Date of registration (if applicable) or date of formation	Date
Question 14	Registration number (company, partnership, charity etc.) if applicable	Text
Question 15	DUNS number (of head office, if applicable)	Text
Question 16	Please enter your VAT number	Number
Question 17	Are you registered with the appropriate professional or trade register(s) specified for this procurement in the country where your organisation is established?	Yes/No/NA
Question 18	If you responded Yes to question 17, please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide: - the website address	Text

	- issuing body - reference number If you responded No to question 17, enter N/A	
Question 19	Is it a legal requirement in the country where you are established for you to: a) possess a particular authorisation, or b) be a member of a particular organisation, to provide the requirements specified in this procurement?	Yes/No
Question 20	If you responded Yes to question 19 please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. If you responded No to question 19, enter N/A.	
Question 21	What trading name(s) will be used if successful in this competition?	Text
Question 22	Which of these classifications apply to you? - Voluntary Community - Social Enterprise (VCSE) - Sheltered Workshop - Public Service Mutual - None of these	
Guidance Question 23	See definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en	
Question 23	Are you a Small, Medium or Micro Enterprise (SME)? Does your business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?	Yes/No
Question 24	Do you have an immediate parent company?	Yes/No
If you answer Yes to question 24 please provide the following details for your immediate parent company by providing responses to questions 24.1 to 24.5.		
Question 24.1	Name (registered name if registered)	Text
Question 24.2	Office address (registered address if registered)	Text
Question 24.3	Registration number if applicable	Text
Question 24.4	DUNS number (of head office, if applicable)	Text
Question 24.5	VAT number	Text

Part 2a Your Information continued

Question 25	Do you have an ultimate parent company?	Yes/No
If you answer Yes to question 25 please provide the following details for your ultimate parent company by providing responses to questions 25.1 to 25.5.		
Question 25.1	Name (registered name if registered)	Text

Question 25.2	Office address (registered address if registered)	Text
Question 25.3	Registration number if applicable	Text
Question 25.4	DUNS number (of head office, if applicable)	Text
Question 25.5	VAT number	Text

Part 2b Your information continued

Question 26	Was your business established in the UK?	Yes/No
If you answer No to question 26 please answer the following questions 26.1 and 26.2.		
Guidance Question 26.1	Check that your organisation complies with Schedule 5, Regulation 58(5) of the Public Contracts Regulations 2015. (http://www.legislation.gov.uk/ukxi/2015/102/regulation/58/made)	
Question 26.1	Is your business registered with the appropriate professional or trade register(s) in the country where it's established?	Yes/No
Question 26.2	As your business was not established in the UK please provide address details and location.	Text

Part 2c Which Lots are you submitting a bid for?

Question 27	Which Lots are you bidding for?	Lot 1 - End to End Campaign Management Lot 2 - Media Strategy and Planning Lot 3 - Content Versioning and Distribution Lot 4 - Stock Imagery, Footage and Sound Lot 5 - Events
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Part 2d Lot 1 only - Holding Group information

Guidance Part 2d	This Part 2d is applicable to Potential Agencies bidding for Lot 1 only. Please confirm if you are bidding or not bidding for Lot 1 by responding to question 28. If you select No you will proceed to Part 2e.	
Question 28	Are you bidding for Lot 1?	Yes /No
Question 28.1	Does your organisation sit within a Holding Group of companies	Yes/No
Guidance question 28.2 and 28.3	If you answer Yes to question 28.1 please provide the following details for your Holding Group of companies by providing responses to questions 28.2 and 28.3.	
Question 28.2	Tell us which Holding Group your organisation is part of?	Text
Guidance Question 28.3	Please refer to Attachment 1 - About the Framework, paragraph 4. Who can bid. If you answer No to question 28.3, your bid may be disqualified.	
Question 28.3	Can you confirm that no more than five (5) bids have been submitted from Potential Agencies within your Holding Company Group (Potential Agencies bidding as a single organisation or as the lead of a consortium)	Yes/No

Part 2e Your Bidding Model

Guidance Part 2e	This is essential information about your bidding model for this procurement.	
Question 29	Are you bidding as a single organisation or the lead member of a consortium?	- Single organisation - Lead member of a consortium
If you are the lead member of a consortium. Please provide the details of the consortium by providing responses to the following questions.		
Question 29.1	What is the name of the consortium?	Test
Question 29.2	What is the proposed legal structure for the consortium?	Text
Question 29.3	<p>If you are the lead member of the consortium, complete attachment 6 with the following details for each member and attach to this question</p> <ul style="list-style-type: none"> ● Name (registered name if registered) ● Office address (registered address if registered) ● Registration number if applicable ● DUNS number (of head office, if applicable) ● VAT number ● SME? ● Role the member will play in the delivery ● Member's % share of total contract value ● Information and declaration workbook submitted? <p>Please name the file [consortia_ insert your organisation name]</p>	Attachment
Guidance Question 29.4	If you are a consortium, the lead member must ensure that each member completes the 'information and declaration' workbook attachment 4. The lead member must attach the completed 'information and declaration' workbook as received from each member.	
Question 29.4	Please attach a zip file containing a completed 'information and declaration' workbook, without amendment, for every member other than you. The zip file must be named [consortiazip_ insert your organisation name]	Attachment

Part 2f Your Bidding Model Key Subcontractors

Question 29.5	Do you intend to use key subcontractors to help you deliver the requirements?	Yes/No
If you do intend to use key subcontractors, please provide the details of your key subcontractors by providing the required information to the following questions.		
Question 29.6	<p>Please complete attachment 7 with the following details for each key subcontractor:</p> <ul style="list-style-type: none"> ● Name (registered name if registered) ● Office address (registered address if registered) ● Registration number if applicable ● Trading status ● DUNS number (of head office, if applicable) ● VAT number ● SME? ● Role the subcontractor will play in delivery ● Key subcontractor's % share of total contract value ● Are you relying on this key subcontractor to meet the selection criteria? ● If you are relying on this key subcontractor to meet the selection criteria, which criteria are you relying on them for? ● Information and declaration workbook submitted? <p>Please name the file [sub_ insert your organisation name]</p>	Attachment
Guidance Question 29.7	You must ensure that each key subcontractor you are relying on to meet the selection criteria, completes an information and declaration workbook (attachment 4) provided for this purpose.	
Question 29.8	<p>Please attach a zip file containing a completed 'information and declaration' workbook without amendment for every key subcontractor you are relying on to meet the selection criteria?</p> <p>Please name the file [subzip_ insert your organisation name]</p>	Attachment
Part 2g Prompt Payment		
Guidance Part 2g	If you intend to use a supply chain for this contract you must demonstrate that you have effective systems in place to ensure a reliable supply chain. The questions in this part 2g are focused on exploring your payment systems. If you are not using a supply chain	

