

ATTACHMENT 2

PARTICIPATION REQUIREMENTS AND SELECTION QUESTIONNAIRE AND GUIDANCE

PROJECT MANAGEMENT AND FULL DESIGN TEAM SERVICES

REFERENCE NUMBER

RM3741

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INTRODUCTION

- 1.1. This document provides representations of the online 'Participation Requirements' and the online 'Selection Questionnaire'. You cannot submit your responses using this document – you must complete and submit only the online version of the Participation Requirements Questionnaire and Selection Questionnaire in the eSourcing Suite.
- 1.2. This document provides an overview of the methodology which will be adopted by the Authority to evaluate your response to each question set out within the Selection Questionnaire.
- 1.3. For the avoidance of doubt in the Participation Requirements questions “we” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).
- 1.4. For the avoidance of doubt in the Selection questions “you” / “your” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).
- 1.5. If you cannot provide a response to a question your Tender will be deemed non-compliant.
- 1.6. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement. See the (Attachment 1) ITT for further details.

PARTICIPATION REQUIREMENTS (you must complete and submit the online version)

Below is a representation of the Participation Requirements in the eSourcing Suite. **You must complete the online version. You cannot submit your responses using this document.**

PARTICIPATION REQUIREMENTS		
PART A - Conditions of Participation		
PR1	We accept the Attachment 6 - Terms of Participation	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR2	We accept the draft Terms and Conditions as set out in Attachment 4 – Framework Agreement, Attachment 9 – Framework Schedule 2: Part A - Services, Attachment 5a – Call Off Agreement (NEC3 PSC) and Attachment 5b –Call Off Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR3	We confirm that we, including named Sub-Contractors and all Group of Economic Operators members comply with all the statements in Attachment 7 - Declaration Of Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR1 - PR3 Response Guidance <p>You are required to respond Yes to confirm your acceptance of the conditions set out in these documents. If you do not answer Yes to these questions you cannot participate in this Procurement.</p> <p>If you respond No to these questions your Tender will be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement.</p>		
PART B - eSourcing Suite Tool Guidance		
PR4	We have read the document 'eSourcing Suite Supplier Guidance Part B - Tendering and Further Competitions' https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR5	We understand that it is essential to press the red 'Submit all Draft Bids' button to correctly submit our completed Tender and confirm we have read and understood the instructions on where and how to do this in paragraph 8.9 of the "eSourcing Suite Guidance Part B - Tendering and Further Competitions": https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR6	We understand that to send a message to the CCS Procurement team we must ensure that the name of the Procurement is in the context field and 'ALL HOSTS' is selected in the 'TO' box	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR4 – PR6 Response Guidance <p>You are required to respond Yes to confirm your understanding of how to use the eSourcing tool appropriately in this Procurement.</p>		

If you respond **No** to these questions your Tender will be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement.

Selection Questionnaire			
Section			Evaluated
Section 1: Potential Provider Details (For Information Only)			
SQ1a	Organisation Details	Compliance	N/A
SQ1b	Trading Status	Compliance	N/A
SQ1c	Trading Status - Other	Compliance	N/A
SQ1d	Charity Registration Number	Compliance	N/A
SQ1e	Relevant Classifications	Compliance	N/A
SQ1f	Professional or Trade Body Registration	Compliance	N/A
SQ1g	Professional or Trade Body Registration - Details	Compliance	N/A
SQ1h	Organisation/Services Membership	Compliance	N/A
SQ1i	Organisation/Services Membership - Details	Compliance	N/A
SQ1j	Trading Name	Compliance	N/A
SQ1k	SME	Compliance	N/A
SQ1l	Details of Immediate Parent Company	Compliance	N/A
SQ1m	Details of Ultimate Parent Company	Compliance	N/A
Section 2: Tendering Model (For Information Only)			
SQ2a	Group of Economic Operators - Lead	Compliance	N/A
SQ2b	Group of Economic Operators - Name	Compliance	N/A
SQ2c	Group of Economic Operators - Legal Structure	Compliance	N/A
SQ2d	Group of Economic Operators - Details	Compliance	N/A
SQ2e	Group of Economic Operators - Sub-Contracting	Compliance	N/A
SQ2f	Group of Economic Operators - Sub-Contracting - Details – LOT 1	Compliance	N/A
SQ2g	Group of Economic Operators - Sub-Contracting - Details – LOT 2	Compliance	N/A
SQ2h	Group of Economic Operators - Sub-Contracting - Details – LOT 3	Compliance	N/A
SQ2i	Group of Economic Operators - Sub-Contracting - Details – LOT 4	Compliance	N/A
SQ2j	Group of Economic Operators - Sub-Contracting - Details – LOT 5	Compliance	N/A

SQ2k	Group of Economic Operators - Sub-Contracting - Details – LOT 6	Compliance	N/A
Section 3: Grounds for Mandatory Exclusion (Evaluated)			
SQ3a-e	Grounds for Mandatory Exclusion (ineligibility)	Compliance	N/A
Section 4: Grounds for Discretionary Exclusion – Part 1 (Evaluated)			
SQ4a-c	Grounds for Discretionary Exclusion (ineligibility)	Compliance	N/A
Section 4: Grounds for Discretionary Exclusion – Part 2 (Evaluated)			
SQ4d	Grounds for Discretionary Exclusion (ineligibility) Tax Compliance	Compliance	N/A
Section 5: Economic and Financial Standing (Evaluated)			
SQ5	Financial Risk Assessment	Evaluation	N/A
Section 6: Framework Specific Questions (For Information Only)			
SQ6.1	Lot Selection	Information only	N/A
SQ6.2	Lots – Order of Preference	Information only	N/A
SQ6.3	Pricing Templates	Information only	N/A
SQ6.4	Framework Population Template	Information only	N/A
SQ6.5	Subsidiary / Affiliated Companies	Information only	N/A
Section 7: Framework Specific Questions (Evaluated)			
SQ7.1a	Employer's Liability Insurance	Evaluation	Pass/Fail
SQ7.1b	Public Liability Insurance	Evaluation	Pass/Fail
SQ7.1c	Professional Indemnity Insurance – LOT 1 ONLY	Evaluation	Pass/Fail
SQ7.1d	Professional Indemnity Insurance – LOTS 2, 3, 4, 5 & 6	Evaluation	Pass/Fail
SQ7.2	Equality Legislation	Evaluation	Pass/Fail
SQ7.3	Equality and Diversity Policy	Evaluation	Pass/Fail
SQ7.4	Environmental Management	Evaluation	Pass/Fail
SQ7.5	Health and Safety	Evaluation	Pass/Fail
SQ7.6	Accredited Quality Management System (QMS)	Evaluation	Pass/Fail
SQ7.7	Cyber Essentials Plus	Evaluation	Pass/Fail
SQ7.8	Standards	Evaluation	Pass/Fail
SQ7.9	Conflict of Interest	Evaluation	Pass/Fail

SQ7.10	Apprenticeship and Skills Development	Evaluation	Pass/Fail
SQ7.11	Digital and Building Information Modelling (BIM)	Evaluation	Pass/Fail
SQ7.12	Geographical Coverage – Lots 1-6 Inclusive	Evaluation	Pass/Fail
Section 8: Technical and Professional Ability			
SQ8.1a	Lot 1 - Previous Contract Example Details	Evaluation	Pass/Fail
SQ8.1b	Lot 1 - Previous Experience and Comparable Contracts – Contract Example 1	Evaluation	Pass/Fail
SQ8.1c	Lot 1 - Previous Experience and Comparable Contracts – Contract Example 2	Evaluation	Pass/Fail
SQ8.2a	Lot 2 - Previous Contract Example Details	Evaluation	Pass/Fail
SQ8.2b	Lot 2 - Previous Experience and Comparable Contracts – Contract Example 1	Evaluation	Pass/Fail
SQ8.2c	Lot 2 - Previous Experience and Comparable Contracts – Contract Example 2	Evaluation	Pass/Fail
SQ8.3a	Lot 3 - Previous Contract Example Details	Evaluation	Pass/Fail
SQ8.3b	Lot 3 - Previous Experience and Comparable Contracts – Contract Example 1	Evaluation	Pass/Fail
SQ8.3c	Lot 3 - Previous Experience and Comparable Contracts – Contract Example 2	Evaluation	Pass/Fail
SQ8.4a	Lot 4 - Previous Contract Example Details	Evaluation	Pass/Fail
SQ8.4b	Lot 4 - Previous Experience and Comparable Contracts – Contract Example 1	Evaluation	Pass/Fail
SQ8.4c	Lot 4 - Previous Experience and Comparable Contracts – Contract Example 2	Evaluation	Pass/Fail
SQ8.5a	Lot 5 - Previous Contract Example Details	Evaluation	Pass/Fail
SQ8.5b	Lot 5 - Previous Experience and Comparable Contracts – Contract Example 1	Evaluation	Pass/Fail
SQ8.5c	Lot 5 - Previous Experience and Comparable Contracts – Contract Example 2	Evaluation	Pass/Fail
SQ8.6a	Lot 6 - Previous Contract Example Details	Evaluation	Pass/Fail
SQ8.6b	Lot 6 - Previous Experience and Comparable Contracts – Contract Example 1	Evaluation	Pass/Fail
SQ8.6c	Lot 6 - Previous Experience and Comparable Contracts – Contract Example 2	Evaluation	Pass/Fail

SELECTION QUESTIONNAIRE (you must complete and submit the online version)

Below is a representation of the online **Selection Questionnaire** in the eSourcing Suite. **You must complete the online version. You cannot submit your responses using this document.**

Note to Potential Providers: Unless the context provides otherwise, capitalised expressions in this Selection Questionnaire shall have the meaning given to them in the glossary to the Invitation to Tender in Attachment 1.

Please provide the following information about your approach to this Procurement:

Section 1: Potential Provider Details (For Information Only)		
Question number	Question	Response
SQ1a(i)	Organisation Details <ul style="list-style-type: none"> - Company registration number (if applicable) - Full name of the Potential Provider submitting the Tender (for a Group of Economic Operators this will be the Lead Contact) - Registered office address - Date of registration in country of establishment - Registered VAT number - Head office DUNS number 	complete table in the eSourcing Suite
SQ1a(ii)	Additional Information <ul style="list-style-type: none"> - Telephone number - Fax number (enter N/A in cell if not applicable) - Email address - Internet (web) address 	complete table in the eSourcing suite
SQ1a(i- ii) Response Guidance <p>This is the legal entity with whom the Authority will contract if successful (where there is no Group of Economic Operators).</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must insert the Lead Contact's own details.</p> <p>Please note, the organisation telephone number; fax number; email address and internet address that you provide may be published on Tenders Electronic Daily (TED) and/or Contracts Finder, if you are successful in this Procurement. Please refrain from using Personal Details.</p>		
SQ1b	Trading status <ul style="list-style-type: none"> a) Public limited company b) Limited company c) Limited liability partnership d) Other partnership e) Sole trader f) Other 	Use Pick list
SQ1b Response Guidance <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must select the applicable option from the drop-down selection list provided to describe your organisation.</p> <p>If you selected Other to the options provided in SQ1b, please provide details in SQ1c.</p>		

SQ1c	Trading Status - Other If you responded OTHER to SQ1b please specify, in the following text field, your trading status.	character limit 255
SQ1c Response Guidance If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation.		
SQ1d	Charity registration number (if applicable)	character limit 255
SQ1d Response Guidance If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation. Please insert N/A if not applicable.		
SQ1e	Relevant Classifications (if applicable) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual d) Not Applicable	Use Pick list
SQ1e Response Guidance If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the applicable option from the drop-down selection list provided to describe your organisation.		
SQ1f	Professional or Trade Body Registration If applicable, is your business registered with the appropriate professional or trade register(s) in the member state where it is established (as set out in Schedule 5 of the Regulations) under the conditions laid down by that state?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ1f Response Guidance Guidance on Professional and Trade Registers can be found at link below: http://www.legislation.gov.uk/ukxi/2015/102/schedule/5/made If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must, select the applicable option from selection list provided to describe your organisation. Please insert N/A if not applicable.		
SQ1g	Professional or Trade Body Registration - Details If you responded Yes to SQ1f, please provide, in the following text field, details including the registration number.	character limit 4096
SQ1g Response Guidance		

<p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation.</p> <p>Please insert N/A if not applicable.</p>		
SQ1h	<p>Organisation/Services Membership</p> <p>Is it a legal requirement in the state where you are established for you to possess a particular authorisation or be a member of a particular organisation in order to provide the Services specified in this Procurement?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>SQ1h Response Guidance</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation.</p>		
SQ1i	<p>Organisation/Services Membership - Details</p> <p>If you responded Yes to SQ1h, please provide additional details within this box of what is required and confirmation that you have complied with this.</p>	<p>character limit 4096</p>
<p>SQ1i Response Guidance</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation.</p> <p>Please insert N/A if not applicable.</p>		
SQ1j	<p>Trading Name</p> <p>Trading name(s) that will be used if successful in this Procurement.</p>	<p>character limit 255</p>
<p>SQ1j Response Guidance</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must insert the Trading Name of the Group of Economic Operators in this field.</p>		
SQ1k	<p>SME</p> <p>Are you a Small Medium Enterprise (SME)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>SQ1k Response Guidance</p> <p>Guidance on definition of a Small Medium Enterprise (SME) can be found at:</p> <p>What is an SME? - European Commission</p> <p>If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must answer this question in respect of the size of your organisation (and not the size of the Group of Economic Operators).</p>		
SQ1l	<p>Details of Immediate Parent Company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered company office address (if applicable) - Registration number (if applicable) - Head office DUNS number 	<p>complete table in the eSourcing Suite</p>

SQ1l Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name(s) and details of the immediate Parent Company for each and every Economic Operator Group member(s) in the table provided, where applicable.

