Appendix 1
Statement of Requirements Response Document for Broadcast PR Agency

**Sections Page no**

[Part 1 Commercial Statement of Requirements 2](#_Toc485631862)

[1 Potential Supplier Information 2](#_Toc485631863)

[Part 2 Exclusion Grounds 5](#_Toc485631864)

[2 Grounds for mandatory exclusion 5](#_Toc485631865)

[3 Grounds for discretionary exclusion 7](#_Toc485631866)

[Part 3 Selection Questions 8](#_Toc485631867)

[4 Economic and Financial Standing 8](#_Toc485631868)

[5 Group 9](#_Toc485631869)

[6 Technical and Professional Ability 9](#_Toc485631870)

[7 Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 10](#_Toc485631871)

[8 Additional Questions 10](#_Toc485631872)

[9 Health and Safety 11](#_Toc485631873)

[10 Environmental 11](#_Toc485631874)

[11 Quality Assurance 12](#_Toc485631875)

[12 Equality and Diversity 12](#_Toc485631876)

[13 Business Continuity 13](#_Toc485631877)

[14 Contractual Issues 14](#_Toc485631878)

[Part 4 Operational Statement of Requirements 14](#_Toc485631879)

[15 Service Requirements 14](#_Toc485631880)

[16 Contract Management & Service Levels 15](#_Toc485631881)

[Part 5 Pricing 16](#_Toc485631882)

[17 Pricing 16](#_Toc485631883)

[Annex 1 Consortium / Sub-contractors 17](#_Toc485631884)

[Annex 2 Tax Compliance 18](#_Toc485631885)

[Annex 3 Anti-Bribery Policy and Modern Slavery Act 19](#_Toc485631886)

[Annex 4 Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) 20](#_Toc485631887)

[Annex 5 Certificate of Non-canvassing and Non-collusion 21](#_Toc485631888)

[Annex 6 Tender Compliance Checklist 22](#_Toc485631889)

**Introduction**

Accompanying this ITT is a Statement of Requirements (**SOR**). The SOR seeks to detail OS requirements relating to this tender and also classifies each requirement in terms of its relative importance to OS.

1 As mentioned above, the SOR sets out the specific requirements relating to each of the products and services required by OS. It is envisaged that the relevant sections of the SOR will be included in any contract.

2 Participants are therefore required to review the SOR and are required to complete and submit the SOR Response Template. If the SOR Response Template is not completed according to these instructions, the Tender will be deemed non- compliant and may at OS’s sole discretion be rejected.

3 In completing the SOR Response Template Participants must provide 1 response to the requirements

4 OS intend that the contract as set out in Schedule 2 of this ITT will be used although the exact form of the contract, and minor terms in it, may vary depending on post tender clarification. It must be noted that this contract will not be substantially altered.

Part 1 Commercial Statement of Requirements

OS’s requirements are set out in this section Part 1 (Commercial Statement of Requirements) and it has allocated each of the criteria an overall weighting reflecting its relative importance to OS. Responses to the requirements in this part either have a ‘pass/fail’ indicator or the response will have marks allocated against the question.

The total marks value of this section is **100 Marks**.

**Identity of Contracting Party**

Participants must provide full details of the Contracting Party with whom OS would contract should their bid be accepted. Details must include the name of the Party(s), full contact details and the legal status of the Contracting Party(s). If it is your intention to form a consortium please provide full details of those companies who you are combining with to form a consortia or those who will be supporting you in the delivery of the contract where you will be acting as prime contractor in Annex 1 of this response document.

Potential Supplier Information

1.1(a) Full name of the potential supplier submitting the information: Click or tap here to enter text.

1.1(b)-(i) Registered office address (if applicable): Click or tap here to enter text.

1.1(b)-(ii) Registered website address (if applicable): Click or tap here to enter text.

1.1(c) Trading status:

[ ]  public limited company

[ ]  limited company

[ ]  limited liability partnership

[ ]  other partnership

[ ]  sole trader

[ ]  third sector

[ ]  other (please specify your trading status): Click or tap here to enter text.

1.1(d) Date of registration in country of origin: Click or tap here to enter text.

