London Borough of Southwark

BEORMUND PRIMARY SCHOOL

Supplier Selection Guidance

Reference Number: **DN646458**

RETURN DEADLINE: 19/04/2023

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# Introduction

* 1. Southwark Council (hereafter referred to as “the council” would like to thank you for expressing an interest in this procurement. This document provides you with general information about the BEORMUND PRIMARY SCHOOL project, the current and new Services/Supplies and specific information regarding the evaluation process for the attached Standard Selection Questionnaire (SQ).

# About BEORMUND PRIMARY SCHOOL

* 1. Beormund Primary School is a specialist school providing support and learning for primary aged pupils with Social, Emotional and Mental Health (SEMH) needs. The school is currently located in the north of Southwark on Crosby Row SE1 and will be relocating to a new school site in Peckham on the former Bellenden School site, Reedham Street SE15 4PF, in a new purpose-built building. Follow this link to the school website: <https://beormundschool.co.uk/>
  2. The School educates children to the best of their ability academically, emotionally, socially, morally, spiritually and aesthetically, and prepare the children for transition and reintegration to mainstream schooling when appropriate.
  3. The primary objective of the project is to construct the new SEMH Primary School and Substation for Beormund School at the former Bellenden School site, with associated landscaping, mini-bus parking and vehicle drop off area with access from Costa Street and exit onto Reedham Street. The intention is that the school will remain on their existing site until the new building is complete, and a decant strategy will need to be developed and agreed with the school.
  4. Planning permission has been granted for the demolition of the existing buildings at the former Bellenden School site and construction of the new Beormund school building. The planning reference is **18/AP/1788** and the full submission and planning conditions can be viewed via councils website, and the link is: <https://planning.southwark.gov.uk/online-applications-old/simpleSearchResults.do?action=firstPage> (If this link doesn’t work please search the Southwark website and the planning portal using the above reference number). The demolition was completed in January 2022 and the site is currently vacant and secure.
  5. Since this planning permission was granted, a Section 73 application has been submitted to Southwark Planning with proposed amendments to the approved permission, including updates to the design of the new school. The planning reference for this is **22/AP/4161** and this can be viewed via the council’s website and the link is: [22/AP/4161 | Minor material amendment to planning permission 18/AP/1788 dated 29/08/2018](https://planning.southwark.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RMKN49KBKDC00) This sets out the current proposed scheme for the new Beormund Primary School for which this SQ relates to. Please also refer to the draft **Architectural design information** (*ER 1 – DRAFT Architectural Design Information*) for reference.
  6. The main architectural design changes that have been proposed in the Section 73 application include the following:

Updated design and materials to support Southwark’s policy to be net zero by 2030.

Updated to meet BREEAM Excellent 2018.

Improvements to the entrance sequence and street presence.

Improvements to the site circulation and flow through the building and to the first floor.

Accommodate an increase in pupil numbers to 56 pupils.

Revisions to the accommodation schedule to suit new teaching methods.

Compliance with all Building Regulations, relevant school Design and Construction guidance from the Department for Education, and any variations in relation to any specialist uses the school may need.

Ensure future flexibility in the design.

* 1. The primary objective of the Beormund Primary School project is to vastly improve their service provision and provide a state-of-the-art facility to provide greater teacher/pupil experience through more purposeful teaching spaces, safe and inspirational play space.
  2. The new building would be able to increase Beormund Primary School’s accommodation to 56 pupils with an introduction of a KS3 Classroom.
  3. The new building will be a predominantly timber structure and is designed to be lightweight, durable and have as low embodied carbon as possible, assisting Southwark Council as they move towards net carbon zero. The floors (first floor and upper internal plant) comprise stiff timber posi-joist cassettes that span predominately on to structural timber stud walls, and glulam beams where required to create open plan teaching and circulation spaces.
  4. A durable metal roof deck spans between timber purlins that span on to primary glulam beams, in turn supported on glulam columns or bear into the timber stud walls. Along the perimeter of the roof the metal roof deck cantilevers to form a thin edge profile at the eaves. Two external terraces and plant areas comprise of a thin concrete topping cast onto the floor cassettes which creates a durable deck for the external spaces.
  5. The new Beormund Primary School is situated in an urban area, and as a result there is constricted access/egress to site which has been addressed through the new design. It is located within a quiet residential area, bounded by low traffic streets to the South, East and West. Jack Jones House (later living accommodation) faces the site to the west, whilst a number of semi-detached houses face the school site from Costa Street to the east. To the South, adjacent to the site, is a council housing building surrounded by mature trees, and facing the school from McDermott Road is Christ Church Evangelical Fellowship.
  6. A number of mature trees have been retained on the site, along with a strong brick and railing boundary that will be enhanced to meet the needs of the new school.

