

# Request for Proposal

## Question bank



**Request for Proposal (RFP) on behalf of United Kingdom Research and Innovation (UKRI)**

**Subject: STFC Taxi Services**

**Sourcing Reference Number: GSS24735**

## Section 6 – Response Evaluation Questionnaires

### Introduction

Bidders should note that the response evaluation questionnaire is located within the eSourcing portal.

Guidance on how to register and use the eSourcing portal is available at <https://beisgroup.ukp.app.jaggaer.com/>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

**STFC Taxi Services**

**GSS24735**

**OPEN ABOVE THRESHOLD PROCEDURE**

### **Bidder Guidance notes for completion for Parts 1, 2, 3 and definitions for all sections**

1. The “authority” or “we” or “us” means the named Contracting Authority or anyone acting on behalf of the Contracting Authority, that is seeking to invite suitable organisations to participate in this procurement process.
2. “You” / “Your” refers to the potential Supplier or Bidder completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (as amended) (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1 & 2 and potentially 3 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. **Note for Contracting Authorities: The following paragraph should be included for Contracting Authorities in scope of PPN 01/22** The authority may decline to consider bids (or otherwise exclude from participating in the procurement) from suppliers who are constituted or organised under the law of Russia or Belarus, or whose ‘Persons of Significant Control’ information states Russia or Belarus as the place of residency, unless the supplier (or any member of their supply chain they rely on to deliver the contract):
  - is registered in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement; and/or

- has significant business operations in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement.

Bidder guidance : For the mandatory exclusion grounds only, you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:

- members of your administrative, management or supervisory board;
  - entities and persons who have powers of representation, decision or control.
- You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.

The second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn't necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

*For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, providing one composite response and declaration.*

The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in [Schedule 1](#) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, [read the terms](#) and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

<sup>23</sup> See [PCR 2015 regulations 71 \(8\)-\(9\) http://www.legislation.gov.uk/uksi/2015/102/pdfs/ukxi\\_20150102\\_en.pdf](http://www.legislation.gov.uk/uksi/2015/102/pdfs/ukxi_20150102_en.pdf)

The Contracting Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

# Procurement Policy Note: Standard Selection Questionnaire (SQ)

**Action Note 03/24****March 2024****Issue**

1. This Procurement Policy Note (PPN) updates the Selection Questionnaire (SQ) and accompanying statutory guidance. The amendments reflect changes to policy.

**Dissemination and Scope**

2. This PPN applies to all contracting authorities in England, and contracting authorities in Wales and Northern Ireland that exercise wholly or mainly reserved functions, in each case when undertaking above threshold procurements within part 2 of the Public Contracts Regulations 2015 (PCR 2015). Please circulate this PPN within your organisation, drawing it to the attention of those with a purchasing role.

**Timing**

3. The revised standard selection questions and any other changes to this PPN are to be in use at the latest by 3 months after the publication date, but can be used immediately. This timescale is to allow for the time needed to incorporate the revised SQ into procurement processes and for the amendment of e-procurement tools.

**Action**

4. It is important to comply with the guidance and the standard selection questions in the attached annexes:

[Annex A](#) - Guidance on the selection stage process

[Annex B](#) - Standard selection questions

[Annex C](#) - Selection questionnaire template

[Annex D](#) - Exclusion grounds.

**Background**

5. Regulation 107 of the [PCR 2015](#) provides for statutory guidance on the selection stage of a procurement. This PPN updates and replaces:

- i) PPN 03/23 with revised statutory guidance and standard selection questions; and

- ii) replaces the European Single Procurement Document (ESPD) with the Single Procurement Document (SPD), as set out in regulation 59 of the PCR 2015 (following EU Exit). The SPD is the Selection questionnaire template at Annex C.

6. The standard selection questions incorporate the exclusion grounds listed in the [PCR 2015](#).

7. In response to feedback received on PPN 03/23, and subsequent policy

changes, the SQ has been changed as follows: -

- updated payment related questions
- updated steel related questions
- clarity for contracting authorities on considering bids from Russian/Belarusian suppliers as set out in [Procurement Policy Note 01/22](#); and
- removed references to PAS91 which has now been withdrawn by the BSI.

8. To support the move to e-procurement platforms, the format of the SQ template has been revised. Whilst the template may be helpful for some contracting authorities, the growing need is for a format that can be easily adapted for use on e-platforms. This PPN provides both a list of standard selection questions and an SQ template.

### **Contact**

9. Enquiries about this PPN should be directed to the Helpdesk (hosted by Crown Commercial Service) on 0345 410 2222 or email [info@crownccommercial.gov.uk](mailto:info@crownccommercial.gov.uk).

## Section 6 – Evaluation Response Questionnaires

### 6.1. Qualification / Selection Questionnaire

- 6.1.1 Bidders should note that the Qualification / Selection Questionnaire is located within the **eSourcing Portal**.

**Guidance on how to register and use the eSourcing portal is available at**

**<https://beisgroup.ukp.app.jaggaer.com/>**

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Part 1: Potential supplier Information – All Lots

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection shall complete and submit the Part 1 and Part 2 self-declaration.

**Bidder guidance** – If any bidder is found to be non-compliant with any exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.

**Bidder guidance** If you are in doubt as to how to answer any question in the procurement documents, please ensure that you seek a formal clarification with the Contracting Authority.

Any reference to “supplier(s)”, “bidder(s)”, organisation(s) shall mean those named, providing a submission in this procurement procedure.

Section 1	Potential Supplier Information	
Question Number	Question	Response
<b>Bidder guidance – Part 1 (Section1) Mandatory PASS / FAIL</b>  Questions are all Mandatory completion including a confirmation of Not Applicable (N/A) (as applicable if the question is not applicable to your organisation) A Failure to answer a question or provide information as applicable and requested will result in a FAIL.		
1.1 (a)	Name (if, registered, please give the registered name).	
1.1 (b) – (i)	Registered address (if applicable) or head office address	
1.1 (b) – (ii)	Registered website address (if applicable)	
1.1 (c) (i)	Trading status a) public limited company b) private limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status in 1.1(c)(ii))	
1.1 (c) (ii)	If other, please specify your trading status	
1.1 (d)	Date of registration (if applicable) or date of formation	
1.1 (e)	Registration number (company, partnership, charity, etc - if applicable)	
1.1 (f)	Registered VAT number	
1.1 (g)(i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement and as set out in the procurement documents in the member state where your organisation is established?  If YES please provide the relevant details, including the name of the register and registration number(s) and, if evidence of registration is available electronically, please	Yes <input type="checkbox"/> No <input type="checkbox"/>

