

## **Standard Selection Questionnaire, Guidance/completion notes**

### **Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

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

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

### **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 reserve appointment onto the DPS.

### **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

**ADULT RESIDENTIAL CARE HOMES**

**DN333342**

**DYNAMIC PURCHASING SYSTEM (DPS)**

## **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. All sub-contractors are required to complete Part 1 and Part 2.
7. 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.
8. 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.
9. See Introduction and procurement process notes below for further information.

## Introduction and Procurement Process

1. Kingston upon Hull City Council (the Authority) is conducting the procurement using the Restricted Procedure in accordance with the requirements of the Public Contracts Regulations 2015 (SI 2015/102) (PCR 2015) for the purpose of establishing a Dynamic Purchasing System (DPS) in order to procure the services described in the Specification (Services). Only organisations that satisfy the criteria to be admitted to the Adult Residential Care Homes DPS will be invited to tender for award of contracts from the DPS.
2. A Prior Information Notice and Contract Notice has been published within OJEU giving interested Service Providers information on the proposed DPS and the Call for Competition. ITT and associated tender documentation will only be issued to those Providers successful in being admitted to the DPS following satisfaction of the criteria required within the Standard Selection Questionnaire (SSQ). Tenders will be invited from all successful Providers for each category throughout the lifetime of the DPS.
3. Any economic operator may apply to join the DPS at any point during its lifetime by submitting a complete Standard Selection Questionnaire (SSQ) via YORtender.
4. The Authority aims to access/evaluate all requests to join the DPS within 10 - 15 working days of receipt of an SSQ, following establishment of the DPS. If there are any questions, insufficiencies or problems with information that you submit, you will be sent an action plan telling you what you need to change or improve for the Authority to be able to complete their assessment and allow you to be accepted on to the DPS.
5. We anticipate the DPS will run for 8 years; however the Authority reserves the right to reduce, extend or terminate with appropriate notification via OJEU. This does not mean the individual contracts will be implemented for the same duration.
6. The DPS will be divided into 4 categories, representing the range of services to be delivered. A provider can apply for all categories it considers that it is capable of delivering and will be assessed for suitability by reference to its SSQ response. Once the invitation to tender stage commences, you will only be invited to submit tenders for contracts within the categories you have been selected for following your SSQ and are therefore eligible to deliver:

Categories 3 & 4 will be linked and must be selected together.

Category 1: Standard Residential Care.  
Category 2: Enhanced Residential Care.  
Category 3: Intensive Residential Care.  
Category 4: Bespoke Residential Care.

Cat	Category Description	Customer / Service Profile
Cat 1	Standard Residential Care	The <b>Minimum</b> requirement and expectation for a 24 hour, 7 day a week, residential service. Providing direct personal care and support for up to 19 hours per week per person.

<b>Cat 2</b>	<b>Enhanced Residential Care</b>	The <b>Enhanced</b> requirement for a 24 hour 7 day a week residential service. Providing direct care and support for up to 22 hrs per week per person.
<b>Cat 3</b>	<b>Intensive Residential Care</b>	The <b>Intensive</b> requirement for a 24 hour 7 day a week residential service. Providing direct care and support for up to 30.6 hrs per week per person.
<b>Cat 4</b>	<b>Bespoke Residential Care</b>	Individually brokered, <b>Bespoke</b> packages of 24hr 7day per week residential care.

A full description of the categories of care and pricing plan is within the Service Specification.

