



Guide to the standard Selection  
Questionnaire process for Mayford Estate  
Heating and Water Services Upgrade Works

FOR INFORMATION + COMPLETION

**CONTRACT DURATION: 2 years**

**START DATE: 11<sup>th</sup> September 2023**

**DEADLINE FOR SUBMISSION: Friday 4<sup>th</sup> November 2022**

**PROCONTRACT NUMBER: DN628622**

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## 1. INTRODUCTION

- 1.1. This guide has been prepared for the London Borough of Camden (the “**Authority**”) for the purpose of providing a selection process for organisations interested in tendering for the provision of a main works contractor to undertake heating and water services upgrade works at Mayford Estate (the “**Contract**”).
- 1.2. The term of the Contract is expected to be two (2) commencing on 11<sup>th</sup> September 2023.
- 1.3. This guide has been produced to enable the Authority to evaluate the economic and financial standing and technical and professional ability of the organisations (the “**Supplier**”) that have expressed an interest in the Contract as set out in the Contract Notice.
- 1.4. This guide sets out the information to be provided by Suppliers wishing to express an interest and explains the procedure by which expressions of interest will be assessed and by which Suppliers will be selected to be invited to tender. Only those suppliers that are short-listed through this selection process will be invited to tender for the Contract.
- 1.5. Together with this guide, the Council has made available on the e-tendering portal (ProContract) that can be found at <https://procontract.due-north.com/Register> the documents that will be issued to those Suppliers invited to tender for the service. These can be found within the ‘Draft ITT’ folder on ProContract.
- 1.6. This guide should be read in conjunction with the tender documentation which the Authority has provided on ProContract in draft format. The Supplier should note that this documentation is for information only in order to provide Suppliers with appropriate information about the Authority and the Contract. The Authority reserves the right to add or amend the tender documentation prior to publishing the invitation to tender. The Authority will not amend the documentation or strategy with the intention of favouring or disfavouring any Supplier.
- 1.7. Suppliers should ensure that they have fully read and understood this guide pack prior to completing their response to this selection process.

## 2. ABOUT THE SERVICES BEING PROCURED

- 2.1. As set out in the Contract Notice the Authority is looking to award a contract for heating and water services upgrade works at Mayford Estate (the “**Works**”).
- 2.2. Heat is currently supplied to the dwellings on Mayford Estate using the original 1960’s heat network, which is largely unchanged apart from localised repairs. The original boilers have been replaced and this network is now supplied via a plate heat exchanger connection in the Somers Town district heating network. The connection was made in 2018.
- 2.3. Domestic mains water is supplied from two connections on the east and west side of Mayford Estate. These connections feed the low-rise dwellings

directly and supply a mixture of direct supply and communal water tanks in the towers. The original galvanised pipework is still in use.

- 2.4. The proposed works are to provide heating network and domestic water distribution replacements for Mayford Estate.
- 2.5. Full details of the service requirements are set out in the **draft** Specification (Schedule 5) and accompanying Schedules 4 and 6. **Please note that these are draft documents and are subject to updating and refinement before the tender issue stage.**

### 3. ABOUT THE LONDON BOROUGH OF CAMDEN

#### Background

- 3.1. The Council was created in 1965 with the aim of providing more efficient local government for the communities previously served by the old Metropolitan Boroughs of Hampstead, Holborn and St Pancras.
- 3.2. The document [Camden 2025](#) sets out our vision for Camden in 2025, a place where everyone contributes to our shared goal of achieving a safe, fair, creative and active community. This is a new community vision, developed in partnership with our residents, community organisations, businesses and other partners, that sets out the key ambitions for the borough up to 2025. Please refer to the document '[Being a Camden Supplier – Supporting Camden 2025](#)' for further information about how you will support this and the delivery of the [Camden 2025](#) vision as our supplier.
- 3.3. The Council employs approximately 4,800 people (excluding schools) across the Borough and serves a population of over 250,000 people, with a day time population of over 500,000. Our annual third party spend is approximately £400m. Find more facts about Camden [here](#). Our responsibilities include delivering services across:

#### Supporting people

Supporting people focuses on ensuring that children and vulnerable adults are kept safe as well as supporting individuals and families to overcome disadvantages, be resilient and live healthily and independently wherever possible. This directorate covers all of Camden's services for children, young people, adults and families who are in need.