# The council’s objectives

* 1. The council strongly supports and implements its Fairer Future programme, details of which can be found on its website at www.southwark.gov.uk. Further details about the council’s requirements for the contract, which are linked to the Fairer Future programme and other corporate policy will be set out in the tender and contract documentation.
  2. The council’s aim is to achieve a more equitable, diverse, and inclusive workforce by ensuring Equality, Diversity and Inclusion (EDI) is reflected in their values and embedded in our practises and individual behaviours. The council expect all of our suppliers and partners to commit to treating their workforce with dignity and respect; in addition to complying with the Equality Act 2010 and a commitment to the Southwark Stands Together pledges - [Southwark Stands Together pledges - Southwark Council](https://www.southwark.gov.uk/engagement-and-consultations/southwark-stands-together/southwark-stands-together-pledges).
  3. Under the Public Services (Social Value) Act 2012 the council must consider how what is proposed to be procured might improve the economic, social and environmental well-being of the area where it exercises its functions, and how, in conducting the process of procurement, it might act with a view to securing that improvement. Accordingly, the subject matter of the contract has been scoped to take into account the priorities of the council relating to economic, social and environmental well-being. These priorities are described in the invitation to tender and are reflected in environmental and social characteristics in the evaluation criteria for the award of the contract.
  4. The council is seeking to appoint experienced, competent and proven contractors who can work in partnership with the council to deliver a high-quality scheme, on time and within the budget.
  5. The council seeks for overall completion of the new school building and landscaping works to be available for use by end of October 2024.

# Procurement Route and Timetable

* 1. The Public Contracts Regulations 2015 apply to this procurement (the “Regulations). The council is using the restricted procedure in accordance with Regulation 29 of the Regulations.

1. **The SQ Process (further information provided in pages 6-19)**
   1. Bidders need to submit their completed SQ in line with the guidance provided in this document via council’s e-procurement platform, ProContract3, before the submission deadline of 19 April 2023.
   2. Once council has evaluated all the SQ responses it will invite the five top scoring Bidders to progress to the Tender stage.
2. **Overview of the ITT process - for information only:** 
   1. Bidders shortlisted from the SQ shall be invited to submit a Tender in line with the anticipated timescales detailed in *Table 1*.

Table 1: Anticipated dates for the Tender Timetable

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Issue of PIN** | **Return of SQ** | **Evaluation of SQ** | **Shortlisting of SQ** | **Issue ITT** | **Return of ITT** | **Gateway Approval** |
| 20/12/22 | 19/04/23 | 20/04/23 – 26/04/23 | 26/04/23 | 04/05/23 | 30/06/23 | Mid-August 23 |

* 1. Please note the above tender dates are provisional, and the council reserves the right to amend at its sole discretion.
  2. As this tender is following the EU restricted procedure, Bidders shall submit their tender which council shall evaluate in line with the evaluation criteria detailed in ITT documentation, with clarifications raised as and when required. council shall then recommend that the contract is awarded to the highest scoring bidder.
  3. The council will need to obtain formal approval from the Director of Children’s and Adults’ Services before awarding the Contract. Bidders should note that the council reserves the right at its absolute discretion to award or not award a contract as it sees fit.
  4. Bidders will be notified of the outcome of the Tender Evaluation in accordance with Regulation 86 of the EU Regulations. Following the issue of the notifications the council will observe a mandatory 10-day standstill period in accordance with Regulation 87 of the Regulations.
  5. Allowing for the completion of the various formalities and council approvals, it is envisaged that the new provider will be appointed by end of September 2023.

# Instructions to Potential Bidders: SQ submissions – specific requirements

## 

## The procurement process will commence with a pre-qualification phase. A Standard Selection Questionnaire (SQ) is set out in the corresponding document to this Supplier Selection Guidance.