Please insert **N/A** in the first cell of the table if this question is not applicable.

SQ1m	Details of Ultimate Parent Company: <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered company office address (if applicable) - Registration number (if applicable) - Head office DUNS number <p>Please insert N/A in the first cell of the table if not applicable.</p>	complete table in the eSourcing Suite
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SQ1m Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name and details of the Ultimate Parent Company in the table provided, where applicable.

Please insert **N/A** in the first cell of the table if this question is not applicable.

Section 2: Tendering Model (For Information Only)

Question number	Question	Response
SQ2a	<p>Are you Tendering as the Lead Contact for a Group of Economic Operators?</p> <p>If Yes, please provide details listed in questions SQ2b, SQ2c and SQ2d.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ2a Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide a response on behalf of the Group of Economic Operators.

SQ2b	Name of Group of Economic Operators (if applicable)	character limit 255
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SQ2b Response Guidance

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name on behalf of the Group of Economic Operators.

Please insert **N/A** if the question does not apply.

SQ2c	Proposed legal structure if the Group of Economic Operators intends to form a single legal entity prior to signing the Framework Agreement, if awarded.	character limit 255
SQ2c Response Guidance If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the legal structure required on behalf of the Group of Economic Operators. Please insert N/A if the question does not apply.		
SQ2d	If you responded Yes to SQ2a, please provide additional details for each Group of Economic Operator members in following table: <ul style="list-style-type: none"> - Name - Registered office address - (if applicable) - Trading status - Company registration number – (if applicable) - Head office DUNS number - Registered VAT number - SME - The role each Group of Economic Operator member(s) will take in providing the Goods and/or Services - The approximate % of contractual obligations assigned to each Group of Economic Operator member(s) Please insert N/A in the first cell of the table if not applicable.	complete table in the eSourcing Suite
SQ2d Response Guidance If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required on behalf of the Group of Economic Operators.		
SQ2e	Are you or, if applicable, the Group of Economic Operators proposing to use Sub-Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ2e Response Guidance If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, if you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the following questions in this Selection Questionnaire for each relevant Lot (SQ2f - SQ2k) and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors. Please insert N/A in the first cell of the table if this question is not applicable.		
SQ2f	If you responded Yes to SQ2e, please provide additional details for each Sub-Contractor for Lot 1 : <ul style="list-style-type: none"> - Name - Registered address - Trading status 	complete table in the eSourcing Suite

	<ul style="list-style-type: none"> - Company registration number - Head Office DUNS number - Registered VAT number - SME - The role each Sub-Contractor member will undertake in providing the Services - The approximate % of contractual obligations assigned to each Sub-Contractor member <p>Please insert N/A in the first cell of the table if not applicable.</p>	
<p>SQ2f Response Guidance</p> <p>If you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors.</p> <p>Please insert N/A in the first cell of the table if this question is not applicable.</p>		
SQ2g	<p>If you responded Yes to SQ2e, please provide additional details for each Sub-Contractor for Lot 2:</p> <ul style="list-style-type: none"> - Name - Registered address - Trading status - Company registration number - Head Office DUNS number - Registered VAT number - SME - The role each Sub-Contractor member will undertake in providing the Services - The approximate % of contractual obligations assigned to each Sub-Contractor member <p>Please insert N/A in the first cell of the table if not applicable.</p>	complete table in the eSourcing Suite
<p>SQ2g Response Guidance</p> <p>If you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors.</p> <p>Please insert N/A in the first cell of the table if this question is not applicable.</p>		
SQ2h	<p>If you responded Yes to SQ2e, please provide additional details for each Sub-Contractor for Lot 3:</p> <ul style="list-style-type: none"> - Name - Registered address - Trading status - Company registration number - Head Office DUNS number - Registered VAT number - SME 	complete table in the eSourcing Suite

	<ul style="list-style-type: none"> - The role each Sub-Contractor member will undertake in providing the Services - The approximate % of contractual obligations assigned to each Sub-Contractor member <p>Please insert N/A in the first cell of the table if not applicable.</p>	
<p>SQ2h Response Guidance</p> <p>If you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors.</p> <p>Please insert N/A in the first cell of the table if this question is not applicable.</p>		
SQ2i	<p>If you responded Yes to SQ2e, please provide additional details for each Sub-Contractor for Lot 4:</p> <ul style="list-style-type: none"> - Name - Registered address - Trading status - Company registration number - Head Office DUNS number - Registered VAT number - SME - The role each Sub-Contractor member will undertake in providing the Services - The approximate % of contractual obligations assigned to each Sub-Contractor member <p>Please insert N/A in the first cell of the table if not applicable.</p>	complete table in the eSourcing Suite
<p>SQ2i Response Guidance</p> <p>If you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors.</p> <p>Please insert N/A in the first cell of the table if this question is not applicable.</p>		
SQ2j	<p>If you responded Yes to SQ2e, please provide additional details for each Sub-Contractor for Lot 5:</p> <ul style="list-style-type: none"> - Name - Registered address - Trading status - Company registration number - Head Office DUNS number - Registered VAT number - SME - The role each Sub-Contractor member will undertake in providing the Services - The approximate % of contractual obligations assigned to each Sub-Contractor member 	complete table in the eSourcing Suite

	Please insert N/A in the first cell of the table if not applicable.	
SQ2j Response Guidance <p>If you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors.</p> <p>Please insert N/A in the first cell of the table if this question is not applicable.</p>		
SQ2k	<p>If you responded Yes to SQ2e, please provide additional details for each Sub-Contractor for Lot 6:</p> <ul style="list-style-type: none"> - Name - Registered address - Trading status - Company registration number - Head Office DUNS number - Registered VAT number - SME - The role each Sub-Contractor member will undertake in providing the Services - The approximate % of contractual obligations assigned to each Sub-Contractor member <p>Please insert N/A in the first cell of the table if not applicable.</p>	complete table in the eSourcing Suite
SQ2k Response Guidance <p>If you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors.</p> <p>Please insert N/A in the first cell of the table if this question is not applicable.</p>		

Section 3: Grounds for Mandatory Exclusion (Evaluated)		
Question number	Question	Response
SQ3a	<p>Regulation 57 (11)</p> <p>Within the past five years for your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, has the organisation, directors or partners or any other person who has powers of representation, decision or control been convicted of any of the following offences or any other offence within the meaning of Regulation 57(11) of the Regulations as defined by the law of any jurisdiction outside England and Wales and Northern Ireland?</p>	
SQ3a(i)	<p>conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Framework Decision 2008/841/JHA on the fight against organised crime;	
SQ3a(ii)	corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3a(iii)	the common law offence of bribery;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3a(iv)	bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b	any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:	
SQ3b(i)	the common law offence of cheating the Revenue;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(ii)	the common law offence of conspiracy to defraud;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(iii)	fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(iv)	fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(v)	fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(vi)	an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(vii)	destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(viii)	fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3b(ix)	the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c	any offence listed —	

SQ3c(i)	in section 41 of the Counter Terrorism Act 2008; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(ii)	in Schedule 2 to that Act where the court has determined that there is a terrorist connection;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(iii)	any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(iv)	money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(v)	an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(vi)	an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(vii)	an offence under section 59A of the Sexual Offences Act 2003;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(viii)	an offence under section 71 of the Coroners and Justice Act 2009	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(ix)	an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3c(x)	any other offence within the meaning of Article 57(1) of the Directive - <ul style="list-style-type: none"> as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland 	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3d	Regulation 57 (3) – Has it been established, for your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, 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, if applicable, is in breach of obligations related to the payment of tax or social security contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3e	If you have answered Yes to question SQ3d, please provide further details to confirm whether you and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators have paid, or have entered into a	character limit 4096

	binding arrangement with a view to paying, including where applicable any accrued interest and/or fines?	
<p>SQ3 (a-e) Response Guidance</p> <p>If you answer Yes to any of the questions in this section you are required to provide evidence of 'self-cleaning' (see Regulation 57 (13) of the Regulations) against the relevant conviction.</p> <p>If you cannot provide evidence of 'self-cleaning' which is acceptable to the Authority you will be excluded from further participation in this Procurement.</p>		
<p>'Self-cleaning'</p> <p>If you answer 'Yes' to questions SQ3a, SQ3b and SQ3c in the Selection Questionnaire, you are required to provide sufficient evidence, in a separate attachment, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleanse" the situation referred to in that question. You have to demonstrate that you have taken such remedial action, to the satisfaction of the Authority in each case.</p> <p>If such evidence is considered by the Authority (whose decision will be final) as sufficient, the Economic Operator concerned shall be allowed to continue in the Procurement process.</p> <p>In order for the evidence referred to above to be sufficient, you shall, as a minimum, prove that you have:</p> <ul style="list-style-type: none"> • paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; • clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and • taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct. <p>The measures taken by you shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, you shall be given a statement of the reasons for that decision.</p> <p>The Authority may exclude Potential Providers that do not provide full and accurate information.</p>		

Section 4: Grounds for Discretionary Exclusion – Part 1 (Evaluated)		
Question number	Question	Response
SQ4a	Regulation 57 (12) – Within the past three years, please indicate if anywhere in the world any of the following situations have applied, or currently apply, to your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators:	
SQ4a(i)	An organisation has violated applicable obligations referred to in Regulation 56 (2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ4a(ii)	An organisation is 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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(iii)	An organisation is guilty of grave professional misconduct, which renders its integrity questionable;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(iv)	An organisation has entered into agreements with other economic operators aimed at distorting competition;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(v)	An organisation has a conflict of interest within the meaning of Regulation 24 that cannot be effectively remedied by other, less intrusive, measures;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(vi)	The prior involvement of an organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in Regulation 41, that cannot be remedied by other, less intrusive, measures;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4a(vii)	An organisation has 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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4b	An organisation has:	
SQ4b(i)	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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4b(ii)	Withheld such information or is not able to submit supporting documents required under Regulation 59;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4c	The organisation has undertaken to:	
SQ4c(i)	Unduly influence the decision-making process of the Contracting Authority;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4c(ii)	Obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4c(iii)	An organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4 (a-c) Response Guidance If you answer Yes to any of the questions in this section you are required to upload evidence of 'self-cleaning' (see Regulation 57 (13) of the Regulations) against the relevant conviction.		

If you cannot provide evidence of 'self-cleaning' which is acceptable to the Authority you may be excluded from further participation in this Procurement.

'Self-cleaning'

If you answer '**Yes**' to any questions in Selection Questionnaires SQ4(a-c) you are required to provide sufficient evidence, in a separate attachment, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleansed" the situation referred to in that question. You have to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

If such evidence is considered by the Authority (whose decision will be final) as sufficient, the Economic Operator concerned shall be allowed to continue in the Procurement process.

In order for the evidence referred to above to be sufficient, you shall, as a minimum, prove that you have;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by you shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, you shall be given a statement of the reasons for that decision.

The Authority may exclude Potential Providers that do not provide full and accurate information.