1.1(e) Company registration number (if applicable): Click or tap here to enter text.

1.1(f) Charity registration number (if applicable): Click or tap here to enter text.

1.1(g) Head office DUNS number (if applicable): Click or tap here to enter text.

1.1(h) Registered VAT number: Click or tap here to enter text.

1.1(i)-(i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?

[ ]  Yes

[ ]  No

[ ]  N/A

1.1(i)-(ii) If you responded yes to 1.1(i) (i), please provide the relevant details, including the registration number(s):

Click or tap here to enter text.

1.1(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

1.1(j)-(ii) If you responded yes to 1.1(j) (i), please provide additional details of what is required and confirmation that you have complied with this: Click or tap here to enter text.

1.1(k) Trading name(s) that will be used if successful in this procurement: Click or tap here to enter text.

1.1(l) Relevant classifications (state whether you fall within one of these, and if so which one):

[ ]  Voluntary Community Social Enterprise (**VCSE**)

[ ]  Sheltered Workshop

[ ]  Public service mutual

1.1(m) Are you a Small, Medium or Micro Enterprise[[1]](#footnote-1) (**SME**)?

[ ]  Yes

[ ]  No

1.1(n) Details of Persons of Significant Control[[2]](#footnote-2) (**PSC**), where appropriate:

* Name: Click or tap here to enter text.
* Date of birth: Click or tap here to enter text.
* Nationality: Click or tap here to enter text.
* Country, state or part of the UK where the PSC usually lives: Click or tap here to enter text.
* Service address: Click or tap here to enter text.
* The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used): Click or tap here to enter text.

Which conditions for being a PSC are met:

[ ]  Over 25% up to (and including) 50%;

[ ]  More than 50% and less than 75%;

[ ]  75% or more.[[3]](#footnote-3)

Please enter N/A if not applicable:

1.1(o) Details of immediate parent company:

* Full name of the immediate parent company: Click or tap here to enter text.
* Registered office address (if applicable): Click or tap here to enter text.
* Registration number (if applicable): Click or tap here to enter text.
* Head office DUNS number (if applicable): Click or tap here to enter text.
* Head office VAT number (if applicable): Click or tap here to enter text.

Please enter N/A if not applicable

1.1(p) Details of ultimate parent company:

* Full name of the ultimate parent company: Click or tap here to enter text.
* Registered office address (if applicable): Click or tap here to enter text.
* Registration number (if applicable): Click or tap here to enter text.
* Head office DUNS number (if applicable): Click or tap here to enter text.
* Head office VAT number (if applicable): Click or tap here to enter text.

Please enter N/A if not applicable

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

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

Bidding Model

1.2(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 1.2(a)-(ii), (a)-(iii) and to 1.2(b)-(i), (b)-(ii), 1.3, Section 2 and 3.

If no, and you are a supporting bidder please provide the name of your group at 1.2(a)-(ii) for reference purposes, and complete 1.3, Section 2 and 3.

1.2(a)-(ii) Name of group of economic operators (if applicable): Click or tap here to enter text.

1.2(a)-(iii) Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure: Click or tap here to enter text.

1.2(b)-(i) Are you or, if applicable, the group of economic operators proposing to use sub-contractors?

[ ]  Yes

[ ]  No

1.2(b)-(ii) If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Registered address: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Trading status: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Company registration number: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Head Office DUNS number (if applicable): | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Registered VAT number: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Type of organisation: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| SME: | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| The approximate % of contractual obligations assigned to each sub-contractor | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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.

1.3(a) Contact name: Click or tap here to enter text.

1.3(b) Name of organisation: Click or tap here to enter text.

1.3(c) Role in organisation: Click or tap here to enter text.

1.3(d) Phone number: Click or tap here to enter text.

1.3(e) E-mail address: Click or tap here to enter text.

1.3(f) Postal address: Click or tap here to enter text.

1.3(g) Signature (electronic is acceptable): Click or tap here to enter text.

1.3(h) Date: Click or tap here to enter text.