## The SQ sets out the information to be provided by organisations wishing to express an interest. It is structured so that the council obtains information on the potential bidder’s experience, ability and history to assess their suitability to deliver the council’s contract requirements. The council will select the shortlist to tender based on our evaluation of the responses and information made available to it. Following evaluation of responses to the SQ a short list of the top five highest ranked potential bidders will be drawn up and invited to participate in the Invitation to Tender (ITT) phase.

## Potential bidders must complete the attached SQ in full – cross referencing to other applications is not sufficient. Failure to include information requested in mandatory fields may lead to the application being discounted. Responses must be explicit and comprehensive as this will be the single source of information on which potential bidders will be scored and ranked. Potential bidders are advised not to make any assumptions about their past nor current bidder relationships with the council, nor to assume that such prior business relationships will be taken into account in the selection procedure other than where such information is required in completing the SQ.

## **Supporting documents**: Please include, where appropriate, any supporting documents marking clearly on all enclosures the name of your firm and the number of the question to which they refer. You should provide an index of all documents referred to in the completed SQ.

## In reference to SQ **Question 1.2(a)(iii)** – Group of economic operators: where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate appendix. Please note that the council may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the council as being necessary for the satisfactory performance of the contract.

## In reference to SQ **Question 1.2 (b) (ii)** - Sub-contracting arrangements: Where a potential bidder proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

## Unless stated otherwise in the question, responses to SQ questions 6.3, 6.4, 6.5 a-q and 6.6 – 6.15 have a page limit of **2 sides for each question** (and must be answered in English and submitted **Arial, size 11, black font**. The page limit set should not be exceeded, and any additional wording may be disregarded. All additional pages and all supporting information should be presented in the same order as, and should be referenced, to the relevant question.

## All responses must be in English, and any electronic submissions must be MS Word compatible.

## The council will accept a self-assessment of compliance with the exclusion and selection criteria at this early stage of procurement. The evidence is only required when the winning bidder(s) have been identified, or at an earlier stage if that is necessary to ensure the proper conduct of the procedure.

## The council will also accept the self-certification of the exclusion grounds via an EU ESPD template, including ones in different formats from other Member States, if a potential bidder submits one as part of this selection process.

# Enquiries and Clarifications

## If you have any queries in relation to this document and the SQ they should be made via the portal as soon as possible and in any case not later than 1 week after issue of the SQ. Responses to any queries raised by potential bidders regarding this procurement will be responded to in writing within 5 working days by the council. All exchanges must be kept strictly confidential by potential bidders, their advisers and their consultants. Potential bidders will be asked to enter into confidentiality agreements should it become appropriate to release confidential information. Where responses to enquiries provide further information or clarification in relation to the project, the council will also communicate such information to other potential bidders. The confidentiality of prospective proposals will be respected.

* 1. **The deadline for receipt of completed SQs is 15:00 on 19 April 2023**. Completed SQs must be uploaded to the council’s tender portal <https://procontract.due-north.com/Login/Index?ReturnUrl=%2fSupplierSearch%2fSupplierSearchSupportView> before the deadline. SQs submitted after this deadline may not be considered.
  2. If you do not wish to proceed, in order to help council, ensure continuous improvement in its services, we would be grateful if you would advise us of your reasons for withdrawing.

# SQ – General requirements

* 1. If at any time during the tender period there are any material changes to the information provided by a potential bidder in their response to the SQ, they must advise the council promptly in writing.
  2. The council will not reimburse any expense incurred by the potential bidder in preparing responses to the SQ.
  3. **Right to cancel or vary the process:** the council reserves the right to:
     1. Amend or cancel the selection and evaluation process at any stage at its sole discretion; and/or
     2. require a potential bidder to clarify its submission in writing and/or provide additional information; and/or
     3. amend the terms and conditions of the tendering process.

and shall not be liable for any third party costs, disbursements or otherwise arising as a direct or indirect result of such amendment, cancellation, withdrawal or non-consideration.