	give the website address, issuing body and reference number.	
1.1 (g)(ii)	If you have answered Yes to 1.1 (g)(i) please provide detail in this section	
1.1 (h)(i)	<p>For procurements for <b>services</b> only, is it a legal requirement in the country where you are established for you to:</p> <p>a) possess a particular authorisation, or</p> <p>b) be a member of a particular organisation, to provide the requirements specified in this procurement?</p> <p>If YES please provide additional details of what is required and confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1.1 (h)(ii)	If you have answered Yes to 1.1(h)(i) please provide this detail in this section	
1.1 (i) – (i)	<p>Relevant classifications (state whether you fall within one of these, and if so which one)</p> <p>a) Voluntary Community Social Enterprise (VCSE)</p> <p>b) Sheltered Workshop</p> <p>c) Public service mutual</p>	<p>a) <input type="checkbox"/></p> <p>b) <input type="checkbox"/></p> <p>c) <input type="checkbox"/></p>
1.1 (j)	Are you a Small, Medium or Micro Enterprise (SME)? <sup>11</sup>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1.1 (k)	<p>Details of Persons with Significant Control (PSC)<sup>12,13</sup>, where appropriate<sup>14</sup>:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Date of birth</li> <li>- Nationality</li> <li>- Country, state or part of the UK where the PSC usually lives</li> <li>- Service address</li> <li>- The date he or she became a PSC in relation to the company;</li> <li>- Which conditions for being a PSC are met: <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%</li> <li>- More than 50% and less than 75%</li> <li>- 75% or more</li> </ul> </li> </ul>	

<sup>11</sup> See EC definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>12</sup> It is possible to decline to consider bids from Russian or Belarusian suppliers in certain circumstances. For suppliers who are constituted or organised under the law of Russia or Belarus or their 'Persons of Significant Control' information states Russia or Belarus as the place of residency, the supplier's bid can be discounted. See PPN 01/22 for further guidance



<sup>13</sup>UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](#). Overseas bidders are required to provide equivalent information.

<sup>14</sup>Only information that relates to the persons with powers of representation, decision or control within the meaning of Regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only.

1.1 (l)	<p>Details of your immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of immediate parent company</li> <li>- Registered or head office address</li> <li>- Registration number (if applicable)</li> <li>- VAT number (if applicable)</li> </ul> <p>Bidder guidance Please confirm N/A if not applicable by ticking No Please enter Yes if you have an immediate parent company</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1.1 (m)	<p>Details of your ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of immediate parent company</li> <li>- Registered or head office address</li> <li>- Registration number (if applicable)</li> <li>- VAT number (if applicable)</li> </ul> <p>Bidder guidance Please confirm N/A if not applicable by ticking No Please enter Yes if you have an immediate parent company and use this section to provide the above details required</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1.1 (n)	<p>Are you bidding as a single supplier or as part of a group or consortium?</p> <p>Bidder guidance - Yes - bidding as a single supplier No - not bidding as a single supplier but as a group or consortia</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1.1(o)(i)	<p>If you are you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please tell us:</p> <ul style="list-style-type: none"> <li>a) The name of the group/consortium.</li> <li>b) The proposed structure of the group/consortium, including the legal structure where applicable.</li> <li>c) The name of the lead member in the group/consortium.</li> <li>d) Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).</li> <li>e) If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and</li> </ul>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>professional ability?) and, if so, which criteria you are relying on them for.</p> <p>Bidder guidance – If you answer Yes to 1.1(o)(i) please ensure you provide supporting information under section 1.1(o)(ii).</p>	
1.1(o)(ii)	Bidder to add supporting information to 1.1(o)(i)	
1.1 (p)	<p>If you are proposing to use a supply chain, please provide the following details for each subcontractor/supply chain member.</p> <p>Name Registration number Registered or head office address Trading status</p> <ul style="list-style-type: none"> <li>a) public limited company</li> <li>b) private limited company</li> <li>c) limited liability partnership</li> <li>d) other partnership</li> <li>e) sole trader</li> <li>f) third sector</li> <li>g) other (please specify your trading status)</li> </ul> <p>Bidder guidance – Yes – we are proposing to use a supply chain if so provide details of the supply chain in 1.1(p)(i) below and replicate for each supply chain utilised. No – we are not proposing to use a supply chain</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1.1 (p)(i)	If you have answered Yes to 1.1(p) please list the supply chain details in this section covering a) to g)	
1.1 (p)(ii)	<p>Bidder guidance please provide a response to each of the following questions for each subcontractor/supply chain member.</p> <ul style="list-style-type: none"> <li>1) Registered VAT number</li> <li>2) SME?</li> <li>3) The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables.</li> <li>4) The approximate % of contractual obligations assigned to each subcontractor</li> <li>5) Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for?</li> </ul> <p>Bidder guidance - This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into for that part</p>	

	of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18.  Bidder guidance – Replicate 1) to 5) for each subcontractor / supply chain member	
1.1 (q)	We intend to bid for the following lots in our submission  Lot 1 – RAL  Lot 2 Daresbury	

Section 1	Grounds for Mandatory Exclusion	
Question Number	Question	Response
<p>Part 2 Questions are all Mandatory completion bidder must answer Yes or No. Where requested to do so bidders must provide sufficient supporting information (as applicable).</p> <p>If any bidder is found to be non-compliant with any exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.</p> <p>For the mandatory exclusion grounds only, you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:</p> <p>The first category is members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.</p> <p>The second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control.</p> <p>Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn't necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.</p>		
1.2 (a) - (i)	Within the past five years, anywhere in the world, have you or any person who	Yes <input type="checkbox"/> No <input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• is a member of the supplier's administrative, management or supervisory body; or</li> <li>• has powers of representation, decision or control in the supplier</li> </ul> been convicted of any of the offences within the summary below and listed in full in Annex D	Bidder guidance - If Yes, please ensure you provide details against each listed question
1.2 (a) - (ii)	Participation in a criminal organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2 (a) - (iii)	Corruption	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2 (a) - (iv)	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2 (a) - (v)	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2 (a) - (vi)	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2 (a) - (vii)	Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If you have answered YES to any of the questions on mandatory exclusion grounds please provide further details, including;</p> <ul style="list-style-type: none"> <li>- date of conviction and the jurisdiction</li> <li>- which of the grounds listed the conviction was for</li> <li>- the reasons for conviction</li> <li>- the identity of who has been convicted</li> </ul> <p>If the relevant documentation is available electronically please provide:</p> <ul style="list-style-type: none"> <li>- the web address</li> <li>- issuing authority</li> <li>- precise reference of the documents</li> </ul> <p>Bidder guidance - If you have answered Yes to any part of the questions on mandatory exclusion grounds please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion (Self cleaning)</p> <p>Bidder guidance- bidders should also explain the offence along with the date of the offence and a sufficient overview of the offence committed</p>		

