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| Version Number  | Date  | Initials | Comments  |
| V1.1 | 18/04/2016 | JM | Selection Questionnaire Guidance Section 7 (p.8):\*Edited title to match title that appears at Section 7 in main body of this document + online at eSourcing Suite;\*Removed title of a question that does not appear in this questionnaire;\*Corrected number of questions to match number that appear in this questionnaire. |
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**ATTACHMENT 2**

**OPEN PROCEDURE - PARTICIPATION REQUIREMENTS AND SELECTION QUESTIONNAIRE GUIDANCE**

**GRANTS AND PROGRAMMES SERVICES**

**REFERENCE NUMBER**

**RM949**

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**PARTICIPATION REQUIREMENTS – GUIDANCE**

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| **Section** | **Guidance** |
| **PARTICIPATIN REQUIREMENTS** |
| Part A Conditions of Participation - PR1, PR2 and PR3 | You are required to answer 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**. |
| Part B e-Sourcing Tool Guidance - PR4, PR5 and PR6 | You are required to answer Yes to confirm your understanding of how to use the e-Sourcing tool appropriately in this procurement. **If you cannot answer Yes to these questions you are at significantly increased risk of misunderstanding the procurement and of submitting a sub-optimal or a non-compliant Tender.** |

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

Below is a representation of the ‘**Participation Requirements**’ in the e-Sourcing 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 ‘Participation Requirements’ section shall have the meaning given to them in the glossary to the Invitation to Tender descriptive document in Attachment 1. In these questions “we” refers to the Potential Provider.***

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| Requirement number | Participation Requirement | Response |
| PART A - Conditions of Participation |
| PR1 | We accept the Terms of Participation Attachment 6 | ▢ Yes▢ No |
| PR2 | We accept and will accept, without caveat, the Terms and Conditions as may be amended via the clarification process, should we be awarded a Framework Agreement.as set out in Attachment 4 Framework Agreement and Attachment 5 Call Off Contract  | ▢ Yes▢ No |
| PR3 | We understand that any queries on any of the procurement documentation need to be made via the e-Sourcing Tool during the Clarification Period and that once that Period is finished no further queries can be made - please refer to the instructions in Attachment 1 ITT. | ▢ Yes▢ No |
| PR4 | We confirm that we, including Key Sub-Contractors and all Group of Economic Operators members comply with all the statements in the Declaration Of Compliance Attachment 7  | ▢ Yes▢ No |
| PART B - eSourcing Tool Guidance |
| 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 tool guidance: Completing your RFX response’ at <https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers>  | ▢ Yes▢ 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 | ▢ Yes▢ No |
| PR7 | We have fully read and understood the document ‘e-Sourcing Supplier Guidance Part B - Tendering and Further Competitions’ | ▢ Yes▢ No |

**SELECTION QUESTIONNAIRE – GUIDANCE**

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| **SELECTION QUESTIONNAIRE** |
| **Section 1 - Potential Provider Information (For information purposes)** |
| SQ1.1(a-o), SQ1.2(a(i)-b(ii)), SQ1.3(a) and SQ1.4(a-b) | You are required to provide full and accurate information about who you are and your approach to this Procurement. This section is not evaluated but is required to enable the evaluation of other sections of the questionnaire and may be verified at any time. **The Authority may exclude Potential Providers that do not provide full and accurate information.** |
| **Section 2 – Grounds for Mandatory Exclusion (Evaluated)** |
| SQ2.1(a-n) and SQ2.2(a-b) | 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.**If you cannot provide evidence of ‘self cleaning’ which is acceptable to the Authority you will be excluded from further participation in this Procurement.** |
| **Section 3 – Grounds for Discretionary Exclusion – Part 1 (Evaluated)** |
| SQ3.1(a-j) | 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.** |
| **Section 4 – Grounds for Discretionary Exclusion – Part 2 (Evaluated)** |
| SQ4.1(a-c) | 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.** |
| **Section 5 – Economic and Financial Standing (Evaluated)** |
| SQ5.1(a(i)-a(iii)) | This information is used with that from sections 1.1 and 1.2 to evaluate the economic and financial standing of those organisations involved in your tender and or any Framework Guarantor(s).Refer to paragraph 10.3 of the ITT descriptive document in Attachment 1 for more information about how the assessment of economic and financial standing will be conducted. |
| **Section 6 – Technical and Professional Ability (Evaluated)** |
| SQ6.1(a-c) – SQ6.4(a-c) | You must demonstrate you have the necessary technical and professional resources and experience to perform the Framework Agreement to the required standard. Potential Providers (Lead Contact for a Group of Economic Operators) must provide:• Up to three comparable contract examples; and• Evidence within these contract(s) examples to demonstrate that you have the necessary technical and professional ability. Contract Examples must:• Have been performed within the last three years, prior to the publication of the OJEU Notice to be valid and can be from the public or private sector; and• confirm that where customer contacts are provided, customer contacts have been made aware 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. Customer contacts must not be employed by your organisation or be from within your associated group of companies.Examples of call-off contracts awarded under framework agreements will be considered valid, but citing a framework agreement that you have been awarded will NOT be considered a valid Contract Example.The Authority will use the information you provide in this section to evaluate whether your organisation; and/or members within the Group of Economic Operators and/orKey Sub-Contractors have the relevant professional and technical ability to perform the requirement for this Procurement. Refer to paragraph 9.2 Consensus Marking Procedure, of the ITT descriptive document in Attachment 1, 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 Framework (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.**  |
| **Section 7 – Additional Selection Questionnaire Modules**  |
| SQ7.1- SQ7.5 | * Cyber Essentials
* Equal Opportunities
* Insurances
 |

