**CAREER TRANSITION PARTNERSHIP (CTP) RELET PROGRAMME – 702705451**

**DYNAMIC PRE-QUALIFICATION QUESTIONNAIRE (DPQQ) GUIDANCE NOTES**

**Definitions**

1. In this DPQQ Guidance Document, unless the context otherwise requires, the terms shall have the following definitions:

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| **Authority or We** | means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, acting as part of the Crown; |
| **Bid** | means an individual response to the DPQQ and any subsequent participation in this procurement |
| **Clarification Question** | means a question submitted by a Potential Provider seeking additional information, further explanation or clarity from the Authority in relation to information contained in the DPQQ; |
| **Consortium** | a consortium is two or more suppliers acting as a single entity during the contract award procedure; |
| **Consortium Member** | means one or more of the parties forming a Consortium; |
| **Contact Point**  | the details set out in Paragraph 14; |
| **Contract** | the Career Transition Partnership Contract for the Project; |
| **DPQQ Documents** | this guidance document and the DPQQ;  |
| **Dynamic Pre-Qualification Questionnaire (DPQQ)** | the questionnaire that is used to collect information to determine which Potential Providers will be invited to participate in negotiation; |
| **ITN** | Invitation to Negotiate; |
| **Joint Venture** | Joint Ventures (JVs) are formed when a number of businesses choose to jointly provide a service and share risk, rewards and opportunity. The members of a JV can be a mix of different entities. They are normally created as Private Limited Companies (Ltd) and offer their services as such before a contract award;  |
| **Key Sub-Contractor** | a sub-contractor who is providing key components of the service delivery; |
| **Parent Company** | the ultimate holding company of a Potential Provider or any member of the Joint Venture (where applicable), where the Potential Provider or any member of the Joint Venture (where applicable) is a subsidiary of such ultimate holding company and, for these purposes, the terms "subsidiary" and “holding company" shall have the meanings given to them in Section 1159 of the Companies Act 2006; |
| **Persons of Significant Control** | as defined in the PSC Register Summary Guidance (see link [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/621568/170622_NON-STAT_Summary_Guidance_4MLD_Final.pdf));  |
| **Potential Provider or You or Your** | the business, company or organisation which is completing the DPQQ; |
| **Potential Provider Consortium** | means the group of entities which together form the Potential Provider; |
| **Potential Provider Entity** | means the Potential Provider, each member of any Potential Provider Consortium and each entity in a Potential Provider Supply Chain where relied upon in responding to the DPQQ; |
| **Potential Provider Supply Chain** | means all entities which will be subcontractors to the Potential Provider where relied upon in responding to the DPQQ and which are listed as such in your response to the DPQQ; |
| **Potential Subcontractors** | All potential subcontractors (including SMEs) who are interested in being sub-contracted by a Potential Provider or Consortium. |
| **Procurement** | the procurement process for the Project conducted in accordance with Regulation 18 of the Regulations; |
| **Project** | the Career Transition Partnership Contract will support all military personnel leaving the armed forces, both regular and full-time reserves, in making a successful transition to civilian employment which is appropriate to their skills, knowledge and experience and/or in accord with their career aspirations; |
| **Regulations** | Defence and Security Public Contract Regulations (DSPCR) 2011; and |
| **Description of Services** | the Description of Services can be found attached at 1.2.1 of the DPQQ on the Defence Sourcing Portal (DSP), attached at the Def Opportunity on the DSP and attached to the Contracts Finder Notice. A full Statement of Requirements will be issued at ITN stage. |

Table 1: Definitions

**Introduction**

1. This guidance document supports the issue of the DPQQ for the Project. It provides Potential Providers with guidance and clarity over the DPQQ process.
2. The Authority has issued the DPQQ to explore whether industry has the capacity and capability to provide service delivery solutions that will meet the Authority's requirements for the Project as set out in the Description of Services and to inform down-selection of Potential Providers to be Invited to Negotiate. This DPQQ Guidance Document should be read in conjunction with the following associated procurement documents:
	* 1. Contract Notice;
		2. DPQQ;
		3. DEFFORM 24 (specimen form of Parent Company Guarantee) for information only;
		4. Social Value Model End 1.1-3 Dec 2020;
		5. Draft Description of Services. Please note that a full Statement of Requirements will be issued at ITN stage;
		6. Outline Evaluation Guide (for ITN only). Please note that the DPQQ evaluation criteria is set out in this guidance document;
		7. Clarification Q&As from Market Awareness Day held in March 2022 (updated version).
3. To respond to this opportunity, Potential Providers must read through this guidance document and complete the associated DPQQ. The DPQQ shall be assessed using the selection criteria given within the DPQQ and within each question. It is the intention of the Authority to down select and invite to tender only those economic operators who successfully complete the DPQQ, provide all mandatory information and are not subject to any mandatory exclusion up to a maximum of 6 Potential Providers.
4. The competition will be conducted in accordance with the Negotiated Procedure under Regulation 18 of the Regulations.
5. The Authority requires the information sought in the DPQQ from each Potential Provider that wishes to proceed further in the Procurement. Only Potential Providers who are successful at the DPQQ stage will be selected to proceed to the next stage of the Procurement.
6. To aid in the selection of the Potential Providers, the DPQQ has been designed to reflect the Authority’s intention to select credible Potential Providers who may have the capability to deliver the requirements.
7. The Authority reserves the right to:
	* 1. waive or amend the requirements of the DPQQ, including the timetable, structure or content of the Procurement, depending on approvals processes or for any other reason;
		2. withdraw the DPQQ at any time, or to re-invite responses on the same or any alternative basis;
		3. request additional information, evidence, clarification or documents in respect of a response, submission or self-certification at any time throughout the Procurement;
		4. re-apply the assessment criteria of the DPQQ, including the economic and financial standing assessment, at any time throughout the Procurement using additional information, evidence, clarification or documents; and
		5. undertake a criminal record check for relevant convictions for the Potential Provider, their Parent Company (where applicable), each Joint Venture member (where applicable), each Joint Venture member’s Parent Company (where applicable), Consortia (where applicable) and Key Sub-contractors (where applicable) and the Persons of Significant Control of them.
8. The Authority shall not be liable for any costs, expenditure, work or effort incurred in proceeding with, or participating in, this Procurement, including if the Procurement is terminated or amended by the Authority, or if no contract is awarded.

**Procurement Timetable**

1. The DPQQ is the first stage in the procurement process. The DPQQ will be used to identify Potential Providers who have the capacity and capability to deliver the services identified in the requirement. If Potential Providers are successful at the DPQQ stage (it is anticipated that a minimum of 3 and maximum of 6 (six) Potential Providers will be shortlisted at this stage) they will be invited to submit a proposal at the Invitation to Negotiate (ITN) stage. A further evaluation will be undertaken, and all successful Potential Providers will be invited to participate in the negotiation stage of the procurement. The Authority reserves the right to eliminate Potential Providers during the negotiation stage based on the ITN evaluation criteria. The Authority will invite Potential Providers to submit a final proposal which is then to be submitted for evaluation. The Potential Provider deemed successful at this stage will be awarded the contract.