## Part 2: Exclusion Grounds Questions - All Lots

Bidder guidance - Please answer the following questions in full. **Note** that every organisation that is being relied on to meet the selection criteria must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Mandatory and discretionary grounds relating to the payment of taxes and social security contributions.	
Question Number	Question	Response
	<p>Bidder guidance – Part 2 Questions are all Mandatory completion; bidders shall answer Yes or No. Where requested to do so bidders must provide sufficient supporting information (as applicable).</p> <p>Bidder guidance – If any bidder is found to be non-compliant with any exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.</p> <p>The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex D and should be referred to before completing these questions.</p>	
2.1 (a) - (i)	Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.1 (a) - (ii)	<p>Bidder guidance - If you have answered <b>Yes</b> to question 2.1 (a)(i)</p> <p>If documentation is available electronically, please provide-</p> <ul style="list-style-type: none"> <li>- the web address,</li> <li>- issuing authority,</li> </ul> <p>precise reference of the documents.</p> <p>If you have answered <b>No</b> to this question, please provide further details including the following-</p> <ul style="list-style-type: none"> <li>- Country concerned,</li> <li>- the amount concerned</li> <li>- how the breach was established, i.e., through a judicial or administrative decision or by other means,</li> <li>- if the breach has been established through a judicial or administrative decision please provide the date of the decision, if the breach has been established by other means please specify the means.</li> </ul> <p>Bidder guidance - Please also confirm whether you have paid or have entered into a binding arrangement with a view to paying the outstanding sum including, where applicable, any accrued interest and/or fines.</p>	

	Please Note: The contracting authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.	
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Section 3	Grounds for discretionary exclusion	
Question Number	Question	Response
<p><b>Bidder guidance</b> – Part 2 Questions are all Mandatory completion. Where requested to do so all bidders must provide sufficient supporting information (as applicable).</p> <p>If any bidder is found to be non-compliant with any discretionary exclusion ground or provides misleading or false information, this will result in exclusion from further consideration and or any potential award of contract under this procedure.</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out in Annex D and should be referred to before completing these questions.</p>		
3.1 (a)	Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on the webpage applied to you?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (b)	Breach of environmental law obligations? Bidder guidance - To note that environmental law obligations include Health and Safety obligations. See Annex D	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (c)	Breach of social law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (d)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (e)	Bankruptcy or subject of insolvency?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (f)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (g)	Distortion of competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (h)	Conflict of interest?	Yes <input type="checkbox"/>

		No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (i)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (j)	Prior performance issues?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (k)	Do any of the following statements apply to you? <ul style="list-style-type: none"> <li>You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria?</li> <li>You have withheld such information.</li> <li>You are not able, without delay, to submit supporting documents if/when required.</li> <li>You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (l)	<p>You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.</p> <p>If you are a relevant commercial organisation, please confirm:</p> <ul style="list-style-type: none"> <li>you have published a statement as required by Section 54 of the Modern Slavery Act (MSA)</li> <li>that the statement complies with the requirements of Section 54 and any guidance issued under S54.</li> </ul> <p>Bidder Guidance - The bidder shall provide the relevant URL or attachment in 3.1(l)(i).</p> <p>Yes - This submission must be compliant with the Modern Slavery Act to achieve a PASS.</p> <p>No - response is a statement that the bidder is not subject to section 54 of the MSA and provides a confirmation attachment to this effect (e.g. turnover is less than £36 million) and will achieve a PASS for this section only, for both UK and Non UK suppliers for all non-Central Departmental procurements.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.1(l)(i)

	<p>If you are captured by the Modern Slavery Act then it is a requirement of the Contracting Authority in its contractual terms, for you to comply with this obligation including the Contracting Authority's right of audit under any contract awarded</p> <p>If your organisation answers No and is currently captured by the Modern Slavery Act and is not currently compliant, but will be prior to any contract award, as you will be captured by the Act at the time of an award decision then this will achieve a PASS. A failure to be compliant at the time of the award decision will result in a FAIL. Please ensure that you make this assurance and confirmation statement in the attachment section.</p> <p>If your organisation answers No and is captured by the Modern Slavery Act and is not currently compliant, nor will it be prior to any contract award then this will result in a FAIL. Please ensure that you make this confirmation statement in the attachment section.</p> <p>If your organisation is captured by the Modern Slavery Act and answers No, then without demonstrating self cleaning or a refusal to comply with the act under any potential award this will result in a FAIL. Please ensure that you make this confirmation statement in the attachment section.</p> <p>If you answer No as a UK based supplier and this is because you are not captured by the Modern Slavery Act by not having a minimum turnover of at least £36 million, then you need to confirm this in writing in the attachment section to achieve a PASS.</p> <p>It is of paramount importance that any organisation needs to thoroughly consider before submitting its response, that having a UK subsidiary will not automatically mean that an overseas parent company is caught by the Modern Slavery Act, since a subsidiary may act completely independently of its parent or other group companies.</p> <p>Scoring Criteria - Mandatory Pass / Fail</p>	
3.1 (l)(i)	<p>Bidder to provide relevant URL or attachment to question 3.1(l)</p> <p>Bidder guidance – Bidder that answered No to question 3.1(l) that it is not subject to section 54 of the MSA provides a confirmation attachment.</p>	
3.2	<p>Bidder guidance - If you have answered <b>YES</b> to any of the questions relating to grounds for discretionary exclusion (or <b>NO</b> to the Modern Slavery Act question above), (if applicable to you by the above guidance) please</p>	



	explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion? (Self-cleaning).
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## Part 3: Questions (Selection Criteria Questions)

### Cabinet Office set Questions – All Lots

Section 4	Economic and Financial Standing	
Question Number	Question	Response
4.1 (a)	<p>If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:</p> <ul style="list-style-type: none"> <li>- the web address</li> <li>- issuing authority</li> <li>- precise reference of the documents.</li> </ul> <p>Bidder guidance - Bidder shall answer:  Yes - provide all three details for 4.1(a) above in 4.3  No - we do not have financial statements filed with companies' house stating the reason why in 4.3.</p> <p>No - we do not have financial statements filed with companies' house e.g. we have financial statements filed with the following organisation re overseas / other national state based organisation and provide this information in 4.3.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 4.3
4.1(b)	<p>If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).</p> <p>Also please provide for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing a copy of their detailed accounts for the last two years (audited if required by law).</p> <p>Bidder guidance - Bidder shall answer  Yes - provide in section 4.3  No - provide an explanation as to why you do not have detailed audited accounts for the last two years in 4.3</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 4.3
4.1(c)	<p>If you cannot provide an electronic link to your audited accounts in 4.1(a) and cannot provide a copy in 4.1(b), please provide any of the following alternatives:</p> <ul style="list-style-type: none"> <li>a) A statement of your annual turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.</li> <li>b) Alternative information to evidence economic and financial standing if any of the above are not available (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If Yes, please provide details at 4.3