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

Below is a representation of the online ‘**Selection Questionnaire**’ in the e-Sourcing 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 descriptive document in Attachment 1.*** ***In this questionnaire “you” / “your” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).***

Failure to complete any requirement may result in you being unsuccessful

1. **Potential Provider Information**
	1. **Potential Provider details**

Please complete the following information:

|  |  |
| --- | --- |
| Section 1 | Potential Provider Information |
| Question number | Question | Response |
| SQ1.1(a) | Full name of the Potential Provider submitting the Tender.[For a Group of Economic Operators this will be the name of the Lead Contact] | [character limit 255] |
| SQ1.1(b) | Registered office address (if applicable) | [complete table in the eSourcing suite] |
| SQ1.1(c) - (i) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. OTHER(please specify)
 | [Use Pick list]  |
| SQ1.1(c) - (ii) | If you responded OTHER to SQ1.1(c) - (i) please specify, in the following text field, your trading status. | [character limit 255] |
| SQ1.1(d) | Date of registration in country of establishment | [character limit 255] |
| SQ1.1(e) | Company registration number (if applicable) | [character limit 255] |
| SQ1.1(f) | Charity registration number (if applicable) | [character limit 255] |
| SQ1.1(g) | Head office DUNS number | [character limit 255] |
| SQ1.1(h) | Registered VAT number | [character limit 255] |
| SQ1.1(i) - (i) | 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? | ▢ Yes▢ No▢ N/A |
| SQ1.1(i) - (ii) | If you responded Yes to SQ1.1(i) - (i), please provide, in the following text field, details including the registration number. | [character limit 4096] |
| SQ1.1(j) - (i) | 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? | ▢ Yes▢ No |
| SQ1.1(j) - (ii) | If you responded Yes to SQ1.1(j) - (i), please provide additional details within this box of what is required and confirmation that you have complied with this. | [character limit 4096] |
| SQ1.1(k) | Trading name(s) that will be used if successful in this procurement. | [character limit 255] |
| SQ1.1(l) | Please select from the following classifications (note this applies to the organisation that will appear on the Framework Agreement should you be successful in this procurement):1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
4. N/A
 | [Use Pick list] |
| SQ1.1(m) | Are you a Small Medium Enterprise (SME)? | ▢ Yes▢ No |
| SQ1.1(n) | Details of immediate parent company: - Full name of the immediate parent company- Main (or registered) office address - Registration number (if applicable)- Head office DUNS number[Please enter N/A in first table cell if not applicable] | [complete table in the eSourcing suite] |
| SQ1.1(o) | Details of ultimate parent company:- Full name of the ultimate parent company- Main (or registered) office address- Registration number (if applicable)- Head office DUNS number[Please enter N/A in first table cell if not applicable] | [complete table in the eSourcing suite]  |

**1.2. Bidding Model**

Please complete the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Question number | Question | Response |
| SQ1.2(a) - (i) | Are you bidding as the Lead Contact for a Group of Economic Operators? | ▢ Yes▢ No[If Yes, please provide details listed in questions SQ1.2(a) - (ii) to SQ1.2(a) - (iv) and read **Note 1** below] |
| SQ1.2(a) - (ii) | Name of Group of Economic Operators (if applicable) | [character limit 255] |
| SQ1.2(a) - (iii) | 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] |
| SQ1.2(a) - (iv) | If you responded Yes to SQ1.2(a) - (i), please provide additional details for each member in following table:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Registered. address  | Trading status | Company registration number | Head Office DUNS number | Registered VAT number | Type oforganisation | SME? | The role each member will take in providing the Services  | The approximate % of contractual obligations assigned to each member |
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**Note 1****If you are bidding as a Lead Contact, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of each member of the Group of Economic Operators, unless the question specifically directs otherwise**.[Enter N/A in the first table cell if not applicable] |
| SQ1.2(b) - (i) | Are you or, if applicable, the Group of Economic Operators proposing to use Sub-Contractors? | ▢ Yes▢ No |
| SQ1.2(b) - (ii) | If you responded Yes to SQ1.2(b) - (i), please provide additional details for each Key Sub-Contractor in following table and read **Note 2** below:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Registered address  | Trading status | Company registration number | Head Office DUNS number | Registered VAT number | Type of organisation | SME? | The role each Key Sub-Contractor will take in providing the Services  | The approximate % of contractual obligations assigned to each Key Sub-Contractor |
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**Note 2****If you or, if applicable, the Group of Economic Operators are proposing to use Key Sub-Contractors, you must answer the remaining questions in this Selection questionnaire and provide any evidence requested in respect of your organisation and, if applicable, the Group of Economic Operators and each of the proposed Key Sub-Contractors, unless the question specifically directs otherwise**.[Enter N/A in the first table cell if not applicable.] |

**1.3. Preferred Lots**

**Please complete the following information**

You are required in SQ1.3 to select the Lot(s) that you are bidding for in this Procurement. This section is not evaluated but is required to enable the evaluation of other sections of the questionnaire and may be verified at any time.