Section 4: Grounds for Discretionary Exclusion – Part 2 (Evaluated)

Question number	Question	Response
SQ4d	From 1 April 2013 onwards, for your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, have any of the organisation's tax returns submitted anywhere in the world on or after 1 October 2012:	
SQ4d(i)	Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4d(ii)	Been found to be incorrect as a result of: <ul style="list-style-type: none"> • HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or • a tax authority in a jurisdiction in which the Potential Provider is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or • the failure of an avoidance scheme which the Potential Provider was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or 	<input type="checkbox"/> Yes <input type="checkbox"/> No

	any equivalent or similar regime in a jurisdiction in which the Potential Provider is established?	
SQ4d(iii)	If you responded Yes to either SQ4d(i) or SQ4d(ii), you must provide details, in the following text field, of any mitigating factors that you consider relevant and that you wish the Authority to take into consideration.	character limit 4096
<p>SQ4d Response Guidance</p> <p>If you answer Yes to any of the questions in this section you are required to upload evidence of 'self-cleaning' (see Regulation 57 (13) of the Regulations) against the relevant conviction.</p> <p>If you cannot provide evidence of 'self-cleaning' which is acceptable to the Authority you may be excluded from further participation in this Procurement.</p>		
<p>'Self-cleaning'</p> <p>If you answer 'Yes' to any questions in Selection Questionnaires SQ4d you are required to provide sufficient evidence, in a separate attachment, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleansed" the situation referred to in that question. You have to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.</p> <p>If such evidence is considered by the Authority (whose decision will be final) as sufficient, the Economic Operator concerned shall be allowed to continue in the Procurement process.</p> <p>In order for the evidence referred to above to be sufficient, you shall, as a minimum, prove that you have;</p> <ul style="list-style-type: none"> • paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; • clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and • taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct. <p>The measures taken by you shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, you shall be given a statement of the reasons for that decision.</p> <p>The Authority may exclude Potential Providers that do not provide full and accurate information.</p>		

Section 5: Economic and Financial Standing (Evaluated)		
Question number	Question	Response
SQ5.1a	<p>For your organisation and, if applicable, each member of your Group of Economic Operators, the Authority will use the organisation's details provided in Section 1 'Potential Provider details' and Section 2 'Tendering Model' to obtain financial risk assessments.</p> <p>If you and/or members of your Group of Economic Operators would prefer to have this financial assessment carried out in respect of a Framework Guarantor, such as a</p>	

	parent company, then each member may elect to choose this option on the understanding that, if awarded a Framework Agreement, a Framework Guarantee as laid out in Framework Schedule 13 must be completed by each Framework Guarantor and accepted by the Authority prior to Framework Award.	
SQ5.1b	Do you or, if applicable, any members of your Group of Economic Operators, wish the financial risk assessment to be carried out in respect of a Framework Guarantor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ5.1c	<p>If you responded Yes to question SQ5.1b, please provide details of the Framework Guarantor:</p> <ul style="list-style-type: none"> - Full name of the Framework Guarantor - Registered office address (if applicable) - Company registration number (if applicable) - Head office DUNS number <p>Please insert N/A in the first cell of the table if not applicable.</p>	complete table in the eSourcing Suite
SQ5.1d	<p>If you responded Yes to question SQ5.1a and If you or, if applicable, any members of your Group of Economic Operators have elected to have financial risk assessment carried out in respect of a Framework Guarantor, please confirm that the Framework Guarantor has committed to complete, prior to Framework Award, a Framework Guarantee as laid out in Framework Schedule 13, if a Framework Agreement is awarded.</p> <p>Please enter N/A from the pick list if not applicable.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ5.1(a-d) Response Guidance <p>This information is used in conjunction with the information provided in sections SQ1 and SQ2 to evaluate the economic and financial standing of those organisations involved in your Tender and/or any Framework Guarantor(s).</p> <p>Refer to paragraphs 11.3 to 11.5 of Attachment 1 - Invitation to Tender for more information about how the financial assessment will be conducted.</p>		
SQ5.2a	<p>Lot 1 Only</p> <p>All Potential Providers submitting a Tender for Lot 1 must answer this question.</p> <p>For your organisation and, if applicable, all other members of your Group of Economic Operators, please select Yes or No as appropriate, to confirm you have uploaded, using the paperclip icon aligned to this question, option (a) if available or, if option (a) is not available, one or more of options (b), (c) or (d) to demonstrate economic/financial standing:</p>	
	(a) A copy of the audited accounts for the most recent two full years, if available; or (alternatively):	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent complete year of trading for your organisation; or	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

	(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position; or	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	(d) 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).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ5.2b	<p>If you or, if applicable, a member of your Group of Economic Operators, are part of a Group, would your parent company or the parent company of the relevant member of your Group of Economic Operators be willing to provide, prior to Framework Award, a Framework Guarantee if you or, if applicable, the Group of Economic Operators are awarded a Framework Agreement?</p> <p>If Yes, you will be contacted to provide the relevant parent company accounts if required.</p> <p>Note: the definition of “Group” in the glossary to the Invitation to Tender (Attachment 1) is not the same as “Group of Economic Operators”</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ5.2c	If you responded No to question SQ5.2b, would you or, if applicable, a member of your Group of Economic Operators, be able to obtain a Framework Guarantee elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SQ5.2d	<p>If you responded Yes to SQ5.2c, please provide details, in the following text field, of the alternative source.</p> <p>Please insert N/A if this question is not applicable.</p> <p>Note to Lead Contacts in respect of questions SQ5.2 (a to d): the Authority reserves its right under Regulation 19(6) to require a Group of Economic Operators to assume a specific legal form after award of the Framework Agreement, if this is necessary for the satisfactory performance of the Framework Agreement.</p>	[character limit 4096]
<p>SQ5.2(a-d) Response Guidance</p> <p>This information is used in conjunction with the information provided in sections SQ1 and SQ2 to evaluate the economic and financial standing of those organisations involved in your Tender and/or any Framework Guarantor(s).</p> <p>Refer to paragraphs 11.3 to 11.5 of Attachment 1 - Invitation to Tender for more information about how the financial assessment will be conducted.</p>		

Section 6: Framework Specific Questions (For Information Only)		
Question number	Question	Response
SQ6.1	<p>Lot Selection</p> <p>Please indicate which Lot(s) you are tendering for by selecting the relevant option from the drop down menu:</p>	[Select from the available Lots]

	Lot 1 – Multi-Disciplinary Services Lot 2 – Project Management Services Lot 3 – Architectural Services Lot 4 – Cost Management Services Lot 5 – Civil & Structural Engineering Services Lot 6 – Building Services Engineering	<input type="checkbox"/> Lot 1 <input type="checkbox"/> Lot 2 <input type="checkbox"/> Lot 3 <input type="checkbox"/> Lot 4 <input type="checkbox"/> Lot 5 <input type="checkbox"/> Lot 6
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SQ6.1 Response Guidance

This question is for information only

Please indicate which Lot(s) you are tendering for in accordance with paragraph 2.3 of Attachment 1 – Invitation to Tender.

SQ6.2

Lots – Order Of Preference

Potential Providers shall complete their order of preference for the Lots for which they are submitting a Tender.

In accordance with your response to SQ6.1 above, please rank the Lots for which you are submitting a Tender in your order of preference (from your most preferred to your least preferred Lot).

You should note that whilst you may bid for any or all of the six (6) Lots, Potential Providers will only be appointed to the Framework Agreement as follows:

- Lot 1 Multi-Disciplinary Services and a maximum of two of the remaining Lots 2 – 6; or
- All of Lots 2 – 6 but not Lot 1 Multi-Disciplinary Services.

The Lot(s) awarded will be determined according to the Potential Provider's order of preference, provided in response to this question SQ6.2.

Potential Providers will not be permitted to amend their Lot order of preference after the Tender Submission Date has passed.

Where a Tender from a Group of Economic Operators is being submitted the Lead Contact must indicate which Lot(s) the Group of Economic Operators wishes to be their order of preference (from their most preferred to their least preferred Lot).

SQ6.2 Response Guidance

You must select **FIRST, SECOND, THIRD, FOURTH, FIFTH, SIXTH** or **N/A** from the dropdown menu against each of Lots 1 - 6, to indicate your order of preference from your most preferred to your least preferred Lot, or to indicate that you are not submitting a tender for a Lot.

Selecting **FIRST** means that this Lot is your first preference

Selecting **SECOND** means that this Lot is your second preference

Selecting **THIRD** means that this Lot is your third preference

Selecting **FOURTH** means that this Lot is your fourth preference

Selecting **FIFTH** means that this Lot your fifth preference

Selecting **SIXTH** means that this Lot is your sixth preference

Selecting **N/A** means that you are not submitting a tender for a Lot.

SQ6.3	Pricing Templates Please select option Yes or No to confirm you have uploaded, as an attachment to this question, the relevant Lot Pricing Model Attachments applicable to the Lots for which you have submitted a Tender (Attachments 10 - 15 (Pricing Model)), using the paperclip icon aligned to this question (SQ6.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SQ6.3 Response Guidance

This question is for information only.

You are required to download, populate and upload the relevant Attachments (10 - 15 (Pricing Model)) using the paperclip icon aligned to this question (SQ6.3).

This should be attached to this question (SQ6.3) and entitled "[insert your company name] Lot [X] - Pricing Model".

SQ6.4	Framework Population Template Please select option Yes or No to confirm you have populated and uploaded, as an attachment to this question, the Framework Agreement Population Template (Attachment 17), using the paperclip icon aligned to this question (SQ6.4).	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SQ6.4 Response Guidance

This question is for information only.

You are required to download, populate and upload Attachment 17 - Framework Population Template using the paperclip icon aligned to this question (SQ6.4).

This should be attached to this question (SQ6.4) and entitled "[insert your company name] Framework Population Template".

SQ6.5a	Subsidiary/Affiliated Companies Please select option Yes or No to confirm whether or not you are aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender in respect of the Procurement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SQ6.5a Response Guidance

This question is for information only.

You are required to confirm whether you are aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators, the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender in respect of this procurement.

You are required to select **Yes** to confirm you are aware of a Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators, the Subsidiary/Affiliated Companies of any member of that Group of Economic Operators) submitting a tender in respect of this procurement.

You are required to select **No** if you are not aware of any Subsidiary/Affiliated Company of your organisation (or in the case of a Group of Economic Operators, the Subsidiary/Affiliated Companies of that Group of Economic Operators) submitting a tender in respect of this procurement.

SQ6.5b	<p>If you responded Yes to question SQ6.5a please provide details for each Subsidiary/Affiliated Company of your organisation (or of a Group of Economic Operators):</p> <ul style="list-style-type: none"> - Name of Group of Economic Operator Member (if applicable) - Name of Subsidiary/Affiliated Company - Company Registration Number of Subsidiary/Affiliated Company (If applicable) <p>Please insert N/A in the first cell of the table if not applicable.</p>	Complete table in the e-Sourcing Suite
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SQ6.5b Response Guidance

This question is for information only.

If you select **Yes** to SQ6.5a you are required to provide the following details for each Subsidiary/Affiliated Company of your organisation (or of a Group of Economic Operators):

- Name of Group of Economic Operator Member (if applicable)
- Name of Subsidiary/Affiliated Company
- Company Registration Number of Subsidiary/Affiliated Company (if applicable)

Please insert **N/A** in the first cell of the table if this question is not applicable.

Section 7: Framework Specific Questions (Evaluated)

Question number	Question	Response
SQ7.1	<p>Insurance Requirements</p> <p>Your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, has or will have, prior to the Framework Commencement Date, the levels of insurance cover indicated below:</p>	
SQ7.1a	Employer's (Compulsory) Liability Insurance = £10,000,000.00	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SQ7.1a Response Guidance

This question is evaluated PASS/FAIL

Employer's Liability Insurance is a legal requirement except for businesses employing only the owner/close family members or if employing someone based abroad. You must indicate whether your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-

Contractors and members of your Group of Economic Operators, have Employer's Liability insurance of at least £10,000,000.00 and be able to provide a valid in-date certification as evidence of the insurance being in place prior to the Framework Commencement Date.

Please note that **Not Applicable (N/A)** will therefore only apply if your organisation and/or your Group of Economic Operators employs only the owner/close family members or employs someone based abroad.

To achieve a **PASS** you must select **Yes** or **Not Applicable (N/A)**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have indicated that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, has or will have, Employer's Liability insurance of at least £10,000,000.00 and will provide valid in-date certification as evidence of the insurance being in place prior to the Framework Commencement Date. OR You have selected option N/A from the drop down list.	
FAIL	By selecting No , you have indicated that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, does not have and will not have Employer's Liability insurance of at least £10,000,000.00 prior to the Framework Commencement Date.	
SQ7.1b	Public Liability Insurance = £10,000,000.00	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ7.1b Response Guidance

This question is evaluated. PASS/FAIL

You must indicate whether your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, has or will have Public Liability insurance of at least £10,000,000.00 and be able to provide valid in-date certification as evidence of the insurance being in place prior to the Framework Commencement Date.

To achieve a **PASS** you must select **Yes**, to indicate that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, has or will have Public Liability insurance of at least £10,000,000.00 prior to the Framework Commencement Date.

