# Selection Questionnaire

1. European Single Procurement Document (ESPD)
   1. We can only accept the European Single Procurement Document (ESPD) Parts II and III. These Parts correspond to Parts 2 and 3 of our selection questionnaire which can be answered by uploading a copy of the ESPD Parts II and III only, in the eSourcing suite.
   2. If you wish to submit an ESPD (note, this is optional), further details on how to complete it can be found on the [EU Commission website](https://ec.europa.eu/growth/tools-databases/espd/response/eo/exclusion).
2. Selection process
   1. After the Bid Submission Deadline we will begin with compliance checks.
   2. We check all bids to make sure we have received everything we have asked for.
   3. We may seek clarification of any information you provide. Don’t forget to check for messages in the eSourcing system throughout the competition. You must log on to the eSourcing system and access your message inbox for this competition to check for messages.
   4. If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
   5. Not all selection questions need guidance as the questions are self-evident. However other questions such as the financial question, require a process to be undertaken before we can assess your response. In those instances we have told you what we will do in the green boxes.
   6. We will evaluate your responses using the guidance given in the green boxes.
3. Selection criteria
   1. We may reject your bid or exclude you from the competition at the selection stage for any of the following reasons:
      1. If you receive a “Fail” for any of the selection questions.
      2. Where any of the information you have provided proves to be false or misleading.
   2. We will tell you if your bid has been rejected or you have excluded at the selection stage.
   3. Please also be aware if you win a place on the framework you will have to provide all certificates/evidence that you have told us in the selection questionnaire via self–certification that you have before you will be able to bid for any Call Off Contracts through this Framework.
   4. You need to complete all sections of the selection questionnaire in the eSourcing suite.

The sections you need to complete are as follows:

Section 1 – Starter Questions

\*Section 2 – Company Details

\*Section 3 – Exclusion Grounds

Section 4 – Financial and Technical

Section 5 – Additional Questions

\*The responses to sections 2 & 3 can be provided by attaching Parts II and III of your ESPD.

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| **Section 1 – Starter Questions** | | |
| **Evaluation guidance**  The following questions will be evaluated PASS/FAIL. Your bid will FAIL, if you do not answer ‘Yes’ to all the questions in this section. | | |
| Question number | Question | Your Response |
| 1.0 | Do you agree to the Terms of Participation, set out in Appendix A? | ▢ Yes  ▢ No |
| 1.1 | Do you accept the draft Terms and Conditions as set out in Appendix C - Short Form Terms and Conditions for Services? | ▢ Yes  ▢ No |
| 1.2 | Do you confirm you have the skills, resources and experience to carry out all of the requirements in Appendix B – Statement of Requirements document? This may be through the use of Key Sub-Contractors or a consortium. | ▢ Yes  ▢ No |
| 1.3 | We understand that we must press the red Submit all Draft Bids button in the eSourcing suite to correctly submit our completed Offer. | ▢ Yes  ▢ No |
| 1.4 | We understand that to send a message to the Crown Commercial Service (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.  We understand that to reply to a message sent to us from Crown Commercial Service (CCS) procurement team we must change the ‘TO’ box to ‘ALL HOSTS’. | ▢ Yes  ▢ No |
| 1.5 | We have read the document ‘eSourcing Suite Supplier Guidance Part B – Bids and Further Competitions’ [https://www.gov.uk/government/publications/esourcing-tool-](https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers)  [guidance-for-suppliers](https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers) (select the eSourcing Suite guidance: how to respond to Bids and Further Competitions). | ▢ Yes  ▢ No |