	for this contract, answer no to question 30, you will proceed to Part 3.	
Question 30	Please confirm that you are intending to use a supply chain for this Framework.	Yes/No
If you intend to use a supply chain for this contract, you must provide responses to the following questions.		
Evaluation Guidance	<p>Questions 31.1, 31.2 and 31.3 are evaluated PASS/FAIL.</p> <p>Your bid will FAIL, if you do not answer Yes to these questions.</p> <p>Please see the below link for more guidance: https://www.gov.uk/government/publications/procurement-policy-note-0419-taking-account-of-a-suppliers-approach-to-payment-in-the-procurement-of-major-contracts--2</p> <p>Please note: if you are a new entrant (trading for less than 12 months) you are still required to demonstrate that you will meet the requirements. See Q2 of the Frequently Asked Questions.</p> <p>The Frequently Asked Questions can be found at https://www.gov.uk/government/publications/procurement-policy-note-0419-taking-account-of-a-suppliers-approach-to-payment-in-the-procurement-of-major-contracts--2</p>	
Question 31.1	Please confirm that you have systems in place to pay key subcontractors promptly and effectively, i.e. within the agreed contractual terms	Yes/No
Question 31.2	<p>Please confirm you have procedures for resolving disputed invoices with those in your supply chain promptly and effectively.</p> <p>This should include all situations where payments are due; not all payments involve an invoice.</p> <p>See Q18 of the Frequently Asked Questions.</p> <p>The Frequently Asked Questions can be found at https://www.gov.uk/government/publications/procurement-policy-note-0419-taking-account-of-a-suppliers-approach-to-payment-in-the-procurement-of-major-contracts--2</p>	Yes/No

Question 31.3	Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.	Yes/No
Guidance Questions 31.4 to 31.7	<p>Please confirm you have procedures for resolving disputed invoices with those in your supply chain promptly and effectively.</p> <p>This should include all situations where payments are due; not all payments involve an invoice.</p> <p>See Q18 of the Frequently Asked Questions.</p> <p>The Frequently Asked Questions can be found at https://www.gov.uk/government/publications/procurement-policy-note-0419-taking-account-of-a-suppliers-approach-to-payment-in-the-procurement-of-major-contracts--2</p>	
Question 31.4	Please attach a copy of your standard payment terms for all of your supply chain contracts.	Attachment
Question 31.5	Please attach a copy of your procedures for resolving disputed invoices promptly and effectively.	Attachment
Question 31.6	Please attach details of any payments of interest for late payments you have paid in the past twelve months or which became due during the past twelve months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again.	Attachment
Question 31.7	Please attach a copy of your standard payment terms used with subcontractors on public sector contracts subject to the Public Contract Regulations 2015	Attachment

<p>Evaluation Guidance Questions 31.8 and 31.9</p>	<p>Percentage of paid invoices - Evaluation guidance</p> <p>The below questions will be evaluated PASS/FAIL.</p> <p>Marking Scheme and Evaluation Criteria</p> <p>PASS -- You pay >95% of all supply chain invoices in 60 days in at least one of the previous two six month reporting periods.</p> <p>PASS -- You pay >95% of all supply chain invoices in 60 days in at least one of the two previous six month reporting periods after removing intercompany payments.</p> <p>PASS -- You pay >75% <95% of all supply chain invoices in 60 days in at least one of the two previous six month reporting periods after removing intercompany payments, and you have provided an action plan with all of the required features.</p> <p>PASS -- You are a new entrant unable to demonstrate that >95% of invoices payable to your supply chain on all contracts have been paid within 60 days of receipt of the invoice but have provided an explanation of your circumstances.</p> <p>FAIL -- You pay >75% <95% of all supply chain invoices in 60 days in at least one of the two previous six month reporting periods after removing intercompany payments, but you have not provided an action plan or your action plan does not include the required features.</p> <p>FAIL -- You do not pay >75% of all supply chain invoices in 60 days in at least one of the two previous six-month reporting periods after removing intercompany payments.</p> <p>Please see below link for guidance on what a 'reporting period' is: https://www.gov.uk/government/publications/business-payment-practices-and-performance-reporting-requirements</p>
<p>Guidance Question 31.8</p>	<p>Percentage of paid invoices</p> <p>Please confirm the percentage of invoices paid by you to those in your immediate supply chain on all contracts for each of the two previous six-month reporting periods, within 60 days.</p> <p>Please note: it is acceptable to cross refer to information that has previously been submitted to Government or other bodies or is publicly available (provided it covers the required reporting periods), including data published in accordance with the Reporting on Payment Practices and Performance Regulations 2017.</p>

Question 31.8	<p>Confirm the percentage of invoices paid within 60 days, for each of the two previous six-month reporting periods.</p> <p>If you wish to cross refer, please provide details and insert any relevant URLs / links.</p>	Text
Guidance Question 31.9	<p>If in questions 31.8 you are unable to demonstrate that $\geq 95\%$ of invoices payable to your supply chain on all contracts have been paid within 60 days of the receipt of the invoice in at least one of the last two six months reporting periods please provide an action plan for improvement which includes (as a minimum) the following:</p> <ol style="list-style-type: none"> 1. Identification of the primary causes of FAILURE to pay: <ol style="list-style-type: none"> (a) 95% of all supply chain invoices within 60 days; and (b) if relevant under question 1.10.8, all invoices within agreed terms. 2. Actions to address each of these causes. 3. A mechanism for and commitment to regular reporting on progress to the supplier's audit committee (or equivalent). 4. Plan signed off by director. 5. Plan published on its website (this can be a shorter, summary plan). <p>If you have an existing action plan prepared for a different purpose, it is acceptable to attach this but it should contain the above features.</p> <p>Please name the file [actionplan_insert your organisation name]</p>	
Question 31.9	<p>Upload your action plan to this question. Please name the file [actionplan_insert your organisation name]</p>	Attachment
Guidance Question 31.10 and 31.11	<p>Question 31.10 and 31.11 are for information only</p> <p>Please confirm the percentage of invoices paid by you to those in your immediate supply chain on all contracts for each of the two previous six-month reporting periods including the</p>	

	<p>percentage of invoices paid which were due but not paid by the last date for payment under the agreed contractual terms.</p> <p>Please note: it is acceptable to cross refer to information that has previously been submitted to Government or other bodies or is publicly available (provided it covers the required reporting periods), including data published in accordance with the Reporting on Payment Practices and Performance Regulations 2017.</p>	
Question 31.10	<p>Confirm the percentage of invoices due but not paid by the last date for payment under agreed contractual terms.</p> <p>If you wish to cross refer, please provide details and insert any relevant URLs / links.</p>	Text
Question 31.11	<p>If in question 31.10 if you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why.</p>	Text

Part 3 Exclusion Grounds

If you answer Yes to any of the questions in this Part 3, you must provide full details of any subsequent event or remedial action that you think CCS should take into consideration.

CCS will use the information you provide to consider whether or not you will be able to proceed any further with in competition.