	<p>Bidder guidance - Bidder shall answer Yes - provide in section 4.3 No - provide an explanation as to why you do not have an answer to 4.1(c) (a) or (b) below in 4.3</p> <p>(N/A if not applicable if you have answered yes to 4.1(a) or (b) above)</p>	
4.2	<p>Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required.</p> <p>Bidder guidance - Bidder shall answer Yes - provide information in section 4.3 No - we are not relying on any security to meet the selection criteria for financial standing</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 4.3</p>
4.3	<p>Please use this section to provide links, Information or upload documents requested against this Economic and Financial standing section. The Contracting Authority must satisfy itself that any bidder has a suitable level of Economic and Financial standing in order to consider any bidder for an award under this procurement.</p> <p>Bidders must clearly denote as to which of the Economic and Financial standing question(s) is being answered in this section</p>	

Section 6	Technical and Professional Ability
Question Number	Question
6.1	<p><b>Relevant experience and contract examples.</b></p> <p>Bidder guidance – Section 6 Questions are all Mandatory completion. Where requested to do so bidders must provide sufficient supporting information (as applicable).</p> <p>Please provide details of up to three contracts to meet the technical and professional ability criteria set out in the procurement documents, in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p>

	<p>For consortium bids, or where you have indicated that you are relying on a particular member or a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/particular member/subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.</p> <p><b>For each contract please provide the following information</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation who signed the contract.</li> <li>- Name of supplier who signed the contract.</li> <li>- Point of contact of the customer.</li> <li>- Position in the customer's organisation.</li> <li>- E-mail address.</li> <li>- Description of contract.</li> <li>- Contract Start date.</li> <li>- Contract completion date.</li> <li>- Estimated contract value.</li> </ul>
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6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>The description should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes)</p>
6.3	<p>If you cannot provide at least one example of previous contracts that are relevant to our requirement in 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

Section 7 Insurance	
7.1	<p><b>Insurance</b></p> <p>Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5 million Public Liability Insurance = £5 million Professional Indemnity Insurance = £2 million</p> <div style="text-align: right;"> <input type="checkbox"/> Yes  <input type="checkbox"/> No         </div>

	<p>*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information:  <a href="http://www.hse.gov.uk/pubns/hse39.pdf">http://www.hse.gov.uk/pubns/hse39.pdf</a> .</p> <p>Bidder guidance Mandatory Pass / Fail question</p> <p>Yes = Pass No = Fail</p>	
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### Bidder guidance -

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Data Protection
8.1	
8.1 (a)	<p>Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.</p> <p>Bidders shall respond Yes or No</p>
8.1 (b)	<p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> <li>• to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>• to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>• to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>• to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place);</li> <li>• to maintain records of personal data processing activities; and</li> <li>• to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul> <p>Mandatory Pass/Fail</p>

## Part 3: Questions (Selection Criteria Questions)

### UKSBS specific questions. All Lots

SEL1.10	<p><b>Information Security</b></p> <p>The information security requirement may include conducting a security assessment based on the Cloud Security Principles on suppliers who access, process or store Personally Identifiable Information (PII), sensitive or confidential data.</p> <p>In addition to this, we require suppliers to have at least one of the following accreditations:</p> <ol style="list-style-type: none"> <li>1. Cyber Essentials certification</li> <li>2. Cyber Essentials Plus certification</li> <li>3. ISO 27001 certification</li> <li>4. ISO 27017 for cloud services</li> <li>5. IASME Governance standard certification</li> <li>6. SOC 2 Type 2 report</li> <li>7. CSA STAR certification</li> </ol> <p>In the absence of any of the above certifications, in <b>SEL1.10.1</b> bidders should attach for review a copy of their Information Security Policy, that has been approved and which is in use internally, demonstrating the effective management of risks to the confidentiality, integrity and availability of information.</p> <p>Please refer to the link below for the full NCSC guidance on the cloud security principles:  <a href="https://www.ncsc.gov.uk/collection/cloud/the-cloud-security-principles/responses-to-the-cloud-security-principles">https://www.ncsc.gov.uk/collection/cloud/the-cloud-security-principles/responses-to-the-cloud-security-principles</a></p>
Bidder Guidance	<p>Bidders can answer</p> <p><b>Yes</b> – the requirements are currently in place</p> <p><b>Intend</b> – the requirements are not in place, and we intend to have them in place for commencement of the contract.</p> <p><b>No</b> – the requirements are not in place, and we have no intention of having them in place for commencement of the contract</p> <p>A response of '<b>Yes</b>' or '<b>Intend</b>' will result in a <b>pass</b> and a response of '<b>No</b>' will result in a <b>fail</b> against this question.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Options List</b></p> <p><b>Yes</b> – the requirements are currently in place</p>

	<p><b>Intend</b> – the requirements are not in place, and we intend to have them in place for commencement of the contract.</p> <p><b>No</b> – the requirements are not in place, and we will not have them in place for commencement of the contract</p>
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<b>SEL1.10.1</b>	<b>Supporting Documentation for SEL1.10</b>
Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL1.10 please provide a copy of the valid certificate or in the absence of any of the listed certifications a copy of your Information Security Policy, that has been approved and which is in use internally, demonstrating the effective management of risks to the confidentiality, integrity and availability of information.</p> <p>This information should be provided as an attachment to this question.</p> <p>Any bidder responding Yes to SEL1.10 but not providing evidence may not be considered.</p> <p>Bidders that responded "Intend" to SEL1.10 will be asked to provide evidence of meeting these requirements in order for the contract to be awarded. Failure to evidence compliance to these requirements prior contract award will result in the contract not being awarded to the bidder.</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

<b>SEL2.12</b>	<p><b>United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018</b></p> <p>The UK GDPR is a mandatory requirement for all contracts or agreements both in the Public, Private and Third sectors that involves the transfer, storing and processing of personal data. The UK GDPR sits alongside the Data Protection Act 2018 as the UK's data privacy law that governs the processing of personal data domestically.</p> <p>The UK GDPR was drafted as a result of the UK leaving the EU, which resulted in the EU's GDPR not applying domestically to the UK any longer. The UK GDPR sits alongside the Data Protection Act 2018. It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the UK GDPR and Data Protection Act 2018 and that they will adhere to their processing obligations and as detailed in the supporting Schedule 7.</p> <p>All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor or sub-processors) used under this Agreement to comply with their information law obligations and indemnify the Contracting Authority (data controller). Please note that the appointment of any</p>
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	<p><b>sub-processor/s should only occur after authorisation is received in writing from the Data Controller or UKSBS.</b></p> <p><b>Further information and helpful guidance relating to the UK GDPR is available from the Information Commissioners Office (ICO) at:</b>  <a href="https://ico.org.uk/">https://ico.org.uk/</a></p>
Bidder Guidance	<p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of information legislation in the UK (including Data Protection Act, UK GDPR and other relevant legislation) and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p><b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR now and will adhere to the processing obligations detailed within Schedule 7 – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award – <b>Fail</b></p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 now and will adhere to the processing obligations detailed within Schedule 7 – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award – <b>Fail</b></p>