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| **Section 2 – Company Details** | | |
| **Guidance**  This is essential information which we will use to verify who you are and what your approach is. Please comply by answering all questions in this section.  This section 2 is not evaluated. | | |
| Question number | Question | Your response |
| 2.0 | Do you wish to submit a copy of your ESPD rather than answer the following questions in this section?  Yes – I have attached a copy of my ESPD  No – I will answer the questions below. | ▢ Yes  ▢ No |
| 2.0 (a) | Tell us your company details:   1. Name 2. Registered office address 3. Registered website address (if applicable) 4. Date of company registration 5. Company registration number 6. DUNS number 7. VAT number | Enter in table |
| 2.1 | Tell us your trading status:   1. public limited company 2. limited company 3. limited liability 4. other partnership 5. sole trader 6. OTHER | Use pick list |
| 2.1(a) | If you chose “OTHER” for question 2.1 please give details or enter N/A | Text box |
| 2.2 | Tell us if you are registered with any professional or trade register in your member state:  Yes  No  N/A | ▢ Yes  ▢ No  ▢ N/A |
| 2.2(a) | If yes to question 2.2, please give details, or enter N/A | Text box |
| 2.3 | Tell us if you need to be legally authorised, or be a member of an organisation, in order to provide the customers’ needs:  Yes  No  N/A | ▢ Yes  ▢ No  ▢ N/A |
| 2.3(a) | If yes, to 2.3 please give details, or enter N/A | Text box |
| 2.4 | Trading name that will be used, if successful in this competition | Text box |
| 2.5 | Tell us if you have any relevant classifications:   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual 4. OTHER 5. N/A | Use pick list |
| 2.5(a) | If you chose “OTHER” to question 2.5 please give details, or enter N/A | Text box |
| 2.6 | Tell us if you are a Small Medium Enterprise (SME)[[1]](#footnote-1):  Yes  No | ▢ Yes  ▢ No |
| 2.7 | Tell us if you have an Immediate parent company?  Yes, you have an Immediate parent company  No, you don’t have an Immediate parent company | ▢ Yes  ▢ No |
| 2.7a | If Yes, to question 2.7 give details of your Immediate parent company   1. Name 2. Registered Office address 3. Registration number 4. Head office DUNS number 5. Head office VAT number | Enter in Table |
| 2.8 | Tell us if you have an ultimate parent company?  Yes, you have an ultimate parent company  No, you don’t have an ultimate parent company | ▢ Yes  ▢ No |
| 2.8 (a) | If Yes, to question 2.9 give details of your ultimate parent company   1. Name 2. Registered Office address 3. Registration number 4. Head office DUNS number 5. Head office VAT number | Text box |
| 2.9 | Tell us if you are bidding as a consortium or as a single provider?  Yes, we are bidding as a consortium  No, I am bidding as a single provider | ▢ Yes  ▢ No |
| 2.9(a) | If yes to question 2.10, give details of each member:   1. Company name 2. Company registration number 3. Registered office address 4. DUNS number   If No, to question 2.10 enter N/A | Enter in table |
| 2.10 | Tell us the name of the consortium.  Please enter N/A if not applicable. | Text box |
| 2.11 | Tell us the proposed legal structure for the consortium (e.g. single legal entity.  Please enter N/A if not applicable. | Text box |
| 2.12 | Tell us if you, as a single provider, or consortium, intend to use Key Sub-Contractors to help you deliver the requirements?  Yes  No | ▢ Yes  ▢ No |
| 2.12(a) | If Yes, to question 2.13 give details of each Key Sub-Contractor:   1. Name 2. Registered address 3. Trading status 4. Company registration number 5. Head office DUNS number 6. VAT number 7. SME? 8. The role each sub-contractor will take 9. The approximate % of contractual obligations 10. If you are relying upon a sub-contractor to meet the selection criteria (i.e. for economic and technical standing and/or technical and professional ability?) - provide details of specific tasks of the criteria are your relying upon them for?   Please enter N/A if not applicable. | Enter in table |