<p>Evaluation guidance</p>	<p>The regulations which govern how we procure specify that we must exclude any organisation which has been convicted of certain offences.</p> <p>(Note that if you are the lead member of a consortium, you do not need to complete these particular questions on behalf of other members of the group or consortium, because they must complete Parts 2, 2a and 3 for themselves, using the 'information and declaration' workbook.</p> <p>For these mandatory exclusion grounds only, you must respond for your organisation and for all relevant persons and entities. Each organisation must decide which entities and persons are relevant.</p> <p>There are two categories of persons and entities that may be relevant:</p> <ul style="list-style-type: none"> ● Members of the organisation's administrative, management or supervisory board. This category will typically cover company directors and members of an executive board ● Entities and persons who have powers of representation, decision or control. This could be: <ul style="list-style-type: none"> ○ entities or persons with a 25% or more shareholding ○ entities or persons with less than 25% shareholding who have the relevant powers depending on their particular rights ○ a supplier's ultimate parent company that has powers of representation, decision or control ○ intermediate parent companies that do not have a direct shareholding ○ directors or members of an executive board of their immediate parent company (for example, in the case of an SPV set up specifically to bid for a particular contract) ○ holders of mortgages or liens <p>It isn't necessary for you to identify which entities and persons you think are covered in the declarations. However, you must be satisfied that the declaration is made in respect of all of those that are relevant.</p>
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Self-cleaning evaluation guidance	<p>If you declare any convictions you must demonstrate to our satisfaction that you have taken effective remedial action. In order for the evidence provided to be sufficient it must, as a minimum, prove that you have 'self-cleaned' as follows:</p> <ul style="list-style-type: none"> ● paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; ● clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and ● taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct. <p>The actions agreed on deferred prosecution agreements (DPAs) may be submitted as evidence of self-cleaning and evaluated by us as described below.</p> <p>The measures taken will be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. If we consider such evidence as sufficient, you will continue in the procurement process. Our decision will be final.</p> <p>If you cannot provide evidence of 'self-cleaning' that is acceptable to us, you will be excluded from the competition. We will tell you if you are excluded and say why.</p>	
Convictions	<p>Within the past five years, anywhere in the world, have you or any person who is a member of the Potential Agency's administrative, management or supervisory body or has powers of representation, decision or control in the Potential Agency been convicted of any of the offences identified in the questions below?</p>	
Question 32	<p>Participation in a criminal organisation</p> <p>Participation offence as defined by section 45 of the Serious Crime Act 2015</p> <p>Conspiracy within the meaning of:</p> <ul style="list-style-type: none"> ● 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 <p>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.</p>	Yes/No

Question 33	<p>Corruption</p> <ul style="list-style-type: none"> • 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 • The common law offence of bribery • 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 	Yes/No
Question 34	<p>Terrorist offences or offences linked to terrorist activities</p> <p>Any offence:</p> <ul style="list-style-type: none"> • listed in section 41 of the Counter Terrorism Act 2008; • listed in schedule 2 to that Act where the court has determined that there is a terrorist connection; • under sections 44 to 46 of the Serious Crime Act 2007 that relates to an offence covered by the previous two points. 	Yes/No
Question 35	<p>Money laundering or terrorist financing</p> <ul style="list-style-type: none"> • Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002 • 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. 	Yes/No
Question 36	<p>Child labour and other forms of trafficking human beings</p> <ul style="list-style-type: none"> • An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; • An offence under section 59A of the Sexual Offences Act 2003 • An offence under section 71 of the Coroners and Justice Act 2009 • 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 • An offence under section 1, section 2 or section 4 of the Modern Slavery Act 2015. 	Yes/No
Question 37	<p>Other offences</p> <ul style="list-style-type: none"> • Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland. • Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. 	Yes/No

Question 38	<p>If you answered Yes to any of the questions above, questions 32 to 37, please provide further details including:</p> <ul style="list-style-type: none"> ● Who has been convicted ● Date of the conviction and jurisdiction ● Which of the grounds listed conviction was for ● The facts and circumstances relating to the conviction ● Details of investigations carried out by relevant authorities ● Evidence that you have paid or made arrangements to pay any compensation due ● Web address of relevant documentation ● Issuing authority ● Precise reference of the documents 	Attachment
Question 39	<p>If you have answered Yes to any of the questions above, questions in this section, please explain what measures have been taken to ensure that the relevant grounds for exclusion will not be triggered again. This is called self-cleaning.</p>	Text
Part 3 continued	Grounds for mandatory and discretionary exclusion relating to the payment of taxes and social security contributions	
Evaluation guidance	<p>Exclusion relating to the payment of taxes and social security contributions</p> <p>The regulations which govern how we procure specify that we must or may (depending on the breach) exclude any organisation which is in breach of its obligations relating to the payment of taxes and social security contributions.</p> <p>We reserve our right to use our discretion to exclude a Potential Agency where we can demonstrate by any appropriate means that the supplier is in breach of its obligations relating to the payment of taxes or social security contributions.</p> <p>For these exclusion grounds you must respond for your organisation. (If you are the lead member of a consortium, you do not need to complete these particular questions on behalf of other members of the group or consortium, because they must complete Parts 2, 2a, 2b and 3 for themselves, using the 'information and declaration' workbook)</p>	
Self cleaning evaluation guidance	<p>If you declare any convictions you must demonstrate to our satisfaction that you have taken effective remedial action. In order for the evidence provided to be sufficient it must, as a minimum, prove that you have 'self-cleaned' as follows:</p> <ul style="list-style-type: none"> ● paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; ● clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and ● taken concrete technical, organisational and personnel measures 	

	<p>that are appropriate to prevent further criminal offences or misconduct.</p> <p>The actions agreed on deferred prosecution agreements (DPAs) may be submitted as evidence of self-cleaning and evaluated by us as described below.</p> <p>The measures taken will be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. If we consider such evidence as sufficient, you will continue in the procurement process. Our decision will be final.</p> <p>If you cannot provide evidence of 'self-cleaning' that is acceptable to us, you will be excluded from the competition. We will tell you if you are excluded and say why.</p>	
Question 40	Has your organisation committed a breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision that has a final and binding effect?	Yes/No
Guidance	If you have answered yes to the question 40 above	
Question 41	<p>Please provide these details for each occurrence:</p> <ul style="list-style-type: none"> ● Country concerned ● what is the amount concerned ● how the breach was established, i.e. through a judicial or administrative decision or by other means <ul style="list-style-type: none"> ● if the breach has been established through a judicial or administrative decision please provide the date of the decision ● if the breach has been established by other means please specify the means <p>or enter N/A</p>	Text
Question 42	Please also confirm whether 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.	Yes/No/N/A