Part 2 Exclusion Grounds

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

Grounds for mandatory exclusion

2.1(a) Regulations 57(1) and (2)

The detailed grounds for mandatory exclusion of an organisation are set out on this webpage (<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>) which should be referred to before completing these questions.

Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage (<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>).

* Participation in a criminal organisation:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Corruption:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Fraud:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Terrorist offences or offences linked to terrorist activities:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Money laundering or terrorist financing:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Child labour and other forms of trafficking in human beings:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

2.1(b) If you have answered yes to question 2.1(a), please provide further details:

* Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction
* Identity of who has been convicted.

If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.

Click or tap here to enter text.

If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)

Yes ☐

No ☐

2.3(a) Regulation 57(3)

Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?

Yes ☐

No ☐

2.3(b) If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.

**Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.**

Grounds for discretionary exclusion

Regulation 57 (8)

The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>) which should be referred to before completing these questions.

Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.

3.1(a) Breach of environmental obligations?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1 (b) Breach of social obligations?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1 (c) Breach of labour law obligations?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(d) Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(e) Guilty of grave professional misconduct?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(f) Entered into agreements with other economic operators aimed at distorting competition?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(g) Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(h) Been involved in the preparation of the procurement procedure?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(i) Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(j) Please answer the following statements

3.1(j)-(i) The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(j)-(ii) The organisation has withheld such information.

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(j)-(iii) The organisation is not able to submit supporting documents required under regulation 59 of the *Public Contracts Regulations 2015*.

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(j)-(iv) The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

Yes ☐ (if yes please provide details at 3.2)

No ☐

If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)

Click or tap here to enter text.

Part 3 Selection Questions[[4]](#footnote-4)

Economic and Financial Standing

Are you able to provide a copy of your audited accounts for the last two years, if requested?

Yes ☐

No ☐

If no, can you provide one of the following:

1. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.

Yes ☐

No ☐

1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

Yes ☐

No ☐

1. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

Yes ☐

No ☐

Group

If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:

Name of organisation: Click or tap here to enter text.

Relationship to the Supplier completing these questions: Click or tap here to enter text.

Are you able to provide parent company accounts if requested to at a later stage?

Yes ☐

No ☐

If yes, would the parent company be willing to provide a guarantee if necessary?

Yes ☐

No ☐

If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?

Yes ☐

No ☐

Technical and Professional Ability

Relevant experience and contract examples

Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.

The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.

Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.

If you cannot provide examples, see question 6.3

|  |
| --- |
| **Contract 1** |
| Name of customer organisation: | Click or tap here to enter text. |
| Point of contact in the organisation: | Click or tap here to enter text. |
| Position in the organisation: | Click or tap here to enter text. |
| E-mail address: | Click or tap here to enter text. |
| Description of contract: | Click or tap here to enter text. |
| Contract Start date: | Click or tap here to enter text. |
| Contract completion date: | Click or tap here to enter text. |
| **Contract 2** |
| Name of customer organisation: | Click or tap here to enter text. |
| Point of contact in the organisation: | Click or tap here to enter text. |
| Position in the organisation: | Click or tap here to enter text. |
| E-mail address: | Click or tap here to enter text. |
| Description of contract: | Click or tap here to enter text. |
| Contract Start date: | Click or tap here to enter text. |
| Contract completion date: | Click or tap here to enter text. |
| **Contract 3** |
| Name of customer organisation: | Click or tap here to enter text. |
| Point of contact in the organisation: | Click or tap here to enter text. |
| Position in the organisation: | Click or tap here to enter text. |
| E-mail address: | Click or tap here to enter text. |
| Description of contract: | Click or tap here to enter text. |
| Contract Start date: | Click or tap here to enter text. |
| Contract completion date: | Click or tap here to enter text. |

Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s). Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)

If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015

Are you a relevant commercial organisation as defined by section 54 (*Transparency in supply chains etc.*) of the Modern Slavery Act 2015 (**the Act**)?

Yes ☐

No ☐

If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?

Yes ☐ Please provide the relevant url: Click or tap here to enter text.

No ☐

Please provide an explanation: Click or tap here to enter text.

Additional Questions

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

Insurance

1. Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Yes ☐

No ☐

* Employer’s (Compulsory) Liability Insurance = £5,000,000
* Public Liability Insurance = £5,000,000
* Professional Indemnity Insurance = £2,000,000

Please note 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.