7. Ensure you complete **section 9.4** referencing the categories you wish to be considered for. Organisations with multiple registered care homes must complete this section for each registered care home applying for this DPS. This section is mandatory and must be completed. Failure to do so will result in your application being eliminated from further consideration as it will be regarded as an incomplete bid.
8. Organisations accepted on to the DPS will be required to agree and execute overarching Terms & Conditions for the DPS prior to any awards within future mini completions. This will assist in speeding up procurement of individual contracts once the DPS is established, as this should eliminate the need for negotiation or clarification of terms and help to make this DPS truly “dynamic”. Individual contracts will be signed between the provider and the service users upon placement awards and a short form between the Authority and Provider will record the project-specific aspects of each tendered contract, incorporating the main terms and conditions by reference.
9. The evaluation criteria for acceptance on to the DPS will be 100% technical/quality.
10. An initial minimum pass mark (Threshold) of 3 applies to each individual question set out within **section 10** of the SSQ. The Authority shall reject any SSQ which does not meet the relevant Threshold in any single question. Only Suppliers that meet the required threshold for each question will be accepted on to the DPS and subsequently invited to tender for contracts. Individual contract durations placements will be dependent on the individual care plan.
11. If a provider fails the Authority’s selection criteria and is not accepted on to the DPS it can reapply at a later date if it considers that it can attain an improved score, having acted upon the action points identified by the Authority.
12. Organisations accepted on to the DPS will be invited (via categories) to tender for individual contracts throughout the lifetime of the DPS. Suppliers will bid against individual care placement requests. Evaluation of tenders for placements will be based on which proposal best meets the needs of the care plan and the individual’s (service user) needs.
13. Only homes inside the Hull City boundary or within a 10 mile radius of the City boundary will be accepted on to the DPS. This will be determined by the address of the registered homes’ premises as detailed on the CQC website. The Authority and

NHS Hull CCG are responsible for their ordinary resident and patient populations. The intention of both organisations is to place within the geographical location, acknowledging that due to the small geography of Hull it is sometimes necessary to use cross boundary placement that is still within reasonable proximity of the City.

14. **Suspension:**

A suspension will be applied to providers on the DPS if any of the below apply in any circumstances, which will be monitored by the Authority's Commissioning Team:

- The Commissioner considers that the provider has breached their obligations under the overarching or project-specific terms and conditions:
- Creates or is likely to create an immediate and serious threat to the health or safety of any Customer; or
- Results or is likely to result in a material interruption to the provision of the services or any part thereof; or the Provider has failed to implement a RAP;
- The Commissioner, acting reasonably, considers that the circumstances constitute an emergency, including an a force majeure event affecting provision of the service or any part of thereof; or
- The Provider is prevented, or will be prevented, from providing the service due to the suspension event for all new customers, until agreement has been agreed and signed off by commissioners until suspension has been lifted

15. **Decommissioning:**

When a RAP has been issued and efforts from providers fail to make improvements in order to safeguard the best interests of care recipients, Commissioners will have the right to decommission providers from the DPS.



Number	Title	Description
1	Acceptances	
1.1	Please confirm you have read and understood the Potential Supplier Information and Exclusion Grounds as detailed below.	
1.2	Introduction and Procurement Process	
2	Potential Supplier Information	
2.1	Full name of the potential supplier submitting the information	
2.2	Registered office address (if applicable)	
2.3	Registered website address (if applicable)	
2.4	Trading Status	
2.5	Date of registration in country of origin	
2.6	Company registration number (if applicable)	
2.7	Charity registration number (if applicable)	
2.8	Head office DUNS number (if applicable)	
2.9	Registered VAT number	
2.10	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	If Yes, please provide the relevant details, including the registration number(s) in the comments section below
2.11	Is it a legal requirement 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?	If Yes, please provide additional details of what is required and confirmation that you have complied with this in the comments section below
2.12	Trading name(s) that will be used if successful in this	
2.13	Relevant classifications (state whether you fall within one of these, and if so which one)	
2.14	Are you a Small, Medium or Micro Enterprise (SME)?	
2.15	Please provide details of Persons of Significant Control (PSC), where appropriate, please include -	<ul style="list-style-type: none"> <li>- Name</li> <li>- Date of birth</li> <li>- Nationality</li> <li>- Country, state or part of the UK where the PSC usually lives</li> <li>- Service address</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used)</li> <li>- Which conditions for being a PSC are met</li> </ul> <p>Over 25% up to (and including) 50% More than 50% and less than 75%, 75% or more.</p> <p>(Please enter N/A if not applicable)</p>
2.16	Please provide details of immediate parent company, please include:	<ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>
2.17	Please provide details of ultimate parent company, please include :	<ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>
3	Bidding Model	
3.1	Are you bidding as the lead contact for a group of economic operators?	If yes, please answer questions 2, 3 4 & 5 within the bidding model section. If no, and you are a supporting bidder please provide the name of your group at question 2
3.2	Name of group of economic operators (if applicable)	
3.3	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.	
3.4	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	
3.5	If you responded yes to the previous question (4) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.	<ul style="list-style-type: none"> <li>Name</li> <li>Registered Address</li> <li>Trading Status</li> <li>Company Registration Number</li> <li>Head Office DUNS Number (if Applicable)</li> <li>Registered VAT number</li> <li>Type of Organisation</li> <li>SME (Yes/No)</li> <li>The role each sub-contractor will take in providing the works and/or supplies e.g. key deliverables</li> </ul>