* 1. **Disclaimer:** this document does not constitute the whole or any part of an offer or contract. This document is supplied entirely without prejudice. The information contained within and supplied with this SQ has been prepared by the council in good faith but does not purport to be accurate, complete and exhaustive or to have been independently verified or to contain all of the information that a potential bidder may require. Nothing in the SQ is warranted by the council or its advisors nor shall it be deemed a promise or representation as to the future nor incur any liability arising out of any reliance being placed on it Potential bidders shall further be deemed to have carried out all necessary research, investigations and due diligence and all necessary enquiries in order to have satisfied themselves as to the nature, extent, volume and requirements of the Contract, their obligations described in the SQ, the extent of the personnel, equipment, assets, plant and machinery which may be required, the suitability or correctness of any statement and any other matter which may affect their bids.
  2. **Contact with the council:** all contact with the council shall only be made through methods identified in this document. No contact shall be made with other Councillors, officers or employees of the council or any other Authorities or statutory bodies in relation to these proposed contracts without the prior written consent of the council.
  3. **Canvassing, collusion and corruption**: any potential bidder who directly or indirectly:
* canvasses any member or official of the council, or their legal, financial or technical advisors, concerning the award of the contract,
* engages in any corrupt practice involving Councillors or officials of the council or their advisers;
* discusses any aspect of their response to this SQ with any other potential bidder, or otherwise exchanges information or colludes in respect of the contract;
* commits any offence under the Bribery Act 2010 or gives any fee or reward the receipt of which is an offence under s17(2) of the Local Government Act 1972;

will be disqualified from further participation in this procurement process.

* 1. **Freedom of Information Requests**:
     1. In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘FoIA’), all information submitted to the council may be disclosed in response to a request made pursuant to the FoIA. In respect of any information submitted by a potential bidder that it considers being commercially sensitive the potential bidder should:

### Clearly identify such information as commercially sensitive;

### Explain the potential implications of disclosure of such information; and

### Provide an estimate of the period of time during which the potential bidder believes that such information will remain commercially sensitive

* + 1. Where a potential bidder identifies information as commercially sensitive, the council will endeavour to maintain confidentiality. Potential bidders should note however, that even where information is identified as commercially sensitive, the council might be required to disclose such information in accordance with the FoIA. Accordingly, the council cannot guarantee that any information marked ‘commercially sensitive’ will not be disclosed
  1. **Confidentiality:** potential bidders should treat all information and documents issued by the council and their advisors as private and confidential and the express written consent of the council must be obtained prior to the release of information or documents to any third party other than their own funders, advisors or proposed sub-contractors who should be made aware of the requirements of confidentiality before information or documents are released to them. If you are unable or unwilling to comply with this requirement, you are required to destroy this SQ and all associated documents immediately and not retain any electronic or paper copies.

# Evaluation of the Standard Selection Questionnaire

* 1. The evaluation of the SQ will cover three areas:

Stage 1 - compliance checks

Stage 2 - financial evaluation

Stage 3 - technical evaluation.

* 1. The detailed financial and technical evaluations will cover the following pass/fail and weighted criteria, as set out in the following table:

**Table 2 – SQ Evaluation Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Section** | **Maximum Score Achievable** | **Weighting** |
| 1 | Potential bidder information | Info only | n/a |
| 2 | Grounds for mandatory exclusion | Pass/Fail | n/a |
| 3 | Grounds for discretionary exclusion | Pass/Fail | n/a |
| 4 | Economic and financial standing | Pass/Fail | n/a |
| 5 | Wider group details | Pass/Fail | n/a |
| 6.1 – 6.3 | Technical and professional ability | Pass/Fail | n/a |
| 6.4 – 6.15 | Project Specific Questions – See table 4 | Scored | 100% |
| 7 | Modern Slavery Act 2015 requirements | Pass/Fail | n/a |
| 8 | Additional Questions |  |  |
| 8.1 | Insurance | Pass/Fail | n/a |
| 8.2 | Cost Information | Pass/Fail | n/a |

## **Stage One - Compliance checks**

### The compliance checks will establish that all of the information requested has been provided and all questions answered. The council shall check each SQ response upon receipt to verify a complete and council compliant submission. The council reserves the right to reject/disqualify any potential bidder that submits an incomplete SQ. The Council will then check responses to the mandatory and discretionary criteria.

### The council is entitled to exclude potential bidders from consideration if any of the mandatory or discretionary grounds for exclusion are met.

### In relation to responses to question 2 and 3 of the SQ, potential bidders may provide evidence that remedial action has been taken and “self-clean” by paying necessary compensation, collaborating with investigations and taking concrete technical, organisation and personal steps to prevent reoccurrence of the offence or misdeeds. Full details of relevant incidents and any remedial action taken subsequently should be provided. If such evidence is considered by the council in its absolute discretion (and whose decision will be final) to be sufficient, the economic operator concerned shall be allowed to continue in the procurement process. If not, the potential bidder shall be rejected.