Question 43	<p>Have any of your organisation’s tax returns submitted on or after 1 October 2012 been found to be incorrect, as a result of any of:</p> <ul style="list-style-type: none"> ● HMRC successfully challenging you under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or ● a tax authority in a jurisdiction in which you are established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle; ● a FAILure to notify, or FAILure of an avoidance scheme in which you are or were involved, under the Disclosure of Tax Avoidance Scheme rules (DOTAS), VADR (Schedule 11A to the Value Added Tax Act 1994 (as amended by Schedule 1 to the Finance (no. 2) Act 2005)) or any equivalent or similar regime in a jurisdiction in which the supplier is established. 	Yes/No
Question 44	<p>Please provide these details for each occurrence:</p> <ul style="list-style-type: none"> ● Country concerned ● what is the amount concerned ● how and when the breach was established or challenge brought <p>or enter N/A</p>	Text
Question 45	<p>Please also confirm whether 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>	Yes/No
Question 46	<p>If you have answered yes to any questions in this section exclusion relating to the payment of taxes and social security contributions, and evidence of meeting all obligations is available electronically, please provide:</p> <ul style="list-style-type: none"> ● web address ● issuing authority ● precise reference of the documents 	Attachment

Part 3 Grounds for Discretionary Exclusion

<p>Evaluation guidance</p>	<p>The regulations which govern how we procure specify that we may exclude any organisation which has been convicted of certain offences, has been subject to certain proceedings, has had unacceptable conduct or has violated obligations in the field of environmental, social and labour law.</p> <p>For these exclusion grounds you must respond for your organisation. (If you are the lead member of a consortium, you do not need to complete these particular questions on behalf of other members of the consortium, because they must complete Parts 2, 2a, 2b and 3 for themselves, using the 'information and declaration' workbook.</p>
<p>Self-cleaning evaluation guidance</p>	<p>If you declare any convictions you must demonstrate to our satisfaction that you have taken effective remedial action. In order for the evidence provided to be sufficient it must, as a minimum, prove that you have 'self-cleaned' as follows:</p> <ul style="list-style-type: none"> • paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; • clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and • taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct. <p>The actions agreed on deferred prosecution agreements (DPAs) may be submitted as evidence of self-cleaning and evaluated by us as described below.</p> <p>The measures taken will be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. If we consider such evidence as sufficient, you will continue in the procurement process. Our decision will be final.</p> <p>If you cannot provide evidence of 'self-cleaning' that is acceptable to us, you will be excluded from the competition. We will tell you if you are excluded and say why.</p>
<p>The past three years</p>	<p>Please indicate if, within the past three years, you, your organisation or any other person who has powers of representation, decision or control in the organisation has breached data protection obligations in the UK or anywhere else in the world.</p>

Question 47	<p>Breach of environmental obligations</p> <p>This includes Health and Safety obligations</p> <p>Where an organisation has violated applicable obligations 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 (see copy below) as amended from time to time; including the following:-</p> <ul style="list-style-type: none"> ● Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years. ● In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination. ● In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK). ● Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006; ● Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006; ● Where the organisation has been in breach of the National Minimum Wage Act 1998 	Yes/No
Question 48	<p>Bankrupt or subject of insolvency</p> <ul style="list-style-type: none"> ● 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 	Yes/No
Question 49	<p>Grave professional misconduct</p> <ul style="list-style-type: none"> ● Is guilty of grave professional misconduct 	Yes/No

Question 50	<p>Distortion of Competition</p> <ul style="list-style-type: none"> • Has entered into agreements with other economic operators aimed at distorting competition 	Yes/No
Question 51	<p>Conflict of Interest</p> <ul style="list-style-type: none"> • Has been aware of conflict of interest within the meaning of regulation 24 due to the participation of the procurement procedure 	Yes/No
Question 52	<p>Been involved in the preparation of the procurement procedure?</p> <ul style="list-style-type: none"> • Has advised CCS or otherwise been involved in the preparation of this procurement procedure 	Yes/No
Question 53	<p>Prior performance issues</p> <ul style="list-style-type: none"> • 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 	Yes/No
Question 54	<p>Misrepresentation and undue influence</p> <ul style="list-style-type: none"> • Has been found 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 • Has withheld such information • Is not able, without delay, to submit supporting documents if or when required <p>Has undertaken:</p> <ul style="list-style-type: none"> • to unduly influence the decision-making process of CCS to obtain confidential information that may confer upon your organisation undue advantages in the procurement, or • to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award 	Yes/No

Question 55	<p>If you answered Yes to any of the questions above, please attach a file to provide further details as appropriate including:</p> <ul style="list-style-type: none"> ● Date of the violation or offence ● Which of the grounds listed applied ● The facts and circumstances relating to the violation or offence ● Details of investigations carried out by relevant authorities ● Evidence that you have paid or made arrangements to pay any compensation due ● Web address of relevant documentation ● Issuing authority ● Precise reference of the documents 	Attachment
Question 56	<p>If you have answered Yes to any of the questions above, please explain what measures have been taken to ensure that the relevant grounds for exclusion will not be triggered again. This is called self-cleaning.</p> <p>Or enter N/A</p>	Text

Part 4 Suitability

Guidance Part 4	You must be able to answer Yes to every question in this 'Suitability' section. If you can't answer Yes to every question in this section, you will not be able to participate in this competition.	
Guidance Question 57	The supplier code of conduct exists to help Agencies to understand the standards and behaviours that are expected when you work with Government, and how you can help Government deliver for taxpayers	
Question 57	<p>Supplier code of conduct</p> <p>Please self-certify that your organisation will comply with the 'Supplier Code of Conduct' guidance which can be found at the following link:</p> <p>https://www.gov.uk/government/publications/supplier-code-of-conduct</p>	Yes/No
Guidance Question 58	The Civil Service values are the standards of behaviour expected of civil servants. These are based on the core values, integrity, honesty, objectivity and impartiality.	
Question 58	<p>Please confirm you will support the Civil Service Values found at the following link:</p> <p>https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code</p> <p>and, if asked, provide evidence of how you do it.</p>	Yes/No

Question 59	Are you prepared to publish contracts according to government policy? (https://www.gov.uk/government/publications/procurement-policy-note-1315-increasing-the-transparency-of-contract-information)	Yes/No
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Part 5 Financial Risk

For your organisation and, if applicable, each member of your Consortium, CCS will use the organisation’s details provided in the “Potential Agency Details” and the completed attachment 4’s for each consortia member to obtain financial risk assessments.

You and/or members of your Consortium can have this financial assessment carried out in respect of a Framework Guarantor, such as a parent company, if you prefer.

This information is used to evaluate the economic and financial standing of those organisations involved in your bid and/or any Framework Guarantor(s).

