



**TENDER FOR TRANSPORT POLICY REVIEW  
RUTLAND COUNTY COUNCIL  
DN725937**

**TENDER – DOCUMENT FOUR  
OPEN PROCEDURE**

**RESPONSE DOCUMENT: TO BE COMPLETED AND RETURNED**

This document must be completed by the bidder and submitted [electronically](#) in PDF format before the closing date (reference DN725937).

Appendices 1 and 2 must be completed. Potential suppliers who do not complete these Appendices in full may be eliminated from this procurement process.

Please submit your completed tender in accordance with the instructions provided, ensuring the file size of each document you submit does not exceed 10mb. Please upload all response documents separately and do not embed into your tender response document (Document Four).

**Closing date for the submission of Tenders is 12:00noon on 18 06 2024.**

**Late submissions may be disregarded.**

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## Standard Selection Questionnaire (SQ)

This questionnaire is designed to allow the Council to gather information and make assessments on a bidder's credentials. In completing and submitting this response document, you are confirming that you:

- Have read and understood the relevant ProContract user guides, including 'Tips for Bidders - ProContract'
- Understand that you must answer these questions in complete honesty
- Understand that any serious misrepresentation of information may lead to significant consequences. You may be excluded from the procurement procedure and from bidding for other contracts for three years. If a contract has been entered, you may be sued for damages and the contract may be terminated. If fraud, or fraudulent intent, can be proved you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you shall be excluded from further procurements for five years
- Understand that the questions used are taken from a template. If certain questions from the template are not used, there may be gaps in question numbering
- Shall not make (direct or indirect) contact with any employees, agents or consultants of the Council who are in any way connected with this procurement exercise, unless instructed otherwise by the Council via the ProContract messaging facility
- Understand that instructions on the questions you need to respond to and how to submit those responses are detailed on each question/section. If you are bidding on behalf of a group (consortium) or intend to use sub-contractors, you should complete all the selection questions on behalf of the consortium and/or any sub-contractors. If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder
- Understand that only those organisations which pass the Selection Questions will have their Tender submissions evaluated

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion's grounds.

**For Part 1 and Part 2** – every organisation that is being relied on to meet the selection criteria must complete and submit the self-declaration.

**For Part 3** – if you are bidding on behalf of a group (consortium), or you intend to use sub-contractors, you should complete all the questions on behalf of the consortium and/or any sub-contractors, to provide a single composite response and declaration to the Council.

All questions are mandatory – failure to respond sufficiently to the requirements of a question may result in your organisation being eliminated from this procurement process.

## Part 1: Potential Supplier Information

Section 1 - Potential supplier information	Response
1.1(a) Full name of the potential supplier submitting the information	
1.1(b) - (i) Registered office address (if applicable)	If not applicable, please state N/A.
1.1(b) - (ii) Registered website address (if applicable)	If not applicable, please state N/A.
1.1(c) Trading status:	<input type="checkbox"/> Public limited company <input type="checkbox"/> Limited company <input type="checkbox"/> Limited liability partnership <input type="checkbox"/> Other partnership <input type="checkbox"/> Sole trader <input type="checkbox"/> Third sector <input type="checkbox"/> Other (please specify your trading status)
1.1(d) Date of registration in country of origin	
1.1(e) Company registration number (if applicable)	If not applicable, please state N/A.
1.1(f) Charity registration number (if applicable)	If not applicable, please state N/A.
1.1(g) Head office DUNS number (if applicable)	If not applicable, please state N/A.
1.1(h) Registered VAT number	If not applicable, please state N/A.
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
1.1(i) - (ii) If you responded 'Yes' to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	
1.1(k) Trading name(s) that will be used if successful in this procurement.	
1.1(l) Relevant classifications:	<input type="checkbox"/> Voluntary Community Social Enterprise (VSCE) <input type="checkbox"/> Sheltered Workshop <input type="checkbox"/> Public services mutual <input type="checkbox"/> N/A - None of the above
1.1(m) Are you a Small, Medium or Micro Enterprise (SME)?  See EU definition of SME: <a href="https://ec.europa.eu/growth/content/revised-user-guide-sme-definition-0_en">https://ec.europa.eu/growth/content/revised-user-guide-sme-definition-0_en</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1(n) Details of Persons of Significant Control (PSC), where appropriate:	<p>Please provide the following information:</p> <p>Name / Date of birth / Nationality / Country, state or part of the UK where the PSC usually lives / Service address / the date he or she became a PSC in relation to the company (for</p>