**For information an indicative timeline is below:**

**The Authority reserves the right to change this indicative timetable at the Authority's discretion. Potential Providers will be informed of any changes through the DSP portal.**

**The Authority reserves the right to end the negotiation period at the Authority's discretion. Potential Providers will be informed of any changes through the DSP portal.**

|  |  |
| --- | --- |
| **Activity** | **Date** |
| **DPQQ Stage** |
| Issue DPQQ and Contract Notice | 8th Sept 2022 |
| OPTIONAL ATTENDANCE: Market Update Day | 28th September 2022 |
| DPQQ Clarification Questions Submission Deadline | 23:59 on 29th Sept 2022 |
| DPQQ Submission Deadline | 23:59 on 10th Oct 2022 |
| DPQQ evaluation | 11th – 24th October - 2022 |
| **ITN Stage** |
| ITN issued by Authority | 25th October 2022 |
| ITN Response (Initial Proposals) | 23:59 on 24h November 2022 |
| Negotiation period  | November 2022 – Mar 2023 |
| Final ITN response  | April 2023 |
| Evaluation complete | April/May 2023 |
| Approvals process  | January – May 2023 |
| **Contract Award Stage** |
| Contract Award  | Jun/Jul 2023 |

**Table 2: Indicative Timeline**

***Please note that the final proposal will require internal Authority approval and this has been factored into the indicative timeline.***

**Scope and instructions to Potential Providers**

1. The DPQQ Documents have been prepared by the Authority for the purpose of providing an application procedure for individuals or organisations interested in tendering for the Project and to assist Potential Providers in making their own evaluation of the potential opportunity. See Annex A for a breakdown of the component parts of the DPQQ.
2. The Potential Provider should complete the DPQQ in full, attaching relevant information as necessary.

**Instructions for submission of DPQQ responses**

1. The Authority is using the Defence Sourcing Portal (DSP) to manage this Procurement.
2. All communications and clarifications in connection with the DPQQ should be sent via the DSP portal. If there are any issues with this, then the Authority contact point can be found at the e-mail address below:

Contact details: contact the DSP Helpdesk on 08000 698630 or via e-mail customersupport@jaggaer.com.

1. Potential Providers should address all communications and clarifications to the Commercial Officer for CTP in the subject header and quote the reference **702705451**.
2. The Authority will endeavour to respond within 3 (three) Working Days of receipt of said communication or request for clarification.
3. If Potential Providers experience any technical difficulties with the DSP portal, they should contact the DSP Helpdesk on 08000 698630 or via e-mail customersupport@jaggaer.com
4. The completed DPQQ must be submitted using the DSP portal by no later than 23:59 on 10th October 2022**.**
5. Potential Providers should allow sufficient time in advance of the DPQQ submission deadline to upload their completed DPQQ response.
6. If a DPQQ response is received after the DPQQ submission deadline, the response shall be rejected, but the Authority reserves the right, at its sole discretion, to accept a late response which is submitted late by reason of, for example, a technical failure.
7. The Authority may at its own discretion extend the DPQQ submission deadline and will notify Potential Providers prior to the expiry of the current deadline date and time if it intends to do so.
8. Please ensure that the questionnaire is completed for each relevant part and authorised at the relevant sections of the DPQQ as shown below:
9. 1.7 (1.7.1 – Declaration);
10. 1.8 (1.8.1 to 1.8.6/SQ1.3 a to f – Contact Details);
11. 2.5 (2.5.1 – 2.5.3/DPQQ-8.1.1 – 8.1.2 – Confirmation);
12. 2.6 (2.6.1-2.6.2/DPQQ 8.2.1 to 8.2.2 – Form Completed By).
13. Failure to complete the DPQQ in full may result in the application to participate in the process being rejected at this stage. If a question does not apply, please write N/A (‘Not Applicable’). If either there is zero knowledge or the Potential Provider is unable to answer the question, please write N/K (‘Not Known’). Where questions cannot be completed, the Authority reserves the right to require further clarification or supplementary information. Any such requests for information will be issued within 8 Working Days of the start of the evaluation process.
14. Where you have a valid reason for being unable to provide the specific information requested, other relevant information may be accepted but only if it is considered appropriate by the Authority. It is the Authority’s absolute discretion as to whether the alternative information is acceptable. Potential Providers will not have the opportunity to challenge their de-selection on the basis of the Authority rejecting any supplementary information.
15. The following instructions shall be followed by a Potential Provider when making its DPQQ response:
16. All questions should be answered without reference to general marketing or promotional material.
17. The exercise will be conducted in the English language. If any of the required information (e.g. text in financial accounts) is not available in English, please supply a copy of the original document and an English translation of that information.
18. All financial information is required to be quoted in Pounds Sterling.
19. Potential Providers shall comply with the word limit for each question where a text response is required. **The word limit for each Potential Provider response in the DSP is set at 2000 characters which cannot be changed. Potential Providers are permitted to submit more detailed responses as attachments where attachments are permitted for the relevant question, such as:**
20. **a. to support the evidence of previous contracts in Part 1 Form E - SQ 6.1 to SQ 6.2;**
21. **b. for the Sustainable Procurement question at Section 1.16;**
22. **c. for the Prompt Payment questions at Section 1.17;**
23. **d. for the 3 (three) Project questions in Part 2 Form F Question Section 2.1;**
24. **e. for the 7 (seven) Technical questions in Section 2.4.**
25. **Each question response can comprise up to 4 sides of A4 with text in font Ariel 11 in single line spacing**. **The maximum size is 50 MB.** Potential Providers shall note that where word counts or number of attachment pages are exceeded, words beyond the indicated word count or text beyond the number of attachment pages specified will not be evaluated and shall be discounted. The Authority reserves the right not to communicate with the Potential Providers regarding the word count or the evaluation in this circumstance.

**Clarification Process**

Data Room Information and Link

1. **For Potential Sub-contractors:** The Authority has set up a Data Room that will allow all Potential Sub-contractors (including SMEs) who are interested in the Career Transition Partnership to be visible to each other Potential Providers (ie. potential primes). We therefore advise all Potential Sub-contractors to register their organisation at the following: https://award.bravosolution.co.uk/dsp/web/project/1bfed85c-c49c-4392-b7f5-46708c66ea80/register.The link has also been included within the Contract Notice.
2. **For Potential Providers:** (ie. suppliers considering bidding as a prime bidder, not subcontractors. Potential Providers (primes) will be registered in the data room by the Authority. To enable this, Potential Providers are required to send a message requesting registration to Data Room via the DSP message facility within the DPQQ on the DSP to include prime contact name, e-mail address, organisation registered name and Company Registration Number.

*NB. Sub-contractors will NOT be able to see the list of Potential (prime) Providers in the data room, but Potential Providers (primes) will be able to see details of Potential Sub-Contractors and be able to contact them (outside of the data room) if they wish.*

 *There is no cost to any Potential Providers or Potential Sub-contractors wishing to sign up to the data room; however, when Potential Sub-contractors register, they will be required to accept a Confidentiality Agreement (DEFFORM 94).*

1. Clarification questions and answers from both the market awareness day (“MAD”) held in March 2022 and the requested virtual meetings which were offered at the March MAD have been consolidated and can be see within the separate attached document.

**From the Authority to Potential Providers**

1. To the extent that there is a need for the Authority to seek clarification from Potential Providers, such clarification will be raised via the DSP portal.

**From Potential Providers to the Authority**

1. Potential Providers may seek clarification on elements of the DPQQ. This should be done by submitting the clarification via the DSP portal.
2. The cut-off date for clarification questions to the Authority is no later than 23:59 on 29th Sept 2022. The Authority reserves the right not to respond to queries submitted after this time and date.
3. All responses received and any communication that is received will be treated in confidence. However, where the Authority considers any communication or clarification request and its associated response to be of significance to all participants in the Procurement, it may communicate both, without identifying the originator, to all Potential Providers who are participating in the Procurement.
4. If you do not wish a request for clarification or question, or its associated response, to be disclosed to other Potential Providers for proprietary reasons, you must tell the Authority along with the reason why when raising the request for clarification or question. The Authority will consider the request and may choose to discuss with you whether it is appropriate to disclose the request for clarification or question or the response to other Potential Providers. In cases where the Authority concludes that it is appropriate to disclose the question and the proposed response to other Potential Providers, you will be entitled to withdraw the question or request for clarification prior to its release.
5. The Authority reserves the right to:
	* 1. request further details where the request for clarification is unclear;
		2. not consider requests for clarification that are not submitted via the DSP portal in the required format;
		3. respond to, but not provide an answer to, requests for clarification that are unreasonable or irrelevant; or
		4. issue bulletins, as an additional document on the DSP portal, summarising the clarification requests received up to that date and the Authority's response to each request (where a response has been provided).