<b>SEL2.13</b>	<p><b>Data Storage</b></p> <p><b>Please confirm where UK GDPR data, as detailed within the Schedule 7, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</b></p>
Bidder Guidance	<p>Bidders are required to confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</p> <p>Please note, where successful bidders confirm that data may be stored, transferred, or accessed outside of the UK, there may be a requirement to include additional Contract Clauses to ensure UK GDPR and Data Protection Act 2018 Compliance prior to Contract Award.</p>
Scoring Criteria	For Information Only
Answer Type	Text



SEL 2.19	<p><b>Public Procurement Policy Note 01/22 - Contracts with suppliers from Russia or Belarus</b></p> <p>The Government introduced its Public Procurement Policy Note 01/22 'Contracts with suppliers from Russia or Belarus' (PPN 01/22) in response to the invasion of Ukraine by Russia, which was met with unprecedented global condemnation. The UK Government has introduced financial and investment sanctions aimed at encouraging Russia to cease actions which destabilise Ukraine.</p> <p>The PPN requires the Contracting Authority to decline to consider (or otherwise exclude from participating in the procurement) bids from suppliers (or their sub-contractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency or where materials in the supply chain originate from those states in accordance with Procurement Policy Note PPN 01/22.</p> <p>Unless exceptions within the PPN apply, the Contracting Authority may exclude from this competition any tenders that are deemed from suppliers (including any subcontractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states.</p> <p>Mandatory Pass / Fail questions:</p> <p><b>Question 1-</b> Please confirm if the country or territory of origin of any supplies to be used within the supply chain for this contract opportunity is the Russian Federation or the Republic of Belarus.</p> <p><b>Question 2-</b> Please confirm if your own (or your subcontractors) location of business activities or interests of a contractor is constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency</p> <p>If you answer Yes to either of the questions above, then you must clearly set out in your attachment provided, why you believe one of the exceptions within PPN 01/22 apply.</p>
Bidder Guidance	<p>The Bidder shall replicate the above 2 questions in an attachment and answer <b>Yes</b> or <b>No</b> to each of the above, along with an in-depth explanation to any question answered as <b>Yes</b> to achieve a Pass, subject to the satisfaction of the Contracting Authority during its evaluation process and any clarity sought.</p> <p>A failure to provide a supporting justification of an exemption to the satisfaction of the Contracting Authority, may result in your exclusion from further consideration under this procurement.</p> <p>An answer of <b>No</b> is based upon no direct supplies, suppliers (including any subcontractors) who are constituted or organised under the law of Russia or</p>

	<p>Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states. This statement of <b>No</b> for each question will achieve a Pass</p> <p>A failure to provide a Yes or No upload response may result in your exclusion from further consideration under this procurement.</p> <p>The Contracting Authority may seek at its own discretion further clarification from any bidder in regard to any attachment provided, that seeks to rely upon any exemptions provided in PPN 01/22.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Document upload

FOI1.1	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>

FOI1.2	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</b></p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p>
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	<p><b>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1, please complete a field 'N/A' (Not applicable)</b></p> <p><b>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1, please tell us what exemptions or exceptions may apply to your information and why?</b></p>
Bidder Guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004; therefore, you will not be approached for consent.</p> <p>Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p>
Scoring Criteria	For information only
Answer Type	Confidential Information and justification for exemption/exception under FOI Act
	Text
	Commercially sensitive information and justification for exemption/exception under FOI Act
	Text

	<p><b>DECLARATION</b></p> <p>I declare that to the best of my knowledge the answers submitted, and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database in any country free of charge or the contracting authority already possesses the documentation.</p> <p>I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.</p> <p>I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.</p>
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	<p>I am aware of the consequences of serious misrepresentation.</p> <p><b>Bidders shall answer Yes or No</b>  <b>Yes – I understand and declare acceptance to the above statements.</b>  <b>No – I do not understand and/or I do not declare acceptance to the above statements.</b></p>
Answer Type	<p>Option List</p> <p>Yes – Pass No – Fail</p>
<p>Contact details of those making the declaration</p> <p>Contact name  Name of organisation  Role in organisation  Phone number  Email address  Postal address</p>	

## Section 6 – Evaluation Response Questionnaires

### 6.2. Technical and Commercial Questionnaire

6.2.1 Bidders should note that the Technical and Commercial Questionnaire is located within the **eSourcing Portal**.

**Guidance on how to register and use the eSourcing portal is available at**

**<https://beisgroup.ukp.app.jaggaer.com/>**

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## COMMERCIAL QUESTIONNAIRE – All Lots

## RFP Governance

AW1.1	<p><b><u>FORM OF BID</u></b></p> <p>I declare that to the best of my knowledge the answers submitted in this RFP are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this RFP if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the RFP, and any contract entered into by the Contracting Authority or its Customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this RFP, I agree that our participation may be made public.</p> <p>I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)).</p> <p>By submitting a response to this RFP, I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this RFP, I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this RFP, I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed The Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>

	<b>Yes – Pass</b> <b>No - Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List <b>Yes – Pass</b> <b>No – Fail</b>

<b>AW1.2</b>	<b>BID VALIDITY PERIOD</b>  Our Bid offer shall be binding between us for a period of <b>90</b> days from the closing date for receipt of Bids. Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes – Pass</b> <b>No - Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Pass</b> <b>No – Fail</b>

<b>AW1.3</b>	<b>CERTIFICATE OF BONA FIDE BID</b>  The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.  We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:  <ul style="list-style-type: none"> <li>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid;</li> <li>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</li> <li>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the</li> </ul>
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	<p>said supply / service any act or thing of the sort described above.</p> <p>In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</p> <p>We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>AW3.2</b>	<p><b>Conflict of Interest</b></p> <p>Please confirm you have nothing to declare with respect to any current or potential interest or conflict in relation to this project (or any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</p>
Bidder Guidance	<p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.</p> <p>The Bidder shall answer <b>Yes</b> or <b>No with justification</b>.</p> <p><b>Yes</b>, we can confirm we are not in a position of a conflict of interest – Pass</p> <p><b>No with justification</b>, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification - Pass</p>



	<p>If your situation changes during the procurement process, you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>For absolute clarity should a bidder select 'Yes' you are not required to respond to AW3.2.1, however if you select 'No with Justification' you will be required to complete AW3.2.1 in order to be considered.</p>
Scoring Criteria	Mandatory Pass/Fail
Answer Type	<p>Option List</p> <p><b>Yes</b>, we can confirm we are not in a position of a conflict of interest – Pass</p> <p><b>No with justification</b>, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification.</p>

<b>AW3.2.1</b>	<p><b>Where a Bidder has answered question AW3.2 with 'No with justification' they must provide full details of any current or potential interest or conflict in relation to this project (including any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</b></p> <p><b>Bidders are also required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.</b></p> <p><b>Where a bidder has responded 'Yes' to AW3.2 you are not required to respond to this question.</b></p>
Bidder Guidance	<p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.</p> <p>If your situation changes during the procurement process, you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>Where there is an actual or potential conflict of interest, it is suggested the organisation (or consortia where applicable) design a working arrangement such that the deliverables cannot be influenced (or perceived to be influenced) by the organisation which is the owner of an actual or potential conflict of interest. For example, consideration should be given to maintain an impartial approach to the project.</p> <p>Bidders are required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.</p>