#### Supporting communities

Supporting communities focuses on creating the conditions for people to lead high quality, and fulfilling lives, in healthy, safe and resilient communities. This directorate covers all of Camden's services for environment, leisure, safety and housing management.

#### Corporate services

Corporate services focuses on our strategic direction and providing essential support services. It oversees our use of resources, develops our digital and data capabilities and helps us adapt and change to remain innovative and ensure we are focused on the future. This directorate covers

our HR, finance and corporate functions as well as Camden's customer services.

### Public Health

Public Health focuses on helping people to stay healthy and protecting them from threats to their health. It supports people to make healthier choices and aims to minimise the risk and impact of illness. This directorate is a shared service with the London Borough of Islington.

- 3.4. The Authority is committed to building a thriving and sustainable local economy through working jointly, openly and constructively with all its existing and future suppliers. Please refer to the document '[Being a Camden Supplier](#)' for further information about how you will support this and the delivery of Our Camden Plan as our supplier.

## 4. THE PROCUREMENT

- 4.1. The procurement will be undertaken using the Restricted Procedure in accordance with Regulation 28 of the Public Contracts Regulations 2015.
- 4.2. The Authority's intention is to invite the six (6) highest scoring organisations to the tender stage. The Authority reserves the right to invite less than six suppliers if less than six meet the minimum standards. If there are fewer than three (3) potential suppliers that have met the minimum standards, the Authority shall reserve its right to cancel, postpone, suspend or abort this procurement. Full details of the selection and assessment process are set out in sections 12 and 13 of this guide.
- 4.3. To enable the Authority to assess an organisation's suitability to become a prospective Supplier, it requires all the information requested in the standard Selection Questionnaire. The information disclosed in the standard Selection Questionnaire, once it has been completed, will be used for the shortlisting of potential suppliers.
- 4.4. The proposed procurement timetable is set out below. This is intended as a guide and whilst the Authority does not intend to depart from the timetable it reserves the right to do so at any stage.

Key Milestones	Indicative Date* <small>* Dates are indicative only and subject to change</small>
Selection Questionnaire – submission deadline	Friday 4 <sup>th</sup> November 2022 at 12noon
Selection Questionnaire – evaluation completed	Tuesday 22 <sup>nd</sup> November 2023
Invitation to Tender issued	Wednesday 23 <sup>rd</sup> November 2023
Deadline for receipt of tenders	Wednesday 1 <sup>st</sup> February 2023 at 12noon
Appointment of Supplier	Friday 2 <sup>nd</sup> June 2023
Contract start date	Monday 11 <sup>th</sup> September 2023

## 5. ABOUT THE STANDARD SELECTION QUESTIONNAIRE

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

- 5.1. The standard Selection Questionnaire is a self-declaration, made by the potential supplier, that they 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 taken to rectify the situation (this is called self-cleaning).
- 5.2. A completed declaration of Part 1 and Part 2 provides a formal statement that the Supplier making the declaration has not breached any of the exclusions grounds. Consequently the Authority requires all the Suppliers 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 the Supplier relies 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). A completed declaration of Part 1 and Part 2 provides a formal statement that the Supplier making the declaration has not breached any of the exclusions grounds. The Authority requires all Suppliers and their sub-contractors to provide a completed Part 1 and Part 2. 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.

### **Supplier Selection Questions: Part 3**

- 5.3. This guide provides instructions on the selection questions Suppliers need to respond to and how to submit those responses. If the Supplier is bidding on behalf of a group (consortium) or intends to use sub-contractors, the Supplier should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.
- 5.4. If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay the Authority reserves the right to withdraw the invitation to tender or amend the Contract award to the next compliant Supplier.

### **Consequences of misrepresentation**

- 5.5. If the Supplier seriously misrepresents any factual information in filling in the Selection Questionnaire, and so induce the Authority to enter into a contract, there may be significant consequences. The Supplier may be excluded from the procurement procedure. If a contract has been entered into as a result of this procurement the Supplier may be sued for damages and the Contract may be rescinded. If fraud, or fraudulent intent, can be proved, the Supplier or their responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and the Supplier must be excluded from further procurements for five years.