	<p>existing companies the 6th April 2016 should be used)</p> <p>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</p> <p>If not applicable, please state N/A.</p>
1.1(o) Details of immediate parent company:	<p>Please provide the following:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>If not applicable, please state N/A.</p>
1.1(p) Details of ultimate parent company:	<p>Please provide the following:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>If not applicable, please state N/A.</p>
<b>Section 1 - Bidding model (information about your approach to this procurement)</b>	<b>Response</b>
1.2(a) - (i) Are you bidding as the lead contact for a group of economic operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2(a) - (ii) Name of group of economic operators:	If not applicable, please state N/A.
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.	If not applicable, please state N/A.
1.2(b) - (i) Are you (or, if applicable, the group of economic operators) proposing to use sub-contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2(b) - (ii) If you responded 'Yes' to 1.2(b) - (1), please provide additional details for each sub-contractor (please note we may ask them to complete this form (Selection Questionnaire) as well)	<p>Please provide the following information:</p> <p>Name  Registered address  Trading status  Company registration number  Head Office DUNS number (if applicable)  Registered VAT number  Type of organisation  SME (Yes/No)  The role each sub-contractor will take in providing the works and /or supplies e.g., key deliverables  The approximate % of contractual obligations assigned to each sub-contractor</p>
<b>Section 1 - Contact details and declaration</b>	<b>Response</b>

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 Council 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	
1.3(b) Name of organisation	
1.3(c) Role in organisation	
1.3(d) Phone number	
1.3(e) E-mail address	
1.3(f) Postal address	
1.3(g) Signature (electronic is acceptable)	
1.3(h) Date	

## Part 2: Exclusion Grounds

Section 2 - Grounds for mandatory exclusion	Response
<p>2.1(a) 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 has been convicted anywhere in the world of any of the offences listed (full details can be found at the below webpage).</p> <p>Regulations 57(1) and (2) - The detailed grounds for mandatory exclusion of an organisation are set out at <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</a></p>	<p><input type="checkbox"/> Participation in a criminal organisation</p> <p><input type="checkbox"/> Corruption</p> <p><input type="checkbox"/> Fraud</p> <p><input type="checkbox"/> Terrorist offences or offences linked to terrorist activities</p> <p><input type="checkbox"/> Money laundering or terrorist financing</p> <p><input type="checkbox"/> Child labour and other forms of trafficking in human beings</p> <p><input type="checkbox"/> Other offences listed on the webpage - <b>please list these</b></p> <p><input type="checkbox"/> None of the above apply</p> <p>Potential suppliers who answer 'None of the above' will pass this question. Any other option that is selected may result in elimination from this procurement process.</p>
<p>2.1(b) If you have selected any of the options apart from 'None of the above apply' to question 2.1(a), please provide further details.</p>	<p><b>Please provide the following information:</b></p> <p><b>Date of conviction</b> Specify which of the grounds listed the conviction was for, and the reasons for conviction</p> <p><b>Identity of who has been convicted</b> If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of other documents</p>
<p>2.2 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)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not applicable - I responded 'None of the above apply' to question 2.1(a)</p>

<p>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? Please Note: The Council 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.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Potential suppliers who answer 'Yes' may be eliminated from this procurement process if sufficient evidence is not provided against question 2.3(b).</p>
<p>2.3(b) If you have answered 'Yes' to question 2.3(a), please provide further details. Please also confirm that you have paid or have entered into a binding agreement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p>	<p><b>Please provide further information here.</b></p> <p><input type="checkbox"/> Yes - we have paid / entered into a binding agreement with a view to paying <input type="checkbox"/> No - we have not paid / entered into a binding agreement with a view to paying <input type="checkbox"/> Not applicable - I responded 'No' to question 2.3(a)</p>
<p><b>Section 3 - Grounds for discretionary exclusion</b></p>	<p><b>Response</b></p>
<p>3.1(a - j-iv) 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.</p> <p>Regulation 57 (8) - The detailed grounds for discretionary exclusion of an organisation are set out at <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List of Mandatory and Discretionary Exclusions.pdf</a></p>	<p><input type="checkbox"/> Breach of environmental obligations <input type="checkbox"/> Breach of social obligations <input type="checkbox"/> Breach of labour law obligations <input type="checkbox"/> Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended, or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State <input type="checkbox"/> Guilty of grave professional misconduct <input type="checkbox"/> Entered into agreements with any other economic operators aimed at distorting competition <input type="checkbox"/> Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure <input type="checkbox"/> Been involved in the preparation of the procurement procedure <input type="checkbox"/> Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages, or other comparable sanctions <input type="checkbox"/> 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</p>

