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| Home Care and Supportive Lifestyles |
| Pre-Qualification Questionnaire |
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|  |
| **June 2018**  **Version 1** |

**HomecaColumn1**

**Homecare & Supportive Lifestyles**

Public Attachments

Tender – Scoring Matrix



DPS Procedure Supplier Guidance



**Section 1**

**PQQ Restricted Procedure - Essential Information**

Please ensure that you read the DPS Procedure Supplier Guidance as this will assist you with your application.

**Question 1.1**

**Supplier Guidance Document**

To assist in the completion of this Pre-Qualification Questionnaire (PQQ) full guidance can be found in the Question Attachments box on Due North. A copy can also be found in the Public Attachments on the “View Evaluation Questions” page. This guidance contains key information regarding the process and the DPS agreement and therefore must be read and carefully considered. We recommend that you download this guidance before completing your submission and consider it as you go through.

Supplier Help

This question must be completed but is for information only and will not be scored, however failure to complete the section may result in an incomplete bid leaving the tender subject to rejection at the Council’s and NHS Kernow’s discretion.

Restricted Procedure Supplier Guidance



|  |
| --- |
| I confirm I have read and understood the Supplier Guidance Document  YES/NO (delete as applicable) |

**Question 1.2**

**Submission Compliance Instructions**

Applicant/Tenderers shall respond to all elements of this Pre-Qualification Questionnaire (PQQ) as requested, which includes any Appendices and Schedules. All PQQ's received will be checked for compliance with the submission requirements set out in this PQQ and the Supplier Guidance Document. If the Council/NHS Kernow does not consider a PQQ compliant, it reserves the right not to carry out any further evaluation and may eliminate the Applicant/Tenderer from the procurement. Applicants/Tenderers are asked to respond to all of the questions in this PQQ. Responses to all of the sections in this PQQ may be assessed independently of each other. Therefore where a response to a section of a PQQ is duplicated in the response to a different section, Applicants/Tenderers are requested to repeat that information for each section rather than cross-referencing responses to where the information may have already been provided. It is the Applicants/Tenderer’s responsibility to ensure the response to each question is entire and can be assessed as such.

Supplier Help

This question must be completed but is for information only and will not be scored, however failure to complete the section may result in an incomplete bid leaving the PQQ subject to rejection at the Council’s and NHS Kernow’s discretion.

|  |
| --- |
| I confirm I understand the Submission Compliance Instructions  YES/NO (delete as applicable) |

**Section 2**

**Supplier Selection Criteria A**

**Sub-Section 2.1**

**Potential Supplier Information**

**Question 2.1.1**

**Full name of the potential supplier submitting the information**

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| --- |
|  |

**Question 2.1.2**

**Registered office address (if applicable)**

|  |
| --- |
|  |

**Question 2.1.3**

**Registered website address (if applicable)**

|  |
| --- |
|  |

**Question 2.1.4**

**Trading status**

Please select the entry which best describes your trading status.

|  |  |
| --- | --- |
| Public Limited Company |  |
| Limited Company |  |
| Limited Liability Partnership |  |
| Other Partnership |  |
| Sole Trader |  |
| Third Sector |  |
| Other (Please specify your Trading Status) |  |

**Question 2.1.5**

**Date of registration in country of origin**

|  |
| --- |
|  |

**Question 2.1.6**

**Company registration number (if applicable)**

|  |
| --- |
|  |

**Question 2.1.7**

**Charity registration number (if applicable)**

|  |
| --- |
|  |

**Question 2.1.8**

**Head office DUNS number (if applicable)**

The D&B D-U-N-S® Number is a unique nine-digit identifier for businesses. It is used to establish a business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question. D-U-N-S, which stands for data universal number system, is used to and maintain accurate and timely information on +250 M global businesses.

|  |
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**Question 2.1.9**

**Registered VAT number (if applicable)**

|  |
| --- |
|  |

**Question 2.1.10**

**If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? If yes then please detail the relevant details, including the registration numbers(s) in the comments box provided**

|  |
| --- |
|  |

**Question 2.1.11**

**Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? If yes please give details of what is required and confirmation that you have complied with this in the comments box provided.**

|  |
| --- |
|  |

**Question 2.1.12**

**Trading names(s) that will be used if successful in this procurement**

|  |
| --- |
|  |

**Question 2.1.13**

**Relevant classifications (state whether you fall within one of these, if so which one)**

|  |  |
| --- | --- |
| Voluntary Community Social Enterprise (VCSE) |  |
| Sheltered Workshop |  |
| Public Service Mutual |  |
| None of the above |  |

**Question 2.1.14**

**Are you a Small, Medium or Micro Enterprise (SME)?**

Supplier Help

See EU definition of SME:

<http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

|  |
| --- |
| YES/NO (delete as applicable) |

**Question 2.1.15**

**Details of Persons of Significant Control (PSC). Where appropriate please download the below attachment to this question and complete it for each PSC before re-uploading**

UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file PSC information with the central public register at Companies House.