## **Stage 2 – Economic and Financial standing – Pass/Fail**

* 1. Potential bidders must pass Stage 1 before being assessed in accordance with this Stage 2.
  2. Applicants must be in a sound financial position to participate in a procurement of this size as set out in regulation 58 of the Regulations.
  3. The financial assessment will be carried out in three parts. No one part or element thereof will be decisive in the final decisions. All parts covered below will be assessed “in the round” and not on an individual basis. Any “fail” will be considered and may lead to further clarification/assurances being obtained or to the exclusion from the next stage of the process, depending on the severity of the financial risk to the council identified.
  4. Using the information contained in the last two years’ audited accounts (or other information supplied under the SQ) a review will be undertaken using the factors listed below. The financial assessment will consist of the following:
  5. Ratio analysis including:
* Liquidity i.e. working capital ratios
* Efficiency tests i.e. debtor and creditor collection period
* Profitability tests i.e. return on capital employed
* % of the contract value annually as % of turnover.
  1. Assessment of movements of liquidity and funds between group companies; information on mergers and acquisitions and ownership tree.
  2. Review of audited published accounts, and interpretation of any notes that may affect wellbeing of company. Review to include:
* Charges, judgements, injunctions due to prior failings or other adverse

legal findings

* Going concern
* Audit qualifications.
  1. Assessment of general background information including:
* The companies and directors.
* Business type in each of the set of accounts.
* Prior experience/ current activities.
  1. To achieve an overall pass in the financial assessment, potential bidders will need to demonstrate the following:
* that their annual turnover meets the threshold of a minimum turnover of £20,000,000
* A credit score and credit rating of 41 or higher as developed and maintained by CRIF Decision Solutions Limited in conjunction with Jordans;
* An acceptable level of financial risk for the council

* 1. It should be noted that the council reserves the right to reassess any potential bidder’s financial position at any time up to contract award to confirm that it meets with the requirements of this SQ.

## **Stage 3 – Modern Slavery and Additional Questions - Pass/Fail**

* 1. Bidders must confirm that they are a relevant commercial organisation as defined by section 54 and that they are compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015.
  2. Bidders must ensure that their insurance and liability levels meet the thresholds detailed in Section 8 question 8.1 in the SQ document.
  3. If the Bidder does not have the necessary level of insurance and/or liability or is not able to obtain this prior to contract award, the council reserves the right to disqualify them from the procurement.

## **Stage 4 – Technical - Pass/Fail and Scored criteria**

* 1. **Section 6.1 – 6.3:** The council will assess the quality of the responses from potential bidders to section 6.1 or 6.2 and 6.3 (where applicable) using the methodology in *Table 3* below. Potential bidders who score 3 or above on all applicable sections will achieve an overall pass. Any “fail” will be considered and may lead to further clarification/assurances being obtained or to the exclusion from the next stage of the process, depending on the severity of the risk to the council identified.
  2. **Section 6.4:** For each of the scored criteria in section 6.4 responses will be awarded a score of between 0 and 5 points, using the methodology in *Table 3* *and 4* below:

Table 3 – Scoring Methodology

|  |  |  |
| --- | --- | --- |
| Assessment | Score | Interpretation |
| Excellent response | 5 | Demonstration by the potential bidder of exceptional level of ability, understanding, experience, skills, resource, and quality measures required to provide the Services. Response identifies factors that will offer potential added value, with very good evidence to support the response. |
| Good response | 4 | Demonstration by the potential bidder of a good level of ability, understanding, experience, skills, resource and quality measures required to provide the Services. Response identifies factors that may offer potential added value, with good evidence to support the response. |
| Satisfactory response | 3 | Demonstration by the potential bidder of satisfactory level of ability, understanding, experience, skills, resource and quality measures required to provide the Services, with sufficient evidence to support the response. |
| Less than satisfactory response | 2 | Some minor reservations of the potential bidder’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the Services with insufficient evidence to support the response. |
| Poor response | 1 | Some serious reservations of the potential bidder’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the Services, with no evidence to support the response. |
| Unacceptable or no response given | 0 | Does not comply and/or insufficient information provided to demonstrate that the potential bidder the ability, understanding, experience, skills, resource and quality measures required to provide the Services. |