Health and Safety

The Participant must provide a copy of their written health and safety at work policy. In support of this policy the Participant should also provide evidence of accreditation (ISO 18001) or details of the equivalent processes and procedures of how their Health and Safety policy is communicated to their staff. The Participant should also provide details of what internal systems and procedures they have in place for:

* monitoring the effectiveness of communication of the policy (including training materials, plans, copy/example of communications and briefings);
* periodic reviews of the policy and at what level within your business; and
* reporting of health and safety issues within your business (including copies/example forms completed within your business).

|  |
| --- |
| Response:       15 MARKS AVAIILABLE |

Has the Participant been prosecuted under any relevant health and safety legislation in the last five (5) years?

[ ]  Yes [ ]  No

If the response is ‘Yes’ please provide details of the incident and what corrective action has been put in place. If the answer is ‘No’ then please state this in the response box below.

|  |
| --- |
| Response:       FOR INFORMATION ONLY |

Has the Participant been issued with an Improvement or Prohibition Notice under any relevant health and safety legislation in the last five (5) years?

[ ]  Yes [ ]  No

If the response is ‘yes’ please provide details in the response box and detail any corrective actions that have been put in place as a result. If the answer is ‘No’ please state as such in the response box below.

|  |
| --- |
| Response:       FOR INFORMATION ONLY |

Environmental

The Participant must provide details of their Environmental Management System (**EMS**) which would be used in the performance of services under the contract.

In support of this EMS system the Participant should also provide:

* evidence of relevant accreditation (ISO 14001) or equivalent processes used within your business;
* copies of documents and any evidence of procedures and systems used within Participants organisation which manage and monitor its environmental affairs;
* evidence demonstrating how the Participant sets targets for recycling and reducing their carbon footprint in delivering services under the contract (staff travel, paper recycling and use of energy); and
* copies of documents and evidence of monitors and measurers used within your business to meet your targets (management of staff travel, paper recycling and other green initiatives including use of energy).

|  |
| --- |
| Response:       10 MARKS AVAILABLE |

In the last three (3) years, has any court or tribunal made any findings, or has the Participant been the subject of any formal investigation for breach of environmental legislation?

[ ]  Yes [ ]  No

If the answer is ‘Yes’ please provide details regarding the breach of legislation and what corrective action you have undertaken to ensure a similar breach does not occur again.

|  |
| --- |
| Response:       FOR INFORMATION ONLY |

Quality Assurance

Quality Assurance of OS branded products and services are important to us. Please provide details and any supporting evidence or accreditation of how any Quality Management Systems (**QMS**) or procedures are used within your business to ensure quality of delivery of services provided (for example ISO 9001)?

Your response should include at what stages in service delivery the QMS is used and how the processes are monitored (including supporting evidence such as copies of any reports, meetings and management information used to ensure the integrity of the QMS and where there have been instances of failure, evidence of how corrective action was identified and deployed).

|  |
| --- |
| Response:       10 MARKS AVAILABLE |

Equality and Diversity

OS is committed to promoting equality and diversity within its operations and service delivery. Participants are therefore asked to provide a copy of your organisation’s equality and diversity policy to ensure that compliance with current equality and diversity legislation is met.

Your response must include any accreditation, documentation and evidence that supports your approach for the following:

* Staff Recruitment – previously advertised job adverts
* Staff Training – processes or timetables which show how & when diversity training for staff is delivered and updated regularly.
* Equality Impact Assessments – copies of completed forms or template documents.

|  |
| --- |
| Response:       10 MARKS AVAILABLE |

OS is keen to contract with suppliers that have systems and procedures in place that ensure that any staff directly employed by them are given a minimum wage and that no child labour is directly, or indirectly, used in the delivery of services required under this tender. The Participant must therefore, provide details and evidence of how their systems and procedures will provide OS with total assurance that these issues are addressed in the recruitment of staff and in the delivery of services.