3.6	Declaration	<p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>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.</p> <p>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.</p>
3.7	Contact name	
3.8	Name of organisation	
3.9	Role in organisation	
3.10	Phone number	
3.11	E-mail address	
3.12	Postal Address	
3.13	Date declaration completed	
4	Grounds for Mandatory Exclusion	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-
4.1	Regulations 57(1) and (2) - Participation in a criminal organisation.	The detailed grounds for mandatory exclusion of an organisation are set out on this web page, 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 has been convicted anywhere in
4.2	Regulations 57(1) and (2) - Corruption	The detailed grounds for mandatory exclusion of an organisation are set out on this web page, 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 has been convicted anywhere in
4.3	Regulations 57(1) and (2) - Fraud	The detailed grounds for mandatory exclusion of an organisation are set out on this web page, 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 has been convicted anywhere in
4.4	Regulations 57(1) and (2) - Terrorist offences or offences linked to terrorist activities.	The detailed grounds for mandatory exclusion of an organisation are set out on this web page, 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 has been convicted anywhere in
4.5	Regulations 57(1) and (2) - Money laundering or terrorist financing	The detailed grounds for mandatory exclusion of an organisation are set out on this web page, 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 has been convicted anywhere in
4.6	Regulations 57(1) and (2) - Child labour and other forms of trafficking in human beings	The detailed grounds for mandatory exclusion of an organisation are set out on this web page, 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 has been convicted anywhere in
4.7	If you have answered yes to questions 1 - 6 in this section, 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,
4.8	If you have answered Yes to questions 1-6, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-	
4.9	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
4.10	If you have answered yes to question 9, 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
5	Grounds for Discretionary exclusion	
5.1	Regulation 57 (8) - Breach of environmental obligations	The detailed grounds for discretionary exclusion of an organisation are set out on this web page, 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.
5.2	Regulation 57 (8) - Breach of social obligations	The detailed grounds for discretionary exclusion of an organisation are set out on this web page, 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.
5.3	Regulation 57 (8) - Breach of labour law obligations	The detailed grounds for discretionary exclusion of an organisation are set out on this web page, 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.

5.4	Regulation 57 (8) - 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? ----- The detailed grounds for discretionary exclusion of an organisation are set out on this web page, 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
5.5	Regulation 57 (8) - Guilty of grave professional misconduct	The detailed grounds for discretionary exclusion of an organisation are set out on this web page, 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.
5.6	Regulation 57 (8) - Entered into agreements with other economic operators aimed at distorting competition.	The detailed grounds for discretionary exclusion of an organisation are set out on this web page, 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.
5.7	Regulation 57 (8) - Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure.	The detailed grounds for discretionary exclusion of an organisation are set out on this web page, 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.
5.8	Regulation 57 (8) - Been involved in the preparation of the procurement procedure.	The detailed grounds for discretionary exclusion of an organisation are set out on this web page, 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.
5.9	Regulation 57 (8) - Contracts	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? ----- The detailed grounds for discretionary exclusion of an organisation are set out on this web page, 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
5.10	Please answer the following statements (1 of 4) -	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. If yes, please explain in the comments box below what measures have been taken to
5.11	Please answer the following statements (2 of 4) -	The organisation has withheld such information. (from previous question) If yes, please explain in the comments box below what measures have been taken to demonstrate the reliability of the organisation despite the existence of relevant ground
5.12	Please answer the following statements (3 of 4) -	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. If yes, please explain in the comments box below what measures have been taken to demonstrate the reliability of the organisation despite the existence of relevant ground
5.13	Please answer the following statements (4 of 4) -	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 provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. If yes, please explain in the comments box below what measures have been taken to
6	Economic and Financial Standing	
6.1	Are you able to provide a copy of your audited accounts for the last two years, if requested?	
6.2	Are you able to provide 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.	
6.3	Are you able to provide a statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	
6.4	Are you able to provide an alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of	
6.5	If you have indicated in Section 3 (Question 1) that you are part of a wider group, please provide further details below:	Name of organisation
6.6	If you have indicated in Section 3 (question 1) that you are part of a wider group, please provide further details below:	Relationship to the Supplier completing these questions
6.7	Are you able to provide parent company accounts if requested to at a later stage?	