## 6. NOTES FOR COMPLETION OF THE STANDARD SELECTION QUESTIONNAIRE

- 6.1. 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.
- 6.2. “You” or “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.
- 6.3. 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.
- 6.4. 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.
- 6.5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection criteria must complete and submit the self-declaration. All sub-contractors are required to complete Part 1 and Part 2.
- 6.6. For answers to Part 3 – If the potential Supplier is bidding on behalf of a group, for example, a consortium, or intends to use sub-contractors, all of the questions should be completed on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.
- 6.7. The Authority confirms that it will keep confidential and shall 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.

## 7. INSTRUCTIONS FOR COMPLETION

- 7.1. There are two parts to the submission. Suppliers must complete both by the closing date:
  - The embedded standard Selection Questionnaire within ProContract and;

- Responses to the Project Specific Selection Questions.
- 7.2. Failure to complete the standard Selection Questionnaire in full or to provide any of the documents requested may result in your organisation's expression of interest being rejected or your organisation not being shortlisted to be invited to tender. The Authority will want to ensure the financial viability of the Supplier before any contract is awarded as a result of this procurement and any potential Supplier can be disqualified on this basis at any point until the final contract is signed.
  - 7.3. The Supplier should answer all questions as accurately and concisely as possible. The information contained in the response will be validated at any time throughout the procurement.
  - 7.4. Please complete the standard Selection Questionnaire in full, in English, and enter an answer to each question. Blank spaces are not acceptable. Unless specifically requested in this standard Selection Questionnaire, please do not include any promotional material, company annual reports or general marketing material for your organisation, either as answers to any of the questions in the standard Selection Questionnaire or for any other reason. Any such information that is submitted will be ignored.
  - 7.5. Written responses to Project Specific Selection Questions should be referenced by the relevant question number. If attaching supplementary information to a particular question, please reference fully as an annex, stating the relevant question.
  - 7.6. Applicants will be marked on the content, depth, and relevance of their responses. Clear presentation will make the evaluation easier, but no extra marks will be gained by use of colour or scanning the Camden logo, etc.
  - 7.7. You are advised that the Panel evaluating your organisation's submissions will not be able to make any assumptions on your organisation's behalf. It is therefore important that you ensure that you complete accurately and in full all sections appropriate to your organisation and that you include all required supporting documentation that is required to support your organisation's submission.

## **8. RETURN OF THE COMPLETED STANDARD SELECTION QUESTIONNAIRE**

- 8.1. The potential supplier is required to complete both the standard Selection Questionnaire and upload the responses to the Project Specific Selection Questions set up for this procurement on ProContract. If the criteria set out in paragraph 5.2 of this guide are applicable to you for this procurement then separate declarations from each organisation e.g. sub-contractors are required to be uploaded as annexes.
- 8.2. In submitting your response as described in paragraph 7.1 of this guide, it is the organisation's responsibility to ensure that the completed standard Selection Questionnaire is submitted by the deadline specified in paragraph 8.5 of this guide, and in the manner required. ProContract will not allow for standard Selection Questionnaires to be submitted after the deadline. Please ensure you leave sufficient time for uploading your responses.



- 8.3. The standard Selection Questionnaire must be signed and dated by the Supplier, in her or his own name, and on behalf of the organisation.
- 8.4. All queries relating to the procurement process should be directed through ProContract. The replies to any queries the Authority deems to be of general relevance to all potential Suppliers will be circulated to all potential Suppliers.
- 8.5. The closing date for completing the standard Selection Questionnaire on ProContract, which includes the upload of any accompanying annexes, is **12noon on Friday 4<sup>th</sup> November 2022.**

## **9. CANVASSING AND COLLUSIVE BEHAVIOUR**

- 9.1. Your attention is drawn to the Authority's intention not to consider or to reject a tender where the Authority believes
  - There has been collusion or co-operation between your organisation and another potential supplier; or
  - An organisation has obtained or sought to obtain information from any officer, member or employee concerning any other potential supplier concerned in this tender.

## **10. RIGHT TO CANCEL, SUSPEND OR ABORT**

- 10.1. The Authority reserves the right to:
  - Cancel, postpone, suspend or abort this procurement at any stage; and/or
  - Revisit the selection decision if the information provided by a Supplier materially changes.
- 10.2. The issue of this standard Selection Questionnaire in no way commits the Authority to award any Contract pursuant to the tendering process. Nothing in this standard Selection Questionnaire shall oblige the Authority to award a Contract and the Authority shall be able at its sole discretion to withdraw its invitation for expressions of interest, abandon or withdraw from the process.

