

## **Suitability Assessment Guidance**

### **Notes for Suppliers**

The purpose of the Suitability Assessment (SA) is to assist **Ashford Borough Council** in deciding which supplier should be awarded the contract.

In order to simplify this process, Ashford Borough Council has adopted PAS91 to assist suppliers reduce the need to complete a variety of different pre-qualification questionnaires/suitability assessments.

PAS91 is a standard pre-qualification questionnaire format for buyers to use. This means that once you have completed one questionnaire in this format you can use the same set of standard responses for all buyers who have adopted PAS91.

The Government has mandated use of the PAS91 question set for all central government buyers, and recommends that all other buyers use this format to make the pre-qualification process simpler, making work opportunities more accessible to suppliers.

We use Constructionline's (the UK's leading procurement and supply chain management service) pre-qualification questionnaire based on the PAS91 standard.

Members of Constructionline already benefit from not having to complete basic pre-qualification information for the 2,500 organisations which already use their database. Similarly, if you have previously completed PAS91 questions for other clients, you can now use those answers to update your Constructionline profile.

**Ashford Borough Council** may ask you to clarify your answers or provide more details.

Please answer every question. If the question does not apply to you please write N/A; if you don't know the answer please write N/K. Many questions are mandatory and the SA should not be submitted until complete.

If you have any queries about this form please contact;

**Caroline Carney**

Direct Dial: **01233 330605**

Email: [\*\*procurement@ashford.gov.uk\*\*](mailto:procurement@ashford.gov.uk)

**Constructionline Members:**

- Include your Constructionline registration number (Section 1.1)
- Ensure your registration is up to date.
- Make sure you are registered for the correct work categories as detailed in the advertisement.
- Complete the online Project Specific questions (Section PS).
- **You do not need to complete Sections C1, C2, C3, C4, O1, O2, O3 and O4**
- Any queries on your existing Constructionline registration please contact the Constructionline Client Relationship Manager, Victoria Chamlet on [Victoria.Chamlet@capita.co.uk](mailto:Victoria.Chamlet@capita.co.uk) or (+44) 7738 850651

**Not a Member of Constructionline:**

Applicants not on Constructionline are encouraged to register, as it will simplify the assessment process for future contract opportunities. Further information on applying can be found at [www.constructionline.co.uk](http://www.constructionline.co.uk) or by contacting Constructionline – Anthony Feagan Account Manager – South East [Anthony.feagan@capita.co.uk](mailto:Anthony.feagan@capita.co.uk) or Tel +44 (0)7712 430470

Once you have registered, your organisation will benefit from utilising your standard PAS91 responses for other PAS91 compliant PQQ's/SA's plus other benefits offered as a Constructionline member. **Please note Constructionline require any application 10 days prior to the deadline of the advert to complete the registration process.** Ashford Borough Council cannot alter or extend the deadline for SA's to be submitted if your Constructionline registration is delayed for any reason whatsoever.

If you do not wish to register for Constructionline you will have to complete the separate PAS91 Suitability Assessment document **IN FULL** and supply all the requested associated documents requested and also complete the online Project Specific questions (Section PS).

For non Constructionline suppliers, the completed PAS91 SA will be assessed for completeness and suitability in accordance with Constructionline's Supplier Certification Criteria including a financial assessment.

**SA Assessment Criteria**

The SA will be scored on a Pass/Fail basis as detailed, and/or in accordance with the scoring criteria as detailed for the Project Specific questions, using the scoring matrix.

Contractors will need to score a minimum of 60% for the Project Specific questions to progress through to the next stage, and for the pricing element of their tender to be considered.