If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
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PASS	By selecting Yes , you have indicated that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, has, or will have, Public Liability insurance of at least £10,000,000.00 and will provide valid in-date certification as evidence of the insurance being in place prior to the Framework Commencement Date.	
FAIL	By selecting No , you have indicated that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, does not have and will not have Public Liability insurance of at least £10,000,000.00 prior to the Framework Commencement Date.	
SQ7.1c	Lot 1 Only - Professional Indemnity Insurance = £10,000,000.00	<input type="checkbox"/> Yes <input type="checkbox"/> No, but will have in place <input type="checkbox"/> No
SQ7.1c Response Guidance This question is evaluated PASS/FAIL You must indicate whether your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, has or will have Professional Indemnity insurance of at least £10,000,000.00 and provide valid in-date certification as evidence of the insurance being in place prior to the Framework Commencement Date. To achieve a PASS you must select Yes or No, but will have in place to indicate that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, has or will have Professional Indemnity insurance of at least £10,000,000.00 prior to the Framework Commencement Date. If you select No then you will achieve a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have indicated that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, has or will have Professional Indemnity insurance of at least £10,000,000.00 and will provide valid in-date certification as evidence of the insurance being in place prior to the Framework Commencement Date. By selecting No, but will have in place you have self-certified that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, do not have Professional Indemnity insurance of at least £10,000,000.00 but will have in place , and will provide valid in-date certification as evidence of the insurance being in place prior to the Framework Commencement Date.	

FAIL	By selecting No , you have indicated that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, does not have and will not have Professional Indemnity insurance of at least £10,000,000.00 prior to the Framework Commencement Date.	
SQ7.1d	Lots 2 - 6 Only - Professional Indemnity Insurance = £5,000,000.00	<input type="checkbox"/> Yes <input type="checkbox"/> No, but will have in place <input type="checkbox"/> No
SQ7.1d Response Guidance This question is evaluated PASS/FAIL You must indicate whether your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, has or will have Professional Indemnity insurance of at least £5,000,000.00 and provide valid in-date certification as evidence of the insurance being in place prior to the Framework Commencement Date. To achieve a PASS you must select Yes or No, but will have in place to indicate that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, has or will have Professional Indemnity insurance of at least £5,000,000.00 prior to the Framework Commencement Date. If you select No then you will achieve a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have indicated that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, has or will have Professional Indemnity insurance of at least £5,000,000.00 and will provide valid in-date certification as evidence of the insurance being in place prior to the Framework Commencement Date. By selecting No, but will have in place you have self-certified that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, do not have Professional Indemnity insurance of at least £5,000,000.00 but will have in place , and will provide valid in-date certification as evidence of the insurance being in place prior to the Framework Commencement Date.	
FAIL	By selecting No , you have indicated that your organisation and/or your Sub-Contractors and/or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, does not have and will not have Professional Indemnity insurance of at least £5,000,000.00 prior to the Framework Commencement Date.	

SQ7.2	Equality Legislation Within the past three years for your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, within all jurisdictions in which the organisation operates, has the organisation:	
SQ7.2a	Had any finding of unlawful discrimination made against it by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK).	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.2a Response Guidance You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, had any finding of unlawful discrimination made against it by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK).		
SQ7.2b	Had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.2b Response Guidance You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination.		
SQ7.2c	If you responded Yes to one or both of questions SQ7.2a and SQ7.2b, please confirm that you have uploaded, as a separate attachment, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against the organisation, please explain what action (if any) the organisation has taken to prevent unlawful discrimination from reoccurring. Please select option Yes , No or N/A to confirm whether or not you have uploaded an attachment using the paperclip icon aligned to this question.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload Attachment if applicable
SQ7.2c Response Guidance This section is evaluated PASS/FAIL If you answer Yes to one or both of questions SQ7.2a and SQ7.2b, you are required to upload a summary of the nature of investigation and an explanation of the outcome of the investigation to date as an attachment to SQ7.2c, using the paperclip icon aligned to this question. The attachment should be attached to this question (SQ7.2c) and entitled "[insert your company name] Response to Question 7.2c".		

If you select **No**, then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	<p>You have selected Yes to confirm you have provided an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date.</p> <p>OR</p> <p>You have selected N/A from the drop down list.</p>	
FAIL	<p>You have not uploaded a summary of the nature of investigation and an explanation of the outcome of the investigation to date.</p> <p>OR</p> <p>You have selected No.</p>	
SQ7.2d	Does your organisation and members of your Group of Economic Operators have processes in place to check whether any of the above circumstances apply to proposed Sub-Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>SQ7.2d Response Guidance</p> <p>This section is evaluated PASS/FAIL</p> <p>Please note that for question SQ7.2d N/A will only apply if your organisation does not intend to use Sub-Contractors throughout the Framework Period and any Call Off Agreement established.</p> <p>To achieve a PASS you must select Yes or Not Applicable (N/A). If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
Marking Scheme	Evaluation Guidance	
PASS	<p>By selecting Yes, you have indicated that your organisation and members of your Group of Economic Operators, have processes in place to check whether any of the above circumstances apply to proposed Sub-Contractors.</p> <p>OR</p> <p>You have selected option N/A from the drop down list.</p>	
FAIL	<p>By selecting No, you have indicated that your organisation and members of your Group of Economic Operators, does not have processes in place to check whether any of the above circumstances apply to proposed Sub-Contractors.</p>	
SQ7.3	<p>Equality and Diversity Policy</p> <p>Does your organisation and/or members of your Group of Economic Operators, have in place an Equality and Diversity policy or statement?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, but will have in place

		<input type="checkbox"/> No Upload attachment
SQ7.3 Response Guidance This section is evaluated PASS/FAIL You must indicate whether your organisation and/or members of your Group of Economic Operators has in place an Equality and Diversity policy or statement. To achieve a PASS you must select Yes or No, but will have in place , an Equality and Diversity policy or statement prior to Framework Award. You may not be able to commence work under the Framework Agreement until you have evidenced to the Authority your organisation's Equality and Diversity policy. If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement. If you respond Yes the Authority reserves the right to request evidence of an Equality and Diversity policy or statement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that your organisation and members of your Group of Economic Operators have in place an Equality and Diversity policy or statement. By Selecting No, but will have in place you have self-certified that your organisation and members of your Group of Economic Operators does not currently have an Equality and Diversity policy or statement but will have an Equality and Diversity policy or statement in place prior to Framework Award.	
FAIL	By selecting No , you have confirmed that your organisation and members of your Group of Economic Operators does not have an Equality and Diversity policy or statement and will not put one in place for this Framework Agreement.	
SQ7.4a	Environmental Management Please self-certify whether your organisation and/or any of your, or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authorities).	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.4a Response Guidance You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authorities). To achieve a PASS you must select No . If you select Yes then you will be awarded a FAIL and your Tender may be excluded from further consideration for the purposes of this Procurement.		

SQ7.4b	<p>If you responded Yes to question SQ7.4a, please provide details of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years by any environmental regulator or authority (including local authorities) in a separate attachment.</p> <p>Please select option Yes, No or N/A to confirm whether or not you have uploaded an attachment.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload Attachment if applicable
<p>SQ7.4b Response Guidance</p> <p>This section is evaluated PASS/FAIL</p> <p>If you answer Yes to question SQ7.4a you are required to provide details of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years by any environmental regulator or authority (including local authorities) conviction or notice served in a separate attachment, using the paperclip icon aligned to this question.</p> <p>The attachment should be attached to this question (SQ7.4a) and entitled "[insert your company name] Response to Question 7.4a".</p> <p>If you are awarded a FAIL your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
Marking Scheme	Evaluation Guidance	
PASS	<p>You have provided an uploaded summary of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years.</p> <p>OR</p> <p>You have selected N/A from the drop down list.</p>	
FAIL	<p>You have not provided an uploaded summary of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years.</p> <p>OR</p> <p>You have selected No.</p>	
SQ7.4c	<p>Do you and the Group of Economic Operators have processes in place to check whether any Sub-Contractors have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>SQ7.4c Response Guidance</p> <p>This section is evaluated PASS/FAIL</p> <p>Please note that for question SQ7.4c N/A will only apply if your organisation does not intend to use Sub-Contractors throughout the Framework Period and any Call Off Agreement established.</p>		

To achieve a **PASS** you must select **Yes** or **Not Applicable (N/A)**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have indicated that your organisation and members of your Group of Economic Operators has processes in place to check whether any of the above circumstances apply to Sub-Contractors. OR You have selected N/A from the drop down list.	
FAIL	By selecting No , you have indicated that your organisation and members of your Group of Economic Operators does not have processes in place to check whether any of the above circumstances apply to Sub-Contractors.	
SQ7.4d	Does your organisation and the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have documented arrangements for ensuring that your/their environmental management procedures are effective in reducing/preventing significant adverse impacts on the environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No, but will have in place <input type="checkbox"/> No
SQ7.4d Response Guidance This question is evaluated. PASS/FAIL To achieve a PASS you must select Yes or No, but will have in place , to indicate that your organisation and the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators has or will have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant adverse impacts on the environment prior to the Framework Commencement Date. If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
PASS	By selecting Yes , you have self-certified that your organisation and the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant adverse impacts on the environment. By selecting No, but will have in place you have self-certified that your organisation and the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators will have in place documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant adverse impacts on the environment prior to the Framework Commencement Date.	
FAIL	By selecting No , you have confirmed that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators does not have documented arrangements for ensuring that	

	your environmental management procedures are effective in reducing/preventing significant adverse impacts on the environment.	
SQ7.5a	Health and Safety Please self-certify that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements. Note: Potential Providers with fewer than five employees are not legally required to have a documented policy. However, a Potential Provider with less than five employees must be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity to which the Services relate.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.5a Response Guidance This section is evaluated PASS/FAIL You must indicate whether your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have a Health and Safety Policy that complies with current legislative requirements. To achieve a PASS you must select Yes . If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have indicated that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements.	
FAIL	By selecting No , you have indicated that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators does not have a Health and Safety Policy that complies with current legislative requirements.	
SQ7.5b	Has your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.5c	If you responded Yes to question SQ7.5b, please confirm you have uploaded an attachment that details any enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last three years and give details of any remedial action or changes to procedures the organisation has made as a result. Please select option Yes , No or N/A to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload Attachment if applicable

SQ7.5 (b and c) Response Guidance

If you answer **Yes** to question SQ7.5b you are required to upload details of any enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last three years and give details of any remedial action or changes to procedures the organisation has made as a result.

If you cannot provide evidence which is acceptable to the Authority you may be excluded from further participation in this Procurement.

If you answer **Yes** to question SQ7.5b you are required to provide sufficient evidence, in a separate attachment at question SQ7.5c (using the paperclip icon aligned to this question), that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleanse" the situation referred to in question SQ7.5b. You have to demonstrate that the relevant organisation has taken such remedial action, to the satisfaction of the Authority in each case.

If you answer **Yes** to one or both of questions SQ7.5a and SQ7.5b, you are required to upload a summary of the nature of investigation and an explanation of the outcome of the investigation to date as an attachment to SQ7.5c, using the paperclip icon aligned to this question.

The attachment should be attached to this question (SQ7.5c and entitled "[insert your company name] Response to Question 7.5b".

If such evidence is considered by the Authority (whose decision will be final) as sufficient, the Economic Operator concerned shall be allowed to continue in the Procurement process.

In order for the evidence referred to above to be sufficient, you shall, as a minimum, prove that you have:

- paid or undertaken to pay compensation in respect of any damage caused by the offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further offences or misconduct.

The measures taken shall be evaluated taking into account the gravity and particular circumstances of the offence or misconduct. Where the measures are considered by the Authority to be insufficient, you will be excluded from further consideration for the purposes of this Procurement and you shall be given a statement of the reasons for that decision.

The Authority may exclude Potential Providers that do not provide full and accurate information.

SQ7.5d	Do you and the Group of Economic Operators have processes in place to check whether SQ7.5b applies to any of your proposed Sub-Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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SQ7.5d Response Guidance

This section is evaluated PASS/FAIL

Please note that **N/A** will only apply if your organisation does not intend to use Sub-Contractors throughout the Framework Period and any Call Off Agreement established.