Persons of Significant Control



|  |
| --- |
| Please confirm you have answered question 2.1.15  YES/NO/NOT APPLICABLE (Delete as appropriate) |

**Question 2.1.16**

**Immediate parent company - Registered office address (if applicable)**

|  |
| --- |
|  |

**Question 2.1.17**

**Full name of the immediate parent company (if applicable)**

|  |
| --- |
|  |

**Question 2.1.18**

**Immediate parent company - Registration number (if applicable)**

|  |
| --- |
|  |

**Question 2.1.19**

**Immediate parent company - Head office DUNS number (if applicable)**

|  |
| --- |
|  |

**Question 2.1.20**

**Immediate parent company - Head office VAT number (if applicable)**

|  |
| --- |
|  |

**Question 2.1.21**

**Full name of the ultimate parent company (if applicable)**

|  |
| --- |
|  |

**Question 2.1.22**

**Ultimate parent company - Registered office address (if applicable)**

|  |
| --- |
|  |

**Question 2.1.23**

**Ultimate parent company - Registration number (if applicable)**

|  |
| --- |
|  |

**Question 2.1.24**

**Ultimate parent company - Head office DUNS number (if applicable)**

|  |
| --- |
|  |

**Question 2.1.25**

**Ultimate parent company - Head office VAT number (if applicable)**

|  |
| --- |
|  |

**Question 2.1.26**

**Please confirm you have responded to questions 2.1.1 - 2.1.25 as applicable**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Sub-Section 2.2**

**Bidding Model**

**Question 2.2.1**

**Are you bidding as the lead contact for a group of economic operators? If yes, please provide details listed in questions 2.2.2 - 2.2.4. If No, but you are a supporting bidder please provide the name of your group at 2.2.2 for reference purposes and move on to 2.2.4. If No and you are not part of a group of economic operators then please move on to 2.2.4**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Question 2.2.2**

**Name of group of economic operators (if applicable)**

|  |
| --- |
|  |

**Question 2.2.3**

**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.**

|  |
| --- |
|  |

**Question 2.2.4**

**Are you or, if applicable, the group of economic operators proposing to use sub-contractors? If yes, please provide additional details for each sub-contractor using the attached table and re-upload the completed table against this question, we may ask them to complete this form as well.**

If you are proposing to use subcontractors in the delivery of this contract then please consider completion and uploading of the attachment to be mandatory.

Sub-Contractor Details



|  |
| --- |
| YES/NO (Delete as applicable) |

**Question 2.2.5**

**Please confirm you have responded to questions 2.2.1 - 2.2.4 as applicable**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Sub-Section 2.3**

**Declaration and contact details**

**Question 2.3.1**

**Declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.  
  
I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.  
  
I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.  
  
I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.  
  
I am aware of the consequences of serious misrepresentation.

|  |
| --- |
| I accept this declaration  YES/NO (Delete as applicable) |

**Question 2.3.2**

**Contact Name**

|  |
| --- |
|  |

**Question 2.3.3**

**Name of organisation**

|  |
| --- |
|  |

**Question 2.3.4**

**Role in organisation**

|  |
| --- |
|  |

**Question 2.3.5**

**Phone Number**

Primary phone number for any queries relating to this submission.

|  |
| --- |
|  |

**Question 2.3.6**

**E-mail address**

|  |
| --- |
|  |

**Question 2.3.7**

**Postal address**

|  |
| --- |
|  |

**Question 2.3.8**

**Please confirm you have responded to questions 2.3.1 - 2.3.7**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Section 3**

**Supplier Selection Criteria B**

**Sub-Section 3.1**

**Grounds for mandatory exclusion**

**Question 3.1.1**

**Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the list below or on the link in the "Supplier Help".**

Regulations 57(1) and (2)  
The detailed grounds for mandatory exclusion of an organisation are set out on the web page below, which should be referred to before completing these questions.