	<input type="checkbox"/> The organisation has withheld such information <input type="checkbox"/> The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 <input type="checkbox"/> 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 <input type="checkbox"/> None of the above apply  Potential suppliers who answer 'None of the above' will pass this question. Any other option that is selected may result in elimination from this procurement process if sufficient evidence is not provided against question 3.2.
3.2 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)	

### Part 3: Selection Questions

Section 4 - Economic and Financial Standing	Response
4.1 (a-c) If requested, would you be able to provide a copy of one of the following:	<input type="checkbox"/> A copy of your audited accounts for the last two years <input type="checkbox"/> A statement of turnover, Profit and Loss Account / Income Statement, Balance Sheet / Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation <input type="checkbox"/> A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position <input type="checkbox"/> An alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status) <input type="checkbox"/> None of the above  Potential suppliers who answer 'None of the above' will be eliminated from the procurement process.
4.2 Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation	<input type="checkbox"/> Yes - I meet / can meet the requirements set out



criteria for this procurement, please self-certify that you meet the requirements set out.	<input type="checkbox"/> No - I cannot meet the requirements set out <input type="checkbox"/> Not applicable - No minimum level set  Potential suppliers who answer 'No - I cannot meet the requirements set out' will be eliminated from this procurement process.
4.3 If applicable, the Council may expect the Potential supplier to provide a Parent Guarantee, Bond, or other sureties. Please confirm that you will provide a Parent Guarantee, Bond or any other sureties if requested by the Council.	<input type="checkbox"/> Yes <input type="checkbox"/> No  Potential suppliers who answer 'No' will be eliminated from this procurement process.
<b>Section 5 - Wider Group</b>	<b>Response</b>
5.1 - 5.3 If you have indicated as part of question 1.2 (Bidding Model) that you are part of a wider group, please provide further details including name of organisation and relationship to the supplier completing these questions. In addition, please confirm if you would be able to obtain any of the following:	<p style="color: red;">Please provide further information here.</p> <input type="checkbox"/> Parent company accounts <input type="checkbox"/> Parent company guarantee <input type="checkbox"/> Obtain guarantee elsewhere (e.g., from a bank) <input type="checkbox"/> I will not be able to obtain any of the above <input type="checkbox"/> Not applicable - I am not part of a wider group  If you are not part of a wider group, please select 'N/A - I am not part of a wider group'. Potential suppliers who answer 'I will not be able to obtain any of the above' will be eliminated from this procurement process.
<b>Section 6 - Technical and Professional Ability</b>	<b>Response</b>

Please provide details of three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to this 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. All contract examples provided must have been delivered by the organisation submitting this bid/tender and will deliver the contract.

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.

6.1(a) Contract Example 1 - please provide:	<p style="color: red;">Name of customer organisation          Point of contact in the organisation          Position in the organisation          E-mail address          Description of contract          Contract Start date          Contract completion date          Estimated contract value</p>
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6.1(b) Contract Example 2 - please provide:	<p>Name of customer organisation  Point of contact in the organisation  Position in the organisation  E-mail address  Description of contract  Contract Start date  Contract completion date  Estimated contract value</p>
6.1(c) Contract Example 3 - please provide:	<p>Name of customer organisation  Point of contact in the organisation  Position in the organisation  E-mail address  Description of contract  Contract Start date  Contract completion date  Estimated contract value</p>
<p>6.2(a) Where you intend to sub-contract a proportion of the contract (as per 1.2(b)-(i)), please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).</p> <p>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 schemas in other countries).</p>	If not applicable, please state N/A.
6.3 If you cannot provide at least one example for question 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	<p>Please provide further information here.</p> <p>Potential suppliers who are not able to provide three separate contract details may be eliminated from this procurement process if a sufficient explanation is not provided.</p>
<b>Section 7 - Modern Slavery Act 2015</b>	<b>Response</b>
7.1 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.2 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?	<input type="checkbox"/> Yes - please provide the relevant URL <input type="checkbox"/> No - please provide an explanation <input type="checkbox"/> Not applicable - I responded 'No' to question 7.1 <p>Potential suppliers who answer 'No' may be eliminated from this procurement process.</p>
7.3 Please confirm if you have adopted or are willing to adopt a whistle-blowing policy which enables your staff to blow the whistle on any suspected examples of modern slavery?	<input type="checkbox"/> Yes - I already have the policy in place <input type="checkbox"/> I will put a policy in place <input type="checkbox"/> I will NOT put a policy in place <p>Potential suppliers who answer 'I will NOT put a policy in place' will be eliminated from this procurement process.</p>
<b>Section 8.1 - Insurances</b>	<b>Response</b>
8.1 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?	<input type="checkbox"/> Yes - I already have the insurance levels required <input type="checkbox"/> I will obtain the insurance levels required