Your response should provide documentation and evidence of:

* monitoring that you undertake (such as notes or evidence from onsite visits, internal/external reports on your suppliers or supply chain used in the provision of these services); and
* evidence of benchmarking the Participant has used to ensure confidence that minimum wage is being paid.

|  |
| --- |
| Response:       10 MARKS AVAILABLE |

Business Continuity

Does the Participant have a Business Continuity Management System (**BCMS**) in place?

[ ]  Yes [ ]  No

If ‘Yes’ is the BCMS system either accredited or certified for example, ISO 22301 or equivalent if so please provide copies of the certificates. Please provide details and any supporting evidence of how any BCMS procedures and systems are used within your business to ensure quality of delivery of services provided? Your response should include at what stages in service delivery is the BCMS is used and how the processes are monitored. Your supporting evidence must include copies of any reports, meetings and management information used to ensure the integrity of the BCMS and where there have been instances of failure, evidence of how corrective action was identified and deployed.

|  |
| --- |
| FOR INFORMATION ONLY |

Within the last three years have there been any occasions when your business operation has been disrupted and if so, please include in your response evidence and details of the business continuity response, including any reports and documentation that supported the action taken, any implementation and test plans that were used.

[ ]  Yes [ ]  No

|  |
| --- |
| Response:       5 MARKS AVAILABLE |

Please detail the strategy your organisation has in place for ensuring continuity of supply from your critical suppliers? Please provide any evidence that will support your response. For example, copies of any contractual agreements or arrangements that you have, to ensure continuity of supply copies of any market reports or analysis that you use to identify and support your strategy and how these plans are exercised regularly.

|  |
| --- |
| Response:       10 MARKS AVAILABLE |

Please provide details (name and company position) of the individual responsible for Business Continuity within your organisation?

|  |
| --- |
| Response:       FOR INFORMATION ONLY |

In the event of a disruption, who would be the person responsible for managing your company’s response if different from the person responsible for Business Continuity within your organisation?

|  |
| --- |
| Response:       FOR INFORMATION ONLY |

Please describe your strategy for ensuring that the services required in this tender will continue to be delivered in the event of a disruption affecting your business. Please include details in respect of alternative facilities, replacement equipment and management of human resources. In your response please provide evidence of agreements that will ensure availability of facilities and equipment, including rental and or lease agreements with your suppliers, and agreements with recruitment agencies or companies who would source qualified staff on your behalf.

|  |
| --- |
| Response:       5 MARKS AVAILABLE |

In the event of a disruption, what would be the trigger point for you to contact OS? Please provide details of your approach, including timeframes, escalation procedures and measures undertaken culminating in contact being made with OS. The response must provide evidence such as processes or plans that demonstrate a clear plan of action from the start of the incident to the decision to contact OS and supporting documentation that you would use.

|  |
| --- |
| Response:       5 MARKS AVAILABLE |

Contractual Issues

Is there any material pending or threatened litigation or other legal proceedings connected with similar projects against the Participant and/or any of its named supply chain members (sub-contractors) that may affect delivery of this project?

[ ]  Yes [ ]  No

If ‘Yes’, provide full details of the litigation or legal proceedings and what areas of impact this will have in respect of the delivery of the services required under the contract.

|  |
| --- |
| Response:       5 MARKS AVAILABLE |

Does the Participant have a written anti-bribery policy?

[ ]  Yes [ ]  No

If ‘Yes’ and you are successful at tender you will be asked to provide a copy of your anti-bribery policy before confirmation of award is made. If you do not have an anti-bribery policy, please provide detailed evidence of how the Participant communicates its zero tolerance to bribery to its staff and how it monitors the effectiveness of its anti-bribery approach. Your response must include evidence of any staff handbook or corporate communications used to promote your anti-bribery stance, records of staff training completed and copies of processes or registers used to record the receipt of gifts or hospitality by staff through the course of their duties.

|  |
| --- |
| Response:       15 MARKS AVAILABLE |

Part 4 Operational Statement of Requirements

Responses to the requirements in this section either have a ‘pass/fail’ indicator or the response will have marks allocated against the question. The total marks value of this section is 100 Marks.