You will only be considered for a Lot if you have indicated in SQ1.3 that you wish to be put forward for that Lot.

Therefore, failure to correctly complete the question in SQ1.3 may exclude Potential Providers from a Lot they intended to bid for. Potential Providers are reminded to note paragraph 3.6 of Attachment 1 - G&PS ITT which states:

“Once the Framework Agreement is live, Suppliers on the Framework Agreement will only be able to bid for Call Off Contracts competed under the Lot in which the Supplier is listed – the Lot at which at which the Supplier has been successful at this Framework level Procurement;. Where a Supplier has bid for Lots 1,2 and 3 and expressed an interest in Lot 5 and is successful in their bid they will have the option of being listed on Lots 1,2, 3 and 5 OR on Lot 5 only. If a Supplier chooses to be on Lot 5 only they will not be permitted to participate in competitions for services under Lots 1, 2 or 3. Suppliers will be deemed not capable of delivering the services under Lots 1,2 and 3 where they have chosen to be on Lot 5 only”.

You are able to bid for any of Lots 1 to 4. Please be aware that Lot 5 is different from the other Lots (1-4) in terms of bidding requirements in that you do not bid directly for Lot 5 but express an interest, instead and become eligible to be awarded Lot 5 by virtue of having bid for and been successful at all of Lots 1, 2 and 3 inclusive. If you are successful at Lots 1, 2 and 3 inclusive you will be eligible to be awarded Lot 5, either as a Lot 5 on its own (if you have indicated in your response to SQ1.3 that you only want to be awarded Lot 5) or as part of a multiple Lot award i.e. Lots 1, 2, 3, 4 and 5. If you fail to be successful at any Lot out of Lots 1, 2 or 3 you cannot be considered for award of Lot 5 either on its own or as part of a multi Lot award.

 If you have expressed an interest in Lot 5 or are bidding for other Lots as well as having expressed an interest in Lot 5, then failure to get the required Lots for award of Lot 5 will not prevent you from being considered for (in line with evaluation procedures published at Attachment 1 ITT) and being successful in any of other Lot(s) that you have bid for (i.e. Lots 1, 2, 3 or 4).

If you have expressed an interest in Lot 5 only or a combination of Lot 1, Lot 2, Lot 3 and Lot 5 but you are not successful in your bid for Lot 1 and/or Lot 2 and/or Lot 3 then you will not gain a place on Lot 5.

Potential Providers may bid for and be successful (in accordance with evaluation procedures and final decision to award information published at Attachment 1 ITT) on multiple lots i.e. successful suppliers will not be limited on the number of Lots they may appear on.

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| Question number | Question | Response |
| SQ1.3 | After reading all information available as part of this Procurement please indicate which Lot(s) you are bidding for by selecting the relevant option(s) from the drop down menu:Lot 1 - G&PS AdministrationLot 2 - Communications, Promotions and Support to understand G&PSLot 3 – G&PS Policy Design and ImplementationLot 4 – G&PS Programme EvaluationLot 5 - G&PS Managed ServiceTo assist with the completion of this question please refer to the introduction to this section 1.3 above Note: you will be required to respond to the corresponding Lot specific questions at Award Questionnaire for those Lots that you have indicated here that you are tendering for.  | [Select from available pick list of Lots] |

**1.4. Contact Details**

Please complete the following information:

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| Question number | Question | Response |
| SQ1.4(a) | Name of contact for the TenderNote: this person must be registered on the eSourcing Portal for this procurementNote: this person must have a clear connection to the Potential Provider submitting the Tender. For example, if this person has an email address featuring a different company name, then you should provide clarification here as to who this person is in relation to the Tendering Potential Provider. | [character limit 4096] |
| SQ1.4(b) | Postal address | Table response |

**2. Grounds for mandatory exclusion**

Please complete the following information:

