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**Invitation to Tender**

**TITLE**: Provision of Recruitment Consultant for Launchpad Project – Falmouth University

**PROCUREMENT REF**: 1421LaunchPad

**RETURN DATE**: Wednesday 10th July 2019 at 12.00pm Mid-day.

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| **Version Control** |
| **Project Lead**: Nick Dixon  | **Procurement :** Chris Jones |
| **Post:** Head of Launch-Pad programme  | **Post:** Head of Procurement |
| Version: 01 | 07.06.2019 |

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1. **Form of Tender – Invitation to Quote (ITT)**

You are invited to tender for the above contract. The ‘Invitation to Tender (ITT) consists of a number of parts as identified on the Contents Page. Please read each section carefully and respond wherever indicated. On completion of the ITT, Bidders are required to submit all relevant parts of the Tender via the Falmouth University e-tendering portal <https://in-tendhost.co.uk/universityofexeter/aspx/Home> by the specified closing date.

Falmouth University thanks Bidders for their participation and looks forward to the submission of comprehensive Tenders in keeping with the scope and specification of this project (as set out herein).

1. **Background**.
	1. **Introduction**

Launchpad is an innovative, post-graduate incubation and acceleration programme developed by Falmouth University that creates new digital businesses to meet identified market demand in just 12 months. Software engineers, digital creatives and business people are brought together to solve industry challenges set by strategic partners.

Founders create new high growth, high value tech businesses in Cornwall, that are underpinned by a specially designed one year MA Entrepreneurship programme. Launchpad is an ambitious programme driven by Falmouth University and designed to retain talent in Cornwall, boost the local economy and create global opportunities. Our aim is to recruit the best graduates and work with exceptional partners to drive success for us and for Cornwall.

For more than 100 years, Falmouth University has been a hub of creative thinking and design innovation.

Today, its portfolio of undergraduate and postgraduate courses represents the breadth of the Creative Industries, from art, design and fashion, to gaming, music and film.

Falmouth’s research programmes are built on the principle of open innovation - the idea that the grand challenges of our age can be addressed most effectively when tackled collaboratively across disciplinary boundaries. They focus on delivering impact for lives and economies through the development of new knowledge, solutions, services and products.

More than 5000 students from across the globe study on Falmouth’s two campuses, with access to professional standard environments including state-of-the-art performance and recording studios, some of the best photography facilities in Europe, cutting edge digital manufacturing technology and a TV studio and gallery.

As well as the courses that are delivered on-campus in Cornwall, Falmouth also provides ground-breaking online distance learning and exciting partnerships with industry-leading bodies including the Academy of Contemporary Music and the Fashion Retail Academy in London.

Falmouth University is changing the way Higher Education is delivered. Its future focussed and transdisciplinary approach means it is planning for the needs of the future economy, ensuring its students have the skills they need to excel in a fast-changing world. Putting real world, real market challenges and hands-on experience at the heart of the learning experience also means that Falmouth’s graduates leave as experienced professionals, accomplished complex problem solvers and strong team players.

* 1. **Background specific to Tender**

. Our primary recruitment objective is to increase the ratio of application to placement on the Launchpad programme. Currently, Launchpad averages a 3:1 application ratio to placement with an average rejection rate of 2/3 of all applications. Further evidence suggests that in order to meet intake/output funding targets, we take some managed risk on some applicants placed into the programme.

We wish to increase the application ratio to a minimum of 5:1 with an associated increase of software development applications, concentrating on Junior Developers or mature developers who clearly demonstrate the correct risk profile for the programme (programme withdrawals currently demonstrate a predominance profile of male, mature software developer). We also wish to increase the quality of applicant in both skill level and risk profile.

Historically, the % of software developers that applied to and been placed in the programme in each cohort have been:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Programme | Cohort Size | Programmers Applied | Placed | Percentage of Cohort |
| Pilot  | 20 | 20 | 11 | 55% |
| Cohort 1 | 20 | 20 | 10 | 50% |
| Cohort 2 | 53 | 42 | 17 | 40% |
| Cohort 3a | 31 | 24 | 8 | 26% |
| Cohort 3b | 26 | 7 | 6 | 23% |

Our preference is that our software developers in each cohort will increase to 50% of each cohort on average – @40 placements from @200 applicants. This is spread across multiple cohorts, which will typically be 3 intakes per year, comprising of 20 in January, 20 in June and 40 in September.