**Unless authorised by the Commercial Officer in writing, you must not directly contact any employee, advisor or contractor of the Authority concerning this Procurement or any aspect of the Project.**

**Disclaimers**

1. Any persons considering making a decision to enter into contractual relationships with the Authority following receipt of the DPQQ Documents should make their own investigations and their own independent assessment of the Authority and its requirements and should seek their own professional financial and legal advice.
2. Whilst the DPQQ Documents provided to Potential Providers by the Authority have been prepared in good faith, the Authority does not warrant that the content of the DPQQ Documents or any documents referred to in it are accurate or complete or that they have been independently verified.
3. None of the Authority, its advisors, or the directors, officers, members, partners, military or civilian personnel, employees, other staff, agents or advisers of any such body or person:
4. makes any statement, representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the DPQQ Documents or of any other written or oral communication, past or future, transmitted (or otherwise made available) to any Potential Provider or any information provided in the past or future in connection with this Procurement;
5. accepts any responsibility for the information contained in the DPQQ Documents or for its accuracy or completeness; or
6. shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any communication, past or future, in respect of the Procurement, or arising from any error, omission, inaccuracy or misstatement in respect of the DPQQ Documents or in any other written or oral communication, past or future (including any communications on the DSP portal) transmitted (or otherwise made available) to any Potential Provider.
7. Nothing in the DPQQ Documents or any information provided on the DSP portal, is, nor should it be, relied upon as a promise or a representation as to the Authority's ultimate decisions in relation to the Project. The publication of the DPQQ Documents in no way commits the Authority to award any contract or pursue any tender process for the Project.
8. Nothing in the DPQQ Documents or in any other communication made between the Authority and any other party should be interpreted as constituting a contract, agreement or representation between the Authority and any other party (save for a formal award of contract made in writing) or as constituting a contract, agreement or representation that a contract shall be offered.

**Joint Venture / Consortia / Key Sub-Contractors arrangements**

1. Where the Potential Provider completes the DPQQ as part of a Joint Venture:
	* 1. responses for each part of the DPQQ must be provided as instructed in the DPQQ; and
		2. information shall be required which summarises details of the Joint Venture, including:
2. names and details of the Potential Provider and all other Joint Venture members;
3. full details of the proposed Joint Venture arrangement;
4. the proposed percentage share participation in the contract for each member of the Joint Venture; and
5. a statement from the Potential Provider and each of the Joint Venture members to confirm that the Joint Venture members shall be jointly and severally liable for the performance of the contract;
6. a letter from the registered office of each Joint Venture member confirming their participation and the proposed Joint Venture arrangement.
7. The Authority may require the Potential Provider and Joint Venture members to assume a specific legal form if awarded a contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the contract.
8. The Potential Provider should note that the Authority may request a copy of the Joint Venture agreement at any stage through the procurement process.

**Consortia**

1. Where the Potential Provider completes the DPQQ as a Consortia:
	* 1. responses for each part of the DPQQ must be provided as instructed in the DPQQ; and
		2. information shall be required which summarises details of the Consortia, including:
2. names and details of the Potential Provider and all other Consortia members;
3. full details of the proposed Consortia arrangement;
4. the proposed percentage participation in the proposed arrangement for each member of the Consortia; and
5. identification of the Consortia lead who will act as the Prime.
6. The Authority may require the Consortia members to assume a specific legal form if awarded a contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the contract.

Subcontracting arrangements

1. Where Key Sub-Contractors are used, information shall be required within the DPQQ which summarises:
	* 1. the details of each Key Sub-Contractor;
		2. the anticipated percentage of work being delivered by each Key Sub-Contractor; and
		3. the anticipated key contract deliverable(s) each Key Sub-Contractor shall be responsible for.

**Parent Company Guarantor**

1. Annex B, Paragraphs 11 to 13 detail when a Parent Company guarantee may be required.
2. A Parent Company guarantee model form (DEFFORM 24) is attached to the documents available to Potential Providers in the DPQQ. The Authority will inform Potential Providers directly when a Potential Provider is required to provide a Parent Company Guarantee.
3. If the Potential Provider or any one of the parties required to give a guarantee is unable to provide a guarantee in the model form set out due to a regulatory or other corporate constraint (which the Authority considers is an acceptable constraint), then the Potential Provider must:
	* 1. specify to the Authority the identity of the proposed alternative guarantor and the nature of the equivalent alternative form of guarantee or security that will be provided; and
		2. provide a commitment letter from the proposed provider of the alternative form of guarantee or security:
4. confirming that it will enter into such guarantee or grant such security, on Contract Award; and
5. giving full details of the nature and principal terms of such alternative guarantee or security (which must be sufficient to cover potential liabilities to the Authority under the Contract).
6. The Authority shall determine whether the alternative guarantor and the alternative form of guarantee or security will be sufficient as an alternative. Potential Providers should note that alternative guarantors may be subject to additional testing, at the Authority's discretion; the scope of such tests cannot be pre-defined as they will be dependent on the nature/identity of the proposed alternative guarantor but may include economic and financial standing tests.
7. You must inform the Authority via the DSP using a clarification question as soon as possible prior to the DPQQ submission date to discuss the proposed alternative guarantor and the equivalent alternative form of guarantee or security that will be available.

**Legal Opinion**

1. Where the legal entity that is providing the guarantee (or any alternative form of guarantee or security) is not a company incorporated in, and subject to, the laws of England and Wales, a legal opinion shall be required in a form acceptable to the Authority in support of the guarantee (or such alternative form of guarantee or security) confirming the enforceability of the guarantee (or such alternative guarantee or security).
2. The legal opinion referred to in paragraph 50 above shall need to confirm that the document has been effectively executed in accordance with relevant corporate law and that the constitution of the company and is legally enforceable.
3. The form of the legal opinion shall need to:
	* 1. cover matters typically contained in a legal opinion for a project of this type and scale;
		2. be agreed with the authority before the close of negotiations; and
		3. be given prior to Contract Award by an independent regulated legal firm.
4. Failure to provide the legal opinion in the form required by the Authority may lead to any ITN response being rejected.
5. If the Potential Provider and/or any Joint Venture member company is not a company incorporated in, and subject to, the laws of England and Wales, the Potential Provider and/or any Joint Venture member company shall be required to provide a legal opinion applied mutatis mutandis, in a form acceptable to the Authority, confirming the enforceability of the Contract and where applicable under Paragraph 47 confirming the enforceability of the guarantee (or such alternative guarantee or security).
6. This legal opinion shall need to confirm that the document has been effectively executed in accordance with relevant corporate law and the constitution of the company and is legally enforceable.
7. The form of the legal opinion shall need to:
	* 1. cover matters typically contained in a legal opinion for a project of this type and scale;
		2. be agreed with the authority before the close of the dialogue and issue of the invitation to submit final tenders; and
		3. be given prior to contract Award by an independent regulated legal firm.
8. Failure to provide the legal opinion in the form required by the Authority may lead to any ITN response being rejected.