### 

* 1. The minimum score to be achieved against each scored question in Section 6.4, and 6.5 – 6.15 is set out in *table 4* below.
  2. Where a potential bidder does not achieve the minimum score with weighting against any of the questions (or part thereof), the council shall reject the submission and will not continue to assess the SQ further.
  3. **Clarification of Responses:** the council’s approach to clarification will be consistent to ensure that one potential bidder does not receive an unfair advantage over the rest. In addition, there will be a clear audit trail documenting the reasoning behind any attempt to seek clarification in writing from any potential bidder. Potential bidders should be aware that the council is under no obligation to seek clarification and it is the responsibility of each potential bidder to ensure that their responses are unambiguous and complete and to seek clarification if necessary of the council’s requirements.
  4. **Ranking sub-stage:** potential bidders will then be ranked in numerical order against their cumulative weighted score. Following this evaluation exercise and providing it results in an adequate number of suitable potential bidders, the council intends to invite a maximum of five (5) bidders, based on relative scoring and cumulative weighted score, to invitation to tender stage in line with Table 4.
  5. **Invitation to Tender:** the evaluation of the shortlisted bidders ITT submissions will be scored and weighted on a 70:30 quality/price basis. Further detailed information is provided in the draft ITT Documents issued at the same time as this Supplier Selection Guidance.

