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**LINCOLNSHIRE COUNTY COUNCIL**

**SELETION QUESTIONNAIRE RESPONSE DOCUMENT**

**FOR**

The repair and maintenance of CCTV systems, smoke/ fire detection systems, automatic gate systems with an access control system and electric fences

**PROJECT REFERENCE: WS/PL2202**

**CONTRACT NOTICE REFERENCE: 2022/S 000-025362**

**DATE: 9th September2022**

**DEADLINE FOR RECEIPT OF SQ: 14th October 2022 at 12:00 noon**

Table of Contents

[Table of Contents 2](#_Toc62726348)

[Section 1 – commercially sensitive information 3](#_Toc62726349)

[Section 2 – Selection questionnaire 4](#_Toc62726350)

– commercially sensitive information

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| Bidders must notify the Council using the template below of any information that they have submitted in their SQ Submission which they consider to be eligible for exemption from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.  In respect of any information submitted by a Bidder that it considers being commercially sensitive, the Bidder should:   1. clearly identify which information is considered commercially sensitive; 2. explain the potential implications of disclosure of such information; and 3. provide an estimate of the period of time for which the Bidder considers that such information will remain commercially sensitive. | | |
| **Information Title** | **Reasons for Exemption/Exception** | **Additional and Supporting Information** |
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– Selection questionnaire

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.

**Part 1**

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| --- | --- | --- | --- |
| **1.1: Potential Supplier Information** | | | |
| **Question number** | **Question** | **Response** | |
| 1.1(a) | Full name of the potential supplier submitting the information |  | |
| 1.1(b) – (i) | Registered office address (if applicable) |  | |
| 1.1(b) – (ii) | Registered website address (if applicable) |  | |
| 1.1(c) | Trading status | 1. Public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. Other   If other, please specify your trading status: | |
| 1.1(d) | Date of registration in country of origin |  | |
| 1.1(e) | Company registration number (if applicable) |  | |
| 1.1(f) | Charity registration number (if applicable) |  | |
| 1.1(g) | Head office DUNS number (if applicable) |  | |
| 1.1(h) | Registered VAT number |  | |
| 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). |  | |
| 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. |  | |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  | |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one) | 1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual | |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes | No |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - 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 existing companies the 6 April 2016 should be used);  - 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  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  | |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (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:

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| **1.2: Bidding Model** | | | |
| **Question number** | **Question** | **Response** | |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes    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. | No  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) |  | |
| 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. |  | |
| **Use of Subcontractors** | | | |
| 1.2(b) - (i) | Are you proposing to use sub-contractors (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 |  |  |  |  |  | | 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 |  |  |  |  |  | | | |

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| **1.3: 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. | | |
| **Question number** | **Question** | **Response** |
| 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**

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.

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| --- | --- | --- | --- |
| **2: Mandatory Exclusion Grounds** | | | |
| **Question number** | **Question** | **Response** | |
| 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) | **Yes** | **No** |
|  | Participation in a criminal organisation. |  |  |
|  | Corruption. |  |  |
|  | Fraud. |  |  |
|  | Terrorist offences or offences linked to terrorist activities |  |  |
|  | Money laundering or terrorist financing |  |  |
|  | Child labour and other forms of trafficking in human beings |  |  |
| 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. |  | |
| 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) | Yes  No  N/A | |
| 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.

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| **3: Grounds for Discretionary Exclusion** | | | |
| **Question Number** | **Question** | **Response** | |
| 3.1 | **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. | **Yes** | **No** |
| 3.1(a) | Breach of environmental obligations? |  |  |
| 3.1 (b) | Breach of social obligations? |  |  |
| 3.1 (c) | Breach of labour law obligations? |  |  |
| 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? |  |  |
| 3.1(e) | Guilty of grave professional misconduct? |  |  |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? |  |  |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? |  |  |
| 3.1(h) | Been involved in the preparation of the procurement procedure? |  |  |
| 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? |  |  |
| 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. |  |  |
| 3.1(j) - (ii) | The organisation has withheld such information. |  |  |
| 3.1(j) –(iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. |  |  |
| 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. |  |  |

