Standard Selection Questionnaire (SQ) Part 3

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of 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.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be 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 If a contract has been entered into you may be sued for damages and the contract may be rescinded. 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 must be excluded from further procurements for five years.

Voluntary, Community and Faith Sector prevention services in Adult Social Care

**OPEN PROCUREMENT PROCEDURE**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Part 3: Selection Questions**[[1]](#footnote-1)

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| **Section 4** | **Economic and Financial Standing** | |
|  | Question | Response |

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| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes ☐  No ☐ |
| (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** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes ☐  No ☐ |

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| **Section 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:** |

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| **Name of organisation** |  |
| **Relationship to the Supplier completing these questions** |  |

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

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| **Section 6** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |

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| **6.1** | 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 ☐  N/A ☐ |
| **6.2** | 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 |

**7. 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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| **Section 7** | **Additional Questions** |
| **7.1** | **Insurance** |
|  | 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:  Employer’s (Compulsory) Liability Insurance\* of £5 Million  Public Liability Insurance of £10 Million  Medical malpractice (where appropriate) £10 Million  Professional Indemnity Insurance of £1 Million  *Yes = pass, No = fail*  *\*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.* |
|  | Please provide your answer in this box (Y/N): |

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| **7.2** | **Health & Safety** | |
|  | Do you hold a Health and Safety Policy that complies with current legislative requirements?  If no, how would your organisation propose gaining this accreditation/certification? [Maximum word count 250]  *Yes = pass; No with suitable mitigation = pass; No or No with inadequate mitigation = fail* | Yes ☐  No ☐ |
|  | If no, please provide your answer in this box: |  |
|  | 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 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.  *No = pass; Yes with suitable mitigation = pass; Yes or Yes with inadequate mitigation = fail* | Yes ☐  No ☐ |

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| **7.3** | **Safeguarding** | |
|  | Please detail your organisations policies and procedures for ensuring that vulnerable customers are safeguarded from abuse, neglect and harm. This should include details of your training, process for reporting and raising concerns, and specific responsibilities  *Your response will be evaluated using the 0-10 scoring criteria in Section 9.5 (ITT), Fail = score of 3 or less*  Maximum word count: 200 |  |
|  | Please provide your answer in this box: | |

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| **7.4** | **Acceptance Statements** | |
|  | **Please confirm your acceptance of the following statements by answering Yes/No:-**  *A - F (below): Yes = pass; No = fail* |  |
| A | The provider must deliver and report quarterly on the outcomes and measures as detailed in the specification | Yes ☐  No ☐ |
| B | The provider must agree to attend and participate in relevant groups and forums as detailed in the specification | Yes ☐  No ☐ |
| C | The provider must have a robust complaints policy and procedure for users of the service | Yes ☐  No ☐ |
| D | The provider must agree to establish information sharing protocols with relevant agencies | Yes ☐  No ☐ |
| E | The provider must agree to ensure the service complies with the relevant safeguarding policies and procedures set by the local authority | Yes ☐  No ☐ |
| F | The provider must engage and provide attendance or report to safeguarding plans where required. | Yes ☐  No ☐ |

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| **7.5** | **Business Continuity** | |
|  | Does your organisation have a Business Continuity plan? Please provide a copy of this plan as an additional appendix.  *Yes = pass; No with suitable mitigation = pass; No or No with inadequate mitigation = fail* | Yes ☐  No ☐ |
|  | If no, please provide your answer in this box: |  |