Evaluation guidance	<p>Evaluation guidance Your financial risk will be evaluated PASS/FAIL. What we will do to assess your financial risk</p> <p>Stage 1 We will use a credit reference agency (Dun & Bradstreet) to obtain a financial risk score (D&B Failure Score) for you and any members of your consortium or any nominated guarantor(s).</p> <p>If the financial risk score associated with the framework: Lot 1 is 45 or more, or there is an equivalent international score, you will receive a PASS for this question. Lot 2 is 45 or more, or there is an equivalent international score, you will receive a PASS for this question. Lot 3 is 60 or more, or there is an equivalent international score, you will receive a PASS for this question. Lot 4 is 60 or more, or there is an equivalent international score, you will receive a PASS for this question. Lot 5 is 45 or more, or there is an equivalent international score, you will receive a PASS for this question.</p> <p>Stage 2 If the score is less than the required score above or no financial risk score is available then we will ask for copies of your financial statements, audited if applicable, for the two most recent years.</p> <p>If there are no financial statements available, we will ask for other information including:</p> <ul style="list-style-type: none"> ● a statement of turnover, profit and loss account/income statement, balance sheet/statement of financial position and statement of cash flow for the most recent period of trading
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	<ul style="list-style-type: none"> • forecast financial statements and cash for the current year and a bank letter outlining the current cash and credit position and/or • an alternative means of demonstrating financial status <p>If the information we ask for is not provided you will FAIL this question and your bid may be rejected.</p>		
Evaluation guidance	<p>Stage 3</p> <p>We will then use the information provided at stage 2 above to assess the level of financial risk using our financial risk assessment template, attachment 3. If the level of financial risk is unacceptable, you will FAIL this question.</p> <p>If the level of risk is acceptable with mitigating actions, and you have not already nominated a guarantor, we will ask you to name a guarantor who will provide a Letter of Intent to sign a deed of guarantee for call off contracts awarded through this agreement if requested by the Client. Our published guidance to Clients on the use of the agreement will indicate the need for a guarantee.</p> <p>The Letter of Intent to Guarantee is required to be on the letterhead of the guarantor and to be in the form set out in Annex 2 of Joint Schedule 8. A copy of the required wording for the Letter of Intent to Guarantee is also provided at attachment 9. In addition to the Letter of Intent to Guarantee, a Certified copy of the extract of the board minutes and/or resolution of the Guarantor approving the intention to enter into a Letter of Intent to Guarantee is required to be provided.</p> <p>If you have nominated a guarantor and your nominated guarantor's level of financial risk is unacceptable, you may FAIL this question and your bid may be excluded.</p> <p>Stage 4</p> <p>If you name a guarantor, stages 1, 2 and 3 above will be repeated on the guarantor. If you cannot provide a guarantor whose level of financial risk is acceptable, or you cannot provide a guarantor, you will FAIL this question and your bid may be excluded.</p> <p>If any member of a group or a consortium has a level of financial risk which is unacceptable, and you cannot provide a guarantor whose level of financial risk is acceptable, then you will FAIL this question and the consortium bid may be excluded.</p>		
Question 60	<table border="1"> <tr> <td>Would you, or any of the members of the consortium, prefer us to carry out the financial risk score and financial risk assessment on a guarantor?</td> <td>Yes/No</td> </tr> </table>	Would you, or any of the members of the consortium, prefer us to carry out the financial risk score and financial risk assessment on a guarantor?	Yes/No
Would you, or any of the members of the consortium, prefer us to carry out the financial risk score and financial risk assessment on a guarantor?	Yes/No		
Guidance	<table border="1"> <tr> <td>If you have answered yes to question 60. Provide the details of the guarantor. Please provide the details of your guarantor.</td> <td></td> </tr> </table>	If you have answered yes to question 60. Provide the details of the guarantor. Please provide the details of your guarantor.	
If you have answered yes to question 60. Provide the details of the guarantor. Please provide the details of your guarantor.			

Question 60.1	<p>Have you attached the 'information and declaration' workbook attachment 4 as completed by the nominated guarantor, without amendment?</p> <p>Please name the file [Guarantor_insert your organisation name]</p>	Attachment
Question 60.2	<p>Have you attached the 'Letter of Intent to Guarantee' from your nominated guarantor?</p> <p>This is required to be on the letterhead of the guarantor and to be in the form set out in Annex 2 of Joint Schedule 8. A copy of the required wording for the 'Letter of Intent to Guarantee' is also provided at attachment 9.</p> <p>Please name the file [Att 9_insert your organisation name]</p>	Attachment
Question 60.3	<p>Have you attached the Certified copy of the extract of the board minutes and/or resolution of the Guarantor approving the intention to enter into a Letter of Intent to Guarantee?</p> <p>This is required to be provided with the Letter of Intent to Guarantee.</p> <p>Please name the file [Guarantor_resolution_insert your organisation name]</p>	Attachment

Part 6 Requirements under Modern Slavery Act 2015

Commercial organisations in any sector that supply goods or services, carry on a business or part of a business in the UK, and have an annual turnover of at least £36 million ("relevant commercial organisations") are required to prepare a slavery and human trafficking statement by Section 54 of the Modern Slavery Act 2015.

This Part 6 sets out various requirements relating to the content, format and publication of the statement.

Question 61	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act") this means do you have a total turnover of £36m or more?</p>	Yes/No
<p>If you have answered Yes to the question 63 above Requirements under Modern Slavery Act 2015, you need to provide response to questions below</p>		
Question 61.1	<p>Are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015 www.legislation.gov.uk/ukpga/2015/30/section/54/enacted</p>	Yes/No

If you have answered Yes to the question 61.1 above Compliant with reporting requirements. You must provide a response to question 61.2		
Guidance Question 61.2	This section will be evaluated PASS / FAIL. Your bid will FAIL, if you do not provide a link to your organisation's slavery and human trafficking statement that appears in prominent place on your website homepage	
Question 61.2	Provide the relevant link to the slavery and human trafficking statement that appears in a prominent place on your organisation's website homepage.	Text
If you have answered No to the question 61.1 Not Compliant with annual reporting requirements, you must provide a response to question 61.3		
Guidance Question 61.3	This section will be evaluated PASS / FAIL. Your bid will FAIL, if you do not provide a satisfactory explanation as to why you are not compliant with the annual reporting requirements contained within Section 54 of the Act 2015.	
Question 61.3	Please provide an explanation as to why your organisation is not compliant with the annual reporting requirements contained within section 54 of the Act 2015.	Text

Part 7 Insurance Requirements

Evaluation guidance Question 62	This question is evaluated PASS/FAIL. Your bid will FAIL, if you do not answer Yes to this question. You will be required to provide evidence of the required levels of insurance cover prior to the Framework Commencement Date	
Question 62	<p>Tell us if you have, or agree to get before the framework contract start date, the following levels of insurance cover:</p> <ul style="list-style-type: none"> ● Employer's (Compulsory) Liability Insurance* = £5,000,000 ● Professional Indemnity Insurance= £1,000,000 ● Public Liability Insurance = £2,000,000 <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> <p>You will be required to provide evidence of the above certificates prior to the framework commencement date.</p>	Yes/No