**Evaluation and Moderation Process**

1. Annex A provides information on the evaluation of each section of the DPQQ.
2. The objective of the DPQQ evaluation is to pre-qualify and select up to 6 (six) tenderers from Potential Providers.
3. The DPQQ will be evaluated in two stages:
	* 1. **Stage 1 (PASS / FAIL Evaluation) – Qualification Envelope.** PASS / FAIL questions which must be passed by the Potential Provider in order to progress to the Stage 2 (except where the Authority has discretion not to fail the Potential Provider).
		2. **Stage 2 (SCORED) – Technical Envelope.** Those Potential Providers who are successful in the Stage 1 evaluation will then be taken forward into the Stage 2 evaluation where their capability will be assessed using weighted questions which include a scoring regime across a range of weighted criteria detailed at Annex B (DPQQ Questions Scoring) to this document. The weighted questions and criteria have been weighted to reflect the relevant importance of the question and criteria to the assessment of the capability of the Potential Provider.
4. The stage 2 evaluation scores and weightings are detailed at Annex B (DPQQ Questions Scoring). An individual weighted score is calculated for each question by multiplying the question weighting by the appropriate score allocated to the Potential Provider for that question. A total weighted score is then calculated by adding together the entire individual question weighted scores for the Potential Provider.
5. The Potential Provider’s response to each question shall be evaluated in accordance with the Potential Provider selection criteria detailed in Annex B (DPQQ Questions Scoring).

**Compliance Check**

1. Upon receipt, through the DSP portal, DPQQs will be checked for completeness and compliance in accordance with the instructions issued by the Authority.
2. Should a Potential Provider not provide a response to any of the requirements, or alternatively provide a detailed justification as to why a response cannot be given, the Authority reserves the right to either exclude the Potential Provider from the evaluation process or, at its discretion, seek clarification. In the case of the latter, a failure by the Potential Provider to provide a satisfactory response within the deadline specified in the request for clarification will result in disqualification from the DPQQ evaluation process.

**Economic and Financial Standing**

1. Annex B Paragraphs 4 to 10 and table 3 provide information on the assessment of economic and financial standing which will be undertaken to confirm suitability. This assessment will be deemed a PASS/FAIL. A FAIL will result in elimination from the process.

**Determining the total score and down select process**

1. The Authority shall register a post-moderated mark for each response submission to a scored question from a Potential Provider.
2. The Authority shall then apply the individual DPQQ question weightings, as detailed in Annex B, to the post moderated score mark.
3. The Authority shall then aggregate the scores for each question for each Potential Provider to establish a final score.
4. The Authority reserves the right to eliminate any Potential Provider who fails to achieve a minimum pass mark of 60 out of 100 for the overall DPQQ score.
5. Potential Providers will be required to pass all relevant sections of the DPQQ as identified at Annex A. All Suppliers who do so will be ranked using the total weighted score allocated against the scored questions in the Technical Questionnaire and the Authority will invite up to six providers with the highest total weighted score. The intention is to pre-qualify no more than 6 (six) Potential Providers for the ITN stage. If there are a number of providers with the same technical score, the Authority reserves the right to invite more than the maximum number of six suppliers. In the event that more than one supplier is ranked in sixth place on the above basis, the Authority reserves the right to award sixth place on the basis of the score in Form F section 2.4 (Technical Questions) only.

**Individual Evaluation**

1. Each Potential Provider's DPQQ response will be evaluated by evaluators who will work individually to record a mark.
2. The same number of evaluators will evaluate each response where practical, where specialist areas are tested it may only be practical for one Suitably Qualified and Experienced Person (SQEP) to evaluate the response.
3. Evaluators will have received training by the Authority prior to commencing their evaluations.
4. Evaluators shall evaluate using the criteria set out in the DPQQ Documents.
5. Evaluators may request clarification of aspects of a Potential Provider's DPQQ response but are not obliged to do so. These clarifications will be communicated to Potential Providers via the DSP portal.

**Moderation**

1. The Authority will conduct a series of moderation meetings to determine a post-moderated mark to be awarded for every response to a scored question from a Potential Provider. During the moderation meeting, evaluators will discuss their proposed scores and a consensus view will be reached and recorded.
2. The moderators shall adhere to the criteria set out in the DPQQ Documents.
3. The Authority is not obliged to seek clarification. However, if at the Authority's discretion, it wishes to do so in order to inform moderation, this will be managed by the Authority and communicated to Potential Providers via the DSP Portal.

**Joint Evaluation Team Meeting (JET)**

1. On completion of the online DPQQ evaluation process, a JET may convene to confirm the selection of those Potential Providers to be taken forward to the ITN stage. This will include a final review of the scores, including the use of moderation and consensus where appropriate, and agreement on a recommendation to be presented to the Senior Responsible Officer/Project Manager.

**Evaluation Report and Recommendation**

1. A full evaluation report will be produced for this DPQQ exercise. This report shall document the reasons why, where applicable, a Potential Provider is deemed successful/unsuccessful. It shall also be of sufficient detail so as to support a de-briefing where requested by an unsuccessful Potential Provider. The end of the evaluation report will contain a template for signatory approval of the recommendations.

**Feedback**

1. Potential Providers will be notified via the DSP portal of their success or otherwise in the DPQQ process. Unsuccessful Potential Providers will receive written feedback which will outline the reasons that the DPQQ response did not receive a high enough score to be invited to the next stage.

**Verification of Information Provided**

1. Each question in the DPQQ will identify the documentary evidence that is required in support of the question. The Authority may ask to see these documents at a later stage. Accordingly, Potential Providers are requested to ensure they can be made available upon request.
2. Potential Providers may also be asked to clarify their answers or provide more details about certain issues.
3. Any serious misrepresentation in providing the information requested or failure to provide any of the information requested in the DPQQ or in response to a request for clarification by the Authority may result in the Potential Provider’s exclusion from the competition on discretionary grounds under Regulation 23 (4) (i) of the Regulations.
4. The Authority may seek independent financial and market advice to validate information declared by you or to assist in the evaluation. Site visits or demonstrations are unlikely to be requested at this stage, but the Authority reserves the right to request these as a part of the DPQQ process.

**Conflicts of Interests**

1. The Authority is required under Regulation 5 (2) of the Regulations to ensure that all Potential Providers are treated equally and in a non-discriminatory way during the procurement process. The Authority therefore needs to eliminate or mitigate conflicts of interest so as to ensure a fair and non-discriminatory procurement process.
2. Potential Providers should note that, subject to the terms of this DPQQ, the Authority reserves the right to disqualify a Potential Provider where there is an actual or potential conflict of interest, including in relation to any other party identified in response to this DPQQ. Such identified parties may include an associated company or member of any consortium or proposed sub-contractors.
3. Potential Providers are required to review carefully the prior or current involvement of the Potential Provider or any other identified party before submission of the completed DPQQ.
4. Potential Providers must report to the Authority, via the e-mail address at Paragraph 14, whether or not they have identified from this review actual or potential conflicts of interest arising from the Potential Provider or any other identified party’s participation in the procurement.
5. If the Authority considers there is a conflict of interest, it is a condition precedent for participation in the Procurement for the Potential Provider to demonstrate to the absolute satisfaction of the Authority that the Potential Provider or the other identified party has or will put in place measures to eliminate any unfair advantage it may have and ensure that its participation will not distort the competition.
6. The measures mentioned above are likely to include physical separation, protection of information, control of personnel and managerial and administrative separation, as appropriate.
7. If the Potential Provider puts in place measures to mitigate any risk from a conflict of interest, the Authority may make such measures contractually binding commitments on the part of a Potential Provider or the other identified party.
8. Any Potential Provider should take this condition into account when deciding whether to participate in this Procurement.

**Anti-Competitive Behaviour**

1. The Authority is required by Regulation 5 (2) of the Regulations to ensure that all Potential Providers are treated equally and in a non-discriminatory way during the Process. The Authority therefore needs to prohibit anti-competitive behaviour so as to ensure a fair and non-discriminatory procurement process.
2. You are required to report any final convictions or settlements with regard to anti-competitive behaviour in your response to the appropriate DPQQ question(s).
3. If the Authority suspects anti-competitive behaviour, the Authority will require evidence from you that your arrangements are not anti-competitive. Any evidence of any anti-competitive behaviour in relation to this procurement may result in you being disqualified from the Procurement.