6.8	If you answered yes to the previous question, would the parent company be willing to provide a guarantee if	
6.9	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	
7	Technical and Professional Ability	<p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>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</p>
7.1	Contract 1	<p>Please provide details as follows -</p> <ul style="list-style-type: none"> <li>Name of Customer Organisation</li> <li>Point of Contact in the Organisation</li> <li>Position in the Organisation</li> <li>E-mail address</li> <li>Description of Contract</li> <li>Contract Start Date</li> <li>Contract Completion Date</li> <li>Estimated Contract Value</li> </ul> <p>If you cannot provide at least 1 example, 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</p>
7.2	Contract 2	<p>Please provide details as follows -</p> <ul style="list-style-type: none"> <li>Name of Customer Organisation</li> <li>Point of Contact in the Organisation</li> <li>Position in the Organisation</li> <li>E-mail address</li> <li>Description of Contract</li> <li>Contract Start Date</li> <li>Contract Completion Date</li> <li>Estimated Contract Value</li> </ul> <p>If you cannot provide at least 1 example, 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</p>
7.3	Contract 3	<p>Please provide details as follows -</p> <ul style="list-style-type: none"> <li>Name of Customer Organisation</li> <li>Point of Contact in the Organisation</li> <li>Position in the Organisation</li> <li>E-mail address</li> <li>Description of Contract</li> <li>Contract Start Date</li> <li>Contract Completion Date</li> <li>Estimated Contract Value</li> </ul> <p>If you cannot provide at least 1 example, 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</p>
7.4	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)	<p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent</p>
8	Modern Slavery Act 2015	
8.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
8.2	If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	<p>If Yes Please provide the relevant URL below</p> <p>If No please provide an explanation</p>
9	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
9.1	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £10,000,000	<p>*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.</p>

9.2	Skills and Apprentices (Please refer to supplier selection Guidance)	Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15 Please confirm if you will be supporting apprenticeships and skills development through
9.3	Skills and Apprentices (Please refer to supplier selection Guidance)	If you answered yes to the previous question, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive
9.4	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if	
10	Project Specific Questions	Project specific questions to assess Technical and Professional Ability Suppliers must answer the following questions and suppliers who meet the specified requirements or self-certify that they meet the requirements (as applicable) to these questions will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking 'X' in the relevant box. (Double left click and
10.1	Are all the care homes put forward for the DPS registered to deliver the appropriate services with the Care Quality Commission (CQC)?	In the response section, please list the names of all care homes put forward for the DPS and CQC registration details. Please complete as follows -  Care Home Name  CQC last Inspection date and rating  Link to CQC report
10.2	Are any residential and home care services delivered locally (Hull) or nationally (out of area) presently rated as requiring improvement or inadequate?	If yes, please outline below the name and location of the care home – the services delivered – and the CQC fundamental standards which has not been met including the rating. Please also state any conditions and timeframes set by regulators for each of the
10.3	Do you have existing communication and marketing mechanisms that engage with Customers (existing and potential), families and carers – as well as wider stakeholders	(Existing communication and marketing mechanisms such as websites, electronic newsletters and events)
10.4	Category 1 - Standard Residential Care	Please list the names of all registered homes that you would like to be included in this category: Category 1 - Standard Residential Care: The Minimum requirement and expectation for a 24 hour, 7 day a week, residential
10.5	Category 2 - Enhanced Residential Care	Please list the names of all registered homes that you would like to be included in this category: Category 2 - Enhanced Residential Care: The Enhanced requirement for a 24 hour 7 day a week residential service. Providing
10.6	Category 3 - Intensive Residential Care	Please list the names of all registered homes that you would like to be included in this category: Category 3 - Intensive Residential Care: The Intensive requirement for a 24 hour 7 day a week residential service. Providing
10.7	Category 4 - Bespoke Residential Care	Please list the names of all registered homes that you would like to be included in this category: Category 4 - Bespoke Residential Care:
10.8	Project specific threshold (Pass /Fail)	Only homes inside the Hull City boundary or within a 10 mile radius of the City boundary will be accepted on to the DPS. This will be determined by the address of the registered homes' premises as detailed on the CQC website. The Authority and NHS Hull CCG are responsible for their ordinary resident and patient
11	Project specific questions to assess Quality and Professional	