## **11. DISCLOSURE OF INFORMATION**

- 11.1. The Authority is bound by the Freedom of Information Act 2000. You are advised that, although the Authority will use all reasonable endeavours to keep commercially sensitive and other information supplied by organisations (including their Expression of Interest and any subsequent bid) confidential, this is subject to the Authority's statutory obligations under the Act. When supplying information, organisations are requested to indicate which information they consider is confidential and should not be disclosed (if a request for disclosure is received) and why.

## 12. SELECTION PROCESS

- 12.1. The standard Selection Questionnaire is designed to enable the Authority to make an assessment as to the suitability of the Supplier to be invited to participate in the tender stage.
- 12.2. The Authority will assess the standard Selection Questionnaire as set out in paragraphs 12.2.1 to 12.2.3.
- 12.2.1. Standard Selection Questionnaires submitted will be formally logged upon receipt in accordance with the Authority's procurement procedures. Compliance checks will be undertaken to ensure all standard Selection Questionnaire requirements have been completed and in accordance with this guide. The Authority may clarify responses with you if appropriate to do so.
- 12.2.2. Compliant standard Selection Questionnaires will then have their responses against the questions in Part 1, Part 2 and Part 3 assessed as set out in paragraphs 13.1 to 13.3 of this guide.
- 12.2.3. Responses from compliant standard Selection Questionnaires to Project Specific Selection Questions will then be scored and weighted as set out in paragraph 13.4 of this guide. The top achievable weighted score is 100.
- 12.3. All compliant Suppliers will then be ranked. Provided there are sufficient numbers of standard Selection Questionnaire responses that have met the minimum standards as defined in section 13 of this guide, the Authority intends to invite the six (6) highest scoring Suppliers to Tender. At the Authority's sole discretion additional organisations may be shortlisted and invited to tender. The Authority reserves the right to shortlist fewer than six potential suppliers if fewer than six have met the minimum standards of the standard Selection Questionnaire. If there are fewer than three (3) potential suppliers that have met the minimum standards, the Authority shall reserve its right to cancel, postpone, suspend or abort this procurement. Full details of the assessment process are set out in section 13 of this guide.

## 13. ASSESSMENT PROCESS

### 13.1. Selection Criteria

13.1.1 The Supplier is required to complete both the embedded questionnaire within the e-tendering portal (ProContract) and the project specific selection questions. The Selection Criteria are summarised below and full details of the information required to be included in the Tender are to be answered through ProContract.

### 13.2. Part 1: Potential Supplier Information

13.1.2 Suppliers who pass all the pass/fail assessments, as set out in the table below, will have met the minimum standards for Part 1. A Supplier who fails to provide all of the information required may, at the discretion of the Authority, be deemed non-compliant and be excluded from the remainder of the process.

<b>Section 1</b>	<b>Potential supplier information</b>
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Question Number	Assessment
1.1(a) to 1.1(h)	Information only
1.1(i) – (i)	<p><b>Pass</b> – if your organisation does not need to be registered, or is registered, with the appropriate professional or trade register(s) in the member state where it is established.</p> <p><b>Fail</b> – if your organisation needs to be registered with the appropriate professional or trade register(s) in the member state where it is established and is not.</p>
1.1(i) – (ii)	<p><b>Pass</b> – if you responded yes to 1.1(i) – (i) and provided the relevant details, including the registration number(s).</p> <p><b>Fail</b> – if you responded yes to 1.1(i) – (i) and did not provide the relevant details, including the registration number(s).</p>
1.1(j) – (i)	Information only.
1.1(j) – (ii)	<p><b>Pass</b> – if you responded yes to 1.1(j) – (i) and provided additional details of what is required and confirmation that you have complied with this.</p> <p><b>Fail</b> – if you responded yes to 1.1(j) – (i) and did not provide additional details of what is required and confirmation that you have complied with this.</p>
1.1(k) – 1.1(p)	Information only.

Section 1	Bidding model
Question Number	Assessment
1.2(a)-(i) – 1.2(b)-(ii)	Information only.