**Canvassing**

1. Any Potential Providers which directly or indirectly canvasses any Ministers, employees, civil servants, office holders, contractors, advisors, other staff or agents of the Authority concerning the Project or the Procurement or which directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent concerning any other Potential Provider or response will be excluded from the Procurement and its response rejected.
2. The Potential Provider shall not make contact with any employee, agent or consultant of the Authority who is in any way connected with the Procurement during the procurement process, unless instructed otherwise by the Authority.
3. The Potential Provider shall not approach any Authority employees or representatives for information relating to the Procurement. The Authority reserves the right to treat such conduct as a reason to disallow a Potential Provider from continuing in the Procurement.

**Freedom of Information and confidentiality of DPQQ responses**

1. The Authority is committed to meeting its legal responsibilities under the Regulations, the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).
2. The Authority may need to disclose any information provided in response to the DPQQ (including any confidential information):
	* 1. as obligated under the Regulations;
		2. in response to a request for information (as defined in section 8 of the FOIA); or
		3. pursuant to the EIR.
3. Where You consider any information provided in response to the DPQQ to be confidential or commercially sensitive You must:
	* 1. clearly identify the information;
		2. attach a brief statement of reasons setting out what harm may result from disclosure; and
		3. outline the time-period applicable to the sensitivity.
4. The receipt by the Authority of any information marked "confidential" or equivalent does not mean that the Authority accepts any duty of confidence in relation to the Regulations, FOIA, or EIR by virtue of that marking.
5. Whilst you may have indicated that information is confidential or commercially sensitive, the Authority remains responsible in discharging its legal responsibilities under the Regulations, FOIA and EIR for determining in its absolute discretion whether such information is:
	* 1. exempt from disclosure; or
		2. must be disclosed in response to a request for information.
6. The Authority shall take account of any reasonable representations made by You in relation to whether such information should be treated by the Authority as exempt from disclosure or not. However, the Authority shall have the final decision regarding the disclosure of information in response to a request for information.
7. If the Potential Provider receives a request for information relating to this Procurement under the FOIA during the Procurement, the Potential Provider shall immediately send this request to the Authority, and the Potential Provider should not respond to the request without first consulting the Authority.
8. You agree to waive any contractual right or other confidentiality rights and obligations associated with the reference projects provided in response to Part 1 Form E (1.13.1 to 1.13.3/SQ 6.1 to 6.3) of the DPQQ.
9. The Authority confirms that it shall keep confidential, and shall not disclose to any third parties, any information obtained from a reference project in response to Part 1 Form E (1.13.1 to 1.13.3/SQ 6.1 to 6.3) of the DPQQ other than to the Cabinet Office and/or central government authorities defined by:
	* 1. the Regulations, FOIA, EIR; or
		2. pursuant to an order of the court or demand requested by any competent authority or body where the Authority is under a legal or regulatory obligation to make such a disclosure.
10. The Authority is required to proactively disclose contract and related information that may have previously been withheld on the ground of commercial confidentiality. For further information regarding the circumstances in which information may be disclosed, you should refer to:
	* 1. Cabinet Office's Contract Finder guidance; and
		2. Procurement Policy Note 01/17: Update to Transparency Principles.

Publication of Tender Documentation and Contracts

1. You are required to adhere to the requirements of:
	* 1. Cabinet Office's Contract Finder guidance; and
		2. Procurement Policy Note 07/21.
2. You should note that the Authority:
	* 1. may publish the names of Potential Providers who have been invited to participate in negotiation;
		2. shall publish tender documentation on a single website which is available to the public; and
		3. shall publish the successful bid and resulting contract.
3. Prior to publication, in some circumstances, limited redactions shall be made to tender documentation and/or contracts in order to comply with existing law and for the protection of national security.
4. The contents of this document, the DPQQ and the Statement of Requirements are provided on the condition that they remain the property of the Authority, are kept confidential (save in so far as they are already in the public domain) and that the Potential Provider shall take all necessary precautions to ensure that they remain confidential and are not disclosed.
5. Potential Providers may only disclose information relating to the Procurement to their advisers and sub-contractors in the following circumstances:
	* 1. disclosure is for the purpose of enabling a response to be submitted and the recipient of the information undertakes in writing to keep it confidential on the same terms as the Potential Provider;
		2. the Authority gives prior consent in writing to the disclosure;
		3. the disclosure is made for the purpose of obtaining legal advice in relation to the Procurement; or
		4. the Potential Provider is legally required to disclose the information.
6. Potential Providers shall not undertake any publicity activities in relation to the shortlisting process without the Authority’s prior written consent, including to the format and content of any publicity. For example, no statements may be made to the media regarding the nature of any response, its contents or any proposals relating to it without the prior written consent of the Authority.
7. All Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any of the Potential Providers’ documents and information (including any that the Potential Provider considers to be confidential and/or commercially sensitive) provided in its DPQQ response. The information will not be disclosed outside Government during the Procurement. Potential Providers consent to these terms as part of the Procurement.

**Right to Cancel or Vary the Procurement**

1. The Authority reserves the right to:
2. cancel the Procurement at any stage;
3. amend the terms and conditions of the Procurement; and
4. not to award a contract as a result of the Procurement.
5. For the avoidance of doubt, in the event of any of the circumstances detailed in (a), (b) and (c) above occurring, Potential Providers will be solely responsible for any costs and expenses incurred as a result of participating in this process.

**Right to Reject and/or Disqualify**

1. The Authority reserves the right to reject or disqualify a Potential Provider where:
2. the DPQQ response is submitted late, is completed incorrectly, is incomplete or fails to meet the Authority’s submission requirements in the DPQQ or as otherwise notified to Potential Providers prior to the deadline for submission of DPQQ responses;
3. the Potential Provider would be excluded under Regulation 23 of the Regulations at any stage during the Procurement process;
4. the Potential Provider is guilty of serious misrepresentation in relation to its application and/or the Procurement;
5. following pre-qualification of a Potential Provider for the next stage of the Procurement there is a change in identity, control, financial standing or other factor affecting the Potential Provider unless approved by the Authority;
6. if the Authority becomes aware that information provided by the Potential Provider in response to the DPQQ is intentionally or unintentionally false, misleading or incorrect;
7. an exemption is falsely claimed for any question of the DPQQ;
8. the Authority considers there to be evidence of direct or indirect canvassing, or an unauthorised attempt to procure information from any other person within, or associated with, the Authority, any public-sector employee or advisor concerning this Procurement or any aspect of the Project;
9. the Authority does not consider a conflict of interest can be effectively resolved, remedied, managed or mitigated;
10. it can be demonstrated by an appropriate means that there is a breach of statutory obligations, including relating to the non-payment of taxes or social security contributions; or
11. the criminal record checks for relevant convictions for You, each Joint Venture member (where applicable), Key Sub-contractors (where applicable) and the Persons of Significance Control of them (as identified in the response to Part 1 Form C (1.10.1 to 1.10.22/ DPQQ 3.1 (a) to 3.2 (e) i and SQ 7.1 to 7.2 (b) of the DPQQ) result in you being considered unsuitable.
12. The rejection or disqualification of a Potential Provider shall not prejudice:
13. any other civil remedy available to the Authority; or
14. any criminal liability that such conduct by a Potential Provider may attract.
15. The Authority reserves the right to allow a manifest error to be corrected to the Authority’s satisfaction, in cases where:
16. such action would be proportionate; and
17. the action would not result in discrimination or unfair treatment to other Potential Providers.

**Right to Revisit DPQQ Evaluation**

1. The Authority reserves the right to revisit, and if necessary, amend the result of the evaluation if after completion of the evaluation:
2. new information emerges which gives the Authority reason to doubt the original pre-qualification; or
3. in relation to a bid by a consortium, a member of the consortium changes (where approved by the Authority).
4. The MOD also reserves the right to at any time (including at a later stage of this process) to ask for evidence as to the claims made by and information provided by the Potential Provider pursuant to the DPQQ.