Service Requirements

The Participate must provide examples of how they have delivered ROI on both a business and consumer broadcast campaign? Participants may wish to include relevant evidence in support of their response in terms of how ROI was measured and which methodologies work best for each specific campaign?

|  |
| --- |
| Response:       20 MARKS AVAILABLE |

The participant must provide an example of how they have supported a communications activity to shift brand perception for an organisation? Participants may wish to include relevant evidence in support of their response, in terms of how their communication approach was agreed, the type of media broadcast used to help in the shift in brand perception and how success was measured to confirm success?

|  |
| --- |
| Response:       20 MARKS AVAILABLE |

The participant need to provide examples of promoting business news to international audiences? At least one example needs to show how the Participate promoted a British brand to the overseas media. What are the potential challenges and how the participate have overcome these?

|  |
| --- |
| Response:       20 MARKS AVAILABLE |

The participant needs to demonstrate how they have previously maximised the impact of a broadcast campaign, or what measures does the Participate take to achieve success and exceed goals? Provide supporting documentation.

|  |
| --- |
| Response:       15 MARKS AVAILABLE |

The participant needs to supply examples of creating thought leadership opportunities and positioning subject experts in the media. Participants should provide relevant evidence in support of your response including what approach and methodologies were used in determining the right thought leadership opportunities and also what ideas were considered to ensure the success of positioning subject experts in the media and the success of both approaches?

|  |
| --- |
| Response:       15 MARKS AVAILABLE |

Contract Management & Service Levels

The participant must detail the processes and procedures they will use to ensure effective internal and external contract management that will be applied to ensure the successful delivery of this contract. The Participant’s management team will be responsible for the following requirements:

* the creation, management, and communication of KPIs, monthly reports, performance review meetings and strategic issues, including:
* Daily, weekly, monthly monitoring of service levels.
* Report findings to OS (when required)
* Nominated and dedicated Account Manager – frequency of review, contact with OS.
* Procedures for communication regarding service failures.
* Escalation procedure
* Change management procedure.
* Delivery of service

Please provide all documentation, structure charts or evidence that support the delivery of the above requirements:

|  |
| --- |
|  Response:       10 MARKS AVAILABLE |

Part 5 Pricing

The marks value of this section is 100 Marks plus an additional award of marks directly relating to the number of retainer days offered within the balance of the budget allowance.

Pricing

The Agreement will be for a three (3) year term from the commencement date.

Participants will be required to provide total costing for the contract based on the following given that the annual budget will not exceed £50,000 per annum (total contract value is £150,000).

1. running three (3) campaigns per year using the campaign example as illustrated in the pricing document below and;
2. providing the balance of the budget as a retainer, shown as a charged day rate and the number of days this would equate to in total budget terms.

For example: if the costs of the three (3) campaigns per annum equates to £21,000 this leaves a budget of £29,000. Participants will need to identify from the £29,000 balance how many retainer days will be offered and a mark will be awarded per day offered (please see worked example in the evaluation matrix).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirement** | **Campaign Cost** | **Annual Cost (based on three campaigns per annum)** | **Total Contract Value** | **Marks Awarded** |
| **Campaign Example**The launch of a new mapping product, for example walking app. To include story/idea development, media engagement/sell-in, broadcast/studio day and evaluation report. | £ Click or tap here to enter text. | £ Click or tap here to enter text. | £ Click or tap here to enter text. | 100 Marks |

the Participant identified as the overall lowest total price for the Campaign Example, provided by OS will be awarded 100% of the marks available; and

other Participants will receive a percentage of the marks available on a pro-rata basis which will be calculated as follows:

*(****Lowest price*** *divided by* ***Participants price****) multiplied by the* ***Marks available*** *= the* ***Participants Weighted Score***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirement** | **Budget Balance from total annual Campaign Cost** | **Day Rate Charged** | **Total Number of days offered within budget available** | **Marks awarded per day retainer offered within budget** |
| **Day Rate**To secure a regular days (retainer). These days will be used to call upon support to promote OS contents. For example, business deals/contracts, CEO opportunities, thought leadership. To use the agency media sell in resource and expertise in securing interviews. The day rate should be based around the cost of an account manager support level. | £ Click or tap here to enter text. | £ Click or tap here to enter text. | Click or tap here to enter text. | Please see Evaluation Matrix Example |

each Participant will be given a mark per retainer day offered, for example:

* company A has Campaign Costs of £21,000 and offers a Retainer Day Rate of **£1,000** which equates to **29 Retainer Days** out of the remaining £29,000 budget which gives them **29 Marks**.
* company B has Campaign Costs of £16,500 and offers a Retainer Day Rate of **£800** which equates to **42 Retainer Days** out of the remaining £33,500 budget which gives them **42 Marks**.
1. Consortium / Sub-contractors

Please add any supporting documentation in relation to Section 1.2 of this Response Document, in this Annex 1 or label separate documents as relevant to Annex 1.

Click or tap here to enter text.

1. Tax Compliance

Please add any supporting documentation in relation to section 2.3 of this Response Document, in this Annex 2, or label separate documents as relevant to Annex 2.

Click or tap here to enter text.

1. Anti-Bribery Policy and Modern Slavery Act

Please add any supporting documentation in relation to Sections 7 and 14.2 of this Response Document, in this Annex 3, or label separate documents as relevant to Annex 3.

Click or tap here to enter text.

1. Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR)

I declare that I wish the information below to be considered as Exemptions to the FOIA or EIR, to apply with regard to the following within the application document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question Number** | **Description of Information** | **Potential Implications of Disclosure** | **Time Period that such Information remains commercially sensitive** | **Exemption which Participant considers to apply under FOIA or EIR** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Note: Please ensure that the person who is responsible in respect of FOIA or EIR signs the schedule.

|  |  |
| --- | --- |
| **Signature** |   |
| **On Behalf of** |   |
| **Name** |   |
| **Title** |   |
| **Date** |   |
|  |  |

1. Certificate of Non-canvassing and Non-collusion

In recognition of the principle that the essence of selective tendering is that OS shall receive bona fide competitive Tenders from all those tendering.

WE CERTIFY THAT:

1 the Tender submitted is a bona fide tender intended to be competitive;

2 that we have not nor any person employed by us or acting on our behalf has:

2.1 canvassed or solicited any member, officer or employee of OS in connection with the Tender submitted or the award of the contract; and

2.2 fixed or adjusted the amount of the Tender with any third party (or solicit any third party to fix or adjust their tender); and

2.3 communicated details of our Tender to any third party, other than OS or, where the Tender is submitted on behalf of a consortium, to other consortium members; and

2.4 prevented or dissuaded any third party from tendering; and

2.5 promised, offered, given, requested or accepted any advantage or inducement or consideration directly or indirectly to any third party in connection with the Tender.

3 we will not nor any person employed by us or acting on our behalf will at any time undertake any of the acts in paragraph 2 above.

|  |  |
| --- | --- |
| **Signature** |   |
| **On Behalf of** |   |
| **Name** |   |
| **Title** |   |
| **Date** |   |
|  |  |

1. Tender Compliance Checklist

The following documents / supporting evidence to be included with the fully completed Response Document, includes:

[ ]  Annex 1 Consortium / Sub-contractors (if relevant)

[ ]  Annex 2 Tax Compliance (if relevant):

[ ]  Annex 3 Anti-Bribery Policy and Modern Slavery Policy / Statement

[ ]  Annex 4 Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR)

[ ]  Annex 5 Certificate of Non-canvassing and Non-collusion

Participants Evidence including:

* Financial Statements
* Insurance Certificates
* Health & Safety Policy including evidence of accreditation (ISO 18001 or equivalent)
* Environmental Management System including evidence of any accreditation (ISO 14001 or equivalent)
* Quality System process including evidence of accreditation (ISO 9001 or similar)
* Business Continuity Plan (ISO 22301 or equivalent)
* Equality & Diversity – supporting information and evidence as more specifically detailed in question 12.1 & 12.2
1. See definition of SME: <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance: <https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships> [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
4. See Action Note 8/16 Updated Standard Selection Questionnaire (<https://www.gov.uk/government/collections/procurement-policy-notes>) [↑](#footnote-ref-4)