|  |  |
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| Section 2 | Grounds for Mandatory Exclusion |
| Question number | Question | Response |
| SQ2.1 | Regulation 57 (1) 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 Article 57(1) of the Public Contracts Directive as defined by the law of any jurisdiction outside England and Wales and Northern Ireland? |
| SQ2.1(a) | 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 Framework Decision 2008/841/JHA on the fight against organised crime; | ▢ Yes▢ No |
| SQ2.1(b) | 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; | ▢ Yes▢ No |
| SQ2.1(c) | the common law offence of bribery; | ▢ Yes▢ No |
| SQ2.1(d) | 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; | ▢ Yes▢ No |
| SQ2.1(e) | 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: |
| SQ2.1(e) -(i) | the common law offence of cheating the Revenue; | ▢ Yes▢ No |
| SQ2.1(e) - (ii) | the common law offence of conspiracy to defraud; | ▢ Yes▢ No |
| SQ2.1(e) - (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; | ▢ Yes▢ No |
| SQ2.1(e) - (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; | ▢ Yes▢ No |
| SQ2.1(e) - (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; | ▢ Yes▢ No |
| SQ2.1(e) - (vi) | an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; | ▢ Yes▢ No |
| SQ2.1(e) - (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; | ▢ Yes▢ No |
| SQ2.1(e) - (viii) | fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or | ▢ Yes▢ No |
| SQ2.1(e) - (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; | ▢ Yes▢ No |
| SQ2.1(f) | any offence listed — |
| SQ2.1(f) - (i) | in section 41 of the Counter Terrorism Act 2008; or | ▢ Yes▢ No |
| SQ2.1(f) - (ii) | in Schedule 2 to that Act where the court has determined that there is a terrorist connection; | ▢ Yes▢ No |
| SQ2.1(g) | any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); | ▢ Yes▢ No |
| SQ2.1(h) | money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; | ▢ Yes▢ No |
| SQ2.1(i) | 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; | ▢ Yes▢ No |
| SQ2.1(j) | an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; | ▢ Yes▢ No |
| SQ2.1(k) | an offence under section 59A of the Sexual Offences Act 2003; | ▢ Yes▢ No |
| SQ2.1(l) | an offence under section 71 of the Coroners and Justice Act 2009 | ▢ Yes▢ No |
| SQ2.1(m) | 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; or | ▢ Yes▢ No |
| SQ2.1(n) | any other offence within the meaning of Article 57(1) of the Directive— | ▢ Yes▢ No  |
| SQ2.2(a) | 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? | ▢ Yes▢ No  |
| SQ2.2(b) | If you have answered Yes to question SQ2.2(a), please provide further details. Please also 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 binding arrangement with a view to paying, including where applicable any accrued interest and/or fines. | [character limit 4096] |

**3. Grounds for discretionary exclusion – Part 1**

Please complete the following information:

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| Section 3  | Grounds for Discretionary Exclusion – Part 1 |
| Question number | Question | Response |
| SQ3.1 | Regulation 57 (8) – 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 : |
| SQ3.1(a) | 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 Directive as amended from time to time; | ▢ Yes▢ No  |
| SQ3.1(b) | 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; | ▢ Yes▢ No  |
| SQ3.1(c) | An organisation is guilty of grave professional misconduct, which renders its integrity questionable; | ▢ Yes▢ No  |
| SQ3.1(d) | An organisation has entered into agreements with other economic operators aimed at distorting competition; | ▢ Yes▢ No  |
| SQ3.1(e) | An organisation has a conflict of interest within the meaning of Regulation 24 that cannot be effectively remedied by other, less intrusive, measures; | ▢ Yes▢ No  |
| SQ3.1(f) | 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; | ▢ Yes▢ No  |
| SQ3.1(g) | 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; | ▢ Yes▢ No  |
| SQ3.1(h) | An organisation has: |
| SQ3.1(h) - (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; or | ▢ Yes▢ No  |
| SQ3.1(h) - (ii) | Withheld such information or is not able to submit supporting documents required under Regulation 59; or | ▢ Yes▢ No  |
| SQ3.1(i) | An organisation has undertaken to:  |
| SQ3.1(i) - (i) | Unduly influence the decision-making process of the contracting authority, or | ▢ Yes▢ No  |
| SQ3.1(i) - (ii) | Obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure; or | ▢ Yes▢ No  |
| SQ3.1(j) | An organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | ▢ Yes▢ No  |

**4. Grounds for discretionary exclusion – Part 2**

Please complete the following information:

|  |  |
| --- | --- |
| Section 4  | Grounds for Discretionary Exclusion – Part 2 |
| Question number | Question | Response |
| SQ4.1 | 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. |
| SQ4.1(a) | Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; | ▢ Yes▢ No  |
| SQ4.1(b) | Been found to be incorrect as a result of:1. HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or
2. 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
3. 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 any equivalent or similar regime in a jurisdiction in which the Potential Provider is established?
 | ▢ Yes▢ No  |
| SQ4.1(c) | If you responded Yes to either SQ4.1(a) or SQ4.1(b) - (i) to (iii), you may 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] |

**5. Economic and Financial Standing**

Please complete the following information:

Note: Failure to complete this section may result in your tender being deemed non-compliant.

|  |  |
| --- | --- |
| Section 5 | Economic and Financial Standing |
| Question number | Question | Response |
| SQ5.1(a) | For your organisation and, if applicable, each member of your Group of Economic Operators, we will use the organisation’s details provided in section 1.1 ‘Potential Provider details’ and Section 1.2 ‘Bidding Model’ to obtain financial risk assessments.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 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 contract. |
| SQ5.1(a) - (i) | 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? | ▢ Yes▢ No  |
| SQ5.1(a) - (ii) | If you responded Yes to question SQ5.1a-(i), please provide details of the Framework Guarantor:- Full name of the Framework Guarantor- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number[Please enter N/A in first table cell if not applicable] | [complete table in the e-Sourcing Suite] |
| SQ5.1(a) - (iii) | 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 contract, a Framework Guarantee as laid out in Framework Schedule 13 if a Framework Agreement is awarded. | ▢ Yes▢ No  |

**6. Technical and Professional Ability**

Please note: If a Potential Provider scores a Fail for any area, as listed in the Evaluation Guidance, the Potential Provider’s tender will be unsuccessful.