<ul style="list-style-type: none"> <li>• Employers (Compulsory) Liability Insurance = £20,000,000</li> <li>• Public Liability Insurance = £25,000,000</li> <li>• Professional Indemnity Insurance = £1,000,000</li> <li>• Product Liability Insurance = £25,000,000</li> </ul>	<input type="checkbox"/> I will NOT obtain the insurance levels required  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.  Potential suppliers who answer 'I will NOT obtain the insurance levels required' will be eliminated from this procurement process. Suppliers will be required to provide evidence of insurance cover if they are successful at contract award stage.
<b>Section 8.4 - Health and Safety Project Specific Questions</b>	<b>Response</b>
8.4(a) Does your organisation comply with the Health and Safety at Work Act 1974?	<input type="checkbox"/> Yes <input type="checkbox"/> No  Potential suppliers who answer 'No' will be eliminated from this procurement process.
8.4(b) Does your organisation train its staff in Health and Safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No  Potential suppliers who answer 'No' will be eliminated from this procurement process.
8.4(c) Potential suppliers that employ 5 or more staff are legally required to have a written Health and Safety Policy Statement. Please confirm if you have a policy statement, or less than 5 employees.	<input type="checkbox"/> Yes, I have a Health and Safety Policy Statement <input type="checkbox"/> No, I have no policy statement AND 5 or more staff <input type="checkbox"/> No, I have no policy statement BUT have less than 5 staff  Potential suppliers who answer 'No, I have no policy statement AND 5 or more staff' will be eliminated from this procurement process.
8.4(d) Has your organisation, over the past 5 years, been or is in the process of being investigated/ prosecuted for any health and safety offence (including any civil action)?	<input type="checkbox"/> Yes - <b>please provide a summary of the nature of the investigation/prosecution, and any remedial actions that have been taken</b> <input type="checkbox"/> No  Potential suppliers will be eliminated from this procurement process unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences.
8.4(e) Has your organisation been served with any prohibition/ improvement notices for breaches of health and safety legislation in the past 3 years?	<input type="checkbox"/> Yes - <b>please provide a summary of the nature of the prohibition/improvement notices for breaches, and any remedial actions that have been taken</b> <input type="checkbox"/> No  Potential suppliers will be eliminated from this procurement process unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences.
8.4(f) If you use sub-contractors, do you have processes in place to check whether any of the	<input type="checkbox"/> Yes <input type="checkbox"/> No