	<p>The information received will be subject a Pass or Fail, according to whether based on the information provided there remains a conflict of interest which may affect the impartiality of the project and the deliverables.</p> <p>Failure to declare or avoid a conflict of interest at this or a later stage may result in exclusion from the procurement process.</p> <p>Any bidder selecting 'No with Justification' to AW3.2 and failing to upload an attachment to this question detailing the information above may not be considered further.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Attachment

### Compliance to the Framework Agreement Terms

<b>AW4.1</b>	<b>Please confirm your acceptance of the Framework Agreement Terms that can be found within the Instructional Attachments section within this question.</b>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b>, <b>No with justification</b> or <b>No</b></p> <p><b>Yes</b>, we accept the terms and condition in their entirety – Pass</p> <p><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p> <p>For absolute clarity should a bidder select 'Yes' or 'No' you are <b>not</b> required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b>, we accept the terms and condition in their entirety – Pass</p> <p><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p>

<b>AW4.2</b>	<p><b>Where a Bidder has answered question AW4.1 with 'No with justification' they must detail the justification and the proposed change to the clause.</b></p> <p><b>Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.</b></p>
Bidder Guidance	A justification for not accepting a specific clause or series of clauses from the attached Framework Agreement Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to

	<p>comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Framework Agreement mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> <li>the reasons stated as justifying the Bidder's statement that it cannot accept the Framework Agreement Terms due to legal requirements or statutory regulations are valid; and</li> <li>the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring Criteria	Mandatory Pass/Fail
Answer Type	Attachment

<b>AW6.1</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification</b>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>AW6.2</b>	<b>Variable Bids</b>  <b>The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List  <b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>

## TECHNICAL QUESTIONNAIRE Lot 1 - Rutherford Appleton Laboratory (RAL)

<b>PROJ1.1</b>	<p><b>Operator Licensing</b></p> <p>Please confirm whether you are licensed to operate within the geographical areas as defined in the specification as "RAL Area" - Lot 1.</p> <p>Please refer to the journey details as detailed in the pricing schedule for Lot 1 and the definition of "RAL Area" detailed in the Specification Section 2 – Definitions</p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring criteria	Mandatory <b>Pass / Fail</b>
Answer Type	<p><b>Option List</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>PROJ1.1.1</b>	<p><b>Operator Licensing</b></p> <p>Please refer to the journey details as detailed in the pricing schedule for Lot 1 and the definition of "RAL Area" as detailed in the Specification Section 2. Definitions.</p> <p>Please provide details of the Local Authority areas that you and any of your selected sub-contractors hold Licences to operate within. We may ask for copies of certification, or check with the authorities.</p>
Scoring criteria	For information only
Answer Type	<b>Attachment</b>

<b>PROJ1.2</b>	<p><b>Service Requirements</b></p> <p><b>Demonstrate your Overall Capability and Capacity to Respond and Deliver against Service Requirements</b></p>
Bidder Guidance	<p>Please demonstrate your knowledge and skills, local presence, driver training regimes and expertise within your organisation that are essential to the successful delivery of this service. Please comment on any workforce challenges to delivering the service and how you may overcome these.</p>

	<p>Please include details of your booking office arrangements, including night time hours 24.00 – 07.00, weekends and bank holidays. Note that “manned” means the ability to accept bookings as they are requested. Give exact details including specific hours of coverage and availability as required and provide details of how your service may extend beyond these requirements.</p> <p>Please include details of the proposed model you will deploy in order to manage the sufficiency of your driving team and if this uses sub-contractors, self-employed or employed drivers.</p> <p>Please describe how the model and fleet operate and how it will provide for this Service in relation to meeting the specification (including provision of accessible and larger vehicles when required).</p> <p>In answering all of this you must provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the contract.</p> <p>An organogram of your operating team is also requested. The organogram will be viewed for information only to support the written response.</p> <p>This question is limited to 2 sides of A4, plus an organogram of your operating team <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0 – 100 methodology</p> <p>Maximum Mark: 15%</p>
Bidder response	<b>Attachment</b>

<b>PROJ1.3</b>	<b>Airport Travel Requirements</b>
Bidder Guidance	<p>Suppliers are specifically expected to have specialist knowledge of how to optimise their timing of arrival for airport pickups, considering fluctuations and changes to scheduled account flight arrival times.</p> <p>Please outline your proposed approach in response to the specification (section 4.1) to minimise unnecessary charged waiting time and to arrive in good time for STFC travellers.</p> <p>This approach must align with your response to the Pricing Schedule.</p> <p>This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial</p>

	11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0 – 100 methodology  Maximum Mark: 8%
Bidder response	<b>Attachment</b>

<b>PROJ1.4</b>	<b>Local Arrangements and Fleet Strategy</b>  Please refer to Section 7 of the Specification. Demonstrate how you will respond to these requirements covering points a to d.
Bidder Guidance	This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0 – 100 methodology  Maximum Mark: 5%
Bidder response	<b>Attachment</b>

<b>PROJ1.5</b>	<b>Methodology – Quality, Compliance &amp; Safety Standards</b>  Please clearly explain your proposed methodology and approach to achieving and sustaining the service and quality levels as highlighted in Section 8 – Quality, Compliance and Safety Standards of the Specification of the RFP document.
Bidder Guidance	Do not address DBS or Vetting in this question as this is required in a later question.  As a minimum your response should include and address the areas included in Section 8, Quality, Compliance and Safety Standards (a to r), and your approaches, what assurances you can provide, any internal or external quality systems you may use to secure quality. Please note any challenges and how you will address these.  Examples can be used to demonstrate your methodology and approach.  This question is limited to 2 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.

Scoring criteria	Scoring shall be based on 0 – 100 methodology  Maximum Mark: 10%
Bidder response	<b>Attachment</b>

<b>PROJ1.6</b>	<b>Contact, Communications and Customer Care</b>  What is your approach to contact, communication and customer care and how does your company manage and respond to customer complaints? (Refer to Section 13 of the Specification of the RFP document).
Bidder Guidance	Supplier shall respond to points a to e and describe the approach to customer care as well as how you respond to, record, address and resolve complaints, identifying the levels of escalation routes and how your company and staff engage with the passenger, a corporate customer, and any other party or authority who may be involved.  Please include examples that relate to different levels of complaints and their seriousness to demonstrate how you would manage this under the contract if you were successful.  A case study or examples can be included in relation to customer care and complaints.  This question is limited to 2 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0 – 100 methodology  Maximum Mark: 6%
Bidder response	<b>Attachment</b>

<b>PROJ1.7</b>	<b>Technology</b>  Please describe your methodology for meeting and delivering Section 14 - Technology of the Specification in the RFP document.  Please Comment on opportunities and any limitations as per requirements.
Bidder Guidance	This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the</b>