Note: the same contract example can be used multiple times but you must tailor each example for the particular Lot to ensure it’s clear to evaluators why that same example is relevant to another Lot.

Please complete the following information in the e-Sourcing Suite:

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| Section 6 | Technical and Professional Ability |
| Question 6.1 Lot 1 G&PS Administration Services |
| Please provide details of up to three contracts, from the public or private sector, the contract examples when combined MUST evidence that you have carried out projects where similar requirements to those sought under Lot 1 (as described in Framework Schedule 2 Services and Key Performance Indicators) have been performed. Contracts should have been performed during the past three years. VCSEs may include samples of grant funded work. Your examples, when combined (required information detailed at bullet points below may be shown in 1 or collectively across 2 or 3 examples) must show experience of each of the following:* providing customer and Administrative Support which covers requirements similar to those referenced in 2.3.2 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators)
* providing basic Grant Assessment and Award Assessment which covers requirements similar to those referenced in 2.3.3 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators)
* providing payment processing which covers similar requirements to those referenced in 2.3.4 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators)

Note that a named customer contact is required for each contract example – this must not be yourselves or anyone working for your organisation. If the customer contact information for your example is confidential please consider using a different example because if your response fails to provide actual customer contact information (as opposed to your own contact information) it may be deemed non-compliant which means it will not be evaluated which may affect the mark you achieve for this requirementThe named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided.Bids submitted by Lead Contacts should provide relevant examples where one or more of the members of their Group of Economic Operators has/have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then three separate examples should be provided between the shareholding companies of the Potential Provider (three examples are not required from each shareholding company).Bids submitted by a Potential Provider proposing to use Sub-Contractors should provide relevant examples where one or more of the Key Sub-Contractors has/ have delivered similar requirements (three examples are not required from each Sub-Contractor). Those Key Sub-Contractors must be listed in response to question SQ1.2(b) - (ii).If your Contract example is ongoing (therefore does not have a completion date) please enter N/A in the Completion date cell on the e-Sourcing Suite. |
| Contract specifics | SQ6.1a Contract 1 | SQ6.1bContract 2 | SQ6.1cContract 3 |
| Name of customer organisation |  |  |  |
| Name of the organisation which signed the contract with the customer organisation |  |  |  |
| Point of contact in customer organisationPosition in the organisationE-mail address  |  |  |  |
| Contract start dateContract completion dateEstimated Contract Value |  |  |  |
| Please describe the contract and how its performance demonstrates the technical capabilities needed to perform the requirements set out in Framework Schedule 2 Services and Key Performance Indicators. Note, it must be clear from the description that the example relates directly to the required Services for Lot 1 as laid out in Framework Schedule 2 Services and Key Performance Indicators. If a clear link cannot be ascertained, the contract example will be considered invalid. | [4096 character limit] |  |  |
| Marking Scheme | Evaluation Guidance |
| Pass | You have provided up to three contract examples which fully comply with the response guidance. |
| Fail | You have not provided up to three contract examples which fully comply with the response guidance.OR This question has not been answered. |

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| Section 6 | Technical and Professional Ability |
| QUESTION 6.2 Lot 2 Communication, Promotions and Support to understand G&PS  |
| Please provide details of up to three contracts, from the public or private sector, the contract examples when combined MUST evidence that you have carried out projects where similar requirements to those sought under Lot 2 (as described in Framework Schedule 2 Services and Key Performance Indicators) have been performed. Contracts should have been performed during the past three years. VCSEs may include samples of grant funded work. Your examples, when combined (required information detailed at bullet points below may be shown in 1 or collectively across 2 or 3 examples) must show experience of each of the following:* providing end to end communications and marketing that meets at least one of the requirements at 2.4.2 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators);
* provide designing and production guidance covering at least one of the requirements in 2.4.3 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators);
* designing templates for audience usability that meets at least one of the requirements 2.4.4 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators).