**Change in circumstances after submission of DPQ****Q**

1. The Authority recognises that Joint Venture and Key Sub-Contractors arrangements may be subject to change and may not be finalised until a later date.
2. You must immediately notify the Contact Point where there are any changes to Your circumstances (including the proposed Joint Venture and/or Key Sub-contractors) which means that:
	* 1. information submitted within the DPQQ is no longer accurate; and/or
		2. Your ability to provide the required supplies, services or works to deliver the Project has materially changed.
3. Where there are any changes to Your circumstances after submission of Your DPQQ, You shall be required to re-submit the relevant parts of the DPQQ.
4. The Authority reserves the right to make a revised assessment of Your DPQQ which may result in your disqualification from the Procurement should any change in circumstance have a sufficiently serious impact, such that:
	* 1. You would not qualify; or
		2. You would not have been selected.

**Additional Information**

1. The Contracting Authority intends to use the Model Services Contract (as amended) to contract with the successful bidder.

**ANNEX A to**

**CTP – 702705451**

**Dated September 2022]**

| **DPQQ QUESTION****/SECTION** | **DESCRIPTION** | **RESPONSE GUIDANCE** | **SCORING/PASS/FAIL/****INFORMATION** |
| --- | --- | --- | --- |
| 1. **QUALIFICATION ENVELOPE**
 |
| 1.2 Documentation |  |  |
| 1.2.1 Tender Documents | Please confirm that you can download and open the attached Tender Documents | YES/NO | For Information |
| 1.2.2 PQQ Guidance | Please confirm that you can download and open the attached PQQ Guidance | YES/NO | For information |
| 1.2.3 Statement Relating to Good Standing | Please complete the Statement Relating to Good Standard. | Attachment | Pass/Fail |
| **1.4 Organisation, Legal Status and contact details** |
| Question 1.4.1 to 1.4.21 **SQ 1.1 and DPQQ 1.1**Organisation, Legal Status and Contact Details | Ensure that you follow the direction in the DPQQ. Answer all questions by entering text, using the drop-down menus, inserting the date or selecting the relevant box. | Answer all questions by entering text or using the drop-down menu where specified.**If you fail to submit a MANDATORY response you may be excluded from the down selection.** | Please note that the following sections are **MANDATORY** requirements:**1.4.1 – SQ 1.1 (a)****1.4.4 – SQ 1.1 (c) (other)****1.4.6 – SQ 1.1 (d)****1.4.10 – SQ 1.1 (h)****1.4.11 – SQ 1.1 (k)****1.4.12 – SQ 1.1 (l)****1.4.13 – SQ 1.1 (m)****1.4.16 – SQ 1.1(o)****1.4.17 – SQ 1.1 (p)****1.4.18 – DPQQ 1.1 (i) – (i)****1.4.20 – SQ 1.1 (j) – (i)** |
| Question 1.5.1**SQ 1.1 (n)** Organisation, Legal Status and Contact Details (PSC) | SQ-1.5(n) - Details of Persons of Significant Control (PSC), where appropriate: **(Please enter N/A if not applicable)** | Answer all questions by entering text or using the drop-down menu where specified. | **MANDATORY** requirement |
| Question 1.6.1 to 1.6.5**SQ 1.2 (a) - (i) to 1.2 (b) - (ii)**Consortia and subcontracting | Ensure that you follow the direction in the DPQQ.  | Answer all questions by entering text, using the drop-down menus, or attaching information where necessary. | 1.6.1 SQ1.2 (a) – (i) is a **MANDATORY** requirement |
| Question 1.7.1Declaration and Contact Details | Ensure that you follow the direction in the DPQQ. | Choose the correct option from the drop-down menu. | **MANDATORY** requirement |
| Question 1.8.1 to 1.8.6**SQ 1.3 (a) to 1.3 (f)**Contact Details | Ensure that you follow the direction in the DPQQ. | Insert text where requested. | **MANDATORY** requirement |
| 1.9.1 – Part 1 Form B – Grounds for Mandatory Rejection**"IMPORTANT NOTICE: The criteria in this section are grounds for mandatory exclusion under regulation 23 of the DSPCR and are therefore pass/fail questions as the Authority may be required to exclude you from participating in this procurement unless regulation 23(2) is deemed by the Authority to apply.****In accordance with Regulation 23(2) the Authority may allow a potential supplier to continue in the procurement process where the potential supplier including its directors or any other person who has powers of representation, decision or control has been convicted of any offence described in 2.1 if it is satisfied that there are overriding requirements in the general interests which justify doing so in relation to that potential supplier.****If you answer ""yes"" to any question this will be considered a Fail except where the Authority deems Regulation 23(2) applicable.****2.1 Has your organisation or any directors or partner or any other person who has powers"** |
| Question 1.9.2 to 1.9.34**DPQQ 2.1 (a) – 2.1 (l) (ii)**Part 1 Form B – Grounds for Mandatory Rejection | Ensure that you follow the direction in the DPQQ. | Answer all questions by entering text or using the drop-down menu where specified. | Please note that the following sections are **MANDATORY** requirements:**1.9.2 – DPQQ 2.1 (a)****1.9.5 – DPQQ 2.1 (b)****1.9.8 – DPQQ 2.1 (c)****1.9.11 – DPQQ 2.1 (d)****1.9.14 – DPQQ 2.1 (e)****1.9.17 – DPQQ 2.1 (f)****1.9.20 – DPQQ 2.1 (h)****1.9.23 – DPQQ 2.1 (i)****1.9.26 – DPQQ 2.1 (j)****1.9.29 – DPQQ 2.1 (k)****1.9.32 – DPQQ 2.1 (l)**The remainder of the question set are for further information to support the answers provided in the questions listed above. |
| 1.10.1 - Part 1 Form C – Grounds for Discretionary Rejection**"IMPORTANT NOTICE: The Criteria in Part 1, Form C are grounds for discretionary exclusion under regulation 23 of the DSPCR and therefore pass/fail questions as the Authority is entitled to exclude you from participating in this procurement on the basis of this response.****If you answer ""yes"" to any question, this may be considered a fail. The information provided will be taken into account by the Authority in considering"** |
| Question 1.10.2 to 1.10.22**DPQQ 3.1 (a) to DPQQ 3.2 (e) - (i), SQ 7.1 to 7.2 (b)**Part 1 Form C – Grounds for Discretionary Rejection | Ensure that you follow the direction in the DPQQ. | Answer all questions by entering text or using the drop-down menu where specified. | Please note that the following sections are **MANDATORY** requirements:**1.10.2 – DPQQ 3.1 (a)****1.10.4 – DPQQ 3.1 (b)****1.10.6 – DPQQ 3.1 (c)****1.10.8 – DPQQ 3.2 (a)****1.10.10 – DPQQ 3.2 (b)****1.10.13 – DPQQ 3.2 (c)****1.10.15 – DPQQ 3.2 (d)****1.10.17 – DPQQ 3.2 (e)****1.10.19 – SQ 7.1**The remainder of the question set are for further information to support the answers provided in the questions listed above. |