	<b>evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology.  Maximum Mark: 6%
Bidder response	<b>Attachment</b>

<b>PROJ1.8</b>	<b>Disclosure and Barring Service (DBS) and Vetting</b> Please confirm that all operators and drivers that will be delivering services under the duration of the contract will have an up to date enhanced DBS check and have the right to work.
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass/fail
Bidder response	<b>Options List</b>  <b>Yes</b> – Pass <b>No</b> – Fail

<b>PROJ1.8.1</b>	<b>Disclosure and Barring Service (DBS) and Vetting</b> Please provide your methodology for how you ensure that your drivers (employed, self-employed or sub contracted) are vetted and monitored in line with the Specification.
Bidder Guidance	You should clearly describe how you maintain and monitor your workforce/supply chain, the regulatory actions and measures you take to ensuring compliance.  This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	For information only
Bidder response	<b>Attachment</b>

<b>PROJ1.9</b>	<b>Environmental and social benefit.</b>  What attributes and innovations can your service deliver in relation to environmental benefit, and how can this add relevance and value to the delivery of this service as set out in the Specification. Please refer to Section 9 of the Specification a to c, in the RFP document.
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Bidder Guidance	This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 5%
Bidder response	Attachment

<b>PROJ1.10</b>	<b>KPIs &amp; Reporting</b>  Please advise the system and method that you will use to report and provide the management information (MI) data and operational activity in order to measure against KPI's (as set out in Section 15 of the Specification, in the RFP document) and in providing the monthly supporting data.
Bidder Guidance	This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 5%
Bidder response	Attachment

## TECHNICAL QUESTIONNAIRE Lot 2 - Daresbury Laboratory (DL)

<b>PROJ1.1</b>	<b>Operator Licensing</b>  Please confirm whether you are licensed to operate within the geographical areas as defined in the specification as "DL Area" - Lot 2.  Please refer to the journey details as detailed in the pricing schedule for Lot 2 and the definition of "DL Area" detailed in the Specification Section 2 – Definitions
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory <b>Pass / Fail</b>
Answer Type	<b>Option List</b>  <b>Yes</b> – Pass <b>No</b> – Fail

<b>PROJ1.1.1</b>	<b>Operator Licensing</b>  Please refer to the journey details as detailed in the pricing schedule for Lot 2 and the definition of "DL Area" as detailed in the Specification Section 2. Definitions.  Please provide details of the Local Authority areas that you and any of your selected sub-contractors hold Licences to operate within. We may ask for copies of certification or check with the authorities.
Scoring criteria	For information only
Answer Type	<b>Attachment</b>

<b>PROJ1.2</b>	<b>Demonstrate your Overall Capability and Capacity to Respond and Deliver against Service Requirements</b>
Bidder Guidance	Please demonstrate your knowledge and skills, local presence, driver training regimes and expertise within your organisation that are essential to the successful delivery of this service. Please comment on any workforce challenges to delivering the service and how you may overcome these.  Please include details of your booking office arrangements, including night time hours 24.00 – 07.00, weekends and bank holidays. Note that "manned"

	<p>means the ability to accept bookings as they are requested. Give exact details including specific hours of coverage and availability as required and provide details of how your service may extend beyond these requirements.</p> <p>Please include details of the proposed model you will deploy in order to manage the sufficiency of your driving team and if this uses sub-contractors, self-employed or employed drivers.</p> <p>Please describe how the model and fleet operate and how it will provide for this Service in relation to meeting the specification (including provision of accessible and larger vehicles when required).</p> <p>In answering all of this you must provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the contract.</p> <p>An organogram of your operating team is also requested. The organogram will be viewed for information only to support the written response.</p> <p>This question is limited to 2 sides of A4, plus an organogram of your operating team <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0 – 100 methodology</p> <p>Maximum Mark: 15%</p>
Bidder response	<b>Attachment</b>

<b>PROJ1.3</b>	<b>Airport Travel Requirements</b>
Bidder Guidance	<p>Suppliers are specifically expected to have specialist knowledge of how to optimise their timing of arrival for airport pickups, considering fluctuations and changes to scheduled account flight arrival times.</p> <p>Please outline your proposed approach in response to the specification (section 4.1) to minimise unnecessary charged waiting time and to arrive in good time for STFC travellers.</p> <p>This approach must align with your response to the Pricing Schedule.</p> <p>This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>

Scoring criteria	Scoring shall be based on 0 – 100 methodology  Maximum Mark: 8%
Bidder response	<b>Attachment</b>

<b>PROJ1.4</b>	<b>Local Arrangements and Fleet Strategy</b>  Please refer to Section 7 of the Specification. Demonstrate how you will respond to these requirements covering points a to d.
Bidder Guidance	This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Maximum Mark: 5% Scoring shall be based on 0 – 100 methodology  Maximum Mark: 5%
Bidder response	<b>Attachment</b>

<b>PROJ1.5</b>	<b>Methodology – Quality, Compliance &amp; Safety Standards</b>  Please clearly explain your proposed methodology and approach to achieving and sustaining the service and quality levels as highlighted in Section 8 – Quality, Compliance and Safety Standards of the Specification of the RFP document.
Bidder Guidance	Do not address DBS or Vetting in this question as this is required in a later question.  As a minimum your response should include and address the areas included in Section 8, Quality, Compliance and Safety Standards (a to r), and your approaches, what assurances you can provide, any internal or external quality systems you may use to secure quality. Please note any challenges and how you will address these.  Examples can be used to demonstrate your methodology and approach.  This question is limited to 2 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0 – 100 methodology

	Maximum Mark: 10%
Bidder response	Attachment

<b>PROJ1.6</b>	<b>Contact, Communications and Customer Care</b>  What is your approach to contact, communication and customer care and how does your company manage and respond to customer complaints? (Refer to Section 13 of the Specification of the RFP document).
Bidder Guidance	Supplier shall respond to points a to e and describe the approach to customer care as well as how you respond to, record, address and resolve complaints, identifying the levels of escalation routes and how your company and staff engage with the passenger, a corporate customer, and any other party or authority who may be involved.  Please include examples that relate to different levels of complaints and their seriousness to demonstrate how you would manage this under the contract if you were successful.  A case study or examples can be included in relation to customer care and complaints.  This question is limited to 2 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0 – 100 methodology  Maximum Mark: 6%
Bidder response	Attachment

<b>PROJ1.7</b>	<b>Technology</b>  Please describe your methodology for meeting and delivering Section 14 - Technology of the Specification in the RFP document.  Please Comment on opportunities and any limitations as per requirements.
Bidder Guidance	This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt

	using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology.  Maximum Mark: 6%
Bidder response	<b>Attachment</b>