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| 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**[[4]](#footnote-4)

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| **4 Economic and Financial Standing**  **Pass/Fail** | | | | | |
|  | Question | | Response | | |
| **4.1** | 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: | | | | |
| (a) 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 |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | | Yes | No |
| (c) 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 |
| **4.2** | To pass this financial assessment:  Suppliers must self-certify that they meet a minimum of 2 out of the 3 criteria detailed below and are able to provide evidence if requested.  Suppliers may be excluded if they do not achieve at least 2 of the 3 criteria. | | | | |
|  | i) Upper limits for individual contracts | **To pass:**  Supplier's annual turnover from their latest filed and audited accounts must as a minimum be: £500,000.  Suppliers with an annual turnover below the £500,000 minimum will fail. | | Yes | No |
|  | ii) Assessment for financial standing | **To pass:**  Suppliers must have achieved a positive net cash flow for any 2 out of the last 3 years of filed and audited accounts.  Suppliers will fail if they have not achieved a positive net cash flow for at least 2 out of last 3 years filed and audited accounts. | | Yes | No |
|  | iii) Cash flow | **To pass:**  Suppliers must demonstrate their ability to finance cash flow of £11,500.  External verification may be required. Suppliers must provide a bank letter confirming cash balance, or a bank guarantee to the required value if requested. | | Yes | No |

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| **5: If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:**  **Pass/Fail** | |
| **Name of organisation** |  |
| **Relationship to the Supplier completing these questions** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? |  |  |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? |  |  |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? |  |  |

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| **6: Technical and Professional Ability**  **For information only** | |
| **6.1** | **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 |

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| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **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** |  |  |  |

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| **6.2** | 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. |
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| **6.3** | 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. |
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| **Section 7: Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015**  **Pass/Fail** | | | |
| **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")? | Yes | 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? | Yes  Please provide the relevant url … | No  Please provide an explanation |

**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.

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| **8.1: Insurance**  **Pass/Fail** | | | |
| a | 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  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. |  |  |
| Public [and Product] Liability Insurance = £10,000,000 |  |  |
| Professional Indemnity Insurance = £5,000,000 |  |  |

8.2 – Not Used

|  |  |  |  |
| --- | --- | --- | --- |
| **8.3 Health and Safety**  **Pass/Fail** | | | |
| a | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.  *To Pass this question bidders must select “yes” to confirm that they have (or will have by the Commencement Date) a Health and Safety Policy that complies with current legislative requirements.. Bidders who fail this question may be excluded from the tender process at this point.* | Yes | No |
| b | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.    The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.  *To pass this question Bidders must either select “no” or provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result and demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.*  *Bidders who fail this question may be excluded from the tender process at this point.* | Yes | No |
| c | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  *To Pass this question bidders using sub-contractors must select “yes” to confirm that they have (or will have by the Commencement Date) processes in place to check whether any of the above circumstances apply to these other organisations. Bidders not using sub-contractors should select N/A to pass. Suppliers who fail this question may be excluded from the tender process at this point..* | Yes  N/A | No |