To achieve a **PASS** you must select **Yes or N/A**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have indicated that your organisation and the Group of Economic Operators has processes in place to check whether any of the above circumstances in SQ7.5b apply to Sub-Contractors? OR You have selected N/A from the drop down list.	
FAIL	By selecting No , you have indicated that your organisation and the Group of Economic Operators does not have processes in place to check whether any of the above circumstances in SQ7.5b apply to Sub-Contractors?	
SQ7.5e	Health and Safety Does your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have arrangements for ensuring that your/their health and safety policy and arrangements are effective in reducing/preventing incidents, occupational ill health and accidents? If you respond Yes the Authority reserves the right to request evidence (at any time during the Framework Period) of the details of the health and safety arrangements that are relevant to the expected scale and nature of the activity to be undertaken and clearly show how they are communicated to the workforce.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ7.5e Response Guidance

This section is evaluated as PASS/FAIL

To achieve a **PASS** you must select **Yes**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators has arrangements for ensuring that your/their health and safety policy and arrangements are effective in reducing/preventing incidents, occupational ill health and accidents.	
FAIL	By selecting No , you have self-certified that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators do not have arrangements for ensuring that your health and safety policy and arrangements are effective in reducing/preventing incidents, occupational ill health and accidents.	
SQ7.5f	Health and Safety Do you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have access to health and safety advice/assistance from suitably	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>qualified and experienced resource – both general and construction sector related?</p> <p>If you respond Yes, the Authority reserves the right to request evidence (at any time during the Framework Period) of how competent health and safety advice is accessed.</p>	
<p>SQ7.5f Response Guidance</p> <p>This section is evaluated as PASS/FAIL</p> <p>To achieve a PASS you must select Yes. If you select No, then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators has access to health and safety advice/assistance from suitably qualified and experienced resource – both general and construction sector related.	
FAIL	By selecting No , you have confirmed that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators does not have access to health and safety advice/assistance from suitably qualified and experienced resource – either general and/or construction sector related.	
SQ7.5g	<p>Health and Safety</p> <p>Do you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have a policy and process for providing your/their staff with training and information appropriate to the types of activity that your organisation is likely to undertake?</p> <p>If you respond Yes, the Authority reserves the right to request evidence (at any time during the Framework Period) that the above requirements are in place and that training is implemented to ensure that staff have sufficient skills and understanding to discharge their various duties. This should include the provision of refresher training which keeps staff up to date and informed on good health and safety practice.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>SQ7.5g Response Guidance</p> <p>This section is evaluated as PASS/FAIL</p> <p>To achieve a PASS you must select Yes. If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have a policy and process for providing your staff with training	

	and information appropriate to the types of activity that your organisation is likely to undertake.	
FAIL	By selecting No , you have confirmed that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators does not have a policy and process for providing your staff with training and information appropriate to the types of activity that your organisation is likely to undertake.	
SQ7.5h	Health and Safety Do you ensure that your organisation and any of your or Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators staff have the appropriate capabilities to enable you and/or them to discharge their/your responsibilities under health and safety legislation? If you respond Yes , the Authority reserves the right to request evidence (at any time during the Framework Period) your Continuing Professional Development (CPD) programmes and/or examples of training and development plans, how health and safety information is obtained including how technical knowledge and understanding of developments in construction is maintained and how capabilities for each specific appointment are assigned to suitably qualified and experienced staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.5h Response Guidance This section is evaluated as PASS/FAIL To achieve a PASS you must select Yes . If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators staff have the appropriate capabilities to enable you and them to discharge their/your responsibilities under health and safety legislation.	
FAIL	By selecting No , you have confirmed that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators staff do not have the appropriate capabilities to enable you and them to discharge their/your responsibilities under health and safety legislation.	
SQ7.5i	Health and Safety Do you and any of your or your Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have and implement arrangements for meeting the Designer duties under the Construction (Design and Management) Regulations 2015. If you respond Yes , the Authority reserves the right to request evidence (at any time during the Framework Period) of:	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>(a) how co-operation and co-ordination of design with other designers and contractors is ensured;</p> <p>(b) hazards are eliminated and how remaining risks are managed (with regard to buildability, maintenance and use);and</p> <p>(c) how any structure that will be used as a workplace will meet relevant requirements of the Workplace (Health, Safety and welfare) Regulations 1992, and (d) how design changes are managed.</p>	
SQ7.5i Response Guidance This section is evaluated as PASS/FAIL To achieve a PASS you must select Yes . If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have self-certified that you/they have and implement arrangements for meeting the Designer duties under the Construction (Design and Management) Regulations 2015.	
FAIL	By selecting No , you have confirmed you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators do not have arrangements for meeting the Designer duties under the Construction (Design and Management) Regulations 2015.	
SQ7.5j	Health and Safety Do you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators check, review and where necessary improve health and safety performance? If you respond Yes the Authority reserves the right to request evidence (at any time during the Framework Period) that an ongoing system for measuring health and safety procedures is in place and is periodically reviewed and updated as necessary, for example, project design reviews.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.5j Response Guidance This section is evaluated as PASS/FAIL To achieve a PASS you must select Yes . If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators check, review and where necessary improve health and safety performance.	

FAIL	By selecting No , you have confirmed you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators do not check, review and where necessary improve health and safety performance.	
All Potential Providers submitting a Tender for Lots 1, 3, 5 and 6 must answer the following questions i.e. questions SQ7.5k to SQ7.5l inclusive		
SQ7.5k	Health and Safety Are you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators able to self-certify that you have the appropriate knowledge and experience in the design and construction process? If you respond Yes , the Authority reserves the right to request evidence (at any time during the Framework Period) that your organisation of validated CPD and relevant recognised additional qualifications such as National Examination Board in Occupational Safety and Health (NEBOSH), membership of the Health and Safety Register administered by the Institution of Civil Engineers (ICE), membership of the Association for Project Safety, membership of the Institution of Construction Safety, Registered Safety Practitioner status.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.5k Response Guidance This section is evaluated as PASS/FAIL To achieve a PASS you must select Yes . If you select No , then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators can evidence you have the requisite field of knowledge of the design and construction process.	
FAIL	By selecting No , you have confirmed you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators cannot evidence you have the requisite field of knowledge of the design and construction process.	
SQ7.5l	Health and Safety Do you and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have systems in place to review your effectiveness in providing the Principal Designer role? If you respond Yes , the Authority reserves the right to request evidence (at any time during the Framework Period) that your organisation has in place and implements an ongoing system for monitoring performance including post project reviews.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ7.5I Response Guidance

This section is evaluated as PASS/FAIL

To achieve a **PASS** you must select **Yes**. If you select **No**, then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators review your effectiveness in providing the Principal Designer role.	
FAIL	By selecting No , you have confirmed you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators do not review your effectiveness in providing the Principal Designer role.	
SQ7.6a	Accredited Quality Management System (QMS) or equivalent Does your organisation have, or will you have in place prior to participation in a Call Off Procedure, an Accredited Quality Management System (QMS) or equivalent, appropriate to the required Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No, but will have in place <input type="checkbox"/> No

SQ7.6a Response Guidance

This section is evaluated as PASS/FAIL

The requirement is to have, or will have in place, prior to participation in a Call Off Procedure, an accredited QMS or equivalent by selecting one of the following options:

If you respond **Yes**, the Authority may ask you to provide evidence of your accredited QMS or equivalent system, prior to participation in a Call Off Procedure.

If you respond **No, but will have in place**, to indicate that you do not currently have an accredited QMS or equivalent **but will have in place** prior to participation in a Call Off Procedure, you will not be able to commence work under the Framework Agreement until you have evidenced to the Authority that you have an accredited QMS or equivalent system in place.

If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that you have an accredited QMS or equivalent that is relevant to the parts of the organisation that will deliver the required Services applicable to this Framework Agreement. By selecting No, but will have in place you have self-certified that you do not have an accredited QMS or equivalent system that is relevant to the parts of the organisation that will deliver the required Services applicable to this Framework Agreement but will put in place an accredited QMS or equivalent system that is relevant to the parts of	

	the organisation that will deliver the required Services applicable to this Framework agreement prior to participation in a Call Off Procedure.	
FAIL	By selecting No you have confirmed that you do not have an accredited QMS or equivalent relevant to the parts of the organisation that will deliver the required Services applicable to this Framework Agreement, and will not put one in place.	
SQ7.6b	Accredited Quality Management System (QMS) or equivalent Do you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have arrangements for providing personnel with quality-related training and information, appropriate to the required Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No, but will have in place <input type="checkbox"/> No
SQ7.6b Response Guidance This section is evaluated as PASS/FAIL The requirement is to have, or will have in place, prior to participation in a Call Off Procedure arrangements for providing personnel with quality-related training and information, appropriate to the required Services by selecting one of the following options: If you respond Yes , the Authority may ask you to provide evidence of your arrangements for providing personnel with quality-related training and information, appropriate to the required Services, prior to participation in a Call Off Procedure. If you respond No, but will have in place , to indicate that you do not currently have arrangements for providing personnel with quality-related training and information, appropriate to the required Services but will have in place prior to participation in a Call Off Procedure, you will not be able to commence work under the Framework Agreement until you have evidenced to the Authority that you arrangements for providing your staff with quality-related training and information, appropriate to the required Services in place prior to participation in a Call Off Procedure. If you select No , then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have arrangements for providing personnel with quality-related training and information, appropriate to the required Services. By selecting No, but will have in place you have confirmed that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators do not have arrangements for providing personnel with quality-related training and information, appropriate to the required Services, but will put in place arrangements for providing staff with quality-related training and information, appropriate to the required Services prior to participation in a Call Off Procedure.	
FAIL	By selecting No , you have confirmed that you and your Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators do	

	not have arrangements for providing your personnel with quality-related training and information, appropriate to the required Services, and will not put one in place.	
SQ7.7	<p>Cyber Essentials Plus</p> <p>In relation to the required Services, please confirm that you comply with one of the following criteria:</p> <p>(i) You have a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation authorities within the most recent 12 months;</p> <p>OR</p> <p>(ii) You do not have a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation authorities but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials Plus certificate by one of the government approved accreditation authorities by the Framework Commencement Date;</p> <p>OR</p> <p>(iii) You do not have a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation authorities, but you can demonstrate (or, will be able to demonstrate by the Framework Commencement Date) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link:</p> <p>https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf</p> <p>AND that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that your organisation demonstrates compliance with Cyber Essentials technical requirements;</p> <p>OR</p> <p>(iv) Your organisation is exempt from complying with the requirements at questions i), ii) and iii) because your organisation conforms with the ISO27001 standard and the Cyber Essentials requirements have been included in the scope of that standard, and verified as such and the certification authorities carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation authorities referred to in i).</p> <p>AND</p> <p>Where your organisation proposes to use Sub-Contractors to carry out the Services, and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such</p>	<p><input type="checkbox"/> (i) Yes</p> <p><input type="checkbox"/> (ii) Yes</p> <p><input type="checkbox"/> (iii) Yes</p> <p><input type="checkbox"/> (iv) Yes</p> <p><input type="checkbox"/> No</p>

	Sub-Contractors are compliant with the requirements of questions i), ii) and iii).	
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SQ7.7 Response Guidance

This section is evaluated as PASS/FAIL

The Government introduced its new Cyber Essentials Scheme to further reduce the levels of cyber security risks in its supply chain. Cyber Essentials defines a set of controls which, when properly implemented, will provide organisations with basic protection from the most prevalent forms of threat which come from the internet. The link below to the Gov.uk website provides information on the new Cyber Essentials Scheme:

<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

Yes (i) - By selecting **Yes (i)**, you have confirmed that you have a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation authorities within the most recent 12 months. You have also confirmed that where your organisation proposes to use Sub-Contractors to carry out the Services, and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials Plus certificate by the Framework Commencement Date;

OR

Yes (ii) - By selecting **Yes (ii)** you have confirmed that you do not have a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation authorities but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials Plus certificate by one of the government approved accreditation bodies, by the Framework Commencement Date. You have also confirmed that where your organisation proposes to use Sub-Contractors to carry out the Services, and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials Plus certificate by the Framework Commencement Date;

OR

Yes (iii) - By selecting **Yes (iii)** you have confirmed that you do not have a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation authorities, but you can demonstrate (or will be able to demonstrate by the Framework Commencement Date) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link:

<https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>

AND

that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that your organisation demonstrates compliance with Cyber Essentials Plus technical requirements. You have also confirmed that where your organisation proposes to use Sub-Contractors to carry out the Services, and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials Plus certificate by the Framework Commencement Date;

OR

Yes (iv) - By selecting **Yes (iv)** you have confirmed that your organisation is exempt from complying with the requirements at questions i), ii) and iii) because your organisation conforms with the ISO27001 standard and the Cyber Essentials Plus requirements have been included in the scope of that standard, and verified as such and the certification authorities carrying out this verification is approved to issue a Cyber Essentials Plus certificate by one of the government approved Cyber Essentials accreditation authorities referred to in i). You have also confirmed that where your organisation proposes to use Sub-Contractors to carry out the Services, and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials Plus certificate by the Framework Commencement Date;

NO - By selecting **No**, you have confirmed that you do not have a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation authorities within the most recent 12 months, and cannot demonstrate (or, will not be able to demonstrate by the Framework Commencement Date) that you have been awarded a current and valid Cyber Essentials Plus certificate by one of the government approved Cyber Essentials accreditation authorities. Your tender will be excluded from further consideration for the purposes of this Procurement.