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| **Section 3 - Exclusion Grounds** | | |
| **Evaluation guidance**  You must provide an answer to the following questions on behalf of all organisations you are relying on to pass the selection criteria  This means:   1. you; 2. any of your consortium members; and, 3. any other organisations that you rely on to meet the selection criteria, (these could be parent companies, affiliates, associates, or Key Sub-Contractors).   **Question 3.0** will be evaluated PASS/FAIL. Your bid will FAIL, if you do not answer ‘No’ to question 3.0 and you FAIL the self-cleaning evaluation.  **Question 3.4** will be evaluated PASS/FAIL. Your bid may FAIL if you answer ‘Yes’ and you FAIL the self-cleaning evaluation.  **Self-cleaning evaluation guidance**  If you have any declared any convictions related to any of the ‘**Mandatory’, ‘Discretionary’ or Tax related offences listed** under the [Public Contracts Regulations 2015](http://www.legislation.gov.uk/uksi/2015/102/regulation/57/made) (See PCR Regulations 57(1), 57(2), 57(3) and 57(8)) you will be contacted to provide evidence of your self-cleaning.  For evidence of self-cleaning you should provide the following:   1. If you were required to pay any financial compensation, evidence that you have paid or made arrangements to pay this compensation. 2. The facts and circumstances relating to each conviction. This may include details of the investigation carried out by the relevant authorities; and 3. Evidence that you have taken measures to prevent any reoccurrence.   Your bid will **FAIL** the self-cleaning evaluation if any of the following occurs:   1. You fail to provide evidence of self-cleaning by the date we ask you to submit it; 2. The self-cleaning evidence you provide is not sufficient; or 3. The seriousness of the offence is unacceptable.   If you fail the self-cleaning evaluation and it is for a MANDATORY exclusion offence, then your bid will be rejected.  If you fail the self-cleaning evaluation and it is for a DISCRETIONARY or TAX RELATED offence, we may reject your bid.  **This process will be applied to all instances where self-cleaning is required.** | | |
| Question number | Question | Your response |
| 3.0 | Do you have any convictions to declare within the last 5 years (see guidance above)?  If Yes, refer to self-cleaning guidance above  If No, you can submit N/A to questions 3.1, 3.2 and 3.3 | ▢ Yes  ▢ No |
| 3.1 | If you answered Yes to question 3.0, tells us about your conviction(s), specifically:  Who does the conviction belong to?  What was the conviction for?  When was the conviction received?  Date of conviction, specify which of the grounds listed the conviction was for and the reasons for conviction.  If the relevant documentation is available electronically please provide the web address, issuing authority and precise reference of the documents.  Please enter N/A if not applicable. | Text box |
| 3.2 | Do you have the necessary ‘self-cleaning’ evidence available upon request?  Yes  No  N/A | ▢ Yes  ▢ No  ▢ N/A |

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| 3.3 | If you have answered Yes to question 3.0 and question 3.2 have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self- cleaning):  Yes  No  N/A | ▢ Yes  ▢ No  ▢ N/A |
| 3.4 | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?  Yes  No  N/A | ▢ Yes  ▢ No  ▢ N/A |
| 3.5 | If you have answered yes to question 3.4, please provide further details (self- cleaning):  Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines;  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction; and  Identity of who has been convicted.  Please enter N/A if not applicable. | Text box |

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| **Section 4 – Financial Risk** | | |
| Question number | Question | Your response |
| 4.0 | Would you, or any of the members of the consortium, prefer us to carry out the financial risk score and financial risk assessment on a guarantor?  Yes  No | ▢ Yes  ▢ No |
| 4.1 | If you have answered yes to question 4.0, give details of your guarantor, specifically:   1. Company Name; 2. Company Registration number; and 3. Company Registered Address   Enter N/A if not applicable. | Enter in table |
| 4.2 | Please confirm that your nominated guarantor has agreed to complete the framework guarantee, prior to any award being made.  Yes - my nominated guarantor has agreed  No - my nominated guarantor has not agreed  N/A | ▢ Yes  ▢ No  ▢ N/A |
| **Evaluation guidance**  Your financial risk will be evaluated PASS/FAIL.  **What we will do to assess your financial risk**   |  |  | | --- | --- | |  | We will use a credit reference agency to get a **financial risk score** for you and any members of your consortium or any nominated guarantor(s).  If the financial risk score is 51 or more, or there is an equivalent international score, you will receive a PASS for this question. | |  | If the score is less than 51 or no financial risk score is available then we will ask for copy of **audited accounts** for the two most recent years.  If there are no audited accounts available, we will ask for other information including:   * a statement of turnover, profit and loss account/income statement, balance sheet/statement of financial position and statement of cash flow for the most recent year of trading; * a statement of cash flow forecast for the current year and a bank letter outlining the current cash and credit position; and/or * an alternative means of demonstrating financial status.   If the information we ask for is not provided you will ‘FAIL’ this question and your bid may be rejected. | |  | We will then use the information provided at stage 2 above to assess the level of financial risk using our **financial risk assessment template,** Attachment 2. If the level of financial risk is not acceptable, and you have not already nominated a guarantor we will ask you to name a guarantor.  If you have nominated a guarantor and your nominated guarantors level of financial risk is not acceptable you will FAIL this question and your bid may be rejected. | |  | If you name a guarantor, stages 1, 2 and 3 above will be repeated on the guarantor. If you cannot provide a guarantor whose level of financial risk is acceptable, or you cannot provide a guarantor you will FAIL this question and your bid may be rejected. | | If any member of a consortium has a level of financial risk which is not acceptable, and you cannot provide a guarantor whose level of financial risk is acceptable, then you will FAIL this question and the consortium bid may be rejected.  We may require bidders to provide a guarantee/bond at the award of the first Call-Off agreement, in the event that the bidders is awarded a framework agreement. | | | | |

