**Working for Carers 2019-2022 evaluation:**

**Selection Questionnaire**

This procurement exercise will follow the principals of the Light Touch Regime (LTR). In accordance with the LTR we will evaluate your responses using the selection criteria, guidance and scoring matrix set out in the attached ‘Tender Evaluation Procedure’ document.

**Potential Provider Information and Exclusion Grounds: Part 1 and Part 2**

This Selection Questionnaire is a self-declaration, made by you that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds.

**Supplier Selection Questions: Part 3**

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into, you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Notes for completion**

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.

We confirm that we will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Department of Health and Social Care 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.

**Part 1: Potential Provider Information**

**1.1. Potential Provider details**

Please complete the following information:

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| Section 1 | Potential Provider Information |  |
| Question number | Question | Response |
| SQ1.1(a) | Full name of the Potential Provider submitting the information |  |
| SQ1.1(b)-(i) | Registered office address (if applicable) |  |
| SQ1.1(b)-(ii) | Registered website address (if applicable) |  |
| SQ1.1(c)-(i) | Trading status:  public limited company  limited company  limited liability partnership  other partnership  sole trader  third sector  OTHER (please specify)  If you responded OTHER, please specify, in the following text field, your trading status. |  |
| SQ1.1(d) | Date of registration in country of origin |  |
| SQ1.1(e) | Company registration number (if applicable) |  |
| SQ1.1(f) | Charity registration number (if applicable) |  |
| SQ1.1(g) | Registered VAT number |  |
| SQ1.1(h) | Trading name(s) that will be used if successful in this procurement. |  |
| SQ1.1(i) | Relevant classifications (state whether you fall within one of these, and if so which one)  Voluntary Community Social Enterprise (VCSE)  Sheltered Workshop  Public service mutual |  |
| SQ1.1(j) | Are you a Small Medium Enterprise (SME)? | Yes  No |
| SQ1.1(k) | Details of Persons of Significant Control (PSC), where appropriate:   * Name; * Date of birth; * Nationality; * Country, state or part of the UK where the PSC usually lives; * Service address; * The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); * Which conditions for being a PSC are met;   + Over 25% up to (and including) 50%,   + More than 50% and less than 75%,   + 75% or more.   (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

**1.2. Participation Requirements**

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|  | **Participation Requirements** |  |
| Question number | Question | Response |
| SQ1.2(a) | I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate. | Yes  No |
| SQ1.2(b) | I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document. | Yes  No |
| SQ1.2(c) | I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement. | Yes  No |
| SQ1.2(d) | I accept and confirm that we, including named Sub-Contractors and all Group of Economic Operators members, comply with the *‘Terms of Participation’* in Attachment 2 | Yes  No |
| SQ1.2(e) | 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. | Yes  No |
| SQ1.2(f) | I accept the draft Terms and Conditions as set out in the ‘*Contract for the Provision of Services’* in Attachment 4 | Yes  No |

**1.3. Contact Details and Declaration**

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| **Section 1** | **Contact details and declaration** |  |
| Question number | Question | Response |
| SQ1.5(a) | Contact name |  |
| SQ1.5(b) | Name of organisation |  |
| SQ1.5(c) | Role in organisation |  |
| SQ1.5(d) | Phone number |  |
| SQ1.5(e) | E-mail address |  |
| SQ1.5(f) | Postal address |  |
| SQ1.5(g) | Signature (electronic is acceptable) |  |
| SQ1.5(h) | Date |  |

**Part 2: Exclusion Grounds**

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.

**2. Grounds for Mandatory Exclusion**

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| **Section 2** | **Grounds for Mandatory Exclusion** |  |
| Question number | Question | Response |
| SQ2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
| Participation in a criminal organisation | Yes  No  If Yes please provide details at 2.1(b) |
| Corruption | Yes  No  If Yes please provide details at 2.1(b) |
| Fraud | Yes  No  If Yes please provide details at 2.1(b) |
| Terrorist offences or offences linked to terrorist activities | Yes  No  If Yes please provide details at 2.1(b) |
| Money laundering or terrorist financing | Yes  No  If Yes please provide details at 2.1(b) |
| Child labour and other forms of trafficking in human beings | Yes  No  If Yes please provide details at 2.1(b) |
| SQ2.1(b) | If you have answered yes to question 2.1(a), please provide further details.   * Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, * Identity of who has been convicted * If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| SQ2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes  No |
| SQ2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes  No |
| SQ2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm 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. |  |

**We** **reserve the right to use our discretion to exclude a Potential Provider where we can demonstrate by any appropriate means that the Potential Provider is in breach of its obligations relating to the non-payment of taxes or social security contributions**

**3. Grounds for Discretionary Exclusion**

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| **Section 3** | **Grounds for discretionary exclusion** |  |
| Question number | Question | Response |
| SQ3.1 | Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| SQ3.1(a) | Breach of environmental obligations? | Yes  No  If yes please provide details at 3.2 |
| SQ3.1(b) | Breach of social obligations? | Yes  No  If yes please provide details at 3.2 |
| SQ3.1(c) | Breach of labour law obligations? | Yes  No  If yes please provide details at 3.2 |
| SQ3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes  No  If yes please provide details at 3.2 |
| SQ3.1(e) | Guilty of grave professional misconduct? | Yes  No  If yes please provide details at 3.2 |
| SQ3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  If yes please provide details at 3.2 |
| SQ3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes  No  If yes please provide details at 3.2 |
| SQ3.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No  If yes please provide details at 3.2 |
| SQ3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes  No  If yes please provide details at 3.2 |
| SQ3.1(j)  SQ3.1(j) - (i)  SQ3.1(j) - (ii)  SQ3.1(j) –(iii)  SQ3.1(j)-(iv) | Please answer the following statements  The organisation is 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.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No  If yes please provide details at 3.2  Yes  No  If yes please provide details at 3.2  Yes  No  If yes please provide details at 3.2  Yes  No  If yes please provide details at 3.2 |
| SQ3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Please Note: We reserve the right to use our discretion to exclude a Potential Provider where we can demonstrate by any appropriate means that the Potential Provider is in breach of its obligations relating to the non-payment of taxes or social security contributions.**

**Part 3: Selection Questions**

**4. Economic and Financial Standing**

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| **Section 4** | **Economic and Financial Standing** |  |
| Question number | Question | Response |
| SQ4.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes  No |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes  No |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes  No |
| (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes  No |

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|  | **Insurance** |  |
| Question number | Question | Response |
| SQ4.2 | Please self-certify whether you already have, or will commit to obtain, prior to the commencement of the contract, the levels of insurance cover shown below  Public Liability: £5,000,000  Employers Liability: £10,000,000  Professional Indemnity: £1,000,000 | Yes  No  Yes  No  Yes  No |

**5. Technical and Professional Ability**

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| **Section 5** | **Technical and Professional Ability** | | | | |
| Question number | Question | | | | |
| SQ5.1 | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has 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 Special Purpose Vehicle (three examples are not required from each member).  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 sub-contractor(s) who will deliver the contract.  If you cannot provide examples, see question 5.2 | | | | |
|  | | | Contract 1 | Contract 2 | Contract 3 |
| Name of customer organisation | | |  |  |  |
| Point of contact in the organisation | | |  |  |  |
| Position in the organisation | | |  |  |  |
| E-mail address | | |  |  |  |
| Description of contract | | |  |  |  |
| Contract Start date | | |  |  |  |
| Contract completion date | | |  |  |  |
| Estimated contract value | | |  |  |  |
| SQ5.2 | | If you cannot provide at least one example for questions 5.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. | | | |
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