Note that a named customer contact is required for each contract example – this must not be yourselves or anyone working for your organisation. If the customer contact information for your example is confidential please consider using a different example because if your response fails to provide actual customer contact information (as opposed to your own contact information) it may be deemed non-compliant which means it will not be evaluated which may affect the mark you achieve for this requirement.The named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided.Bids submitted by Lead Contacts should provide relevant examples where one or more of the members of their Group of Economic Operators has/have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has been legally formed by a group of companies for a special purpose connected with this procurement), then three separate examples should be provided between the shareholding companies of the Potential Provider (three examples are not required from each shareholding company).Bids submitted by a Potential Provider proposing to use Sub-Contractors should provide relevant examples where one or more of the Key Sub-Contractors has/have delivered similar requirements (three examples are not required from each Sub-Contractor).Those Key Sub-Contractors must be listed in response to question SQ1.2 (b) - (ii).If your Contract example is ongoing (therefore does not have a completion date) please enter N/A in the Completion date cell on the e-Sourcing Suite. |
| Contract specifics | SQ6.2a Contract 1 | SQ6.2bContract 2 | SQ6.2cContract 3 |
| Name of customer organisation |  |  |  |
| Name of the organisation which signed the contract with the customer organisation |  |  |  |
| Point of contact in customer organisationPosition in the organisationE-mail address |  |  |  |
| Contract start dateContract completion dateEstimated Contract Value |  |  |  |
| Please describe the contract and how its performance demonstrates the technical capabilities needed to perform the requirements set out in Framework Schedule 2 Services and Key Performance Indicators. Note, it must be clear from the description that the example relates directly to the required Services for Lot 2 as laid out in Framework Schedule 2 Services and Key Performance Indicators. If a clear link cannot be ascertained, the contract example will be considered invalid. | [4096 character limit] |  |  |
| Marking Scheme | Evaluation Guidance |
| Pass | You have provided up to three contract examples which fully comply with the response guidance. |
| Fail | You have not provided up to three contract examples which fully comply with the response guidance.OR This question has not been answered. |

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| Section 6 | Technical and Professional Ability |
| QUESTION 6.3 Lot 3 G&PS Policy Design and Implementation |
| Please provide details of up to three contracts, from the public or private sector, the contract examples when combined MUST evidence that you have carried out projects where similar requirements to those sought under Lot 3 (as described in Framework Schedule 2 Services and Key Performance Indicators) have been performed. Contracts should have been performed during the past three years. VCSEs may include samples of grant funded work. Your examples, when combined (required information detailed at bullet points below may be shown in 1 or collectively across 2 or 3 examples) must show experience of each of the following:* provide design and development of programme policy and guidance meeting at least one of the requirements in 2.5.2 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators)
* work closely with the Contracting Authorities to make decisions in respect of Grant Assessment and / or Award covering at least one requirement in 2.5.3 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators)
* put in place key monitoring and reporting regimes to track progress towards Grant and Programme objectives meeting at least one requirement of 2.5.4 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators)
* provide signposting and Triage to Sources of Support Pre Application and Post Application in line with at least one requirement of 2.5.5 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators)
* provide technical ‘direct’ support covering at least one requirement of 2.5.6 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators)

Note that a named customer contact is required for each contract example – this must not be yourselves or anyone working for your organisation. If the customer contact information for your example is confidential please consider using a different example because if your response fails to provide actual customer contact information (as opposed to your own contact information) it may be deemed non-compliant which means it will not be evaluated which may affect the mark you achieve for this requirementThe named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided.Bids submitted by Lead Contacts should provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then three separate examples should be provided between the shareholding companies of the Potential Provider (three examples are not required from each shareholding company).Bids submitted by a Potential Provider proposing to use Sub-Contractors should provide relevant examples where one or more of the Key Sub-Contractors has/ have delivered similar requirements (three examples are not required from each Sub-Contractor).Those Key Sub-Contractors must be listed in response to question SQ1.2 (b) - (ii).If your Contract example is ongoing (therefore does not have a completion date) please enter N/A in the Completion date cell on the e-Sourcing Suite. |
| Contract specifics | SQ6.3a Contract 1 | SQ6.3bContract 2 | SQ6.3cContract 3 |
| Name of customer organisation |  |  |  |
| Name of the organisation which signed the contract with the customer organisation |  |  |  |
| Position in the organisationPoint of contact in customer organisationE-mail address |  |  |  |
| Contract start dateContract completion dateEstimated Contract Value |  |  |  |
| Please describe the contract and how its performance demonstrates the technical capabilities needed to perform the requirements set out in Framework Schedule 2 Services and Key Performance Indicators. Note, it must be clear from the description that the example relates directly to the required Services for Lot 3 as laid out in Framework Schedule 2 Services and Key Performance Indicators. If a clear link cannot be ascertained, the contract example will be considered invalid. |  | [4096 character limit] |  |
| Marking Scheme | Evaluation Guidance |
| Pass | You have provided up to three contract examples which fully comply with the response guidance. |
| Fail | You have not provided up to three contract examples which fully comply with the response guidance.OR This question has not been answered. |

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| Section 6 | Technical and Professional Ability |
| QUESTION 6.4 Lot 4 G&PS Programme Evaluation |
| Please provide details of up to three contracts, from the public or private sector, the contract examples when combined MUST evidence that you have carried out projects where similar requirements to those sought under Lot 4 (as described in Framework Schedule 2 Services and Key Performance Indicators) have been performed. Contracts should have been performed during the past three years. VCSEs may include samples of grant funded work. Your examples, when combined (required information detailed at bullet points below may be shown in 1 or collectively across 2 or 3 examples) must show experience of each of the following:* Provide evaluation of outcomes and delivery similar to those requirements in 2.6.2 of Attachment 4 Framework Schedule 2 (Services and Key Performance Indicators)