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| **8.4 Data Protection**  **Pass/Fail** | | | |
| You must have in place, or have in place by contract award, the organisational and technical measures to perform the contract in compliance with current data protection legislation.  Please confirm in the box provided that you: | | | |
| a | | have paid the registration fee to the Information Commissioners Office (ICO). Please provide your ICO Registration Number;  Registration No:   * *(This question is only relevant in the circumstance where the organisation is required to be registered by law. Please select N/A if this isn’t applicable to you.)*   *To Pass this question bidders must select “yes” to confirm that they have (or will have by the Commencement Date) paid the registration fee to the Information Commissioners Office, or selected N/A if this is not applicable.*  *Bidders who fail this question may be excluded from the tender process at this point.* | Yes ☐  Registration No:  N/A | No ☐ |
| b | | have a data protection policy in place that sets out your organisations commitment to processing personal data in a manner consistent with the requirements of data protection legislation;  *To Pass this question bidders must select “yes” to confirm that they have (or will have by the Commencement Date) a data protection policy in place that sets out your organisations commitment to processing personal data in a manner consistent with the requirements of data protection legislation*  *Bidders who fail this question may be excluded from the tender process at this point.* | Yes ☐ | No ☐ |
| c | | have appropriate measures in place to ensure that data subjects are able to exercise their individual rights, for example receiving privacy information, access, rectification, deletion and portability of personal data;  *To Pass this question bidders must select “yes” to confirm that they have (or will have by the Commencement Date) appropriate measures in place to ensure that data subjects are able to exercise their individual for example receiving privacy information, access, rectification, deletion and portability of personal data.*  *Bidders who fail this question may be excluded from the tender process at this point* | Yes ☐ | No ☐ |
| d | | ensure all necessary controls are in place to legitimise transfers of personal data outside the UK (if such transfers will take place);  *To Pass this question bidders must select “yes” to confirm that they have (or will have by the Commencement Date) ensured all necessary controls are in place to legitimise transfers of personal data outside the UK (if such transfers will take place) or have selected N/A if such transfers will not take place.*  *Bidders who fail this question may be excluded from the tender process at this point* | Yes ☐  N/A | No ☐ |
| e | | maintain records of all activities involving the processing of personal data or special categories of personal data (if you are required by law to do so);  *To Pass this question bidders must select “yes” to confirm that they will maintain records of all activities involving the processing of personal data or special categories of personal data (if you are required by law to do so) or select N/A if you are not required to do so by Law*  *Bidders who fail this question may be excluded from the tender process at this point* | Yes ☐  N/A | No ☐ |
| f | | ensure the ongoing confidentiality, integrity and availability of personal data and the resilience of processing systems and services in line with the applicable security controls listed in Schedule 7 of ITT document 1 and regularly test, assess and evaluate the effectiveness of the above measures.  *To Pass this question bidders must select “yes” to confirm that they will ensure the ongoing confidentiality, integrity and availability of personal data and the resilience of processing systems and services in line with the applicable security controls listed in Schedule 7 of ITT document 1 and regularly test, assess and evaluate the effectiveness of the above measures.*  *Bidders who fail this question may be excluded from the tender process at this point* | Yes ☐ | No ☐ |
| g | | Ensure that your staff are appropriately trained in line with data protection legislation and are able to safeguard the data which is being processed as part of the contract.  *To Pass this question bidders must select “yes” to confirm that they will ensure their staff are (or will have been by the Commencement Date)* *appropriately trained in line with data protection legislation and are able to safeguard the data which is being processed as part of the contract.*  *Bidders who fail this question may be excluded from the tender process at this point* | Yes ☐ | No ☐ |

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| **8.5 Scored Question** |

Please Provide your responses to SQ1-A to SQ3-A in the Answer box provided below each question, these can be expanded.

Where a word or page limit has been stipulated, only the information within this word or page limit will be assessed.

The Scoring Matrix for the scored questions can be found in the Selection Questionnaire Instructions Document, but is also repeated in this document below the scored questions for ease.

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| --- | --- | --- |
| **SQ1 Technical and Professional Scored Question** | | |
| **Your response to SQ1-A, SQ1-B, SQ1-C and SQ1-D must demonstrate that your organisation and your sub-contractors have the necessary technical and professional capacity to operate, manage and deliver a contract of this scope.**  **Please address each of the following:** | | |
| SQ1 -A | Using examples from the contracts you provided in Section 6.1 please describe your process for ensuring the repair and maintenance work meets the required standard, and how did you ensure this process was implemented, monitored and updated throughout your organisation and your sub-contractors to meet the specific contract standards.  **Maximum 1500 words** | 27% |
| **Answer:** | | |
| SQ1-B | Using examples from the contracts you provided in Section 6.1, please demonstrate you have a suitably experienced and trained workforce capable of delivering a contract of this size and scope. Please describe how your training matrix is implemented, monitored and updated throughout your organisation and your sub-contractors, to ensure staff have undertaken all relevant training. Please include copies of your training matrix and details of staff qualifications within your response.  **Maximum 1000 words (appendix allowed)** | 24% |
| **Answer:** | | |