Do not submit any Cyber Essentials documentation at this stage.

Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes (i) , or Yes (ii) , or Yes (iii) , or Yes (iv) , you have indicated that your organisation has or will have the required accreditation which complies with one of the criteria, as set out in Clause 3.16 of Attachment 9 - Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	
FAIL	By selecting No , you have indicated that your organisation does not have the required accreditation which complies with one of the criteria, as set out in Clause 9 of Attachment 4 – Framework Agreement.	
SQ7.8	<p>Standards</p> <p>In relation to the Services, please confirm that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have, or will have in place, prior to the Framework Commencement Date, certification as set out below and in accordance with Clause 13 of Attachment 4 – Framework Agreement:</p> <ol style="list-style-type: none"> 1. All registrations, qualifications and accreditations required by the relevant professional institution/institute or equivalent in order to provide the Services relevant to the Lot; 2. All registrations, qualifications and accreditations required by your insurers in order to provide the Services relevant to the Lot; 3. Any other regulatory body requirements necessary in order to provide the Services relevant to the Lot; and 4. All licences required in order to provide the Services relevant to the Lot. 	

SQ7.8a	Do you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have all registrations, qualifications and accreditations required by the relevant professional institution/institute or equivalent in order to provide the Services relevant to the Lot?	
Please select one of the five (5) options (i) – (v) below: (i) You have current and valid certification; OR (ii) You do not have certification now but you will have certification in place, prior to the Framework Commencement Date; OR (iii) You do not have certification but you have an equivalent in place; OR (iv) You do not have certification now and you do not have an equivalent in place now, but you will have an equivalent in place prior to the Framework Commencement Date; OR (v) You do not have, and will not have certification or an equivalent in place prior to the Framework Commencement Date.		complete table in the eSourcing Suite
SQ7.8b	Do you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have all registrations, qualifications and accreditations required by your Insurers in order to provide the Services relevant to the Lot?	
Please select one of the five (5) options (i) – (v) below: (i) You have current and valid certification; OR (ii) You do not have certification now but you will have certification in place, prior to the Framework Commencement Date; OR (iii) You do not have certification but you have an equivalent in place; OR (iv) You do not have certification now and you do not have an equivalent in place now, but you will have an equivalent in place prior to the Framework Commencement Date; OR (v) You do not have, and will not have certification or an equivalent in place prior to the Framework Commencement Date.		
SQ7.8c	Do you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have all other Regulatory Body requirements necessary in order to provide the Services relevant to the Lot?	
Please select one of the five (5) options (i) – (v) below:		complete table in the

<p>(i) You have current and valid certification;</p> <p>OR</p> <p>(ii) You do not have certification now but you will have certification in place, prior to the Framework Commencement Date;</p> <p>OR</p> <p>(iii) You do not have certification but you have an equivalent in place;</p> <p>OR</p> <p>(iv) You do not have certification now and you do not have an equivalent in place now, but you will have an equivalent in place prior to the Framework Commencement Date;</p> <p>OR</p> <p>(v) You do not have, and will not have certification or an equivalent in place prior to the Framework Commencement Date.</p>		eSourcing Suite
SQ7.8d	Do you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have all licences required in order to provide the Services relevant to the Lot?	
<p>Please select one of the five (5) options (i) – (v) below:</p> <p>(i) You have current and valid certification;</p> <p>OR</p> <p>(ii) You do not have certification now but you will have certification in place, prior to the Framework Commencement Date;</p> <p>OR</p> <p>(iii) You do not have certification but you have an equivalent in place;</p> <p>OR</p> <p>(iv) You do not have certification now and you do not have an equivalent in place now, but you will have an equivalent in place prior to the Framework Commencement Date;</p> <p>OR</p> <p>(v) You do not have, and will not have certification or an equivalent in place prior to the Framework Commencement Date.</p>		complete table in the eSourcing Suite
SQ7.8a-d Response Guidance		
This section is evaluated as PASS/FAIL		
You must provide a response for each criterion that is listed in the table in the eSourcing Suite.		
For each Standard, you must select one of the five options available (i) – (v).		
To achieve a PASS you must provide a response for each of the four (4) criteria in the table by selecting option (i) to (iv) to any one of the options available for each criterion.		
If you select option (v) for any one or more criteria, confirming that you do not have, and will not have certification, or will not have an equivalent in place, by the Framework Commencement Date, then you will achieve a FAIL and your Tender will be excluded from further participation in this procurement.		
If you fail to provide a response to this question you will achieve a FAIL and your Tender will be excluded from further participation in this Procurement.		

In the event that you are successful in this Procurement, you will be required to provide evidence of valid in-date certification to the Authority prior to the Framework Commencement Date.

You will be unable to commence work under the Framework Agreement if you fail to provide a copy of valid in-date certification or evidence to confirm you are working towards certification, to the Authority, by the Framework Commencement Date.

Marking Scheme	Evaluation Guidance	
PASS	<p>You have selected a response from one of the options available for each of the four (4) criterion that is listed in the table in the eSourcing Suite.</p> <p>OR</p> <p>You have selected a response from one of the options available for each of the four (4) criteria listed in the table in the eSourcing Suite, and you have indicated that your organisation will provide evidence of valid in-date certification to the Authority prior to the Framework Commencement Date.</p> <p>OR</p>	
FAIL	<p>You have indicated that your organisation is not able to provide a copy of valid in-date certification or evidence to confirm you are working towards certification, or will not have an equivalent in place, to the Authority</p> <p>OR</p> <p>You have not selected a response from one of the options available for each of the four (4) criterion that is listed in the table in the eSourcing Suite.</p>	
SQ7.9a	<p>Conflict of Interest</p> <p>Please confirm whether you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have any potential, actual or perceived conflicts of interest that may be relevant to this Procurement.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.9b	<p>If you responded Yes to question SQ7.9a, please confirm that any potential, actual or perceived conflicts of interest in respect of this Procurement are identified in a separate attachment. Potential Providers shall outline the safeguards which will be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of the Services.</p> <p>Please select option Yes or No to confirm whether or not you have uploaded an attachment using the paperclip icon aligned to this question.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Upload attachment

SQ7.9a and b Response Guidance

This section is evaluated as PASS/FAIL

If you answer **Yes** to question SQ7.9a you are required to provide details of the particulars relating to the conflict of interest.

The Authority reserves the right to validate information submitted by a Potential Provider to satisfy itself of the particulars relating to the conflict of interest.

If you cannot provide details of the particulars relating to the conflict of interest to the Authority, or you provide details to the Authority which are deemed not acceptable, you may be excluded from further participation in this Procurement.

If you achieve a **FAIL** your Tender will be excluded from further consideration for the purposes of this Procurement.

Marking Scheme	Evaluation Guidance	
PASS	You have uploaded details of the particulars relating to the conflict of interest, which are acceptable to the Authority.	
FAIL	<p>You have not uploaded details of the particulars relating to the conflict of interest.</p> <p>OR</p> <p>You have uploaded details of the particulars relating to the conflict of interest, which are not acceptable to the Authority.</p> <p>OR</p> <p>You have selected No.</p>	
SQ7.10	Apprenticeships and Skills Development Please confirm that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators each have or will have in place, prior to the Framework Commencement Date, an Apprenticeship/Current Skills Policy in relation to Government Apprenticeships Policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.10 Response Guidance This section is evaluated as PASS/FAIL The requirement is that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators each has, or will have in place, prior to the Framework Commencement Date, an Apprenticeship/Current Skills Policy that demonstrates commitment to supporting, developing and maintaining skills required. Guidance on Government Apprenticeship Policy can be found at: http://researchbriefings.files.parliament.uk/documents/SN03052/SN03052.pdf If you select Yes , the Authority may ask you to provide evidence of your organisation's and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators' Apprenticeship/Current Skills Policy. If you select No , then you will achieve a FAIL and your Tender will be excluded from further participation in this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators each has an Apprenticeship/Current Skills Policy that	

	demonstrates commitment to supporting, developing and maintaining skills required that are applicable to this Framework Agreement.	
FAIL	By selecting No , you have confirmed that your organisation and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators' does not have an Apprenticeship/Current Skills Policy that demonstrates commitment to supporting, developing and maintaining skills required that are applicable to this Framework Agreement, and will not put one in place prior to the Framework Commencement Date.	
SQ7.11a	Digital and Building Information Modelling Do you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have the capability to provide the Services using a 'Common Data Environment' as described in PAS 1192-2:2013? If you respond Yes , the Authority reserves the right to request evidence that your organisation: (a) understands the concept of a 'Common Data Environment' as described in PAS 1192-2:2013; and (b) is able to exchange information with supply chain and other Project Team members in an efficient and collaborative manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.11a Response Guidance This section is evaluated as PASS/FAIL To achieve a PASS you must select Yes . If you select No , then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have the capability to provide the required Services using a 'Common Data Environment', as described in PAS 1192-2:2013 or equivalent.	
FAIL	By selecting No , you have confirmed that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators do not have the capability to provide the required Services using a 'Common Data Environment', as described in PAS 1192-2:2013 or equivalent.	
SQ7.11b	Digital and Building Information Modelling (BIM) Do you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have documented policy, systems and procedures to achieve BIM Level 2 maturity as set out in the Government's BIM Strategy? If you respond Yes , the Authority reserves the right to request evidence that your organisation: (a) has a documented policy endorsed by the Chief Executive or equivalent; and	<input type="checkbox"/> Yes <input type="checkbox"/> No

	(b) the policy, systems and procedures are able to be applied to all projects, regardless of size or complexity.	
SQ7.11b Response Guidance This section is evaluated as PASS/FAIL To achieve a PASS you must select Yes . If you select No , then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have a documented policy, systems and procedures to achieve BIM Level 2 maturity as set out in the Government's BIM Strategy.	
FAIL	By selecting No , you have confirmed that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators do not have a documented policy, systems and procedures to achieve BIM Level 2 maturity as set out in the Government's BIM Strategy.	
SQ7.11c	Digital and Building Information Modelling Do you and any of your and the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have arrangements in place for training your personnel in BIM-related skills and do you assess their capabilities? If you respond Yes , the Authority reserves the right to request evidence that your organisation has training arrangements in place to ensure that its personnel have sufficient BIM related skills and a means to assess their capabilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.11c Response Guidance This section is evaluated as PASS/FAIL To achieve a PASS you must select Yes . If you select No , then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have arrangements in place for training employees in BIM related skills and assess their capabilities.	
FAIL	By selecting No , you have confirmed that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators do not have arrangements in place for training employees in BIM related skills and assess their capabilities.	

All Potential Providers submitting a Tender for Lots 1, 3, 5 and 6 must provide a response to the following questions SQ7.11d to SQ7.11f

SQ7.11d	Lots 1, 3, 5 and 6 only Digital and Building Information Modelling Are you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators able to provide evidence of your knowledge and ability to undertake the role of the BIM Information Manager? If you respond Yes , the Authority reserves the right to request evidence of validated training, Continuing Professional Development (CPD) and relevant recognised qualifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.11d Response Guidance This section is evaluated as PASS/FAIL To achieve a PASS you must select Yes . If you select No then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators can provide evidence that you have the knowledge and ability to undertake the role of the BIM Information Manager.	
FAIL	By selecting No , you have confirmed that you and any of your or and the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators cannot provide evidence that you have the knowledge and ability to undertake the role of the BIM Information Manager.	
SQ7.11e	Lots 1, 3, 5 and 6 only Digital and Building Information Modelling Are you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators able to provide evidence of your knowledge and ability to undertake the role of the BIM Co-Ordinator? If you respond Yes , the Authority reserves the right to request evidence of validated training, Continuous Professional Development (CPD) and relevant recognised qualifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.11e Response Guidance This section is evaluated as PASS/FAIL To achieve a PASS you must select Yes . If you select No , then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	

PASS	By selecting Yes , you have self-certified that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators can provide evidence that you have the knowledge and ability to undertake the role of the BIM Coordinator.	
FAIL	By selecting No , you have confirmed that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators cannot provide evidence that you have the knowledge and ability to undertake the role of the BIM Coordinator.	
SQ7.11f	Lots 1, 3, 5 and 6 only Digital and Building Information Modelling Do you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have the capability to develop and deliver a BIM Execution Plan as described in PAS 1192-2:2013 ? If you respond Yes , the Authority reserves the right to request evidence that your organisation has the capability to produce a BIM Execution Plan as described in PAS 1192-2:2013 regardless of project size or complexity.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.11f Response Guidance This section is evaluated as PASS/FAIL To achieve a PASS you must select Yes . If you select No , then you will be awarded a FAIL and your Tender will be excluded from further consideration for the purposes of this Procurement.		
Marking Scheme	Evaluation Guidance	
PASS	By selecting Yes , you have self-certified that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators have the capability to develop and deliver a BIM Execution Plan as described in PAS 1192-2:2013.	
FAIL	By selecting No you have confirmed that you and any of your or the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators do not have the capability to develop and deliver a BIM Execution Plan as described in PAS 1192-2:2013.	
SQ7.12	GEOGRAPHICAL COVERAGE – ALL LOTS Please select YES, NO or N/A to indicate whether you can deliver the required Services for the Lot(s) for which you are bidding throughout the UK. You must select YES, NO or N/A from the dropdown menu against each of Lots 1 - 6, to indicate whether you can deliver the required Services for the Lot(s) across the UK.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SQ7.12 Response Guidance

This section is evaluated as **PASS/FAIL**

To achieve a **PASS** you must select **Yes** or **N/A**. If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement.