above circumstances apply to these other organisations?	<input type="checkbox"/> Not applicable - I do not intend to sub-contract  Potential suppliers who answer 'No' will be eliminated from this procurement process.
<b>Section 8.5 - Environment Project Specific Questions</b>	<b>Response</b>
8.5(a) Does your organisation have an environmental policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.5(b) Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	<input type="checkbox"/> Yes – please provide details of the conviction or notice and details of any remedial action or changes you have made because of conviction or notices served <input type="checkbox"/> No  Potential suppliers will be eliminated from this procurement process unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
8.5(c) If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable - I do not intend to sub-contract  Potential suppliers who answer 'No' will be eliminated from this procurement process.
8.5(d) Has your organisation taken steps to eliminate ozone depleting chemicals?	<input type="checkbox"/> Yes - please provide details <input type="checkbox"/> No
8.5(e) Has your organisation taken steps to eliminate peat for soil amelioration purposes?	<input type="checkbox"/> Yes - please provide details <input type="checkbox"/> No
8.5(f) Has your organisation taken steps to eliminate Pesticides on the UK Red List or EC Blacklist?	<input type="checkbox"/> Yes - please provide details <input type="checkbox"/> No
8.5(g) Has your organisation taken steps to eliminate use of tropical hardwoods from forests which have not been independently certified as sustainable?	<input type="checkbox"/> Yes - please provide details <input type="checkbox"/> No
<b>Section 8.6 - Equality Project Specific Questions</b>	<b>Response</b>
8.6(a) As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?	<input type="checkbox"/> Yes <input type="checkbox"/> No  Potential suppliers who answer 'No' will be eliminated from this procurement process.
8.6(b) In the last three years, has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal (or equivalent body)?	<input type="checkbox"/> Yes - please provide summary of the nature of the findings and an explanation of the outcome <input type="checkbox"/> No  Potential suppliers will be eliminated from this procurement process unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences
8.6(c) In the last three years, has your organisation been subject to a compliance action by the Equality and Human Rights Commission or	<input type="checkbox"/> Yes - please provide summary of the nature of the investigation(s) and an explanation of

<p>an equivalent body on grounds of alleged unlawful discrimination?</p>	<p><b>the outcome to date</b></p> <p><input type="checkbox"/> No</p> <p>Potential suppliers will be eliminated from this procurement process unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences.</p>
<p>8.6(d) In the last three years, has your organisation been found in breach of:</p> <ul style="list-style-type: none"> <li>• section 15 of the Immigration, Asylum and Nationality Act 2006</li> <li>• section 21 of the Immigration, Asylum and Nationality Act 2006</li> <li>• the National Minimum Wage Act 1998</li> </ul>	<p><input type="checkbox"/> Yes - <b>please provide summary of the nature of the breaches, and any remedial actions that have been taken</b></p> <p><input type="checkbox"/> No</p> <p>Potential suppliers will be eliminated from this procurement process unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences.</p>
<p>8.6(e) Does your organisation have a written Equality Statement? Please confirm if you have a statement and that it is communicated within your organisation.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>8.6(f) Does your organisation train its staff in Equality and Diversity issues?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Potential suppliers who answer 'No' will be eliminated from this procurement process.</p>
<p>8.6(g) Do you have mechanisms in place to regularly gather data on the Protected Characteristics under the Equality Act 2010?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Potential suppliers who answer 'No' will be eliminated from this procurement process.</p>
<p>8.6(h) If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not applicable - I do not intend to sub-contract</p> <p>Potential suppliers who answer 'No' will be eliminated from this procurement process.</p>
<p><b>Section 8.7 - Data Protection and General Data Protection Regulation Questions</b></p>	<p><b>Response</b></p>
<p>8.7(a) Please confirm that you adhere to all the elements of the Data Protection Act (DPA) and General Data Protection Regulations (GDPR), and that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.</p>	<p><input type="checkbox"/> We currently have the process and procedures detailed in place</p> <p><input type="checkbox"/> We WILL have the process and procedures detailed in place by the contract start date</p> <p><input type="checkbox"/> We WILL NOT have the process and procedures detailed in place by the contract start date</p> <p>Potential suppliers who answer 'We will not have the process and procedures detailed in place by the contract start date' will be eliminated from this procurement process. Please note that the Council will seek confirmation and assurance of those policies and processes prior to any commencement of the contract.</p>
<p>8.7(b) Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place</p>	<p><b>Your response should include, but not be limited to facilities and measures:</b></p> <ul style="list-style-type: none"> <li>• <b>to ensure ongoing confidentiality, integrity,</b></li> </ul>

<p>by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.</p>	<p>availability and resilience of processing systems and services;</p> <ul style="list-style-type: none"> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>○ to maintain records of personal data processing activities; and</li> <li>○ to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul> <p>Where the Council considers the response to be unsatisfactory, Potential suppliers may be eliminated from the procurement process.</p>
<p>8.7(c) Have you had any data protection or information security breaches in the last 3 years?</p>	<p><input type="checkbox"/> Yes - please provide details and limit this to two sides of A4, Arial Font 11</p> <p><input type="checkbox"/> No</p> <p>Where the Council considers the response to be unsatisfactory, Potential suppliers will be eliminated from the procurement process.</p>

## Award Questionnaire

This questionnaire has been designed to allow bidders to explain how they will deliver the contract in terms of quality and price. Please note that only those organisations which pass the Selection Questions will have their award questionnaire submissions evaluated.