In order to achieve the required results, we require to contract a recruitment specialist or agency who is able to substantially increase the proactive, strategic approach to recruiting post graduate students for the programme. This recruitment specialist will have a good appreciation of technology markets and software development recruitment and should be able to demonstrate the ability to create and implement a strategic recruitment plan, which creates multiple approaches to match improvement targets. Further, whilst we continue to provide access to mature students within the programme, we also seek to ensure our recruitment activity is dedicated to building long-term close relationships with Universities across a range of subject areas, including Falmouth, so as to ensure that a significant portion of the cohort intake are fresh graduates.

* 1. **Primary Objectives**
* Increase the ratio of applications from graduates to the Launchpad programme from an average of 3:1 to a minimum of 5:1 – target = 400 applications.
* Increase the % of software developers to match our requirement of 50% of each cohort intake – target = 200 applications, 40 placements.
* To ensure that outward messaging is correctly aligned to desired applicant risk profile.
	1. **Budget And Payment**

The total budget for this project is £67,000.00 (exclusive of VAT). The successful bidder will receive an initial retainer payment of £40,000.00. This will be followed by a series of further payments over the period of the contract based upon number of applications achieved (Please see Section 3 of the Consultancy agreement for full payment plan).

1. **Correspondence**

All correspondence, tenders, associated documents etc. (whether before or after the final submission of tender) are to be directed through the e- procurement portal <https://in-tendhost.co.uk/universityofexeter/aspx/Home>

No approach of any kind in connection with the ITT should be made in any other manner, or to any other person within, or associated with Falmouth University (including its representatives).

* Falmouth University intends to provide all information that is relevant to all Tenderers, even if this information is only requested by one Tenderer.

Please note that the deadline for receipt of clarifications is **Friday 05th July 2019 at 12.00pm mid-day (UK TIME)**

1. **Anticipated Tender Timescales**

|  |  |
| --- | --- |
| **ITT made available to Bidders**  | **Friday 14th June 2019** |
| **Date by which Bidders will need to submit clarifications (if raised)**  | **Friday 05th July 2019 at 12.00pm mid-day** |
| **Deadline for receipt of Stage 1 Tender**  | **Wednesday 10th July 2019 at 12.00pm mid-day**  |
| **Shortlisted bidders stage 2 notified** | **Friday 12th July 2019** |
| **Stage 2 Presentation**  | **W/C 15th July 2019** |
| **Preferred Bidder chosen (subject to contract)** | **W/E 19th July 2019.** |

***NB:*** *This timetable is indicative and Falmouth University reserves the right to change the timescale and will notify Bidders of any such change.*

1. **Submitting your Tender**
	1. **This ITT will close on Wednesday 10th July 2019 at 12.00pm mid-day**. It is the Bidder’s responsibility to ensure that their completed bid is uploaded, in full, no later than the date and time above. Tenders will not be considered if the complete information called for is not provided by the closing date and time stated in this document.
	2. Bidders must complete their ITT in full and submit any requested supporting documentation and other evidence as requested within this ITT. Omissions or exceptions may invalidate a Tender. Bidders must provide a completed Qualification Questionnaire (Selection) at Schedule 9 and ensure all necessary supporting documentation is provided as stipulated with in this ITT.
	3. The complete ITT should be uploaded in a common electronic format such as PDF, Word, Excel or PowerPoint), including technical literature via the procurement portal <https://in-tendhost.co.uk/universityofexeter/aspx/Home>
	4. Falmouth University reserves the right to seek clarifications of tenders during its evaluation of ITTs where it considers this to be necessary.
	5. Tenders, part Tenders and appendices and attachments received after the closing date and time will be excluded from the ITT evaluation procedure and no further consideration of it made. These documents may remain in the procurement system unopened.
2. **Award Criteria and Evaluation Methodology**

In evaluating the ITT, Falmouth University will seek the most advantageous offer, both practically and economically, based on contract award criteria below.

 The tender comprises of a two stage process:

Stage 1 – **Written Tender Process**

Stage 2 – **Presentation** to Key Launchpad Team (on –site / skype session TBC). Please note presentations will take place during the week of 15.07.2019, shortlisted bidders will be given the exact date and time by Friday 12th July.