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| --- | --- | --- |
| **SQ2 Health and Safety Scored Question** | | |
| **Your response to SQ2-A, SQ2-B and SQ2-C must demonstrate that your organisation and sub-contractors have the necessary health and safety experience and resources to operate, manage and deliver a contract of this scope.**  **Please address each of the following:** | | |
| SQ2-A | Using examples from the contracts you provided in Section 6.1, please provide details of your organisations and your sub-contractors Health and Safety governance structure. Including details of any designated personnel and their roles and responsibilities, and how you have provided feedback and updates to your staff and sub-contractors when required.  **Maximum 1500 words** | 14% |
| **Answer:** | | |
| SQ2-B | Using examples from the contracts you provided in Section 6.1, please outline your organisations and your sub-contractor’s procedures for the reporting of incidents and accidents, including RIDDOR  **Maximum 750 words** | 10% |
| **Answer:** | | |
| SQ2-C | Using examples from the contracts you provided in Section 6.1, please explain the process your organisation and your sub-contractors have in place for reviewing significant incidents, recording action taken as a result and action taken in response to any enforcement  **Maximum 750 words** | 10% |
| **Answer:** | | |

|  |  |  |
| --- | --- | --- |
| **SQ3 Resources Scored Question** | | |
| **Your response to SQ3-A must demonstrate that your organisation and its sub-contractors have the necessary resources to operate, manage and deliver a contract of this scope.**  **Please address the following:** | | |
| SQ3-A | Using examples from the contracts you provided in Section 6.1, please describe how your organisation has the necessary staffing resources in place to ensure repairs, maintenance work and software updates are carried out in accordance with strict timescales.  **Maximum 1000 words** | 15% |
| **Answer:** | | |

**Scoring Matrix for the Scored Questions**

|  |  |  |
| --- | --- | --- |
| **Score** | **Summary** | **Description** |
| 4 | Good | The response has addressed all the criteria and the examples provided clearly and comprehensively details how these all aspects of the question were delivered by the Candidate.  The response and/or examples provide good assurance that the Candidate and their sub-contractors have the all experience, capacity and capability to operate and manage a contract of this scope, scale and type.  There are no omissions and the risk to the Customer is very low. |
| 3 | Acceptable | The response has addressed all the criteria and the examples provided clearly details how these aspects were delivered by the candidate, but in some minor areas lacks fullness, clarity or detail.  The response and/or examples provide an acceptable level of assurance that the Candidate and their sub-contractors have the experience, capacity and capability to operate and manage a contract of this scope, scale and type.  There are no more than minor omissions and the risk to the Customer is low. |
| 2 | Limited | The response has addressed some of the criteria and the examples provided lack clarity and/ or detail in describing how some aspects of the question were delivered by the Candidate and/or has material omissions  The response and/or examples provides only limited assurance that the Candidate and their sub-contractors have some of the experience, capacity and capability to operate and manage a contract of this scope, scale and type.  There are material omissions and the risk to the Customer is medium |
| 1 | Poor | The response has not addressed all the criteria and is general and lacks clarity or detail. And /or the examples fail to describe how some aspects of the question were delivered by the Candidate and/or the examples provided lack detail and/or have major omissions.  The response and/or examples do not provide assurance that the Candidate and their sub-contractors have the experience, capacity and capability to operate and manage a contract of this scope, scale and type.  And/or  No examples were provided or are of no relevance to the Council’s Requirements.  There are significant omissions and the risk to the Customer is high. |
| 0 | Unacceptable | The Candidate has not provided a response or has provided a response which is of no relevance to the question and criteria.  The risk to the Customer is very high |

1. SME: Any business with fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m. [↑](#footnote-ref-1)
2. UK companies, 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. [↑](#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)