Please see Document One for details on how responses will be evaluated.

In completing this questionnaire, please ensure that:

- when uploading attachments as part of your response, you should include the question number only (in the document title), as lengthy file names will prevent the Council from accessing the file content
- when uploading attachments as part of your response, you detail the document title within the “Bidder’s Response” field
- each question is answered in full and in accordance with any specific requests as detailed in the question i.e., maximum word/page limits, information to be included etc.
- you only submit information that has been requested; additional information which has not been asked for as part of the question will not be considered during the evaluation and award of this Contract
- all words in any format (including but not limited to words in diagrams, pictures, maps, tables, and charts) are counted towards the word count; any words over the stated maximum will not be considered during the evaluation and award of this Contract

## Quality

Page/Word Limit: This limit includes all words/information in any format (including but not limited to diagrams, pictures, maps, tables, and charts), and will count towards the limit set. Bidders must not attempt to circumnavigate the limit e.g., by joining up words or using special characters to join words. Information/words submitted over this limit will not be evaluated.

Question	Bidder's Response
<p>1. What experience do you have of writing similar policies for other local authorities?</p> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>25%</p>	
<p>2. Please explain how your policies would contribute towards the net zero targets of the contracting authority and provide details of your organisation's targets in relation to environmental change.</p> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>5%</p>	
<p>3. Please provide an implementation plan for the services in line with the project specification. As part of your response, please provide an easy-to-follow Gantt chart to show timescales for mobilisation and indicative timescales for the project.</p> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>5%</p>	
<p>4. Please demonstrate your organisation's approach to Data Protection and how you will implement this on this contract. Please also provide a copy of your Data Protection policy.</p> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>5%</p>	
<p>5. Please provide an indicative risk register for this project in line with the specification. Please also explain how you would mitigate each identified risk.</p>	



<p>Please include an example attached as part of your tender submission.</p> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>5%</p>	
<p>6. Please also provide the relevant accreditations and qualifications and/or experience of all staff who will be writing the policies</p> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>5%</p>	
<p>7. Please also explain how you will resolve any unforeseen delays and how you will maintain regular communication with the contracting authority.</p> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>5%</p>	
<p>8. Please detail how you will manage the contract; please provide the following as a minimum:</p> <ul style="list-style-type: none"> <li>• The main contact for your organisation on this project</li> <li>• A staffing structure for all members of staff on this contract</li> <li>• Details of how you will provide regular updates and communications with the contracting authority.</li> </ul> <p>Your answer must not exceed 1 side of A4 (Arial 11pt).</p> <p>5%</p>	

**Price**

Having regard to the Specification requirements of this Tender, bidders are required to complete the following Pricing Schedule, ensuring that they have provided figures against all stated criteria. All figures should be entered in pounds (£), exclusive of VAT and not rounded at all.

It is the Bidder's responsibility to include ALL CHARGES that they wish to recover from the contract that will be incurred in meeting the requirements of the specification. Additional costs which are not identified at this stage cannot be charged for during the Contract Term unless by the express agreement of the Council.



Reference to the term 'Other' in any section refers to any costs for other items bidders may wish to recover as part of this contract, please detail/explain any costs quoted within these fields.

If any element is not applicable, please enter "£0", and provide a detailed explanation in the "Bidder Comments" field. The response relating to Pricing will be evaluated using the methodology set out in Document One.

Costs should be based upon the base 1 year contract, with the core service as detailed in the Specification and associated documentation.

The budget for this Contract is £60,000 in its entirety. Please Note: The Council reserves the right to reject any submissions that are over budget without further evaluation.

### **Appendix 1 – Collusive Tendering Certificate**

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done so, and we undertake that we will not do so at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) Communicating to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- (b) Entering into agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offering or paying or giving or agreeing to any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation of any tender or proposed tender for that said work or thing of any sort described above.

In this certificate, the word 'person' includes any persons and anybody or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, whether legally binding or not.