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| **Section 5 – Additional questions**  **Bidding Model** | | |
| Question number | Question | |
| 5.0 | Not used |  |
| 5.1 | Not used |  |
| 5.2 | Not Used |  |

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| **Section 6 – Technical and Professional Ability** | | |
| **Evaluation Guidance**  The following questions will be evaluated with PASS/FAIL.  All bidders must complete this section.  You must populate the table (question 6.0) and text boxes (questions 6.1a to 6.1b) within the eSourcing suite, with the information requested for the contract examples you are submitting.  Please note two (2) contract examples are required.  If bidding as a consortium, contract examples should indicate the specific responsibilities of each member. | | |
| Question number | Question | |
| 6.0 | We want you to provide the following information for each contract example in the table:   1. name of customer organisation; 2. customer contact name, 3. customer telephone number 4. customer email; 5. contract start date 6. contract completion date 7. estimated contract value. | |
| 6.1a | **Contract example 1**  Please provide in the **text box** the following information for your first contract example.  **Response guidance**  Your response must include:   1. A summary of the contract, detailing your technical capability to:    * Design, build, test and implement a secure data sharing facility.    * Provide ongoing service delivery, service management and support 2. The objectives and/or key performance indicators, set by the customer at the start of the contract, and how you were able to meet them (including targets and the results you achieved).]   Please refer to the contract examples guidance. | |
| 6.1b | **Contract example 2**  Please provide in the **text box** the following information for your second contract example.  **Response guidance**  Your response must include:   1. A summary of the contract, detailing your capability to:    * Engage with stakeholders to facilitate change and embed new ways of working.    * Realise benefits and demonstrate improved outcomes. 2. The objectives and/or key performance indicators, set by the customer at the start of the contract, and how you were able to meet them (including targets and the results you achieved).   Please refer to the contract examples guidance. | |
| **Evaluation guidance**  Contract examples will be evaluated PASS/FAIL   * Examples can be public or private sector; * Examples provided must relate to contracts performed during the past 3 years, prior to publication of the OJEU Contract Notice to be valid; * Customer contact provided must be notified by you that they may be contacted by the Authority (the Authority reserves the right to verify the accuracy of contract details provided); * Examples must clearly and unambiguously fall within the scope of the requirement; * Examples of contracts awarded under Framework Agreements via Call Off contracts will be considered valid, but Framework Agreements themselves will NOT be considered valid; * Customer contact provided must not have been employed or appointed by your organisation, or from within your associated group of companies, within the past 3 years prior to the publication of the OJEU Contract Notice; and * Examples may cover situations where your organisation was acting as prime contractor, key sub-contractor or part of a consortium.   If you do not provide the contract examples we have asked for your bid will be excluded from this procurement.  **What we will do with your responses:**   |  |  | | --- | --- | |  | **Quality Evaluation**  We will give your examples to our evaluation panel. Each evaluator will independently assess your two examples using the response guidance, marking scheme and evaluation criteria below. They will give a mark (PASS/FAIL) and a reason for their mark for the two examples they are assessing. The evaluators will enter the marks and reasons into the eSourcing suite. | |  | **Consensus**  Once the evaluators have independently assessed your two examples we will arrange for the evaluators to meet. We will facilitate the discussion. At this meeting, the evaluators will discuss the quality of your answers and review their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark and reason for that mark. [This will be done for each lot you have submitted examples for.] | | If you do not achieve a PASS for the examples, your bid will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why. | | | | |
| The marking scheme and evaluation criteria below will be used for questions 6.1a to 6.1b | | |
| Marking Scheme | | Evaluation Criteria |
| Pass | | You have provided contract examples which address the response guidance. |
| Fail | | You have not provided contract examples which address the response guidance.  OR  This question has not been answered. |