On evaluation of stage 1, a maximum of three bidders will be shortlisted to proceed to Stage 2.

**STAGE 1:**

|  |  |  |
| --- | --- | --- |
| Award Criteria (Scored)  | % Score | % Sub Scores |
| 1 | **Technical/Operational / Experience Requirements** | **100%** |  |
|  | Please provide the following information as part of your bid:* Demonstrate your proven track record of a large-scale recruitment lead generation.
* Please provide evidence of your skills in relationship management and development.
* Please demonstrate your ability to develop and implement a targeted, proactive recruitment strategy.
* Please demonstrate your ability to leverage and generate Launchpad success stories and convert to future applications.
* Please provide evidence of your understanding of technology and innovation markets.
* Please demonstrate your understanding of the Launchpad programme requirements and HE postgraduate market.
* Please demonstrate your creative ability to overcome issues unique to Cornwall.
* Please demonstrate how you would manage issues created by Brexit – e.g. reduced number of applications from EU citizens.
 |  |  |
|  |  |  |  |
| TOTALS:  | 100% |  |

**STAGE 2:**

|  |  |  |
| --- | --- | --- |
| Award Criteria (Scored)  | % Score | % Sub Scores |
| 1 | * Presentation - 1 hour maximum.
* 30 minutes presentation – 30 minutes Q & A
* Panel will include, Nick Dixon, Head of Launchpad programme, Rob Guppy Talent Acquisition partner (HR) and Justin Scott, Chief Marketing Officer.
 | 100% |  |
| TOTALS:  | 100% |  |

**6.1 Scored Questions: Technical/Operational Requirements**

Each “Scored” Technical/Operationalquestion will be marked out of a maximum of 5 marks and then weighted as indicated. The marks will be awarded as detailed in the table below. These sections will count for 100% of the overall tender score.

|  |  |
| --- | --- |
| ***Score*** | ***Details*** |
| **Very Good = 5** | The response by the Bidder provides a very high degree of confidence of being able to support the achievement of the intended outcomes of the Project. The response is fully detailed with appropriate explanations and supporting evidence, there are a limited number of minor issues and no major issues. The response demonstrates many more strengths than weaknesses, that any desired standards will be exceeded in most respects  |
| **Good = 4** | The response by the Bidder provides a high degree of confidence of being able to support the achievement of the intended outcomes of the Project. The response is detailed with appropriate explanations and supporting evidence, there are a number of minor issues and a limited number of major issues. The response demonstrates more strengths than weaknesses, that any desired standards will be exceeded in some respects |
| **Acceptable = 3** | The response by the Bidder provides an acceptable degree of confidence of being able to support the achievement of the intended outcomes of the Project. The response is sufficiently detailed with some appropriate explanations and supporting evidence, there are a number of minor issues and a limited number of major issuesThe response demonstrates more strengths than weaknesses, that any desired standards will be met |
| **Concern = 2** | The response by the Bidder gives rise to some concerns about being able to support the achievement of the intended outcomes of the Project. The response has limited detail with limited appropriate explanations and supporting evidence, there are a number of minor issues and a number of major issues. The response demonstrates less strengths than weaknesses, that any desired standards may not be met. |
| **Poor = 1** | The response by the Bidder gives rise to many concerns about being able to support the achievement of the intended outcomes of the Project. The response has limited detail with limited appropriate explanations and supporting evidence, there are many minor issues and a high number of major issues. The response demonstrates less strengths than weaknesses, that any desired standards are unlikely to be met. |
| **Unacceptable = 0**  | The response by the Bidder is non-compliant; the response gives rise to many concerns about being able to support the achievement of the intended outcomes of the Project. The response has insufficient detail with virtually no appropriate explanations and supporting evidence, there are many minor issues and a high number of major issues. The response demonstrates less strengths than weaknesses, that any desired standards are highly unlikely to be met. |

**Please note that some questions are weighted to reflect the importance of the question to the project.** For example an actual score of 5 with a weighting of 3 will give a final score of 15. Likewise an actual score of 5 with a weighting of 1 will give a final score of 5. After all the responses to each “Scored” question have been scored, the evaluation panel will apply the weighting for each question.