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| **7.6** | | **Equality** | | |
|  | | Can you confirm that your organisation has an Equal Opportunity Policy?  If yes, how is this communicated to staff and how do you ensure that your organisation remains compliant and up to date with the Equality Act 2010?  *If yes, your response will be evaluated using the 0-10 scoring criteria in Section 9.5 (ITT), Fail = score of 3 or less. If no = fail*  Maximum word count: 300 | Yes ☐  No ☐ | |
|  | | Please provide your answer in this box: |  | |
|  | | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?  If yes, please provide full details in a separate Appendix including any remedial action or changes you have made to prevent unlawful discrimination from reoccurring.  *No = pass; Yes with suitable mitigation = pass; Yes or Yes with inadequate mitigation = fail* | Yes ☐  No ☐ | |
|  | | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?  If yes, please provide full details in a separate Appendix including any remedial action or changes you have made to prevent unlawful discrimination from reoccurring.  *No = pass; Yes with suitable mitigation = pass; Yes or Yes with inadequate mitigation = fail* | Yes ☐  No ☐ | |
|  | | Are you able to assure the Council that your remuneration arrangements ensure that all your staff **aged 25 year and over** are paid at least the Government’s national living wage, including travel time where appropriate?  Please refer to the following website if you need any guidance on this aspect.  <https://www.gov.uk/government/publications/national-living-wage-nlw/national-living-wage->  *Yes = pass; No = fail* | Yes ☐  No ☐ | |
|  | | Are you able to assure the Council that your remuneration arrangements ensure that all your staff **under 25 years of age** are paid at least the national minimum wage applicable to their age, including travel time where appropriate?  Please refer to the following website if you need any guidance on this aspect.  <https://www.gov.uk/rates-and-thresholds-for-employers-2015-to-2016#national-minimum-wage>  *Yes = pass; No = fail* | Yes ☐  No ☐ | |
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| **7.7** | | **Governance** | | |
|  | | Does your organisation have a Data Protection policy and  Information Sharing policy?  *Yes = pass; No with suitable mitigation = pass; No or No with inadequate mitigation = fail* | | Yes ☐  No ☐ |
|  | | If no, please provide your answer in this box: | |  |
|  | | Does your organisation have a Compliments, Complaints and Whistleblowing policy?  *Yes = pass; No with suitable mitigation = pass; No or No with inadequate mitigation = fail* | | Yes ☐  No ☐ |
|  | | If no, please provide your answer in this box: | |  |
|  | | Does your organisation have a Disciplinary and Grievance policy  and procedure?  *Yes = pass; No with suitable mitigation = pass; No or No with inadequate mitigation = fail* | | Yes ☐  No ☐ |
|  | | If no, please provide your answer in this box: | |  |
|  | | Does your organisation have a Lone Worker policy and  procedure?  *Yes = pass; No with suitable mitigation = pass; No or No with inadequate mitigation = fail* | | Yes ☐  No ☐ |
|  | | If no, please provide your answer in this box: | |  |
|  | | Does your organisation have a Recruitment, Training and Induction  policy and procedure?  *Yes = pass; No with suitable mitigation = pass; No or No with inadequate mitigation = fail* | | Yes ☐  No ☐ |
|  | | If no, please provide your answer in this box: | |  |
|  | | Does your organisation have a Customer involvement policy and procedure?  *Yes = pass; No with suitable mitigation = pass; No or No with inadequate mitigation = fail* | | Yes ☐  No ☐ |
|  | | If no, please provide your answer in this box: | |  |
|  | | Does your organisation have a Staff Supervision policy and procedure?  *Yes = pass; No with suitable mitigation = pass; No or No with inadequate mitigation = fail* | | Yes ☐  No ☐ |
|  | | If no, please provide your answer in this box: | |  |
|  | | Does your organisation have a Confidentiality policy and procedure?  *Yes = pass; No with suitable mitigation = pass; No or No with*  *inadequate mitigation = fail* | | Yes ☐  No ☐ |
|  | | If no, please provide your answer in this box: | |  |
|  | | Does your organisation have an Equalities policy and procedure?  *Yes = pass; No with suitable mitigation = pass; No or No with*  *inadequate mitigation = fail* | | Yes ☐  No ☐ |
|  | | If no, please provide your answer in this box: | |  |

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| **9.** | **Credit Checks** |
| 9.1 | All applications will be subject to a Credit Check.  Any score received by the Council which is below 30% will result in the need for accounts to be submitted. Those assessed as not satisfactory will score a Fail. |

1. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-1)