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| **Section 7 – Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | | |
| **Evaluation guidance**  This question 7.0 will be evaluated PASS/ FAIL.  Your bid will FAIL, if you answer ‘Yes’ to question 7.0 and do not provide a url at question 7.2 to your organisation website, were your slavery and human trafficking statement appears in a prominent place on the website homepage.  Your bid will FAIL, if you answer ‘Yes’ to question 7.0 and do not provide a satisfactory explanation at question 7.3 as to why you are not compliant with the annual reporting requirements contained within Section 54 of the Act 2015. | | |
| Question Number | Question | Response |
| 7.0 | Are you a relevant commercial organisation as defined by section 54 (“Transparency in supply chains etc.”) of the Modern Slavery Act 2015 (“the Act”) this means do you have a total turnover of £36m or more? | ▢ Yes  ▢ No |
| 7.1 | If you have answered ‘Yes’ to question 7.0 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015  [www.legislation.gov.uk/ukpga/2015/30/section/54/enacted](http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted)  Please enter N/A if not applicable. | ▢ Yes  ▢ No  ▢ N/A |
| 7.2 | If you have answered ‘Yes’ to question 7.0 and your organisation has a website, please provide the relevant link to the slavery and human trafficking statement that appears in a prominent place on the website homepage.  Please enter N/A if not applicable. | Text box |
| 7.3 | If you have answered ‘No’ to question 7.1 please provide an explanation.  Please enter N/A if not applicable. | Text box |

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| **Section 8 - Cyber Essentials Plus Scheme [and CESG CHECK Penetration Testing]** | | |
| **Evaluation guidance**  The following questions are evaluated PAS/FAIL.  Your bid will FAIL, if you do not answer ‘Yes’ to all questions in this section. | | |
| Question Number | Question | Response |
| 8.0 | In relation to the Services, please tell us if you comply with one of the following criteria:  (i) You have a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months and  where your organisation proposes to use Key Sub-Contractors to carry out the Services and these Key Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Key Sub-Contractors will have in place a valid Cyber Essentials Pluscertificate by the Framework commencement where your organisation proposes to use the Key Sub-Contractor;  **OR**  (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 bodies 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 Pluscertificate by one of the government approved accreditation bodies, by the Framework commencement date and where your organisation proposes to use Key Sub-Contractors to carry out the Services and these Key Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Key Sub-Contractors will have in place a valid Cyber Essentials Pluscertificate by the Framework commencement date where your organisation proposes to use the Key Sub-Contractor;  **OR**  (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 bodies, 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 technical requirements. Also where your organisation proposes to use Key Sub-Contractors to carry out the Services and these Key Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Key Sub-Contractors will have in place a valid Cyber Essentials certificate by the Framework commencement date where your organisation proposes to use the Key Sub-Contractor. | Please select an option from the drop down list.  ▢ (i) Yes  ▢ (ii) Yes  ▢ (iii) Yes  ▢ No |
| [8.1 | In relation to the Services, please confirm that you comply with all of the following criteria and you agree to undertake CHECK compliant CESG Penetration Testing, with a CESG approved provider, prior to ‘Go Live’ and annually thereafter.  Further information can be found at ;  <https://www.cesg.gov.uk/articles/using-check-provider>  <https://www.cesg.gov.uk/scheme/penetration-testing> | ▢ Yes  ▢ No |
| 8.2 | Have you downloaded and read Attachment 3 – Security Guidance. | ▢ Yes  ▢ No |

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| **Section 9 – Not used** |

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| **Section 10 – Insurance** | | |
| **Evaluation guidance**  Question 10.0 is evaluated PASS/FAIL.  Your bid will FAIL, if you do not answer ‘Yes’ to this question. | | |
| Question Number | Question | Response |
| 10.0 | Tell us if you have, or agree to get before the contract begins, the following levels of insurance cover:  Employer’s (Compulsory) Liability Insurance\* = £5,000,000  Public Liability Insurance = £1,000,000  Professional Indemnity Insurance = £1,000,000  Product Liability Insurance = £1,000,000  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to sole traders. | ▢ Yes  ▢ No |

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| **Section 11 – Not Used** |

**Section 12**

**Declaration**

I declare that to the best of my knowledge the answers submitted and information provided in response to this selection questionnaire is correct and accurate.

I declare that, I and any consortia members and/or Key Sub-Contractors my organisation is depending on to provide the Services named in our tender submission will upon request and without delay, provide the certificates or documentary evidence referred to in this selection questionnaire.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

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| Declaration | |
| Contact name  Name of organisation  Role in organisation  E-mail address  Signature (electronic is acceptable)  Date | Enter in table |

**END OF SELECTION QUESTIONNAIRE**

1. The definition of small and medium sized enterprises (SMEs) is a business having less than 250 employees, and having an annual turnover of less than £40M (€50M) OR a balance sheet of less than £35M(€43M), and not significantly being controlled by, or in control of, other enterprises. [↑](#footnote-ref-1)