**Signed:**

**Name:**

**Position:**

**For and on behalf of:**

**Date:**

The 'Collusive Tendering Certificate must be signed by a director, partner or other senior authorised representative in the individuals own name, for and behalf of the organisation.

### **Appendix 2 – Form of Tender**

Having examined all documentation issued by the Council in connection with this Tender (including any clarifications), and being fully satisfied in all respects of the tender requirements:

I/We the undersigned, hereby tender and offer to provide the Contract as listed above which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

I/We undertake in the event of acceptance of our Tender to execute the Contract within 15 business days of such acceptance and if required in the interim provide the Contract in accordance with the Contract if necessary.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We understand that the Council will not pay any expenses incurred in connection with the preparation and submission of this Tender.

I/We confirm that if our Tender is accepted I/we will, if required, upon demand:

- (a) Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force;
- (b) Sign a formal contract document if required.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We understand that the information we have provided will be used in the process to assess our organisation's suitability for the Council's requirement, and that the Council may reject this submission if there is a failure to answer all relevant questions fully, or I provide false/misleading information.

I/We confirm that this Tender will remain valid for the period of days as stated in Document Four, from the date of this Form of Tender.

I/We confirm that the undersigned are authorised to commit the Bidder to the contractual obligations contained in the Invitation to Tender and the Contract.

**Signed:**

**Name:**

**Position:**

**For and on behalf of:**

**Date:**

The 'Form of Tender' must be signed by a director, partner or other senior authorised representative in the individuals own name, for and behalf of the organisation.

### **Appendix 3 – Freedom of Information**

As we are a Local Authority, and therefore subject to scrutiny of transparency as a wholly taxpayer funded service, your tender submission may be subject to potential requests for disclosure under the Freedom of Information Act 2000 (Fol) or the Environmental Information Regulations 2004 (EIR).

Confidential material is as defined in Section 41 of the Freedom of Information Act, 2000 (Fol) where the disclosure of the information would constitute an actionable breach of confidence.

Commercially sensitive material is as defined in Section 43 of the Fol Act and relates to ‘information, the disclosure of which would be likely to prejudice the commercial interests of any person’.

Bidders should make themselves aware of the definition of each term as well as the circumstances in which Fol and EIR exemptions apply.

The Council may be obliged to disclose information in or relating to this bid following a request for information under Fol or EIR therefore please outline in the table below all items which you consider are genuinely confidential and which are not for disclosure in respect of your application.

Information / Document / Question number	Reference / Page number	Reasons for non-disclosure and duration of confidentiality

The applicant acknowledges that the confidential / commercially sensitive material detailed is of indicative value only and the Council may be obliged to disclose it following a request under Fol or EIR.

The Council shall act reasonably and use its discretion, ensuring that the latest guidance/case law is considered, when deciding to release or withhold information pertaining to the above if it is requested. By indicating what information believed to be confidential / commercially sensitive the Council will consider those views however the Council will make the final decision to disclose information or not.

**Appendix 4 – Tender Completion Checklist**

Before submitting your tender response, please ensure that you have completed all questions and enclosed relevant document(s).

Information Required	Completed / Uploaded

<b>Suitability Questionnaire – fully completed/prepared in accordance with the instructions provided</b>	<b>Yes/No</b>
<b>Quality Questions – fully completed/prepared in accordance with the instructions provided</b>	<b>Yes/No</b>
<b>Pricing Schedule – fully completed/prepared in accordance with the instructions provided</b>	<b>Yes/No</b>
<b>Collusive Tendering Certificate – completed and signed</b>	<b>Yes/No</b>
<b>Form of Tender – completed and signed</b>	<b>Yes/No</b>
<b>Freedom of Information – completed if applicable</b>	<b>Yes/No</b>
<b>Declaration – completed and signed</b>	<b>Yes/No</b>
<b>Support Information – if consortia and sub-contractor arrangements apply, Part 1 and Part 2 of the Standard Selection Questionnaire (SQ) completed for each member</b>	<b>Yes/No</b>

**It is important that all sections are completed as failure to do so may result in your Tender being eliminated from this procurement process.**

**Please upload all response documents separately and do not embed into your tender response document (Document Four). Your completed tender must be fully uploaded and submitted via the [www.eastmidstenders.org](http://www.eastmidstenders.org) procurement portal in PDF format, no later than 12:00 noon on 18/06/2024.**

**Late submissions may be disregarded.**