**Document 10**

**Award Criteria and Methodology**

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| **Standard Selection Questionnaire (SSQ)** |
| Completion of the SSQ will be completed in the Health Family e-Commercial System’ (Atamis). <https://health-family.force.com/s/Welcome> Supplier Guidance is available via the Atamis portal  This section sets out the criteria that the Authority will use to evaluate submissions.  All Parts 1, 2 and 3 will be evaluated.  Compliance with: -  - Deadline for receipt of response  - Confirmation that all the information requested has been provided  Satisfactory answers will achieve a PASS.  Unsatisfactory answers will be marked as FAIL which will lead to automatic disqualification |

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| **Part 1: Your Information and the bidding model** | |
| **Section 1** - Your Information and the bidding model | The Offeror must pass all of Part 1 Information will be verified. This will be scored “PASS/FAIL”  **Please note**: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described in section 1.1)  Non-compliance will score a “Fail” this will lead to automatic disqualification and removal from the tender process.  Only responses that have achieved a “Pass” will progress to Part 2 (Section 2). |

| **Part 2 Exclusion Grounds** | |
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| **Section 2 -** Grounds for mandatory exclusion | The Offeror must pass all of Part 2 (Section 2) Questions. This will be scored “PASS/FAIL”  This section is subject to the “self-cleaning” provisions.  To score a "PASS", the Tender response must adequately  - address all key points and include adequate supporting evidence / examples / information.  - It must give a reasonable degree of confidence that the Offeror has the capability, resource, and experience to properly perform a contract under the Framework.  Where an Offeror scores a "FAIL" for any question, the Authority will treat the Tender response as non-compliant and this will lead to automatic disqualification and removal from the tender process  Only responses that have achieved a “PASS” against both measures will progress to Part 2 (Section 3). |
| **Section 3**  Mandatory and discretionary grounds relating to the payment of taxes and social security contributions | The Offeror must pass all of Part 2 (Section 3) Questions. This will be scored “PASS/FAIL”  This section is subject to the “self-cleaning” provisions.  To score a "PASS", the Tender response must adequately  - Address all key points and include adequate supporting evidence / examples / information.  - It must give confidence that the Offeror has met all obligations relating to payment of taxes and social security contributions.  Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions  Where an Offeror scores a "FAIL" for any question, the Authority will treat the Tender response as non-compliant and this will lead to automatic disqualification and removal from the tender process  Only responses that have achieved a “PASS” against both measures will progress to Part 2 (Section 4) |
| **Section 4**  Grounds for discretionary exclusion | The Offeror must pass all of Part 2 (Section 4) Questions. This will be scored “PASS/FAIL”  This section is subject to the “self-cleaning” provisions.  To score a "PASS", the Tender response must adequately  - address all key points and include adequate supporting evidence / examples / information.  - It must give a reasonable degree of confidence that the Offeror has the capability, resource, and experience to properly perform a contract under the Framework.  Where an Offeror scores a "FAIL" for any question, the Authority will treat the Tender response as non-compliant and this will lead to automatic disqualification and removal from the tender process  Only responses that have achieved a “PASS” will progress to Part 3 (Section 5). |

| **Part 3 Selection Questions** | |
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| **Section 5**  Economic and Financial Standing | This section will be checked for compliance to ensure that you can provide the relevant information requested  To score a "PASS", the Tender response must adequately  - address all key points and include adequate supporting evidence / examples / information.  - It must give a reasonable degree of confidence that the Offeror has the capability, resource, and experience to properly perform a contract under the Framework.  **Note**: Question 5.4 does not apply as the Authority has not specified a minimum level of economic and financial standing and/or minimum financial threshold.  Only responses that have achieved a “PASS” will progress to Part 3 (Section 6).  Where an Offeror scores a "FAIL" for any question, the Authority will treat the Tender response as non-compliant and this will lead to automatic disqualification and removal from the tender process. |
| **Section 6**  Technical and Professional Ability | This Question does not apply as the Authority has not specified a requirement for this question.  Offerors will progress to Part 3 (Section 7) |
| **Section 7** | Not all questions in section 7 are relevant to this tender exercise |
| **Section 7.1**  Insurance | Suppliers who self-certify that they meet the requirements of having or committing to obtaining the relevant insurance cover will be required to provide evidence of this if they are successful at contract award stage.  PASS: You will pass this section if the Offeror self-certifies that they have, or can commit to obtain prior to the commencement of the contract, the type and level of insurance cover appropriate to the delivery of the goods and/or services  FAIL: You will fail this section if the Offeror will not commit to obtaining prior to the commencement of the contract, the type and level of insurance cover appropriate to the delivery of the good and/or services.  **Note:** There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5million as a minimum. See the Health and Safety Executive website for more information <http://www.hse.gov.uk/pubns/hse39.pdf> |
| **Section 7.2**  Data Protection | This Question does not apply as the Authority has not specified a requirement for this question  Offerors will progress to Part 3 (Section 7.3) |
| **Section 7.3**  Health & Safety | This Question does not apply as the Authority has not specified a requirement for this question  Offerors will progress to Part 3 (Section 7.4) |
| **Section 7.4**  Payments in contracts (*above £5m per annum per supplier, Central Government Contracts)* | This Question does not apply as the Authority as this is not applicable to this tender exercise.  Offerors will progress to Part 3 (Section 7.5) |
| **Section 7.5**  Payment Terms (above £5m per annum per supplier)  *(Public Sector Contracts only)* | This Question does not apply as the Authority as this is not applicable to this tender exercise.  Offerors will progress to Part 3 (Section 7.6) |
| **Section 7.6**  Payment Terms *(above £5m per annum per supplier, Public Sector & Private Sector Contracts)* | This Question does not apply as the Authority as this is not applicable to this tender exercise.  Offerors will progress to Part 3 (Section 7.7) |
| **Section 7.7**  Carbon Reduction Plans | This section will be checked for compliance to ensure that you can provide the relevant information requested  To score a "PASS", the Tender response must adequately   - address all key points and include adequate supporting evidence / examples / information.   - It must give a reasonable degree of confidence that the Offeror has the capability, resource, and experience to properly perform a contract under the Framework.  Where an Offeror scores a "FAIL" for any question, the Authority will treat the Tender response as non-compliant and this will lead to automatic disqualification and removal from the tender process.  Only responses that have achieved a “PASS” will have their tender responses assessed. |
| **Section 8**  Declarations | This section will be checked for compliance to ensure that you have completed the questions. |