Section 1	Contact details and declaration
Question Number	Assessment
1.3(a) – 1.3(f)	Information only.
1.3(g)	<p><b>Pass</b> – if signed.</p> <p><b>Failed</b> – if not signed.</p>
1.3(h)	<p><b>Pass</b> – if dated.</p> <p><b>Failed</b> – if not dated.</p>

### 13.3. Part 2: Exclusion Grounds

13.1.3 Suppliers must provide all the relevant information required and demonstrate that they 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. Suppliers who pass the pass/fail assessments, as set out in the table below, will have met the minimum standards for Part 2. Suppliers which do not demonstrate these measures shall be deemed non-compliant and excluded from the remainder of the Tender process.

Section 2	Grounds for mandatory exclusion
Question Number	Assessment
2.1(a)	Information only.
2.1(b)	<p><b>Pass</b> – if you have answered yes to question 2.1(a) and provided further details as specified.</p> <p><b>Fail</b> – if you have answered yes to question 2.1(a) and not provided further details as specified.</p>
2.2	<p><b>Pass</b> – If you have answered no or you have answered yes to any of the points above and measures have been taken to demonstrate the reliability of your organisation despite the existence of a relevant ground for exclusion.</p> <p><b>Fail</b> – If you have answered yes and have not suitably demonstrated that measures you have taken do not demonstrate the reliability of your organisation despite the existence of a relevant ground for exclusion.</p>
2.3(a)	Information only.
2.3(b)	<p><b>Pass</b> – If you have answered no, or answered yes to question 2.3(a), and have provided further details confirming that you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p> <p><b>Fail</b> – If you have answered no to question 2.3(a) and you have not confirmed or demonstrated that you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p>

**13.1.4 Please Note:** The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions

Section 3	Grounds for discretionary exclusion
Question Number	Assessment
3.1(a) – 3.1(j)-(v)	Information only.

3.2	<p><b>Pass</b> – If you have answered no or you have answered yes to any of the above and measures have been taken to demonstrate the reliability of your organisation despite the existence of a relevant ground for exclusion.</p> <p><b>Fail</b> – If you have answered yes to any of the above and have not suitably evidenced that measures have been taken to demonstrate the reliability of your organisation despite the existence of a relevant ground for exclusion.</p>
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#### 13.4. Part 3: Selection Questions

13.4.1 Suppliers must provide all the information required and those who pass all the pass/fail assessments, as set out in the table below, will have met the minimum standards for Part 3. Suppliers which fail to provide all the information required may be deemed non-compliant and excluded from the remainder of the Tender process.

Section 4	Economic and financial standing
Question Number	Assessment
4.1 (1 stage)	<p><b>Pass</b> – If you have answered yes and have provided a copy of your audited accounts for the last two years, if requested</p> <p><b>Fail</b> – If you have answered yes and cannot provide a copy of your audited accounts for the last two years, if requested</p> <p><b>Pass</b> – if you have answered no and have uploaded the evidence to demonstrate your economic or financial standing in either 4.1(a), 4.1(b) or 4.1(c).</p> <p><b>Fail</b> – if you have answered no and you have not uploaded the evidence to demonstrate your economic or financial standing in either 4.1(a), 4.1(b) or 4.1(c).</p>
4.1(a)	<p><b>Pass</b> – If you have answered yes and have provided 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.</p> <p><b>Fail</b> – If you have answered yes and cannot 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.</p>
4.1(b)	<p><b>Pass</b> – If you have answered yes and have provided a statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p><b>Fail</b> – If you have answered yes and cannot provide a statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p>

4.1(c)	<p><b>Pass</b> – If you have answered yes and have provided alternative means of demonstrating financial status if any of the above are not available.</p> <p><b>Fail</b> – If you have answered yes and cannot provide alternative means of demonstrating financial status if any of the above are not available.</p>
4.2	<p>The Council has set the following minimum threshold for turnover at £6,000,000 (1.5x contract value) and a current ratio of 0.6 or higher for either of the last two financial years where accounts are provided or for the most recent/current financial year where alternative financial information is provided for the most recent/current financial year only. Where a Supplier's turnover and/or current ratio has been adversely affected by COVID-19, Suppliers can provide alternative financial information for the last two financial years and the turnover threshold can be for either year. For financial assessment the Authority will utilise financial assessment techniques in line with Cabinet Office information note PPN 02/13.</p> <p><b>Pass</b> – If you have answered yes and have demonstrated you meet the specified minimum level of economic and financial standing and/or a minimum threshold within the evaluation criteria for this procurement.</p> <p><b>Fail</b> – If you have answered no, or you have answered yes and have not demonstrated you meet the specified minimum level of economic and financial standing and/or a minimum threshold within the evaluation criteria for this procurement. Decision will be at the discretion of the Authority who will look at all other financial information provided and available and measure in context with the procurement's size, complexities and risk as per latest PPN guidance.</p>