1. **Conditions of Tendering**
	1. Falmouth University reverses the right to cancel a tender process at any point.
	2. Falmouth University is not liable for any expenses or costs resulting from the cancellation of this tender process or for any other costs incurred by those tendering in response to the ITT.
	3. The information provided in this ITT has been prepared in good faith by Falmouth University but is provided for guidance only and no warranty is given by Falmouth University as to the accuracy of the information.
	4. In submitting your tender, you do so in accordance with the conditions specified or referred to herein.
	5. Falmouth University may reject any tender which does not fully comply with the stipulated requirements.
	6. The Tender shall remain open for acceptance by Falmouth University for a period of 3 months from the date specified for its return.
	7. Falmouth University is not bound to accept the lowest or any Tender and reserves the right to accept or award the contract in whole, in part, or not at all.
	8. Falmouth University will retain a right of audit of all matters relating to the performance of the contract arising from this ITT. This will include all financial matters and details relating to the service provided.
	9. All material provided by Falmouth University must be regarded as confidential and only disclosed to a third party to the extent necessary to complete your tender. Falmouth University requires that all working papers and electronic data must be destroyed by Bidders as soon as notified that they have been unsuccessful.
	10. Any aspects of your Tender which are essential to the quality, cost and delivery of the service must be incorporated into the response.
	11. Your Tender shall be a “bona fide” quote and shall not be fixed or adjusted by, or under, or in accordance with any agreements or arrangements with any other person. You shall keep your tender confidential and not divulge to anyone, even approximately, what your quotation price is or will be or any of its terms or conditions, with the sole exception of information you may have to give.
	12. Falmouth University requires all goods and services to be provided to the address/es stated in the contract documents and, or orders. Individual delivery instructions will be provided before orders are placed for goods or services and will include the appropriate health and safety guidance.
	13. Tender submission and all correspondence with Falmouth University must be written in English.
	14. All goods and, or services supplied shall be fit for purpose and in accordance with any detailed specification(s) supplied with these documents and, or as subsequently amended, agreed by the Bidder and Falmouth University and specified in the final contract documents and, or orders.
	15. All current and future British Legislation/Standards or EU Legislation/Standards or other equivalents shall apply to all goods and services to be supplied where relevant.
	16. A request for prices to be reviewed may be given by the successful Bidder giving at least 3 months’ written notice to Falmouth University and based upon the anniversary of the contract start date. All proposed changes to prices must be agreed by Falmouth University in writing before taking effect and prices may decrease as well as increase.
	17. No media releases, public announcements or public disclosures by the Bidder or the Bidder’s employees or agents relating to the contract or its subject matter, including but not limited to promotional or marketing material, (but excluding any announcement intended solely for internal distribution by the parties or any disclosure required by legal, accounting or regulatory requirements) may be made without the prior written approval of Falmouth University.
2. **Terms and Conditions**
	1. Subject to review (as part of the contractual award process). This work will form part of the contract.