Note that a named customer contact is required for each contract example – this must not be yourselves or anyone working for your organisation. If the customer contact information for your example is confidential please consider using a different example because if your response fails to provide actual customer contact information (as opposed to your own contact information) it may be deemed non-compliant which means it will not be evaluated which may affect the mark you achieve for this requirementThe named customer contact must be able to confirm with written evidence to the Authority the accuracy of the information provided.Bids submitted by Lead Contacts should provide relevant examples where one or more of the members of their Group of Economic Operators has/ have delivered similar requirements. If this is not possible (e.g. you are bidding as a single entity Potential Provider which has already been legally formed by a group of companies for a special purpose connected with this procurement), then three separate examples should be provided between the shareholding companies of the Potential Provider (three examples are not required from each shareholding company).Bids submitted by a Potential Provider proposing to use Sub-Contractors should provide relevant examples where one or more of the Key Sub-Contractors has/ have delivered similar requirements (three examples are not required from each Sub-Contractor).Those Key Sub-Contractors must be listed in response to question SQ1.2 (b) - (ii).If your Contract example is ongoing (therefore does not have a completion date) please enter N/A in the Completion date cell on the e-Sourcing Suite. |
| Contract specifics | SQ6.4a Contract 1 | SQ6.4bContract 2 | SQ6.4cContract 3 |
| Name of customer organisation |  |  |  |
| Name of the organisation which signed the contract with the customer organisation |  |  |  |
| Point of contact in customer organisationPosition in the organisationE-mail address |  |  |  |
| Contract start dateContract completion dateEstimated Contract Value |  |  |  |
| Please describe the contract and how its performance demonstrates the technical capabilities needed to perform the requirements for Lot 4 set out in Framework Schedule 2 Services and Key Performance Indicators. Note, it must be clear from the description that the example relates directly to the required Services for Lot 4 as laid out in Framework Schedule 2 Services and Key Performance Indicators. If a clear link cannot be ascertained, the contract example will be considered invalid. |  | [4096 character limit] |  |
| Marking Scheme | Evaluation Guidance |
| Pass | You have provided up to three contract examples which fully comply with the response guidance. |
| Fail | You have not provided up to three contract examples which fully comply with the response guidance.OR This question has not been answered. |

**7. Additional Selection Questionnaire modules**

Please complete the following information:

Note: If you fail to complete this section and answer Yes to questions SQ7.1 - SQ7.5 then your tender may be deemed non-compliant.

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| Section 7 | Additional Selection Questionnaire Modules |
| SQ7.1 Information security – Cyber Essentials |
| The Authority seeks to ensure that any organisation with whom it contracts operates a set of controls which, when properly implemented mitigate the most common Internet based threats to cyber security. You are required to indicate, by selecting option YES or NO, whether you will be compliant with the requirements of the Cyber Essentials scheme and commit to provide evidence of compliance to The Authority and the Contracting Authority prior to the execution of a Call Off Agreement.This requirement is in accordance with Supplier obligations at Clause 9 of Attachment 4 Framework Agreement.This requirement applies to all Potential Providers, regardless of size or Lot tendered.  |
| Response GuidanceThis is a PASS/FAIL question. If you selection option NO you will be unable to continue in the Procurement. As stated in Procurement Policy Note 09/14 (PPN 09/14) – Use of Cyber Essentials Scheme certification “Government is taking steps to further reduce the levels of cyber security risk in its supply chain. In consultation with industry Government has developed the Cyber Essentials Scheme (referred to throughout this document as Cyber Essentials). Cyber Essentials is for all organisations, of all sizes, and in all sectors. Government is widely encouraging its adoption and is making it mandatory for Central Government contracts advertised after 1 October 2014 which feature characteristics involving handling of personal information and provision of certain ICT products and services.” PPN 09/14 can be found [here.](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/368247/Cyber_Essentials_Scheme_draft_PPN_28_10.pdf) Further details of Cyber Essentials may be found here: <https://www.cyberstreetwise.com/cyberessentials/> Compliance may be demonstrated either by:* Cyber Essentials Basic Certificate; OR
* Cyber Essentials Scheme certification equivalent as defined by the Contracting Authority at Call Off
	+ In accordance with guidance available at PPN 09/14, ISO27001 standard accreditation may be accepted as evidence of equivalence only where the Cyber Essentials requirements, at either basic or Plus levels as appropriate, have been included in the scope of that accreditation, and verified as such by a certification body that is approved to issue a Cyber Essentials certificate by one of the accreditation bodies.