Confirmation should be made by selecting the valid response from the drop down response box within the eSourcing Suite.

Providing a **YES** response means that you have confirmed that you can deliver the required Services for the Lot(s) for which you are bidding throughout the UK.

Providing a **NO** response means that you have confirmed that you cannot deliver the required Services for the Lot(s) for which you are bidding throughout the UK.

Providing a **N/A** response means that you have confirmed that you are not bidding for a particular Lot.

Marking Scheme	Evaluation Marking Scheme
PASS	You have selected option YES confirming that you can deliver the required Services for the Lot(s) for which you are bidding throughout the UK. OR You have selected option N/A confirming that you are not bidding for a particular Lot.
FAIL	You have selected option NO confirming that you cannot deliver the required Services for the Lot(s) for which you are bidding throughout the UK. OR You have selected option YES from the drop down but included caveats to that response. OR You have not answered the question.

Section 8: Technical and Professional Ability - Previous Experience (Evaluated)

SQ8.1(a-c)

PFMDTS – Previous Provision of Technical/Professional Capability - LOT 1 (Multi-Disciplinary Services)

Question number	Question	Response
SQ8.1(a-c) Please provide details of two contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed.		
SQ8.1a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation, Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation, Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) - Approximate Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation; Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation; Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) - Approximate Contract Value 	complete table in the eSourcing Suite
SQ8.1b	<p>Contract Example 1</p> <p>Please describe how the example evidences you have the technical and professional capabilities needed to perform the mandatory requirements of Lot 1 of Project Management Full Design Team</p>	character limit 4096

	Services, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	
SQ8.1c	<p>Contract Example 2</p> <p>Please describe how the example evidences you have the technical and professional capabilities needed to perform the mandatory requirements of Lot 1 of Project Management Full Design Team Services, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.</p>	character limit 4096

SQ8.1(a-c) Response Guidance

This section is evaluated as PASS/FAIL

For this Lot you must demonstrate you have the necessary project management skills to secure and manage a multi-disciplinary team with the Project Management and Full Design Team technical and professional capabilities, resources and experience to deliver the Core Service Disciplines and the mandatory requirements relevant to this Lot, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services and Annexes A and B.

Potential Providers (Lead Contact for a Group of Economic Operators) must provide:

- Two individual contract examples that are comparable to the requirements.
- Evidence within these two contract examples that you have the sufficient level (both capacity and capability) and breadth of technical ability, professional ability and experience to deliver the Core Service Disciplines and mandatory requirements, either within your organisation, Group of Economic Operators and/or named Sub-Contractors (where applicable).

Technical ability must include:

- The provision of the Core Service Disciplines as per Annex A (Schedule of Services) of Framework Schedule 2: Services and Key Performance Indicators Part A, by appropriately qualified and experienced personnel;
- The ability to provide the required Services (relevant to the Lot) for the production of feasibility studies and option appraisals that provide genuine choice to the Contracting Authority in meeting its Contracting Authority Scope;
- The ability to control quality, cost and time and to manage risk of delivery of the required Services and the project.

Professional ability must include:

- The ability to quickly and fully understand the Contracting Authority Scope, and to develop the Contracting Authority Scope where necessary, to assist the successful delivery of the project;
- Evidence of a culture of Continuing Professional Development and learning from previous experience; and
- The ability to think creatively and to overcome challenges.

Contract Examples must:

- Have been performed within the last three (3) years prior to the publication of the OJEU Notice to be valid, and can be from the public or private sector.
- The customer contacts must be warned that they may be contacted by the Authority, to verify the accuracy of the information provided at any time. The Authority may exclude Potential Providers that do not provide full and accurate information in respect of the examples and/or the contacts.

- The customer contacts provided must not have been employed by your organisation or be from within your associated group of companies within the past three (3) years prior to the publication of the OJEU notice.
- Examples of Call Off contracts awarded under Framework Agreements will be considered valid, but your position on a Framework Agreement will **NOT** be considered a valid Contract Example.

The Authority will use the information you provide in this section to evaluate whether your organisation; Group of Economic Operators and/or named Sub-Contractors have the relevant technical and professional resources to perform the requirement for this Procurement. Refer to paragraph 9.2 Consensus Marking Procedure in Attachment 1 - ITT, for more information about how the evaluation will be conducted.

Potential Providers that cannot sufficiently evidence their technical and professional ability to provide the requirements of the Contract (or their Tenders where the Authority has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) may be precluded from further consideration by the Authority.

See link below to PPN 'Taking Account of Suppliers' Past Performance':

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417211/PPN04-15_Supplier_Past_Performance_.pdf

Potential Providers should be aware that they may be asked to confirm prior to any Framework award that there has been no material change to the skills, experience and resources available to them since submitting their Tender.

Marking Scheme	Evaluation Guidance
PASS	You have provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.
FAIL	<p>You have not provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.</p> <p>OR</p> <p>This question has not been answered.</p>

SQ8.2(a-c)

PFMDTS – Previous Provision of Technical/Professional Capability - LOT 2 (Project Management Services)

Question number	Question	Response
<p>SQ8.2(a-c)</p> <p>Please provide details of two contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed.</p>		
SQ8.2a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation, Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation, Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) - Approximate Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation; Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation; Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) - Approximate Contract Value 	complete table in the eSourcing Suite
SQ8.2b	<p>Contract Example 1</p> <p>Please describe how the example evidences you have the technical and professional capabilities needed to perform the requirements of Lot 2 of Project Management Full Design Team Services, as set out in</p>	character limit 4096

	Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	
SQ8.2c	Contract Example 2 Please describe how the example evidences you have the technical and professional capabilities needed to perform the requirements of Lot 2 of Project Management Full Design Team Services, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	character limit 4096

SQ8.2(a-c) Response Guidance

This section is evaluated as PASS/FAIL

For this Lot you must demonstrate you have the necessary project management skills to manage a project and/or multi-disciplinary team and have Project Management technical and professional capabilities, resources and experience to perform the Core Service Disciplines and the mandatory requirements relevant to this Lot, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services and Annexes A and B.

Potential Providers (Lead Contact for a Group of Economic Operators) must provide:

- Two Individual contract examples that are comparable to the requirements.
- Evidence within these contracts that you have the sufficient level (both capacity and capability) and breadth of technical ability and experience to carry out the requirements, either within your organisation; Group of Economic Operators and/or named Sub-Contractors (where applicable).

Technical ability must include:

- The provision of the Core Service Disciplines as per Annex A (Schedule of Services) of Framework Schedule 2: Services and Key Performance Indicators Part A by appropriately qualified and experienced personnel;
- The ability to provide the required Services (relevant to the Lot) for the production of feasibility studies and option appraisals that provide genuine choice to the Contracting Authority in meeting its Contracting Authority Scope;
- The ability to control quality, cost and time and to manage risk of delivery of the Services and the project.

Professional ability must include:

- The ability to quickly and fully understand the Contracting Authority Scope and to develop the Contracting Authority Scope where necessary, to assist the successful delivery of the project
- Evidence of a culture of Continuing Professional Development and learning from previous experience
- The ability to think creatively and to overcome challenges

Contract Examples must:

- Have been performed within the last three (3) years prior to the publication of the OJEU Notice to be valid, and can be from the public or private sector.
- The customer contacts must be warned that they may be contacted by the Authority, to verify the accuracy of the information provided at any time. The Authority may exclude Potential Providers that do not provide full and accurate information in respect of the examples and/or the contacts.

- The customer contacts provided must not have been employed by your organisation or be from within your associated group of companies within the past three (3) years prior to the publication of the OJEU notice.
- Examples of Call Off contracts awarded under Framework Agreements will be considered valid, but your position on a Framework Agreement will **NOT** be considered a valid Contract Example.

The Authority will use the information you provide in this section to evaluate whether your organisation; Group of Economic Operators and/or named Sub-Contractors have the relevant technical and professional resources to perform the requirement for this Procurement. Refer to paragraph 9.2 Consensus Marking Procedure in Attachment 1 - ITT, for more information about how the evaluation will be conducted.

Potential Providers that cannot sufficiently evidence their technical and professional ability to provide the requirements of the Contract (or their Tenders where the Authority has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) may be precluded from further consideration by the Authority.

See link below to PPN 'Taking Account of Suppliers' Past Performance':

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417211/PPN04-15_Supplier_Past_Performance_.pdf

Potential Providers should be aware that they may be asked to confirm prior to any Framework award that there has been no material change to the skills, experience and resources available to them since submitting their Tender.

Marking Scheme	Evaluation Guidance
PASS	You have provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.
FAIL	<p>You have not provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.</p> <p>OR</p> <p>This question has not been answered.</p>

SQ8.3(a-c)

PFMDTS – Previous Provision of Technical/Professional Capability - LOT 3 (Architectural Services)

Question number	Question	Response
<p>SQ8.3(a-c)</p> <p>Please provide details of two contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed.</p>		
SQ8.3a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation, Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation, Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) - Approximate Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation; Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation; Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) - Approximate Contract Value 	complete table in the eSourcing Suite

SQ8.3b	Contract Example 1 Please describe how the example evidences you have the technical and professional capabilities needed to perform the requirements of Lot 3 of Project Management Full Design Team Services, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	character limit 4096
SQ8.3c	Contract Example 2 Please describe how the example evidences you have the technical and professional capabilities needed to perform the requirements of Lot 3 of Project Management Full Design Team Services, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	character limit 4096

SQ8.3(a-c) Response Guidance

This section is evaluated as PASS/FAIL

For this Lot you must demonstrate you have the necessary architectural skills and have the Architectural technical and professional capabilities, resources and experience to perform the Core Service Disciplines and the mandatory requirements relevant to this Lot, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services and Annexes A and B.

Potential Providers (Lead Contact for a Group of Economic Operators) must provide:

- Two individual contract examples that are comparable to the requirements.
- Evidence within these contracts that you have the sufficient level (both capacity and capability) and breadth of technical ability and experience to carry out the requirements, either within your organisation, Group of Economic Operators and/or named Sub-Contractors (where applicable).

Technical ability must include:

- The provision of the Core Service Disciplines as per Annex A (Scope of Services) of Framework Schedule 2: Services and Key Performance Indicators Part A by appropriately qualified and experienced personnel
- The ability to provide the Services (relevant to the Lot) for the production of feasibility studies and option appraisals that provide genuine choice to the Contracting Authority in meeting its Contracting Authority Scope
- The ability to control quality, cost and time and to manage risk of delivery of the Services and the project

Professional ability must include:

- The ability to quickly and fully understand the Contracting Authority Scope and to develop the Contracting Authority Scope where necessary, to assist the successful delivery of the project
- Evidence of a culture of Continuing Professional Development and learning from previous experience
- The ability to think creatively and to overcome challenges

Contract Examples must:

- Have been performed within the last three (3) years prior to the publication of the OJEU Notice to be valid, and can be from the public or private sector.

- The customer contacts must be warned that they may be contacted by the Authority, to verify the accuracy of the information provided at any time. The Authority may exclude Potential Providers that do not provide full and accurate information in respect of the examples and/or the contacts.
- The customer contacts provided must not have been employed by your organisation or be from within your associated group of companies within the past three (3) years prior to the publication of the OJEU notice.
- Examples of Call Off contracts awarded under Framework Agreements will be considered valid, but your position on a Framework Agreement will **NOT** be considered a valid Contract Example.

The Authority will use the information you provide in this section to evaluate whether your organisation; Group of Economic Operators and/or named Sub-Contractors have the relevant technical and professional resources to perform the requirement for this Procurement. Refer to paragraph 9.2 Consensus Marking Procedure in Attachment 1 - ITT, for more information about how the evaluation will be conducted.

