Invitation to Tender

Attachment 2b – Certificate of Past Performance Guidance

**RM6269 – Restructuring and Insolvency**

**Attachment 2b - Certificate of Past Performance Guidance**

The requirement for the submission of Certificates of Past Performance (CoPPs) is included to enable you to demonstrate your ability to deliver the Capabilities to customers/clients or their Trustee (hereafter referred to as customer). To submit a valid tender you must meet the mandatory requirements in relation to evidencing the Primary Capabilities. It is your choice if you would also like to evidence any Additional Capabilities or Sector Specialisms as described in the optional requirements (the optional requirements will not affect or determine the outcome of your tender and have no scoring associated with them).

**Mandatory Requirements**

1. Evidence all seven Primary Capabilities, as specified in clauses 3.2.1 - 3.2.7 of Framework Schedule 1 (Specification), across no more than 3 CoPPS
2. Minimum values for each CoPP are set out in the guidance below.

**Optional Requirements**

1. You can submit evidence across a maximum of nine further CoPPs using Attachment 2d Additional Capabilities Template to cover Additional Capabilities and Sector Specialisms and/or further Sector Specialisms for your Primary Capabilities that you have not evidenced as part of your Attachment 2c Primary Capabilities Template.
2. Evidence any Additional Capabilities and additional Sector Specialisms, as specified in clauses 3.3.1-3.3.6 and clauses 3.4.1-3.4.12 of Framework Schedule 1 (Specification).
3. Evidence any further Sector Specialisms specified in clauses 3.4.1-3.4.12 of Framework Schedule 1 (Specification) for your Primary Capabilities as specified in clauses 3.2.1 - 3.2.7 of Framework Schedule 1 (Specification) that you have not evidenced as part of your Attachment 2c Primary Capabilities Template CoPPs.

**Guidance**

1. Each CoPP can be from either the public sector or private sector.
2. CoPPs which relate to a customer outside of the UK will be accepted.
3. CoPPs may cover situations where your organisation was acting as prime contractor, key subcontractor or part of a consortium.
4. If you wish to offer any of the Additional Capabilities, as specified in clauses 3.3.1-3.3.6 of Framework Schedule 1, (Specification) you can submit up to nine Additional CoPPS.
5. If you wish to offer any of the Sector Specialisms, as specified in clauses 3.4.1-3.4.12 of Framework Schedule 1, (Specification) you can evidence these on any of your CoPPs. Sector specialisms can be evidenced through the additional CoPPs provided that at least one Primary Capability or Additional Capability can be evidenced through the same CoPP.
6. The Additional Capabilities and Sector Specialisms evidenced through the CoPPs will become filters through which customers can find capable suppliers to meet their requirements at call-off.
7. Each CoPP provided must relate to a single contract undertaken between **1st October 2018 and 31st October 2021** to be valid. There is no requirement for the contract to have commenced or completed during this period, but all or part of the engagement relating to the capabilities you are evidencing must have been invoiced during this period.
8. Each CoPP must clearly and unambiguously fall within the scope of the requirement and capabilities and sector(s) for which you are bidding.
9. Each CoPP provided must be signed and dated by the customer. Please note e-signatures will be accepted.
10. Contracts awarded under other frameworks via call-off contracts will be considered valid, but framework agreements themselves will NOT be considered valid.
11. CCS reserves the right to contact the customer to verify the content of the CoPPs you have submitted. You must notify the customer that they may be contacted by us.
12. An appointed Insolvency Practitioner, whichever firm they work for can sign the CoPP provided that they are doing so in their legal capacity as the appointed Insolvency Practitioner rather than as an employee or partner of the firm, and only where the company in insolvency was the client for the work undertaken.
13. It is permissible to approach the same customer for multiple contract examples for use as CoPPs providing that they meet the requirements of this document.
14. You must upload a zip folder containing all of your CoPPs in the Qualification Envelope of the eSourcing Suite i.e. one folder containing Primary Capabilities CoPPs and one for Additional Capabilities CoPPs.
15. You may submit multiple CoPPs for the contract example if it covers both Primary and Additional Capabilities. You will need to submit it twice, once on each form and ensure both are signed by the relevant customer.
16. The content of CoPPs will be treated as confidential and will only be viewable by CCS in relation to the evaluation of this framework.

**Primary Capabilities**

1. In order to bid for the Framework you must evidence all seven Primary Capabilities across a maximum of three CoPPs (please note if you can evidence all seven Primary Capabilities within one or two CoPPs, that is acceptable).
2. Each Primary Capability CoPP must:
	1. Relate to a target company with an annual turnover of at least £20m
	2. Relate to a target company with a debt size of at least £5m

**Additional Capabilities**

1. Additional Capabilities which you seek to apply for must be evidenced through a maximum of nine CoPPs. Please note that there is no requirement to submit CoPPs for any of the Additional Capabilities if you do not wish to provide those capabilities.
2. Each CoPP for an Additional Capability must:
	1. Relate to a target company with an annual turnover of at least £100m
	2. Relate to a target company with a debt size of at least £25m

**Specific Sector Expertise**

1. On any of your CoPPs evidencing Primary Capabilities or Additional Capabilities, you may optionally indicate that the CoPP evidences specific a Sector Specialism across any of the following sectors:
	1. **Advanced Manufacturing,** whichincludes aerospace manufacturing, automotive manufacturing, computers & electrical equipment manufacturing, machinery & equipment manufacturing, shipbuilding, chemicals manufacturing, and space
	2. **Aviation**
	3. **Business Services**, which includes outsourcing, professional services, recruitment services and facilities management
	4. **Construction**
	5. **Consumer**, which includes retail, consumer goods, tourism, hospitality and leisure
	6. **Defence**
	7. **Energy**, which includes electricity, gas markets, civil nuclear, oil & gas and refined petroleum products manufacturing
	8. **Financial Services**
	9. **Health and Social Care**
	10. **Heavy Industry**, which includesagri-tech, cement manufacturing, composites, construction material, ceramics, plastics manufacturing, rail manufacturing, paper manufacturing, mining, steel manufacturing, fabricated metal products manufacturing and other energy intensive industries
	11. **Technology, Media and Telecoms**
	12. **Transport (excluding aviation)** which includes maritime & ports, road haulage & logistics, rail, warehousing & storage, and postal & courier services