| Question 1.11.1 to 1.11.11 **DPQQ 4.1 to 4.3 (c)**Part 1 Form D – Economic and Financial Standing | Ensure that you follow the direction in the DPQQ. **"IMPORTANT NOTICE: Where the Potential Provider is a consortium or association of economic operators, the financial information is required for each Potential Provider Entity that is a member of the consortium or association. Where the Potential Provider is a subsidiary of a group, the financial information is required for both the subsidiary and the parent company.****An assessment of a Potential Provider's financial standing forms part of the DPQQ evaluation process.****The Authority will assess the financial health of all Potential Provider Entities. These are derived from the****application of standard accounting measures to financial information that is provided by each Potential****Provider or obtained from publicly available records. These measures are outlined within DPQQ Guidance****Name.****Potential Providers must provide responses to questions DPQQ\_4.1 - DPQQ\_4.2(c) (which relate to the economic and financial standing of each Potential Provider Entity and each part of question DPQQ\_4.3(a)-(c) (which relates to parent company guarantees)."** | Answer all questions by entering text, using the drop-down menu or attaching information where necessary. | **See ANNEX B for guidance on the assessment**A financial assessment that is proportionate to the proposed contract will be undertaken on the supplier’s financial status. An overall pass / fail judgement will be made after considering areas such as turnover, profit, net assets, liquidity, gearing and capacity as outlined in Annex A attached. This assessment will include the Parent company, where applicable. An independent financial assessment obtained from a reputable credit rating organisation may be utilised as part of this process.  |
| Question 1.12.1 **DPQQ 4.3.1**Insurance | Ensure that you follow the direction in the DPQQ | YES/NO | **MANDATORY** requirement**PASS (YES)/FAIL (NO)** |
| Question 1.13.1 to 1.13.3**SQ 6.1 to 6.3**Part 1 Form E – Technical and Professional Ability | Relevant experience and contract examples from the past **3 (THREE)** years | [Ensure you answer all questions by entering text or by attaching the relevant information as requested (or if this is not possible explain the reason in the text box provided).] | **This section will be deemed as PASS/FAIL.****PASS – Satisfactory and relevant evidence provided** **FAIL – Insufficient and irrelevant evidence provided** |
| Question 1.14.1 to 1.14.3**DPQQ 5.3.1 – 5.3.2**Electronic Trading | Ensure that you follow the direction in the DPQQ.**PASS/FAIL. The use of CP&F is a mandatory requirement for this Contract, the Authority must be assured that you have the technical ability to trade electronically and connect to the CP&F system. If this assurance is not provided you will be deemed unsuccessful.**Further information on CP&F can be found at: https://www.gov.uk/government/publications/modcontracting-purchasing-and-finance-e-procurement-system/contracting-purchasing-and-finance-cpftool | YES/NO | **MANDATORY** requirement**Pass criteria is identified in the DPQQ against each question.** |
| Question 1.15.1 to 1.15.11**Equ 1.1 – 1.6.4**Equality  | Ensure that you follow the direction in the DPQQ | Answer all questions by entering text or using the drop-down menu where specified. | **This section will be deemed as PASS/FAIL.** |
| Question 1.16.1**Sustainability 3**Sustainable Procurement  | Ensure that you follow the direction in the DPQQ | Answer by entering text. | **This section will be deemed as PASS/FAIL.** |
| Question 1.17.1 to 1.17.14**Prompt P1 – P8**Prompt Payment | Ensure that you follow the direction in the DPQQ | Answer all questions using the drop-down menu or attaching information where necessary. | **This section will be deemed as PASS/FAIL.** |
| Question 1.18.1 to 1.18.3**TUPE 1**TUPE | Ensure that you follow the direction in the DPQQ | Answer all questions using the drop-down menu. | **This section will be deemed as PASS/FAIL.** |
| Question 1.19.1 to 1.19.8**TAX1.1i – TAX1.2vi**Tax Compliance | Ensure that you follow the direction in the DPQQ | Answer all questions by entering text or using the drop-down menu where specified. | **This section will be deemed as PASS/FAIL.** |
| Question 1.20.1 to 1.20.7**DPQQ 5.4.1 – 5.4.5**Mandatory criterion for the Government’s Cyber Essential Scheme | Ensure that you follow the direction in the DPQQ. Subject to the Authority’s sole discretion in assessing any mitigating circumstances, the Authority reserves the right to eliminate any suppliers from the tender process that do not have a Cyber Essentials Certificate by 1st November 2022 and then a Cyber Essentials Plus certificate by 20th February 2023. Please also provide any evidence for delay caused the authority (eg. National Cyber Security Centre) and or the relevant accreditation body.  | Ensure that you choose the correct option from the drop-down menus and add text where required to do so. | **MANDATORY** requirement**Pass/Fail subject to Cyber Essentials Plus certification being in place by 20 Feb 2023 or any later date agreed by the Authority at its absolute discretion.** |
| Question 1.21.1 to 1.21.13**PPN 06/21 – 1.1 to 4.3**PPN 06/21 | Ensure that you follow the direction in the DPQQ | Ensure that you choose the correct option from the drop-down menus and add text where required to do so. | **MANDATORY** requirement |
| 1. **TECHNICAL ENVELOPE**
 |
| Question 2.1.1 to 2.1.4**CPQQ 6.2.1 – 6.2.8** Part 2 Form F – Project Questions | Please answer all 10 (ten) questions fully.**Each question response can comprise up to 4 sides of A4 text in font Ariel 11 in single line spacing**. **The maximum size is 50MB. Please Note no diagrams or charts are permitted**.  | **MANDATORY requirement****NB: attached at ANNEX B is the scoring mechanism and weighting for the technical question set.**  |
| Question 2.2.1 to 2.2.7**DPQQ 6.3.1 to D 6.3.4** Health and Safety  | Ensure that you follow the direction in the DPQQ | Ensure that you choose the correct option from the drop-down menus and add text where required to do so. | **Please note MANDATORY response required.** |
| Question 2.3.1 **DPQQ 7.5.1**Intellectual Property Rights | Ensure that you follow the direction in the DPQQ | Insert text where requested. | **MANDATORY** requirement |
| Question 2.4.1 to 2.4.8**DPQQ 7.6.1 to 7.6.7**Technical Questions | Ensure that you follow the direction in the DPQQ | Insert text where requested. | **MANDATORY** requirement**PLEASE NOTE THAT IN THE EVENT THAT 2 OR MORE SUPPLIERS HAVE THE SAME SCORE OVERALL, THE SCORE FOR THE TECHNICAL ENVELOPE WILL BE USED TO DETERMINE WHICH SUPPLIER WILL BE RANKED HIGHER.** |
| Question 2.5.1 to 2.5.3**DPQQ 8.1.1 to 8.1.2**Confirmation  | Ensure that you follow the direction in the DPQQ | **Ensure that all relevant boxes are ticked.****MANDATORY requirement****[NB:** **Part 1 Form A relates to Questions 1.2 to 1.6****Part 1 Form B relates to Question 1.7****Part 1 Form C relates to Question 1.8****Part 1 Form D relates to Questions 1.9 to 1.10****Part 1 Form E relates to Questions 1.11 to 1.16****Part 1 Form F relates to Questions 2.1 to 2.4****Part 2 Form G has not been used in this DPQQ.]** |
| Question 2.6 and 2.6.2**DPQQ 8.*2.1 and 8.2.2***Form Completed By | Ensure that you follow the direction in the DPQQ | Ensure that text and date are inserted where requested | **MANDATORY requirement** |

Table 1: DPQQ Questions

**ANNEX B to**

**CTP – 702705451**

**Dated 8 Sept 2022**

**DPQQ Questions Scoring**

1. The scoring criteria in the first table below will be applied to Technical Envelope except Questions PPQQ 6.3.1, 6.3.2, 6.3.3 and 6.3.3iwhich shall be scored as either 100 or 0.
2. Table 2 below shows the Question weightings for each section of the DPQQ.
3. Failure to achieve a minimum pass mark of 60 out of 100 for the overall DPQQ score may result in elimination from the process.