Part 8 Security Requirements

Cyber Essentials Scheme	
Guidance Question 63	<p>Cyber Essentials Scheme</p> <p>Question 63 in this section will be evaluated PASS / FAIL.</p> <p>Your bid will FAIL, if you answer do not answer Yes to question 63 in this section.</p> <p>You will be required to provide evidence of the required Cyber Essentials certificate prior to the framework commencement date.</p> <p>Please note: All certificates issued prior to 1 April 2020 or before 30 June 2020 on the existing scheme are valid until 30 June 2021. This includes those issued by Accreditation Bodies other than IASME.</p> <p>On 30 June 2021, any certificate issued under the old scheme will expire.</p> <p>Refer to https://www.ncsc.gov.uk/information/cyber-essentials-faqs for more information.</p>
Question	In relation to the services, please tell us if you comply with one of the following criteria (i) or (ii) at question 64
(i)	(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 and where your organisation is bidding as part of a consortium and/or proposes to use key subcontractors to carry out the services and these consortia members and key subcontractors shall be involved in handling sensitive and personal information with regard to the services, such consortia members and/or key subcontractors will have in place a valid Cyber Essentials certificate by the framework commencement.
(ii)	<p>OR</p> <p>(ii) You do not have 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 framework commencement date and where your organisation is bidding as part of a consortium and/or proposes to use key subcontractors to carry out the services and these consortia members and/or key subcontractors shall be involved in handling sensitive and personal information with regard to the services, such key subcontractors will have in place a valid Cyber Essentials certificate by the framework commencement date.</p>

Question 63	In relation to the services, please tell us if you comply with one of the criteria above	(i) – Yes (ii) – Yes No - none of the criteria
Data classifications		
Guidance Question 64	This question is PASS/FAIL. You are required to answer Yes to confirm you agree to respect government security classifications.	
Question 64	Do you agree to comply with government security classifications https://www.gov.uk/government/publications/government-security-classifications and protect government information	Yes/No
Data protection		
Guidance Question 65	This question is PASS/FAIL. You are required to answer Yes to confirm you agree to protect personal data according to the government guidance on data protection and your business.	
Question 65	Do you agree to protect personal data in accordance with the government guidance on data protection and your business? https://www.gov.uk/data-protection-your-business	Yes/No
Guidance Question 66	This question is PASS/FAIL. You are required to answer Yes to confirm you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.	
Question 66	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes/No
Guidance Question 67	This question is for information only.	
Question 67	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; 	Text

	<ul style="list-style-type: none"> • to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data; • to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable; • to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place); • to maintain records of personal data processing activities; and • to regularly test, assess and evaluate the effectiveness of the above measures. 	
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Part 9 - ISO certification

Guidance Question 68	<p>If you confirm you are bidding for Lot 3, you are required to answer all the questions in this Part 9.</p> <p>If you confirm you are bidding for Lot 1, you are required to answer Q68.4 only.</p> <p>If you not bidding for Lot 1 or Lot 3, you will proceed to Part 10.</p>	
Question 68	Are you bidding for Lot 3?	Yes/No
Question 68 continued	Are you bidding for Lot 1 and Lot 3?	Yes/No
Guidance	<p>The questions in this section will be evaluated PASS / FAIL.</p> <p>You are required to answer Yes to all the following questions. If you do not answer Yes your bid will FAIL and you will be excluded from this competition.</p> <p>You are required to provide certification in accordance with Framework Schedule 1 specification.</p> <p>Where you are bidding as a consortia to provide the Service and/or Goods in accordance with Framework Schedule 1, each consortia member will have in place the appropriate certification.</p> <p>Where your organisation proposes to use Key Subcontractors to provide the Services and/or Goods in accordance with Framework Schedule 1, such Key Subcontractors will have in place the appropriate certification.</p>	
Question 68.1	ISO Requirements ISO 9001	(i) - Yes

	<p>In relation to the Goods and/or Services intended to be provided by either your own organisation, consortia members and/or via a Key Subcontractor in accordance with Framework Schedule 1, ISO 9001 or equivalent, please certify that you comply with one (1) of the following criteria:</p> <p>i) you and all consortia members and/or Key Subcontractor(s) conform to and fully implement the recommendations of the ISO 9001 or equivalent and will provide evidence of certification by the Framework Start Date.</p> <p>OR</p> <p>ii) you and all consortia members and/or Key Subcontractor(s) are working towards ISO 9001 conformance and implementation of the recommendations or equivalent and will provide evidence of certification within ninety (90) days of the Framework Start Date.</p>	<p>(ii) - Yes No - none of the criteria</p>
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<p>Question 68.2</p>	<p>ISO Requirements ISO 27001</p> <p>In relation to the Goods and/or Services intended to be provided by either your own organisation, consortia members and/or via a Key Subcontractor in accordance with Framework Schedule 1, ISO 27001 or equivalent, please certify that you comply with one (1) of the following criteria:</p> <p>i) you and all consortia members and/or Key Subcontractor(s) conform to and fully implement the recommendations of the ISO 27001 or equivalent and will provide evidence of certification by the Framework Start Date.</p> <p>OR</p> <p>ii) you and all consortia members and/or Key Subcontractor(s) are working towards ISO 27001 conformance and implementation of the recommendations or equivalent and will provide evidence of certification within ninety (90) days of the Framework Start Date.</p>	<p>(i) - Yes (ii) - Yes No - none of the criteria</p>
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Question 68.3	<p>ISO Requirements ISO 14001</p> <p>In relation to the Goods and/or Services intended to be provided by either your own organisation, consortia members and/or via a Key Subcontractor in accordance with Framework Schedule 1, ISO14001 or equivalent, please certify that you comply with one (1) of the following criteria:</p> <p>i) you and all consortia members and/or Key Subcontractor(s) conform to and fully implement the recommendations of the ISO 14001 or equivalent and will provide evidence of certification by the Framework Start Date.</p> <p>OR</p> <p>ii) you and all consortia members and/or Key Subcontractor(s) are working towards ISO 14001 conformance and implementation of the recommendations or equivalent and will provide evidence of certification within ninety (90) days of the Framework Start Date.</p>	<p>(i) - Yes (ii) - Yes No - none of the criteria</p>
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Question 68.4	<p>ISO Requirements ISO 30071-1</p> <p>In relation to the Goods and/or Services intended to be provided by either your own organisation, consortia members and/or via a Key Subcontractor in accordance with Framework Schedule 1, ISO 30071-1 or equivalent, please certify that you comply with one (1) of the following criteria:</p> <p>i) you and all consortia members and/or Key Subcontractor(s) conform to and fully implement the recommendations of the ISO 30071-1 or equivalent and will provide evidence of certification by the Framework Start Date.</p> <p>OR</p> <p>ii) you and all consortia members and/or Key Subcontractor(s) are working towards ISO 30071-1 conformance and implementation of the recommendations or equivalent and will provide evidence of certification within ninety (90) days of the Framework Start Date.</p>	<p>(i) - Yes (ii) - Yes No - none of the criteria</p>
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Part 10 Skills and Apprentices