Potential Providers that cannot sufficiently evidence their technical and professional ability to provide the requirements of the Contract (or their Tenders where the Authority has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) may be precluded from further consideration by the Authority.

See link below to PPN 'Taking Account of Suppliers' Past Performance':

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417211/PPN04-15_Supplier_Past_Performance_.pdf

Potential Providers should be aware that they may be asked to confirm prior to any Framework award that there has been no material change to the skills, experience and resources available to them since submitting their Tender.

Marking Scheme	Evaluation Guidance
PASS	You have provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.
FAIL	<p>You have not provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.</p> <p>OR</p> <p>This question has not been answered.</p>

SQ8.4(a-c) PFMDTS – Previous Provision of Technical/Professional Capability - LOT 4 (Cost Management Services)		
Question number	Question	Response
SQ8.4(a-c) Please provide details of two contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed.		
SQ8.4a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation, Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation, Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) - Approximate Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation; Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation; Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) - Approximate Contract Value 	complete table in the eSourcing Suite

SQ8.4b	Contract Example 1 Please describe how the example evidences you have the technical and professional capabilities needed to perform the requirements of Lot 4 of Project Management Full Design Team Services, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	character limit 4096
SQ8.4c	Contract Example 2 Please describe how the example evidences you have the technical and professional capabilities needed to perform the requirements of Lot 4 of Project Management Full Design Team Services, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	character limit 4096

SQ8.4(a-c) Response Guidance

This section is evaluated PASS/FAIL

For this Lot you must demonstrate you have the necessary cost management skills and have Cost Management technical and professional capabilities, resources and experience to perform the Core Service Disciplines and the mandatory requirements relevant to this Lot, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services and Annexes A and B.

Potential Providers (Lead Contact for a Group of Economic Operators) must provide:

- Two individual contract examples that are comparable to the requirements.
- Evidence within these contracts that you have the sufficient level (both capacity and capability) and breadth of technical ability and experience to carry out the requirements, either within your organisation; Group of Economic Operators and/or named Sub-Contractors (where applicable).

Technical ability must include:

- The provision of the Core Services as per Annex A (Scope of Services) of Framework Schedule 2: Services and Key Performance Indicators Part A by appropriately qualified and experienced personnel
- The ability to provide the Services (relevant to the Lot) for the production of feasibility studies and option appraisals that provide genuine choice to the Contracting Authority in meeting its Contracting Authority Scope
- The ability to control quality, cost and time and to manage risk of delivery of the Services and the project

Professional ability must include:

- The ability to quickly and fully understand the Contracting Authority Scope and to develop the Contracting Authority Scope where necessary, to assist the successful delivery of the project
- Evidence of a culture of Continuing Professional Development and learning from previous experience
- The ability to think creatively and to overcome challenges

Contract Examples must:

- Have been performed within the last three (3) years prior to the publication of the OJEU Notice to be valid, and can be from the public or private sector.

- The customer contacts must be warned that they may be contacted by the Authority, to verify the accuracy of the information provided at any time. The Authority may exclude Potential Providers that do not provide full and accurate information in respect of the examples and/or the contacts.
- The customer contacts provided must not have been employed by your organisation or be from within your associated group of companies within the past three (3) years prior to the publication of the OJEU notice.
- Examples of Call Off contracts awarded under Framework Agreements will be considered valid, but your position on a Framework Agreement will **NOT** be considered a valid Contract Example.

The Authority will use the information you provide in this section to evaluate whether your organisation; Group of Economic Operators and/or named Sub-Contractors have the relevant technical and professional resources to perform the requirement for this Procurement. Refer to paragraph 9.2 Consensus Marking Procedure in Attachment 1 - ITT, for more information about how the evaluation will be conducted.

Potential Providers that cannot sufficiently evidence their technical and professional ability to provide the requirements of the Contract (or their Tenders where the Authority has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) may be precluded from further consideration by the Authority.

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417211/PPN04-15_Supplier_Past_Performance_.pdf

Potential Providers should be aware that they may be asked to confirm prior to any Framework award that there has been no material change to the skills, experience and resources available to them since submitting their Tender.

Marking Scheme	Evaluation Guidance
PASS	You have provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.
FAIL	<p>You have not provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.</p> <p>OR</p> <p>This question has not been answered.</p>

SQ8.5(a-c) PFMDTS – Previous Provision of Technical/Professional Capability - LOT 5 (Civil and Structural Engineering Services)		
Question number	Question	Response
SQ8.5(a-c) Please provide details of two contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed.		
SQ8.5a	Contract Example 1 <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation, Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation, Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) - Approximate Contract Value Contract Example 2 <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation; Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation; Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) - Approximate Contract Value 	complete table in the eSourcing Suite

SQ8.5b	Contract Example 1 Please describe how the example evidences you have the technical and professional capabilities needed to perform the requirements of Lot 5 of Project Management Full Design Team Services, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	character limit 4096
SQ8.5c	Contract Example 2 Please describe how the example evidences you have the technical and professional capabilities needed to perform the requirements of Lot 5 of Project Management Full Design Team Services, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	character limit 4096
SQ8.5(a-c) Response Guidance This section is evaluated PASS/FAIL For this Lot you must demonstrate you have the necessary civil and structural engineering skills and have Civil and Structural engineering technical and professional capabilities, resources and experience to perform the Core Service Disciplines and the mandatory requirements relevant to this Lot, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services and Annexes A and B. Potential Providers (Lead Contact for a Group of Economic Operators) must provide: <ul style="list-style-type: none"> • Two individual contract examples that are comparable to the requirements. • Evidence within these contracts that you have the sufficient level (both capacity and capability) and breadth of technical ability and experience to carry out the requirements, either within your organisation, Group of Economic Operators and/or named Sub-Contractors (where applicable). Technical ability must include: <ul style="list-style-type: none"> ➤ The provision of the Core Services as per Annex A (Scope of Services) of Framework Schedule 2: Services and Key Performance Indicators Part A by appropriately qualified and experienced personnel ➤ The ability to provide the Services (relevant to the Lot) for the production of feasibility studies and option appraisals that provide genuine choice to the Contracting Authority in meeting its Contracting Authority Scope ➤ The ability to control quality, cost and time and to manage risk of delivery of the Services and the project Professional ability must include: <ul style="list-style-type: none"> ➤ The ability to quickly and fully understand the Contracting Authority Scope and to develop the Contracting Authority Scope where necessary, to assist the successful delivery of the project ➤ Evidence of a culture of Continuing Professional Development and learning from previous experience ➤ The ability to think creatively and to overcome challenges Contract Examples must:		

- Have been performed within the last three (3) years prior to the publication of the OJEU Notice to be valid, and can be from the public or private sector.
- The customer contacts must be warned that they may be contacted by the Authority, to verify the accuracy of the information provided at any time. The Authority may exclude Potential Providers that do not provide full and accurate information in respect of the examples and/or the contacts.
- The customer contacts provided must not have been employed by your organisation or be from within your associated group of companies within the past three (3) years prior to the publication of the OJEU notice.
- Examples of Call Off contracts awarded under Framework Agreements will be considered valid, but your position on a Framework Agreement will **NOT** be considered a valid Contract Example.

The Authority will use the information you provide in this section to evaluate whether your organisation; Group of Economic Operators and/or named Sub-Contractors have the relevant technical and professional resources to perform the requirement for this Procurement. Refer to paragraph 9.2 Consensus Marking Procedure in Attachment 1 - ITT, for more information about how the evaluation will be conducted.

Potential Providers that cannot sufficiently evidence their technical and professional ability to provide the requirements of the Contract (or their Tenders where the Authority has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) may be precluded from further consideration by the Authority.

See link below to PPN 'Taking Account of Suppliers' Past Performance':

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417211/PPN04-15_Supplier_Past_Performance_.pdf

Potential Providers should be aware that they may be asked to confirm prior to any Framework award that there has been no material change to the skills, experience and resources available to them since submitting their Tender.

Marking Scheme	Evaluation Guidance
PASS	You have provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.
FAIL	<p>You have not provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.</p> <p>OR</p> <p>This question has not been answered.</p>

SQ8.6(a-c)**PFMDTS – Previous Provision of Technical/Professional Capability - LOT 6
(Building Services Engineering)**

Question number	Question	Response
SQ8.6(a-c) Please provide details of two contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed.		
SQ8.6a	<p>Contract Example 1</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation, Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation, Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) - Approximate Contract Value <p>Contract Example 2</p> <ul style="list-style-type: none"> - Name of customer organisation - Name of the organisation which signed the contract with the customer organisation - Provide two points of contact in customer organisation, confirming for each: <ul style="list-style-type: none"> o Name and position o Email addresses o Duration of the contract for which each was involved o Neither have previously been employed by your organisation; Group of Economic Operators and/or named Sub-Contractors o There are no known or potential conflicts of interest with your organisation; Group of Economic Operators and/or named Sub-Contractors - Contract start date - Contract completion date/date for completion (if ongoing) 	complete table in the eSourcing Suite

	- Approximate Contract Value	
SQ8.6b	Contract Example 1 Please describe how the example evidences you have the technical and professional capabilities needed to perform the requirements of Lot 6 of Project Management Full Design Team Services, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	character limit 4096
SQ8.6c	Contract Example 2 Please describe how the example evidences you have the technical and professional capabilities needed to perform the requirements of Lot 6 of Project Management Full Design Team Services, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services.	character limit 4096

SQ8.6(a-c) Response Guidance

This section is evaluated PASS/FAIL

For this Lot you must demonstrate you have the necessary civil and building services engineering skills and have Building Services engineering technical and professional capabilities, resources and experience to perform the Core Service Disciplines and the mandatory requirements relevant to this Lot, as set out in Framework Schedule 2 (Services and Key Performance Indicators) Part A: Services and Annexes A and B.

Potential Providers (Lead Contact for a Group of Economic Operators) must provide:

- Two individual contract examples that are comparable to the requirements.
- Evidence within these contracts that you have the sufficient level (both capacity and capability) and breadth of technical ability and experience to carry out the requirements, either within your organisation, Group of Economic Operators and/or named Sub-Contractors (where applicable).

Technical ability must include:

- The provision of the Core Service Disciplines as per Annex A (Scope of Services) of Framework Schedule 2: Services and Key Performance Indicators Part A by appropriately qualified and experienced personnel
- The ability to provide the Services (relevant to the Lot) for the production of feasibility studies and option appraisals that provide genuine choice to the Contracting Authority in meeting its Contracting Authority Scope
- The ability to control quality, cost and time and to manage risk of delivery of the Services and the project

Professional ability must include:

- The ability to quickly and fully understand the Contracting Authority Scope and to develop the Contracting Authority Scope where necessary, to assist the successful delivery of the project
- Evidence of a culture of Continuing Professional Development and learning from previous experience
- The ability to think creatively and to overcome challenges

Contract Examples must:

- Have been performed within the last three (3) years prior to the publication of the OJEU Notice to be valid, and can be from the public or private sector.
- The customer contacts must be warned that they may be contacted by the Authority, to verify the accuracy of the information provided at any time. The Authority may exclude Potential Providers that do not provide full and accurate information in respect of the examples and/or the contacts.
- The customer contacts provided must not have been employed by your organisation or be from within your associated group of companies within the past three (3) years prior to the publication of the OJEU notice.
- Examples of Call Off contracts awarded under Framework Agreements will be considered valid, but your position on a Framework Agreement will **NOT** be considered a valid Contract Example.

The Authority will use the information you provide in this section to evaluate whether your organisation; Group of Economic Operators and/or named Sub-Contractors have the relevant technical and professional resources to perform the requirement for this Procurement. Refer to paragraph 9.2 Consensus Marking Procedure in Attachment 1 - ITT, for more information about how the evaluation will be conducted.

Potential Providers that cannot sufficiently evidence their technical and professional ability to provide the requirements of the Contract (or their Tenders where the Authority has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) may be precluded from further consideration by the Authority.

See link below to PPN 'Taking Account of Suppliers' Past Performance':

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417211/PPN04-15_Supplier_Past_Performance_.pdf

Potential Providers should be aware that they may be asked to confirm prior to any Framework award that there has been no material change to the skills, experience and resources available to them since submitting their Tender.

Marking Scheme	Evaluation Guidance
PASS	You have provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.
FAIL	<p>You have not provided two contract examples which clearly and unambiguously demonstrate that you have comparable experience of <u>successfully delivering</u> Services of similar scope, scale and complexity to the requirements.</p> <p>OR</p> <p>This question has not been answered.</p>