<b>Section 5</b>	<b>If you have indicated in Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details</b>
Question Number	Assessment
Name of organisation	Information only.
Relationship	Information only.
5.1	<p><b>Pass</b> – If you have answered yes and have provided parent company accounts if requested.</p> <p><b>Fail</b> – If you have answered no or answered yes and not provided parent company accounts if requested.</p>
5.2	<b>Pass</b> – If you have answered yes and the parent company is

	<p>willing to provide a guarantee if necessary.</p> <p><b>Fail</b> – If you have answered yes and have not demonstrated that the parent company is willing to provide a guarantee if necessary.</p>
5.3	<p><b>Pass</b> – If you have answered yes and have obtained a guarantee elsewhere.</p> <p><b>Fail</b> – If you have answered no or answered yes and have not obtained a guarantee from elsewhere.</p>

<b>Section 6</b>	<b>NOT USED</b>
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<b>Section 7</b>	<b>Modern Slavery Act 2015</b>
Question Number	Assessment
7.1	Information only
7.2	<p><b>Pass</b> – If you have answered yes to question 7.1 and are compliant with the reporting requirements and provided the relevant URL.</p> <p><b>Fail</b> – If you have answered yes to question 7.1 and are not compliant with the annual reporting requirements and have not demonstrated a suitable explanation as to the reasons why.</p>

<b>Section 8</b>	<b>Additional Questions</b>
<b>8.1</b>	<b>Insurance</b>
Question Number	Assessment
(a)	<p>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:</p> <ul style="list-style-type: none"> <li>• Employer’s (Compulsory) Liability Insurance - £5,000,000 (five million) minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event</li> <li>• Public Liability Insurance - £5,000,000 (five million) minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event</li> <li>• Professional Indemnity Insurance - £5,000,000 (five million) minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event</li> <li>• Product Liability Insurance – Not applicable.</li> </ul>

	<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> <p><b>Pass</b> - If insurance levels are in place or can be in place by the start of the Contract.</p> <p><b>Fail</b> - If insurance levels are not in place and cannot be in place by the start of the Contract.</p>
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<b>Section 8</b>	<b>Additional Questions</b>
<b>8.2</b>	<b>Skills and apprentices</b>
Question Number	Assessment
(a)	Information only.
(b)	<p><b>Pass</b> – If you have answered yes to question (a) and have demonstrated a commitment to developing skills and apprenticeships as described.</p> <p><b>Fail</b> – If you have answered no or have answered yes to question (a) and not suitably demonstrated a commitment to developing skills and apprenticeships as described.</p>
(c)	<p><b>Pass</b> – If you have answered yes and have demonstrated your supply chain supports skills, development and apprentices.</p> <p><b>Fail</b> – If you have answered no or have answered yes and not suitably demonstrated your supply chain supports skills, development and apprentices.</p>

<b>Section 8</b>	<b>Additional Questions</b>
<b>8.3</b>	<b>NOT USED</b>

<b>Section 8</b>	<b>Additional Questions</b>
<b>8.4</b>	<b>General Data Protection Regulations (GDPR)</b>
Question Number	Assessment
8.4a – 8.4m	<p><b>Pass</b> – If you have provided information that demonstrates your organisation can provide 'sufficient guarantees' that the requirements of the GDPR and the Data Protection Act 2018 will be met and that the rights of data subjects will be properly protected.</p> <p><b>Fail</b> – If you have not provided information that demonstrates your organisation can provide 'sufficient guarantees' that the requirements of the GDPR and the Data Protection Act 2018 will be met and that the rights of data subjects will be properly</p>



	protected.
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8.5	Equality and Diversity
Question Number	Assessment
8.5	<p><b>Pass</b> – If you have provided evidence of application of your written policy and processes that demonstrates appropriate awareness to equality and diversity issues surrounding the activities of your business and active compliance with of the Equality Act 2010.</p> <p><b>Fail</b> – If you have not provided evidence of application of your written policy and processes that demonstrates appropriate awareness to equality and diversity issues surrounding the activities of your business and active compliance with of the Equality Act 2010.</p>