<p>Guidance Question 69</p>	<p>This question is evaluated PASS/FAIL.</p> <p>Your bid will FAIL, if you do not answer 'Yes' to this question.</p> <p>Public procurement of contracts with a full life value of £10,000,000.00 and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This Policy is set out in detail in Policy Procurement Note 14/15. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf</p> <p>The requirement is that you have or will have in place, prior to this framework commencement date, an Apprenticeship/Current Skills Process that can demonstrate commitment to supporting, developing and maintaining skills required.</p> <p>If you select Yes, we may ask you to provide evidence of your Apprenticeship/Current Skills process prior to any the framework commencement date.</p> <p>If you select No, you will not be able to commence work under the framework contract until you have provided evidence to us that you have implemented an Apprenticeship/Current Skills process.</p>	
<p>Question 70</p>	<p>Tell us if you intend to support apprenticeships and skills development through this contract.</p>	<p>Yes/No</p>
<p>Question 71</p>	<p>If yes, can you provide documentary evidence at a later stage? (refer to evaluation guidance above)</p>	<p>Yes/No</p>

Part 11 Technical and Professional Ability

<p>Guidance Part 11</p>	<p>Potential Agencies are required to demonstrate that they have the necessary technical and professional capabilities, resources and experience for each Lot that they are submitting a tender for on the Campaign Solutions 2 Framework Agreement. Potential Agencies (Lead Contact for a Consortium) must provide:</p> <p>Two Individual contract examples comparable to the requirement of the applicable Lot; and</p> <p>Evidence within these contracts of a sufficient level of experience to carry out the requirement, either within your organisation; Consortium and/or named Key Sub-Contractors (where applicable).</p>	
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	<p>The contract examples can be from the public or private sector, where similar requirements to those sought under the relevant Lot for this Procurement have been performed.</p> <p>You must provide customer contacts for each contract example who have been named and have been made aware that they may be contacted by CCS, to verify the accuracy of the information provided at any time.</p> <p>Please provide for the Lot(s) for which you are bidding. The following information for each of the contract example:</p> <ul style="list-style-type: none"> -Name of organisation who delivered the services -Name of customer organisation who signed the contract with you -Name, email address and telephone number of the point of contact within that organisation -Contract start and completion date - Contract value <p>CCS may exclude Potential Agencies 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> <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>CCS will use the information you provide in this section to evaluate whether your organisation has the relevant technical and professional experience to perform the requirement for this Procurement.</p> <p>Potential Agencies that cannot sufficiently demonstrate they have the technical and professional experience to provide the requirements of the Framework or the applicable Lot(s) (or their bids where the Authority has elected under Regulation 56 (3) to examine the bids 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> <p>Maximum character count for each contract example – 4,000 characters including spaces and punctuation. You will be provided with two text boxes, each box has a character count of 2,000 characters. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.</p>
<p>Guidance - What we will do with your</p>	<p>What we will do with your responses: Quality Evaluation</p>

responses	<p>We will give your two contract examples for the Lot to our evaluation panel. Each evaluator will independently assess your contract examples for that Lot, using the Lot specific evaluation guidance and marking scheme. They will give a mark (PASS/FAIL) and a reason for their mark. The evaluators will enter the marks and reasons into the eSourcing suite.</p> <p>Consensus</p> <p>Once the evaluators have independently assessed your contract examples we will arrange for the evaluators to meet. We will facilitate the discussion. At this meeting, the evaluators will discuss the quality of your answer and review their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark and reason for that mark.</p> <p>If you do not achieve a PASS for a specific Lot, your bid will be excluded from the competition for that Lot. We will tell you that your bid has been excluded from the competition and why.</p>
Lot 1 Guidance	<p>You must provide the required information for each of the contract examples.</p>
Lot 1 Evaluation Guidance	<p>This section is evaluated as PASS/FAIL.</p> <p>You must demonstrate that you have the necessary technical and professional capabilities to perform the Framework Contract to the required standard as contained within the Framework Schedule 1 Specification for both domestic and international requirements.</p> <p>Refer to the <u>GCS Evaluation Framework 2.0</u> and provide contract examples that address similar campaign outcome requirements to government i.e.</p> <ul style="list-style-type: none"> ● Behaviour change ● Recruitment ● Awareness <p>Over the two contract examples (one focused on a domestic requirement and the other on an international requirement, you must demonstrate your technical and professional ability by demonstrating:</p> <ul style="list-style-type: none"> ● The outcome based objectives set by the Client at the start of the contract, how you were able to meet them and the results you achieved.
Lot 1 Marking Scheme	<p>PASS</p>

	<p>You have provided:</p> <p>two individual contract examples, one focused on a domestic requirement and the other focused on an international requirement.</p> <p>Over the two contract examples you have demonstrated your technical and professional ability of delivering the core services for this Lot by presenting:</p> <ul style="list-style-type: none"> • The outcome based objectives set by the Client at the start of the contract, how you were able to meet them and the results you achieved. <p>FAIL</p> <p>You have not provided:</p> <p>Two individual contract examples, one focused on a domestic requirement and the other focused on an international requirement and/or</p> <p>You have not demonstrated the full breadth of the core services required over the two contract examples</p> <p>and/or</p> <p>You have not demonstrated the outcome based objectives set by the Client at the start of the contract, how you were able to meet them and the results you achieved.</p> <p>OR</p> <p>You have not provided a response to this question</p>
<p>Lot 1 Contract Example 1 - Domestic Campaign</p>	<p>Contract example 1 Domestic – Lot 1</p> <p>Please provide your contract example for Lot 1 - Domestic Campaign</p> <p>Your response must include a summary of the contract delivered to a Client.</p> <p>Please refer to the guidance for Part 11, and the Lot 1 Evaluation Guidance and Lot 1 Marking Scheme.</p> <p>Your response must not exceed the maximum character count of 4,000 characters, which includes spaces and punctuation.</p> <p>You are required to insert your response to this question in the technical envelope in the applicable text boxes provided, each box has a character count of 2,000 characters.</p>