In all the above cases the scope of services assessed must encompass at least the Service to be provided under this Framework Agreement and be for the same legal entity as that tendering for a place on this Framework Agreement.Confirmation should be made by selecting the applicable response from the drop down response box below.  |
| Pass | Providing a YES response means that you commit to comply with the requirement detailed at Clause 9 of the Framework Agreement including to provide evidence of the Cyber Essentials requirement to both Contracting Authority and Authority prior to the execution of a Call Off Agreement. |
| Fail | By selecting NO you are stating that you are EITHER unable to commit to compliance with Clause 9 of Attachment Framework Agreement OR that you are unable or unwilling to provide evidence of compliance. This is a PASS/FAIL question. If you selection option NO you will be unable to continue in the Procurement.  |

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| SQ7.2 Equality and Diversity |
| Does your organisation comply with its legal obligations relating to the following? This is a YES/NO question.* Race
* Sexual Orientation
* Disability
* Age
* Religion or Belief
* Gender (Sex)
* Gender Reassignment
* Marriage or Civil Partnership
* Pregnancy and maternity
* Human Rights
 |
| Response GuidanceThis is a PASS/FAIL question. If you selection option NO you will be unable to continue in the Procurement. The Authority will seek evidence relating to the questions above, if in its sole discretion, it requires to do so. |
| Pass | By selecting YES, you have indicated that your organisation complies with ALL of the above legal obligations. |
| Fail | By selecting NO, you have indicated that your organisation does not comply with ALL of the above legal obligations.This is a PASS/FAIL question. If you selection option NO you will be unable to continue in the Procurement.  |

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| SQ7.3 Insurance Capabilities - Employers Liability Insurance |
| Please select YES, NO or N/A to indicate whether your organisation has, or will have prior to the conclusion of the Framework Agreement Procurement, Employer’s Liability insurance of at least £5 million and will provide evidence to Contracting Authorities of the insurance being in place if so required at call-off.YES – your organisation has, or will have in place prior to the conclusion of the Framework Agreement Procurement, Employer’s Liability insurance of at least £5 million and will provide evidence to Contracting Authorities of the insurance being in place if so required at call-off.NO - your organisation does not have, and will not have in place Employer’s Liability insurance of at least £5 million and/or will not provide evidence to Contracting Authorities of the insurance being in place if so required at call off.N/A - your organisation does not require Employer’s Liability insurance of at least £5 million because your organisation employs only the owner or close family members.Employer’s Liability insurance is a legal requirement except for businesses employing only the owner / close family members. Please note that N/A will therefore apply if your organisation employs only the owner or close family members. |
| Response GuidanceYou must indicate whether you have, or will have, Employer's Liability insurance of at least £5m and be able to provide a valid in-date certification to Contracting Authorities as evidence of the insurance being in place if so required at call-off.Please select option YES - certificate will be provided, NO or N/A from the drop down list.NOTE: Contracting Authorities may require higher levels of insurance at the further competition stage. |
| Pass | By selecting YES, you have indicated that your organisation has, or will have Employer's Liability insurance of at least £5 million and will provide evidence to Contracting Authorities of the insurance being in place if so required at call-off.ORYou have selected option N/A from the drop down list. |
| Fail | By selecting NO, you have indicated that your organisation does not have or will not have, if required at call-off, Employer's Liability insurance of at least £5 million. |

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| SQ7.4 Insurance Capabilities - Public Liability Insurance |
| Please select YES or NO to indicate whether your organisation has or will have in place Public Liability insurance of at least £1 million and will provide evidence of the insurance being in place if required at call-off.YES If the Contracting Authority requests you to do so then your organisation will have in place at the point of call-off Public Liability insurance of at least £1 million and will provide evidence of that insurance being in place if required by the Contracting Authority at that call-off stage.NO Your organisation does not have and will not have in place Public Liability insurance of at least £1 million, if required at call-off.. |
| Response GuidanceYou must indicate whether your organisation has or will have Public Liability insurance of at least £1 million and be able to provide valid in-date certification as evidence of the insurance being in place if required at call off. Please select option YES or NO from the drop down list. |
| Pass | By selecting YES, you have indicated that your organisation has, or will have, Public Liability insurance of at least £1 million and will provide valid in-date certification as evidence of the insurance being in place if required at call-off. |
| Fail | By selecting NO, you have indicated that your organisation does not have and will not have, if required at call-off, Public Liability insurance of at least £1 million. |

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| SQ7.5 Insurance Capabilities - Professional Indemnity Insurance |
| Please select YES or NO to indicate whether your organisation has or will have in place Professional Indemnity insurance of at least £1 million and will provide evidence of the insurance being in place if required at call-off.YES Your organisation has or will have in place Professional Indemnity insurance of at least £1 million if required at call-off and you will provide evidence of the insurance being in place. NO Your organisation does not have and will not have, Professional Indemnity insurance of at least £1 million if required at call-off. |
| Response GuidanceYou must indicate whether your organisation has or will have Professional Indemnity insurance of at least £1 million and provide valid in-date certification as evidence of the insurance being in place if required at call-off.Please select option YES or NO from the drop down list. |
| Pass | By selecting YES, you have indicated that your organisation has or will have Professional Indemnity insurance of at least £1 million and will provide valid in-date certification as evidence of the insurance being in place if required at call-off. |
| Fail | By selecting NO, you have indicated that your organisation does not have and will not have, if required at call-off, Professional Indemnity insurance of at least £1 million. |