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# Selection Questionnaire

**DATA ANALYTICS & REPORTING SYSTEM**

Competitive Procedure with Negotiation

1. Introduction and background
	1. London LGPS CIV Limited (“**London CIV**”) is conducting this procurement to procure Data Analytics & Reporting System for Private Markets, as detailed in the Services Specification (See Annex 1 of the draft Invitation to Negotiate (**ITN**)).
	2. The procurement is being carried out under the restricted procedure, subject to the Public Contracts Regulations (2015) (the “**Regulations**”). A contract notice was published in the Find a Tender Service (“**FTS**”).
	3. To participate in this procurement, applicants must comply with the minimum qualification criteria set out in this Selection Questionnaire (“**SQ**”).

## Introduction to the London CIV

## Formed in 2015, London LGPS CIV Limited (London CIV) is an FCA authorised and regulated alternative investment fund manager, that represents the pooled investments of 32 London Local Authority Pension Funds (including the City of London). The organisation was originally set up as a collaborative venture comprising the London Local Authority Pension Funds and operating under London Councils, to enable the capital’s Local Government Pension Scheme (LGPS) to work in close partnership, to deliver broader investment opportunities, benefits of scale, and enhanced cost efficiencies to the participating Authorities. London CIV operates one of eight LGPS pools within England and Wales; which are unique in that its investors, are also its shareholders.

## Procurement Overview

The LCIV wishes to procure system that will provide it with private markets risk and performance analytics service as more particularly described in the draft ITN. The authority is inviting suppliers to bid their respective investment analytics solutions, including proof-of-concept presentations which will enable bidders to demonstrate (and the authority to evaluate) detailed functional capabilities of the proposed solutions, and the usability of their respective systems when populated with data representative of the authority’s portfolios.

## Indicative Procurement Timetable

* 1. An indicative timetable for the procurement is set out below. This is intended as a guide and the authority reserves the right to amend it any time.

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| **Activity** | **Date** |
| Issue of FTS Contract Notice, Contracts Finder Notice, this SQ and draft ITN | 17 August 2022 |
| Deadline for submission of SQ responses | 16 September 2022 |
| Evaluation of SQ responses | 19 to 23 September 2022 |
| Issue of ITN/notification to unsuccessful applicants | 26 September 2022 |
| Deadline for submission of clarification questions relating to ITN | 30 September 2022 |
| Deadline for submission of Initial Tenders | 7 October 2022 |
| Evaluation of Initial Tenders | 31 October – 4 November 2022 |
| Presentations & Negotiations | w/c 7 November 2022 |
| Updated ITN and Invitation to Submit Best and Final Tenders | 14 November 2022 |
| Deadline for submission of Final Tenders | 18 November 2022 |
| Evaluation of Final Tenders | 21 November – 1 December 2022 |
| Notification of award decision and issue of standstill letters | 2 December 2022 |
| Standstill period expiry  | 12 December 2022 |
| Contract start of mobilisation period  | 9 January 2023 |
| Target service commencement date  | Q1 2023 |
|  |  |

## Procurement Stages

The procurement will be structured into two key stages:

* 1. **Stage 1: Selection**
		1. Applicants who have expressed an interest in the procurement will need to pre-qualify and must complete the SQ.
		2. The SQ set out the information required by the authority in order to assess the suitability of applicants to perform the Services as well as their economic and financial standing and technical and professional ability.
		3. The authority reserves the right to limit the number of applicants that are invited to Stage 2 of the procurement to no more than 3 that have received the highest scores under section 3 of the SQ.
	2. **Stage 2: Invitation to Negotiate**
		1. The Authority will issue an ITN to applicants that are shortlisted to Stage 2 following the evaluation of the SQ responses.
		2. A draft ITN has been made available to applicants during Stage 1 of the procurement for information only.

## Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-2). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of sub-contractors, you should complete all of the selection questions on behalf of the sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**DATA ANAYLITCS & REPORTING SYSTEM**

**[INSERT REFERENCE NUMBER]**

**COMPETITVE PROCEDURE WITH NEGOTIATION**

**Notes for completion**

1. 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.
2. “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.
3. 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.
4. The authority recognises that arrangements set out in Section 1 of the standard Selection Questionnaire, in relation to a group of economic operators 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.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group or you intend to use sub-contractors, you should complete all of the questions on behalf of the sub-contractors, providing one composite response and declaration.
7. 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.
8. 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. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-2)