1. **Schedule A – PRE-QUALIFICATION QUESTIONS**

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| **Section 1 – Bidder’s Information**  |
| This question is for information only however it *must* be completed in full. Where sections do not apply, Bidders should indicate that this is the case and why. This question should be completed by the Bidder Organisation and any Relevant Organisations (if applicable).**Trading Name**      |
| **Correspondence Address**      |
| **Telephone Number**      |
| **Fax Number** (optional)      |
| **Email Contact Address** (optional)      |
| **Main Contact of the Bidder Organisation empowered to represent the Bidder in all dealings of a contractual nature once the contract is awarded.** Name      Position      Address      Telephone      Mobile (optional)      E-Mail       |
| **Internet Website Address** (Optional)     (optional) |
| **Registered Office Address (if different from above)**      |
| **Date Established**      |
| **Type of Organisation** (e.g. Private, Private Limited Company, Partnership, Local Authority, Voluntary Body, and Registered Charity) Please provide details of the organisation's structure.      |
| **Registered Business Number:**      **Date of Registration:**       |
| **VAT Registration Number:**      **Ownership**If your company is owned by a parent company, please identify the name(s) of parents and clearly identify the relationship.      |
| **Please confirm whether your Organisation is considered one of the following. (**Optional)*Double-click in boxes to check relevant box*Micro enterprise – Staff < 10, Turnover < €2 million, Balance sheet < €2 million [ ] Small enterprise – Staff < 50, Turnover < €10 million, Balance sheet < €2 million [ ] Medium sized enterprise – Staff < 250, Turnover < €50 million, Balance sheet < than €43 million [ ] Large sized enterprise – Staff >250, Turnover > €50 million, Balance sheet > than €43 million [ ] **This question is optional/for information to gather data for Falmouth University** |
| If your Organisation is owned/run by any of the following, please tick relevant box (Optional)[ ]  BME (Black, ethnic, community/voluntary group)[ ]  Community Interest Companies (CIC)[ ]  Companies owned or managed by women[ ]  Owned or run by Disabled People[ ]  Business owned by Lesbian, Bisexual, Gay or Transsexual**This question is optional/for information to gather data for Falmouth University** |
| Falmouth University would like to understand how and where Bidders find opportunities advertised. This will help us better target our tender advertisements to potential Bidders. Please enter where you saw this tender opportunity advertised.**Pro-Contract (Due North) [ ]** **In-tend [ ]** **Contract Finder [ ]** **Other (please detail) ………………………..** |
| **Section 2 Grounds for Exclusion [‘Pass’ / ‘Fail’]** |
| You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved). If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact Falmouth University for advice before completing this form.***All of the questions in Section 2 are Pass/ Fail – if the Bidder responds “Yes” to any of these questions, this may constitute a “Fail”/*** |
| **2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box** |
| **Yes** | **No** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;
 | [ ]  | [ ]  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;
 | [ ]  | [ ]  |
| 1. the common law offence of bribery;
 | [ ]  | [ ]  |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;
 | [ ]  | [ ]  |
| 1. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:
 | [ ]  | [ ]  |
| (i) the offence of cheating the Revenue; | [ ]  | [ ]  |
| (ii) the offence of conspiracy to defraud; | [ ]  | [ ]  |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978 | [ ]  | [ ]  |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; | [ ]  | [ ]  |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; | [ ]  | [ ]  |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; | [ ]  | [ ]  |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; | [ ]  | [ ]  |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or | [ ]  | [ ]  |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; | [ ]  | [ ]  |
| 1. any offence listed—
 | [ ]  | [ ]  |
| (i) in section 41 of the Counter Terrorism Act 2008; or | [ ]  | [ ]  |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; | [ ]  | [ ]  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);
 | [ ]  | [ ]  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;
 | [ ]  | [ ]  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;
 | [ ]  | [ ]  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
 | [ ]  | [ ]  |
| 1. an offence under section 59A of the Sexual Offences Act 2003;
 | [ ]  | [ ]  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009;
 | [ ]  | [ ]  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or
 | [ ]  | [ ]  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive—
 | [ ]  | [ ]  |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or | [ ]  | [ ]  |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. | [ ]  | [ ]  |
| **2.2 Non-payment of taxes****Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? | [ ]  | [ ]  |
| **Section 3: Economic and Financial Standing** | **Bidder’s Response** |
| **A. Credit Safe – score**Falmouth University may run a Credit Safe financial check on Bidders and take a considered view on the likelihood of business risk and failure. Bidders with Credit Safe Failure rating of 50 or less will be requested to provide further information / clarifications. For businesses not covered by the Credit Safe report, these businesses will be requested to supply a minimum of 3 years accounts / or as trading history if 3 years of accounts are not available.The following financial ratio will be used to access business risk and failure for those business not covered by a Credit Safe report.Current Ratio: = Current Assets / Current LiabilitiesFalmouth University may request further clarification on any Credit Safe Failure rating.***Pass/ Fail – In the event that a Bidder achieves a Credit Safe Failure rating of 50 or less this may constitute a ‘Fail’.*** | This organisation consents to a Credit Safe Check [ ]  |