13.5. **Project Specific Selection Questions** – Suppliers are required to complete written responses to each of the Project Specific Selection Questions, which is to be uploaded on ProContract in the “Access Documents’ area. Written responses to questions should be referenced by letter and question number. Please do not include general marketing or promotional material for your organisation to answer any of the questions in this questionnaire or for any other reason. If attaching supplementary information to a particular question, please reference fully as an appendix, stating the relevant question, only where stated an appendix can be provided.

13.6. The Authority reserves the right not to evaluate any Selection Questionnaire submission where a written response to the Project Specific Selection Questions has not been included.

**TABLE A – Project Specific Selection Questions (all questions MUST be completed)**

Question Number	Question	Weighting
A1	Experience of undertaking similar works	50%
A2	Health and safety	30%
A3	Quality assurance	20%
	<b>TOTAL</b>	<b>100%</b>

13.7. **Assessment of Project Specific Selection Questions** – Suppliers are required to complete the Project Specific Selection Questions as set out in Table A above in order for your standard Selection Questionnaire to be considered. Responses to each question will be scored using the scoring key below. The relevant weighting for each question (as set out in Table A)

will then be applied to that score to arrive at an overall score for each Supplier. The Authority reserves the right not to select a potential supplier who has achieved less than the **minimum standard** of 60% of the overall score for the Project Specific Selection Questions.

- 13.8. Suppliers who do not include a written response to the Project Specific Selection Questions shall not be considered for short-listing to tender.
- 13.9. All Suppliers are reminded to complete and sign the contact details and declaration set out in section 1.3 of the standard Selection Questionnaire.

## SCORING KEY

PROJECT SPECIFIC SELECTION QUESTIONS	
Score	Basis for Awarding Score
0	<b>Failed</b> to address the question / issue.
1	An <b>unfavourable response</b> / answer / solution – limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.
2	<b>Does not meet requirements</b> – response / answer / solution / information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.
3	<b>Meet requirements</b> – Acceptable response / answer / solution / information to the particular aspect of the requirement; evidence given of skill/experience sought.
4	<b>Good</b> – response / answer / solution / information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable work, service or supply).
5	<b>Excellent</b> – response / answer / solution / information provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the work, service or supply.

**TABLE A – Project Specific Selection Questions (all questions MUST be completed)**

Question Number	Question	Weighting
A1	<p><b><u>Experience of undertaking similar works</u></b></p> <p>Please provide <b>one case study example</b> detailing your previous experience of undertaking heating and water services upgrade works within a <b>residential setting</b>. Your case study should be of a similar size, value and nature of works to Mayford Estate. You may wish to consider to support your response (non-exhaustive list):</p> <ul style="list-style-type: none"> <li>• Similarity of works undertaken</li> <li>• Key issues and lessons learnt</li> <li>• Engagement with stakeholders/residents</li> <li>• Strategies for working within occupied homes</li> </ul> <p>Please include the client contact details for the example referenced.</p> <p><b>Page limit</b> – 3 sides of A4, including any photographs, with a minimum font size of Arial 11pt or equivalent. <b>No appendices will be accepted.</b></p>	50%
A2	<p><b><u>Health and Safety</u></b></p> <p>Please detail your approach to health and safety management practices while working in occupied buildings. Your response should include evidence of how you have identified on-site problems and how they were resolved/mitigated.</p> <p><b>Page limit</b> – 3 sides of A4, with a minimum font size of Arial 11pt or equivalent. <b>No appendices will be accepted.</b></p>	30%
A3	<p><b><u>Quality Assurance</u></b></p> <p>Please provide details of the quality assurance processes and procedures that you have in place, including any relevant accreditations/certifications.</p> <p>Please detail how these processes and procedures have been implemented to ensure effective, safe and timely delivery of work and continuous improvement.</p> <p><b>Page limit</b> - 3 sides of A4, with a minimum font size of Arial 11pt or equivalent. <b>No appendices will be accepted.</b></p>	20%
	<b>TOTAL</b>	<b>100</b>