|  |  |  |
| --- | --- | --- |
| **Banding** | **Mark** | **Scoring Guide** |
| **Excellent** | **100** | The Potential Provider has provided a response that:* is highly comprehensive and unambiguous and answers all elements of the question in full;
* demonstrates an excellent understanding of the requirement and the solution required; and/or
* clearly evidences strong performance, capability and capacity for this type of contract based on evidence that the Potential Provider has successfully managed or is managing this type and scale of contract.
 |
| **Good**  | **70** | The Potential Provider has provided a response that:* is comprehensive and unambiguous but requires some or minor further refinement to ensure all elements of the question are addressed;
* demonstrates a good understanding of the requirement and the solution required; and/or
* evidences performance, capability and capacity for this type of contract based on the evidence that the Potential Provider has experience of managing this type and scale of contract.
 |
| **Fair** | **30** | The Potential Provider has provided a response:* provides a partially complete answer to the question and/or considerable further refinement is required to ensure all elements of the question are addressed;
* demonstrates some understanding of the requirement but does not fully detail or explain how the Potential Provider would deliver the requirement in full; and/or
* does not evidence sufficient performance, capability and capacity for this type of contract based on the evidence that the Potential Provider has insufficient experience of managing this type and scale of contract.
 |
| **Not scored** | **0** | The Potential Provider:* fails to provide a response; or
* provides an inadequate or irrelevant response; or
* fails to demonstrate any performance, capability, capacity or relevant experience to address the requirement stated and meet all the contractual requirements.
 |

Table 1: Scoring Criteria



Table 2: DPQQ Weighting

**Economic and Financial Standing**

1. The following is the assessment criteria related to Question 1.11 – Part 1 Form D – Economic and Financial Standing.
2. An assessment of a Potential Provider's financial standing forms part of the DPQQ evaluation process. The Authority will assess the financial health of all Potential Provider Entities. These are derived from the application of standard accounting measures to financial information that is provided by each Potential Provider or obtained from publicly available records.
3. Potential Providers must provide responses to questions DPQQ 4.1 to 4.3 (c) (also referenced on the DSP DPQQ as Questions 1.11.1 to 1.11.11) - which relate to the economic and financial standing of each Potential Provider Entity. Please see important note at Q - 1.11.3 (replicated below for ease of identification) which relates to parent company guarantees.

***Where the Potential Provider is a consortium or association of economic operators, the financial information is required for each Potential Provider Entity that is a member of the consortium or association. Where the Potential Provider is a subsidiary of a group, the financial information is required for both the subsidiary and the parent company.***

***An assessment of a Potential Provider's financial standing forms part of the DPQQ evaluation process. The Authority will assess the financial health of all Potential Provider Entities. These are derived from the application of standard accounting measures to financial information that is provided by each Potential Provider or obtained from publicly available records. These measures are outlined within DPQQ Guidance Name.***

***Potential Providers must provide responses to questions DPQQ\_4.1 - DPQQ\_4.2(c) (which relate to the economic and financial standing of each Potential Provider Entity and each part of question DPQQ\_4.3(a)-(c) (which relates to parent company guarantees).***

**Questions relating to economic and financial standing**

1. Each Potential Provider Entity must provide responses to questions DPQQ 4.1 to 4.3 (c) (also referenced on the DSP DPQQ as Questions 1.11.1 to 1.11.11) in order for the Authority to carry out its financial health assessment. If a Potential Provider Entity fails to provide the requested information, the Authority shall exclude the Potential Provider from further participation in the Procurement.

**Evaluation of economic and financial standing**

1. The Authority will use the information provided in the responses to questions DPQQ 4.1 to 4.3 (c) (also referenced on the DSP DPQQ as Questions 1.11.1 to 1.11.11) to assess the financial standing of each Potential Provider Entity in accordance with the qualification standards set out in Figure 1 below. The resulting assessment will lead to a PASS/FAIL evaluation based on whether the Potential Provider Entity has demonstrated, through meeting the qualification standards, that it has sufficient economic and financial standing to provide services of the technical scope and scale of DPQQ 702705451 Career Transition Partnership. Subject to Paragraphs 9 to 13, the Authority reserves the right to exclude a Potential Provider Entity that does not meet the qualification standards set out in Table 3 below.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Methodology** | **Qualification standard** |
| All financial information | The Authority will review all financial information obtained from the response provided to questions DPQQ 4.1 to 4.3 (c) the Potential Provider Entity accounts and the Company Watch credit rating check in order to establish a holistic view of the state of the Potential Provider Entity's financial health. | Failure to provide the financial information requested in this DPQQ will result in the Potential Provider Entity failing to meet this qualification standard. |
| Turnover | The Authority will review each Potential Provider Entity’s turnover for the three full financial years prior to the date of this DPQQ.  | If the estimated annual contract value for this procurement exceeds fifty per cent. (50%) of a Potential Provider's annual turnover, the Potential Provider will not meet this qualification standard. Where the Potential Provider Entity intends to provide all or some of DPQQ 702705451 Career Transition Partnership services via a joint-venture company, Consortium Member, or other special purpose vehicle, the Authority will apply the assessment equally to the Potential Provider Entity (ie. the combined annual turnover of the organisations comprising the Potential Provider Entity).Accordingly, where the value of a Potential Provider Entity’s intended contractual obligations and financial liabilities exceeds 50% of its annual turnover, the Potential Provider Entity will not meet this qualification standard.  |
| Liquidity ratios | A Potential Provider Entity’s current assets are divided by current liabilities to establish if there are sufficient assets to cover all of the Potential Provider Entity’s liabilities as they fall due over the course of one year. | The Authority requires a Potential Provider Entity to have:* a minimum current ratio of 1.0; and
* a minimum acid test ratio of 0.8.

If these ratios are not met, the Potential Provider Entity will not meet this qualification standard. |
| Company Watch | Company Watch "H-Score" (an overall measure of a business' financial health – for more information, see [www.companywatch.net/analytics-insight/h-score](http://www.companywatch.net/analytics-insight/h-score)). | If a Potential Provider Entity does not have a score of 20 or above, the Potential Provider Entity will not meet this qualification standard subject to paragraph 9 below. |
| **Table 3: Economic and financial standing qualification standards** |

1. If a Potential Provider Entity meets all of the qualification standards set out in Figure 1 above they will be awarded a PASS. Subject to Paragraph 10 below, if a Potential Provider Entity does not meet one or more of the qualification standards set out in Figure 1 above, the Authority may award a FAIL for this evaluation.
2. The Authority may choose not to award a FAIL despite a Potential Provider Entity not meeting a qualification standard if:
	1. the Potential Provider Entity can provide a parent company guarantee that:
		1. meets the requirements set out in Paragraphs 12, 13 and 14 below; and
		2. in the Authority's opinion, gives the Authority sufficient comfort that the risks associated with the Potential Provider not meeting the qualification standard(s) will be effectively managed by the guarantee; and/or
	2. the Authority considers that there are appropriate mitigating factors demonstrating that the reason(s) behind not meeting the qualification standard(s)are either:
		1. unlikely to recur; or
		2. unlikely to expose the Authority to a significant degree of risk if a contract were to be awarded to the Potential Provider at the end of the procurement.

**Parent company guarantees**

1. The Authority may also require a parent company guarantee from a Potential Provider Entity's ultimate parent company. The Authority may require this in a number of circumstances, including where:
	1. there is a failure to meet one or more of the qualification standards described at Paragraph 8 above;
	2. the Potential Provider Entity that would contract with the Authority is a dormant or "shell" company for an intermediary company;
	3. the contracting entity would be a joint venture company or other special purpose vehicle; or
	4. the contracting entity otherwise:
		1. has no adequate financial track record that the Authority is able to assess; or
		2. lacks the financial capacity required to perform the services provided under 702705451 Career Transition Partnership but is otherwise, in the Authority's opinion, financially sound.
2. The financial standing of any such parent company will be assessed in the same way as if the parent company were the Potential Provider Entity.
3. Where a Potential Provider Entity does not have an ultimate parent company, the Authority may request a bank guarantee be obtained instead.