| **B - Insurance** Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer’s (Compulsory) Liability Insurance = £1,000,000Public Liability Insurance = £1,000,000Professional Indemnity Insurance = £1,000,000Product Liability Insurance = £1,000,000***Pass/ Fail – These are the minimum insurance threshold. If a Bidder is unable to satisfy this minimum threshold (or commit to obtain the relevant insurances), this will constitute a fail.*** | [ ]  Yes[ ]  No  |
| **Section 4: Legislative Compliance** | **Bidder’s Response** |
| **A – Compliance with equality legislation** For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. |
| 1. In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?***Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | [ ]  Yes[ ]  No  |
| 2. In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.**You may be excluded if you are unable to demonstrate to Falmouth University’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.** ***Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | [ ]  Yes[ ]  No  |
| **B - Environmental Management** |
| Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.**Falmouth University will not select Bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless Falmouth University is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.*****Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | [ ]  Yes[ ]  No  |
| **C - Health and Safety** |
| 1. Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.***Pass/Fail – In the event that a Bidder answers ‘No’ to this question, this may constitute a ‘Fail’*** | [ ]  Yes[ ]  No  |
| 2. Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? **If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.****Falmouth University will exclude Bidder(s) that have been in receipt of enforcement/remedial action orders unless the Bidder(s) can demonstrate to Falmouth University’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.**  ***Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | [ ]  Yes[ ]  No  |
| **Section 5: Conflicts of Interest**  |
| 1. Do any potential conflicts of interest exist between this work, any senior member of your company or any member of Falmouth University?**If the answer is ‘Yes’ consideration will be given to the conflicts, the potential impact on the Contract or the procurement and how this can be managed in order to protect all parties. Should there be a conflict that, in Falmouth University’s opinion, could not be suitably managed then this would constitute a ‘Fail’.*****Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | If yes, please provide details       |
| **Section 6: Termination** |  |
| Has the Bidder Organisation ever had a contract terminated as a result of non-compliance or non-performance within the last three years? This section only applies to termination of a contract relevant to the services/goods required to be provided as part of the Contract.**If answer is ‘Yes’, please provide details of such termination. Consideration will be given to the reasoning behind the termination. Falmouth University will excluded Bidders who cannot reasonably demonstrate that appropriate remedial action has been taken to prevent similar circumstances arising and resulting in termination of any contract awarded as a result of this procurement.*****Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | [ ]  Yes[ ]  No  |
| **Section 7: Terms and Conditions** |
| The applicable Terms & Conditions are Falmouth University’s **Standard Terms & Conditions for the Purchase of Goods** which is available to view in appendix A. If there are specific clauses which cannot be agreed to please set these out in the space provided and provide an explanation. Please note that doing this does not guarantee Falmouth University’s acceptance to varied terms and conditions. Falmouth University holds at its discretion the right to disqualify Bidders who do not agree to Falmouth University’s Terms & Conditions of purchase.***Pass/Fail – In the event that a Bidder is not willing to accept Falmouth University’s Terms and Conditions, this may constitute a ‘Fail’.*** | **Please indicate that you are tendering in agreement of these terms by selecting the box [ ]**  |
| **Section 8: University’s Policies** |
| The successful Bidder should be aware of the following University policies and procedures and shall accept and support Falmouth Exeter Plus in compliance with the same principles over the life of the contract period:Sustainability and Awareness<http://www.fxplus.ac.uk/work/sustainability>Sustainable procurement <http://www.fxplus.ac.uk/work/sustainability/sustainability-policy-and-strategy>Health and Safety Policy<http://www.fxplus.ac.uk/work/health-safety>Freedom of Information Act<http://www.fxplus.ac.uk/sites/default/files/documents/fx_plus_foi_charging_policy_oct_2013.pdf>**Modern Slavery Act** * The Successful bidder shall comply with all applicable laws, statutes, regulations and codes from time to time in force including but not limited to the Modern Slavery Act 2015; and
* The Successful bidder presents and warrants that neither the bidder nor any of its officers, employees or other persons associated with it:
	+ has been convicted of any offence involving slavery and human trafficking; and
	+ to the best of its knowledge, has been or is the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking;
* The Successful bidder shall implement due diligence procedures for its own suppliers, subcontractors and other participants in its supply chains, to ensure that there is no slavery or human trafficking in its supply chains.

Please confirm that you agree to follow the principles in these policies during the life of the contract**.** You may wish to provide copies of relevant policies of your own. | [ ]  Yes[ ]  No  |

1. **DECLARATION**

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| **Declaration** |
| I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of......................... (**Insert name of Bidder**). I understand that Falmouth University may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.I also declare that there is no conflict of interest in relation to Falmouth University’s requirement. |
| **ITT COMPLETED BY** |
| Name |  |
| Role in organisation |  |
| Date |  |
| Signature |  |