**Table 4: Scoring Methodology for Part 6**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qu.** |  | Available Range of Points and Basis of Scoring | Weightings for Individual Questions | Minimum Score |
|  | Each of the sub-criteria questions will be scored separately. | | | |
| **6.1** | 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 Bidder 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 6.2 |  |  |  |
| **6.2** | 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. |  |  |  |
| **6.3** | 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), providing 3 examples over the last 5 years.  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries). |  |  |  |
| **6.4** | Please provide 3 examples (within the last 5 years) of where your organisation has achieved certification for BREEAM New Construction (UK) 2018 Very Good / Excellent. | **0 to 5** | **5%** | **3** |
| **6.5** | These questions are about your organisation’s health and safety policies/management.  At this SQ stage you only need to confirm whether you do/do not have the following measures in place and you will only need to provide evidence of these prior to contract award if you are successful. |  |  |  |
|  | If your organization meets the criteria identified in f) below and you can provide the supporting certificates or evidence required, you do not need to complete questions g) to q). If exemption is not claimed, claimed, please move to g) |  |  |  |
| **a)** | Since Grenfell Tower incident, the council has progressed reviews of standards, policies and processes. Please can you detail what actions your organisation has taken and how your approach to health and safety and quality has changed as a result of Grenfell and similar events.  This response should include information of how you ensured full confidence to the client in the installation of fire prevention, fire stopping and compartmentation including cavities and voids. Your response should include:   1. Specific experience and training provided along with accreditations and qualifications achieved in relation to fire prevention and design, including experience, qualifications, accreditations and training you require your sub-contractors to hold/undertake. 2. Examples of working to fire prevention requirements and demonstration of quality control procedures including selection of appropriate materials 3. Details of day to day management and quality procedures used to ensure the installation is compliant with design requirements   Supply Chain and contractor selection, expertise and vetting prior to appointment of the specialist sub-contractors. | **0 to 5** | **5%** | **3** |
| **b)** | Please detail how many accidents were RIDDOR reported over the last 3 years on all your projects. Please advise on the specific review and outcomes that your organisation has taken as a result of any RIDDOR reported accidents. If you have not had any RIDDOR incidents, please detail what procedures you have in place to prevent it. | **0 to 5** | **5%** | **3** |
| **c)** | Please provide 2 examples (within the last 5 years) of where you have successfully delivered a timber-framed structure, in collaboration with a timber-framed Sub-Contractor, detailing the manufacture, construction and handover processes used to deliver a high-quality build (including but not limited to storage, samples, installation, treatment, snagging, defect rectification post-occupation) | **0 to 5** | **10%** | **3** |
| **d)** | Please provide evidence of your experience (all examples in last 3 years) in implementing arrangements for your obligations under the Construction Design and Management Regulations 2015 before commencing on-site, on-site and at handover. | **Yes/No** | **Pass/ Fail** | **n/a** |
| **e)** | **Are you able to demonstrate that you have a policy and organization for health and safety (H&S) management?**  If YES, please provide a statement confirming that your organization has periodically reviewed H&S policy, endorsed by the Chief Executive Officer prior to contract award. The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organization.  If NO, please confirm the reason. | **Yes/No** | **Pass/ Fail** | **n/a** |
| **f)** | i) You have within the last twelve months successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91.  ii) you have within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum  iii) You hold a UKAS or equivalent, accredited independent third-party certificate of compliance with BS OHSAS 18001. | **Yes/No** | **n/a** | **n/a** |
| **g)** | **Are you able to describe your arrangements for ensuring that your H&S measures are effective in reducing/ preventing incidents, occupational ill-health and accidents?**  If you are successful in the lot you have tendered for you will need to, prior to contract award, provide details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce. | **Yes/No** | **Pass/ Fail** | **n/a** |
| **h)** | **Do you have access to competent H&S advice/ assistance – both general and construction/ sector related?**  If you are successful in the lot you have tendered for you will need to, prior to contract award, provide evidence of how your organization obtains access to competent H&S advice.  NOTE Access to competent in-house advice, in whole or part, is preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that (from the same source or elsewhere) advice relating to construction H&S issues is accessible as required. | **Yes/No** | **Pass/ Fail** | **n/a** |
| **i)** | **Do you have a policy and process for providing your staff/ workforce with training and information appropriate to the types of activity that your organization is likely to undertake?**  If you are successful in the lot you have tendered for you will need to, prior to contract award, provide evidence that your organization has in place and implements, training arrangements to ensure that its staff/ workforce has sufficient skills and understanding to discharge their various duties. This should include refresher training (e.g. a CPD programme) that will keep the workforce updated on good H&S practice applicable throughout the company. | **Yes/No** | **Pass/Fail** | **n/a** |
| **j)** | **Does your staff/ workforce have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the activity that your organization is likely to undertake.**  If you are successful you will need to, prior to contract award, demonstrate and provide evidence on request, that your staff/ workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g. trainees. | **Yes/No** | **Pass/Fail** | **n/a** |
| **k)** | **Do you check, review and where necessary improve your H&S performance?**  If you are successful you will need to, prior to contract award, provide evidence that your organization has in place and implements, an ongoing system for monitoring H&S procedures on an ongoing basis and for periodically reviewing and updating that system as necessary. | **Yes/Fail** | **Pass/Fail** | **n/a** |
| **l)** | **Do you have procedures in place to involve your staff/ workforce in the planning and implementation of H&S measures?**  If you are successful you will need to, prior to contract award, provide evidence that your organization has in place and implements a means of consulting with its staff/ workforce on H&S matters and show how staff/ workforce comments, including complaints are taken into account. | **Yes/No** | **Pass/Fail** | **n/a** |