<p>Lot 1 Contract Example 2 - International Campaign</p>	<p>Contract example 2 International – Lot 1</p> <p>Please provide your contract example for Lot 1 - International Campaign</p> <p>Your response must include a summary of the contract delivered to a Client.</p> <p>Please refer to the guidance for Part 11, and the Lot 1 Evaluation Guidance and Lot 1 Marking Scheme.</p> <p>Your response must not exceed the maximum character count of 4,000 characters, which includes spaces and punctuation.</p> <p>You are required to insert your response to this question in the technical envelope in the applicable text boxes provided, each box has a character count of 2,000 characters.</p>
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<p>Lot 2, Lot 3, and Lot 5 Guidance</p>	<p>You are required to provide the required information for each of the contract examples provided and for each Lot(s) you are bidding for.</p>
<p>Lot 2, Lot 3, and Lot 5 Evaluation Guidance</p>	<p>This section is evaluated as PASS/FAIL.</p> <p>You must demonstrate that you have the necessary technical and professional capabilities to perform the Framework Contract to the required standard as contained within Framework Schedule 1 Specification for the applicable Lot.</p> <p>Over the two contract examples you must demonstrate you have the necessary technical and professional experience to perform the Framework Contract to the required standard as contained within Framework Schedule 1 Specification for the applicable Lot.</p>
<p>Lot 2, Lot 3, and Lot 5 Marking Scheme</p>	<p>PASS</p> <p>You have provided:</p> <p>two individual contract examples comparable to the requirement of the applicable Lot. Over the two contract examples you have demonstrated the necessary technical and professional experience to perform the Framework Contract to the required standard.</p>
	<p>FAIL</p> <p>You have not provided</p> <p>two individual contract examples comparable to the requirement of the applicable Lot. Over the two contract examples you have not</p>

	<p>demonstrated the necessary technical and professional experience to perform the Framework Contract to the required standard.</p> <p>OR</p> <p>You have not provided a response to this question</p>
Contract example 1	<p>Contract example 1</p> <p>Please provide your first contract example</p> <p>Your response must include a summary of the contract delivered to a Client.</p> <p>Please refer to the guidance for Part 11, and the Evaluation Guidance and the Marking Scheme above.</p> <p>Your response must not exceed the maximum character count of 4,000 characters, which includes spaces and punctuation.</p> <p>You are required to insert your response to this question in the technical envelope in the applicable text boxes provided, each box has a character count of 2,000 characters.</p>
Contract example 2	<p>Contract example 2</p> <p>Please provide your second contract example.</p> <p>Your response must include a summary of the contract delivered to a Client.</p> <p>Please refer to the guidance for Part 11, and the Evaluation Guidance and the Marking Scheme above.</p> <p>Your response must not exceed the maximum character count of 4,000 characters, which includes spaces and punctuation.</p> <p>You are required to insert your response to this question in the technical envelope in the applicable text boxes provided, each box has a character count of 2,000 characters.</p>
Lot 4 Guidance	<p>You are required to provide the required information for each of the contract examples provided for Lot 4.</p>
Lot 4 Evaluation Guidance	<p>You must provide the required information for each of the contract examples.</p> <p>This section is evaluated as PASS/FAIL.</p> <p>You must demonstrate that you have the necessary technical and professional capabilities to perform the Framework Contract to the required standard as contained within the Framework Schedule 1 Specification, over the two contract examples.</p>

	<p>Your first contract examples should be focused on Stock Imagery and Footage.</p> <p>Your second contract example focused on Sound.</p>
<p>Lot 4 Marking Scheme</p>	<p>PASS</p> <p>You have provided:</p> <p>Two individual contract examples, one evidencing where you have provided Stock Imagery and Footage services and the other evidencing where you have provided Sound services. Over the two contract examples you have demonstrated the necessary technical and professional experience to perform the Framework Contract to the required standard.</p> <p>FAIL</p> <p>You have not provided:</p> <p>Two individual contract examples, one focused on providing stock imagery and footage and the other focused on providing sound.</p> <p>and/or</p> <p>Over the two contract examples you have not demonstrated the necessary technical and professional experience to perform the Framework Contract to the required standard.</p> <p>OR</p> <p>You have not provided a response to this question</p>
<p>Contract Example 1 - Stock Imagery and Footage</p>	<p>Contract example 1</p> <p>Please provide your first contract example - Stock Imagery and Footage.</p> <p>Your response must include a summary of the contract delivered to a Client.</p> <p>Please refer to the guidance for Part 11, and the Lot 4 Evaluation Guidance and the Lot 4 Marking Scheme above.</p> <p>Your response must not exceed the maximum character count of 2,000 characters, which includes spaces and punctuation.</p>
<p>Contract Example 2 - Sound</p>	<p>Please provide your second contract example - Sound.</p> <p>Your response must include a summary of the contract delivered to a Client.</p> <p>Please refer to the guidance for Part 11, and the Lot 4 Evaluation Guidance and the Lot 4 Marking Scheme above.</p> <p>Your response must not exceed the maximum character count of 2,000 characters, which includes spaces and punctuation.</p>

Part 12 Framework Award Form population template

Guidance	Please provide the information to be used to populate the Framework Award Form and any applicable Framework Contract Schedules if successful in this competition. This Part 12 is not evaluated	
Agency Name	Agency Name (registered name if registered)	Text
Registration number	Registration number	Text
SID4GOV ID	SID4GOV ID, if you have one	Text
Agency Manager	Agency Framework Manager Name: Job title: Email address: Phone number:	Text
Agency Authorised Representative	Agency Authorised Representative: Name: Job title: Email address: Phone number:	Text
Agency Compliance Officer	Agency Compliance Officer: Name: Job title: Email address: Phone number:	Text
Agency Data Protection Officer	Agency Data Protection Officer: Name: Job title: Email address: Phone number:	Text
Agency Marketing Contact	Agency Marketing Contact: Name: Job title: Email address: Phone number:	Text
Joint Schedule 4 – Commercially sensitive information	Please provide any commercially sensitive information including: Date: Details: Duration of confidentiality:	Text

Contracts Finder information	<p>This information will be published on Contracts Finder, if you are successful in this competition and therefore must be generic with no references to individual names and no contact details that are directly linked to an individual:</p> <p>Email address: Internet (web) address: Fax number (if applicable):</p>	Text
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Part 13 Visibility of Third Party Agents / Bid Writers

Guidance Part 13	<p>The section is not evaluated, we need to ensure that if you have engaged the services of a third party / agent in the preparation of your bid you</p> <ul style="list-style-type: none"> • have had full visibility of the bid pack, including the terms and conditions • have had full visibility of the bid being submitted • have provided the person who has signed the declaration with your authorisation 	
Part 13	Please confirm if you have engaged the services of a third party / agent in the preparation of your bid.	Yes/No
If you answer Yes you have engaged services of a third party / agent in the preparation of your bid. Please answer the following questions		
Part 13.1	Have you had full visibility of the bid pack for this competition, including the terms and conditions.	Yes/No
Part 13.2	Please confirm that you have full visibility of the content of your bid	Yes/No
Part 13.3	Please confirm that you have taken all necessary action required to authorise the person who will sign the Declaration within the Selection Questionnaire to do so on your behalf.	Yes/No

Part 14 Declaration

I declare that to the best of my knowledge the information submitted in this selection questionnaire is correct and accurate.

I declare that I will provide relevant certificates and/or evidence when requested and without delay.

I understand that the information will be used in the selection process to assess our suitability to participate further in this procurement.

I understand that CCS may exclude us if we FAIL to answer all the relevant questions fully, or if we provide false or misleading information.

I am aware of the consequences of serious misrepresentation.

Do you agree to the declaration

Name of person agreeing to the declaration
Role in organisation
Date