<b>PROJ1.8</b>	<b>Disclosure and Barring Service (DBS) and Vetting</b> Please confirm that all operators and drivers that will be delivering services under the duration of the contract will have an up to date enhanced DBS check and have the right to work.
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass/fail
Bidder response	<b>Options List</b>  <b>Yes</b> – Pass <b>No</b> – Fail

<b>PROJ1.8.1</b>	<b>Disclosure and Barring Service (DBS) and Vetting</b> Please provide your methodology for how you ensure that your drivers (employed, self-employed or sub contracted) are vetted and monitored in line with the Specification.
Bidder Guidance	You should clearly describe how you maintain and monitor your workforce/supply chain, the regulatory actions and measures you take to ensuring compliance.  This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	For information only
Bidder response	<b>Attachment</b>

<b>PROJ1.9</b>	<b>Environmental and Social Benefit.</b>  What attributes and innovations can your service deliver in relation to environmental benefit, and how can this add relevance and value to the delivery of this service as set out in the Specification. Please refer to Section 9 of the Specification a to c, in the RFP document.
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Bidder Guidance	This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 5%
Bidder response	

<b>PROJ1.10</b>	<b>KPIs &amp; Reporting</b>  Please advise the system and method that you will use to report and provide the management information (MI) data and operational activity in order to measure against KPI's (as set out in Section 15 of the Specification, in the RFP document) and in providing the monthly supporting data.
Bidder Guidance	This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 5%
Bidder response	<b>Attachment</b>



## COMMERCIAL QUESTIONNAIRE Lot 1 - Rutherford Appleton Laboratory (RAL)

AW5.1	<p><b>Please confirm your bid submission price for completion of all the Services as detailed in the Section 4 Specification.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p>
Bidder Guidance	<p>Bidders shall provide their bid submission price for completion of all <b>Services</b> as detailed in the Section 4 Specification.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (<math>80/100 \times 50 = 40</math>)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <p>Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100</p> <p>Bid price - £120,000 Differential - 20% Score - 80  Bid price - £140,000 Differential - 40% Score - 60  Bid Price - £150,000 Differential - 50% Score - 50  Bid Price - £175,000 Differential - 75% Score - 25  Bid Price - £200,000 Differential - 100% Score - 0  Bid Price - £300,000 Differential - 200% Score - 0</p>
Scoring Criteria	Maximum Marks 40%
Answer Type	Numeric

<b>AW5.2</b>	<p><b>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>
Bidder Guidance	<p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1</p>
Scoring Criteria	For Information Only
Answer Type	<b>Attachment</b>

<b>AW5.3</b>	<p><b>Please confirm your price shall remain firm and fixed for 2 years. Thereafter they shall be subject to change in accordance with the terms of the contract.</b></p>
Bidder Guidance	<p>Bidder tariffs shall remain firm and fixed for 2 years. Thereafter variable annually for every subsequent year in line with the Retail Price Index (RPI) as published by the Office for National Statistics but based off the bidder's original submission of rates. Any uplift on rates must be justified and evidenced."</p> <p>Year 3 and 4 prices shall be adjusted to be effective from the date of contract extension, i.e. the indexation shall not be compounded, and each adjustment will be fixed for the 1 year extension period. The base date for the RPI indexation shall be the contract award date. In the event where an index ceases to be published, during the period of the contract the authority and the contractor shall agree a fair and reasonable adjustment to the relevant index, or, if appropriate, shall agree a revised methodology which will have substantially the same effect as the RPI</p> <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>

Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List  <b>Yes – Pass</b> <b>No – Fail</b>

<b>AW5.5</b>	<p><b>The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</b></p> <p><b>Further information and helpful guidance regarding e-invoicing and iSupplier is available on the UKSBS website at:</b>  <a href="https://www.uksbs.co.uk/services/Finance/Pages/iSupplier.aspx">https://www.uksbs.co.uk/services/Finance/Pages/iSupplier.aspx</a></p> <p><b>Please confirm if you are successfully awarded this contract, that your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.</b></p>
Bidder Guidance	<p>The Bidder shall answer Yes or No</p> <p><b>Yes – we will utilise an e-invoicing option – Pass</b>  <b>No – we will not utilise an e-invoicing option – Fail</b></p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List  <b>Yes – we will utilise an e-invoicing option - Pass</b> <b>No – we will not utilise an e-invoicing option – Fail</b>

## COMMERCIAL QUESTIONNAIRE Lot 2 - Daresbury Laboratory (DL)

<b>AW5.1</b>	<p><b>Please confirm your bid submission price for completion of all the Services as detailed in the Section 4 Specification.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p>
Bidder Guidance	<p>Bidders shall provide their bid submission price for completion of all <b>Services</b> as detailed in the Section 4 Specification.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p>

	<p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <p>Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100</p> <p>Bid price - £120,000 Differential - 20% Score - 80          Bid price - £140,000 Differential - 40% Score - 60          Bid Price - £150,000 Differential - 50% Score - 50          Bid Price - £175,000 Differential - 75% Score - 25          Bid Price - £200,000 Differential - 100% Score - 0          Bid Price - £300,000 Differential - 200% Score - 0</p>
Scoring Criteria	Maximum Marks 40%
Answer Type	Numeric

<b>AW5.2</b>	<p><b>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>
Bidder Guidance	<p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p>

	<p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1</p>
Scoring Criteria	For Information Only
Answer Type	Attachment

<b>AW5.3</b>	<b>Please confirm your price shall remain firm and fixed for 2 years. Thereafter they shall be subject to change in accordance with the terms of the contract.</b>
Bidder Guidance	<p>Bidder tariffs shall remain firm and fixed for 2 years. Thereafter variable annually for every subsequent year in line with the Retail Price Index (RPI) as published by the Office for National Statistics but based off the bidder's original submission of rates. Any uplift on rates must be justified and evidenced."</p> <p>Year 3 &amp; 4 prices shall be adjusted to be effective from the date of contract extension, i.e. the indexation shall not be compounded, and each adjustment will be fixed for the 1 year extension period. The base date for the RPI indexation shall be the contract award date. In the event where an index ceases to be published, during the period of the contract the authority and the contractor shall agree a fair and reasonable adjustment to the relevant index, or, if appropriate, shall agree a revised methodology which will have substantially the same effect as the RPI</p> <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p> <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Option List</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>AW5.5</b>	<p><b>The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</b></p> <p><b>Further information and helpful guidance regarding e-invoicing and iSupplier is available on the UKSBS website at:</b>  <a href="https://www.uksbs.co.uk/services/Finance/Pages/iSupplier.aspx">https://www.uksbs.co.uk/services/Finance/Pages/iSupplier.aspx</a></p>
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	<b>Please confirm if you are successfully awarded this contract, that your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.</b>
Bidder Guidance	The Bidder shall answer Yes or No  <b>Yes</b> – we will utilise an e-invoicing option – Pass <b>No</b> – we will not utilise an e-invoicing option – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Option List  <b>Yes</b> – we will utilise an e-invoicing option - Pass <b>No</b> – we will not utilise an e-invoicing option – Fail