| **m)** | **Do you routinely record and review accidents/ incidents and undertake follow-up action?**  If you are successful you will need to, prior to contract award, provide access to records of accident rates and frequency for all RIDDOR reportable (see note 5 to this Table)- events for at least the last three years. Demonstrate that your organization has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to any enforcement. | **Yes/No** | **Pass/Fail** | **n/a** |
| **n)** | **Do you have arrangements for ensuring that your bidders apply H&S measures to a standard appropriate to the activity for which they are being engaged?**  If you are successful you will need to, prior to contract award, demonstrate and provide evidence on request, that your organization has and implements, arrangements for ensuring that H&S performance throughout the whole of your organization’s supply chain is appropriate to the work likely to be undertaken. | **Yes/No** | **Pass/Fail** | **n/a** |
| **o)** | **Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?**  If you are successful you will need to, prior to contract award, demonstrate and provide evidence on request that your organization has in place and implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work (‘method statements’). You should be able to provide indicative examples. The identification and control of any significant occupational health (not just safety) issues should be prominent.  (Organizations with fewer than 5 employees, are not legally required to have a documented policy statement. If a bidder is in this category it does not have to write down its policy, organisation or arrangements. However, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity likely to be undertaken and assessments of competence will be made easier if when procedures are clear and accessible.)  NOTE Risk assessments should focus on the needs of the particular job and should be proportionate to the risks arising from the work to be undertaken. In addition to ensuring risk management, the need to reduce documentary requirements on micro-businesses in particular should be taken into account by buyers and assessment providers. Excessive bureaucracy associated with competency assessment can obscure the real risk issues and divert effort away from them. | **Yes/No** | **Pass/Fail** | **n/a** |
| **p)** | **Do you have arrangements for co-operating and co-ordinating your work with others (including other bidders, notably contractors)?**  If you are successful you will need to, prior to contract award, provide explanation of how co-operation and co-ordination of the work is achieved in practice, and how other organizations are involved in drawing up method statements/safe systems of work etc. including arrangements for response to emergency situations. This should include details of how comments and input from your bidders will be taken into account and how external comments including any complaints, will be responded to. | **Yes/No** | **Pass/Fail** | **n/a** |
| **q)** | **Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees?**  If you are successful you will need to, prior to contract award, demonstrate and provide evidence on request about how you ensure suitable welfare facilities will be in place before starting work on site, whether provided by a site-specific arrangement or your own organizational measures. | **Yes/No** | **Pass/Fail** | **n/a** |
| **6.6** | Please provide 2 examples for the last 5 years of contracts undertaken utilising the traditional form of contract. Please set out any issues encountered specific for the form of contract, and how these were resolved successfully, i.e. co-ordination of final setting out information. | **0 to 5** | **10%** | **n/a** |
| **6.7** | **Please explain what steps your organisation takes to ensure it delivers projects within the given budget and timescales. You should:**   * Provide 2 examples within the last 3 years where your organisation has been able to deliver on cost, in time and to a high quality across your supply chain and explain what steps you put in place to achieve this; and * Explain what steps you have taken to address any instances where it looked as though you were not going to deliver the project on time and/or within budget. | **0 to 5** | **8%** | **3** |
| **6.8** | Please explain your company policy on Equality, Diversity and Inclusion with an example of how you have approached this:   * Within your organisation * On a project of this nature | **0 to 5** | **5%** | **3** |
| **6.9** | Please give an example of any social value commitments successfully delivered on a previous project. Identify what outcomes were achieved and how these were measured. | **0 to 5** | **10%** | **3** |
| **6.10** | Please detail your quality control process and what checks you undertake to ensure it is being met/adhered to. This should include:   1. Physical checking of sub contractors’ work, record keeping and quality assurance processes (incl health and safety) to ensure compliance and quality, including the use of photographic records; 2. Defect control; 3. Procurement of materials to ensure quality and robustness; 4. Maintaining the design and procurement of materials to the quality specified by the client in the Employer’s requirements. 5. Selection of directly employed staff and sub contractors 6. Supervision and management of both directly employed staff and sub contractors | **0 to 5** | **8%** | **3** |
| **6.11** | Please tell us about 2 specific problems, serious faults or latent defects you have had on previous projects in the last 5 years, stating:   1. How they were identified; 2. The actions you took to address and rectify; and 3. The improvements that were made to your proposal as a result. | **0 to 5** | **8%** | **3** |
| **6.12** | Please provide 2 examples (within the last 5 years) of your experience and explain how you would identify a suitable subcontractor with experience, of dealing with site impediments such as contamination or a constrained site and what steps you took to overcome these issues. | **0 to 5** | **8%** | **3** |
| **6.13** | Please explain how your organisation has identified appropriate contractors for 3 past projects (within the last 5 years, similar to the work you are bidding for) to ensure that they have:   * within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Scheme in Procurement (SSIP) forum; * a UKAS or equivalent, accredited independent third-party certificate of compliance with BS OHSAS 18001; * a UKAS (or equivalent) accredited independent third-party certificate of compliance with BS EN ISO 14001 or valid EMAS certificate or equivalent policies and procedures; * a UKAS (or equivalent) accredited independent third-party certificate of compliance with BS EN ISO 9001 or equivalent policies and procedures; * not used any organisations which have been involved in blacklisting; and any other relevant certification etc.   **Only answer when not using PAS91** | **0 to 5** | **8%** | **3** |
| **6.14** | Please provide 2 examples (within the last 5 years) of how you have ensured there was minimal disruption to pedestrians and traffic throughout the construction process. | **0 to 5** | **5%** | **3** |
| **6.15** | Please provide 2 examples (within the last 5 years) of where you have worked in a dense residential and highly trafficked area where duty of care and skill is crucial to health and safety of users. Please explain the challenges you faced and how you overcame them. | **0 to 5** | **5%** | **3** |
| **6.16** | Southwark require that for each £1,000,000 of contract value on a scheme, the successful bidder will provide a space for one apprentice. Please confirm your intention to meet this requirement throughout your supply chain. | **Yes/No** | **Pass/ Fail** | **n/a** |