11.1	Evaluation Criteria and acceptance on to the DPS - 100% on quality.	<p>Scores are arrived at following the application of the Evaluation Criteria (Evaluation Criteria) set out below to the Supplier's response.</p> <p>A minimum pass mark (Threshold) of 3 applies to each individual question set out below. The Authority shall reject any SSQ which does not meet the relevant Threshold in every question. Only Suppliers that meet the required threshold will be accepted on to the DPS and subsequently invited to tender</p> <p>If a provider fails the Authority's selection criteria and is not accepted on to the DPS they can reapply at a later date as long as provider's circumstances have changed and acted upon the action points identified by the Authority?</p> <p>The evaluation will be scored in accordance with the table below.</p> <p>QUALITY ASSESSMENT SCALE</p> <p>Applicants should be aware that when scoring evaluators will be considering the following:</p> <p>How well does the response meets the Authority's requirements How well does the response demonstrate a satisfactory understanding of requirements Is the response supported by a good standard of evidence</p>
11.2	How will you ensure that you deliver people's health and wellbeing outcomes.	<p>Please describe how your organisation will deliver services to maximise the outcomes and improvements for individuals' health and wellbeing using the Care Act wellbeing domains</p> <p>Wellbeing is a broad concept, and the statutory guidance refines it as relating to the following areas in particular:</p> <p>Personal dignity (including treatment of the individual with respect) Physical and mental health and emotional wellbeing Protection from abuse and neglect Control by the individual over day-to-day life (including over care and support provided and the way it is provided) Participation in work, education, training or recreation Social and economic wellbeing Domestic, family and personal relationships Suitability of living accommodation Individual's contribution to society.</p>
11.3	Approach to safeguarding, performance and safe environment	<p>Please describe how your organisation will ensure that your staff and managers are able to recognise, identify and respond appropriately to safeguarding concerns and signs of potential abuse and/or exploitation in your day to day operation. Bidders should demonstrate how safeguarding will be managed and put into place for the operation of the service. This should include:</p> <p>Training procedures of staff. Action plans for safeguarding alerts and investigations. Communication plans for the service user, family and the Authority.</p>
11.4	Business Continuity	<p>Please explain what steps you will take to minimise the impact of major incidents or issues affecting the care home both internal and external in the delivery of the care home service</p> <p>Bidders should have clear plans about how they will manage any disruption to their business, with particular regards to:</p> <p>Terror alert and utility failure. Transport disruption. Extreme weather conditions. Public health concerns e.g. flu epidemic, infection control Staff shortage e.g. labour disputes, absenteeism, public holidays and high level sickness. Information breach e.g. loss of confidential information.</p>

11.5	Social Value:	<p>The Authority requires all contracted services to deliver social value for the local economy. Bidders must demonstrate how they will carry out the following social value activity, dependent on the organisational size, income and wage bill.</p>
		Social Value Item
		Details of Target Options for Care Homes
		Apprenticeships
		<p>Create Apprenticeship opportunities. These can be either: 1) New opportunities for young people aged 16-18 at Level 2 or above. 2) Upskilling of existing staff aged 19 and above to Level 3 and above. The apprenticeship will be delivered by Hull Training who will also identify suitable candidates. Where a contract also contains traineeship outcomes, trainees can progress to these apprenticeship opportunities.</p>
		Lead contact: Sharon Gamble, Hull Training. T: 01482 615267 or E:
12	Commercially Sensitive Information	
12.1	Please detail any information you wish to be designated as commercially sensitive.	
12.2	Please state the reasons(s) it is considered that this information should be exempt under FOIA	
12.3	The period of time for which it is considered this information should be exempt is:	
12.4	Declaration	<p>Please confirm "commercially sensitive information" questions are accurate by ticking the box below. Please also provide the following information in the comments box -</p> <p>Name Position Company</p>
13	Form of Tender : Tender Certificate	
13.1	Please complete answers to the areas highlighted red.	