Supplier help

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>

Every organisation that is being relied on to meet the selection must complete and submit this section.

|  |  |
| --- | --- |
| Participation in a criminal organisation |  |
| Corruption |  |
| Fraud |  |
| Terrorist offences or offences linked to terrorist activities |  |
| Money laundering or terrorist financing |  |
| Child labour and other forms of trafficking in human beings |  |
| None of the above |  |

**Question 3.1.2**

**If you have identified a conviction in Question 3.1.1, please provide further details including: date of conviction, specify which of the grounds listed the conviction was for, the reasons for conviction and who has been convicted. If the relevant documentation is available electronically please provide the web address, issuing authority and precise reference of the documents.**

If you have identified a conviction in Question 3.1.1 then please consider this question mandatory.

|  |
| --- |
| YES/NO/NOT APPLICABLE (Delete as applicable) |

**Question 3.1.3**

**If you have identified a conviction in Question 3.1.1, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning).**

Where a conviction has been identified in Question 3.1.1 this Question should be considered mandatory.

|  |
| --- |
| YES/NO/NOT APPLICABLE (Delete as applicable) |

**Question 3.1.4**

**Regulation 57(3) Has it been established for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?**

|  |
| --- |
| YES/NO/NOT APPLICABLE (Delete as applicable) |

**Question 3.1.5**

**If you have answered "Yes" to Question 3.1.4, please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.**

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

|  |
| --- |
| YES/NO/NOT APPLICABLE (Delete as applicable) |

**Question 3.1.6**

**Please confirm you have responded to questions 3.1.1 - 3.1.5**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Sub-Section 3.2**

**Grounds for discretionary exclusion**

**Question 3.2.1**

**Regulation 57 (8) 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.**

The detailed grounds for discretionary exclusion of an organisation are set out on the web page below, which should be referred to before completing these questions.  
  
<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>

|  |  |
| --- | --- |
| Breach of environmental obligations? |  |
| Breach of social obligations? |  |
| Breach of labour law obligations? |  |
| 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 regulation of any State? |  |
| Guilty of grave professional misconduct? |  |
| Entered into agreements with other economic operators aimed at distorting competition? |  |
| Aware of any conflict of interest within the meaning of Regulation 24 due to the participation in the procurement procedure? |  |
| Been involved in the preparation of the procurement procedure? |  |
| 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? |  |
| None of the above |  |

**Question 3.2.2**

**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.**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Question 3.2.3**

**The organisation has withheld such information**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Question 3.2.4**

**The organisation is not able to submit supporting documents required under Regulation 59 of the Public Contracts Regulations 2015.**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Question 3.2.5**

**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.**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Question 3.2.6**

**If you have answered "Yes" to any of Questions 3.2.1 - 3.2.5, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)**

If you have answered "Yes" to any of Questions 3.2.1 - 3.2.5 then this question should be considered mandatory.

|  |
| --- |
| INFORMATION SUPPLIED/INFORMATION NOT SUPPLIED/NOT APPLICABLE (Delete as applicable) |

**Question 3.2.7**

**Please confirm you have responded to questions 3.2.1 - 3.2.6**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Section 4**

**Supplier Selection Criteria C**

Where an Applicant/Tenderer does not meet the Supplier Selection Criteria as set out, then they will be treated as ineligible and this may exclude their tender from the evaluation of offers made in accordance with Regulation 58 of the Regulations.

**Sub-Section 4.1**

**Health and Safety**

**Question 4.1.1**

**Please confirm you have read the Health and Safety requirements.**

It is a requirement of this procurement process that all potential Service Providers hold a current Safety Schemes in Procurement (SSIP) with a social care element accreditation (for example,  the Contractors Health and Safety (CHAS) assessment.) In the event that an Applicant is notified that they are successful the organisation will be required to provide evidence that their Health and Safety accreditation is commensurate with a SSIP with a social care element accreditation  
Applicants with no SSIP (or equivalent) with a social care element accreditation or expired accreditation will have 12 weeks to obtain this in order to maintain their contract award offer.

|  |
| --- |
| I agree to the Health and Safety requirements  YES/NO (Delete as applicable) |

**Sub-Section 4.2**

**Equality and Diversity**

**Question 4.2.1**

**In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Question 4.2.2**

**In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?**

|  |
| --- |
| YES/NO (Delete as applicable) |

**Question 4.2.3**

**If you have answered “yes” to either 4.2.1 or 4.2.2, please provide below or as an attachment, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. You are also required to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.**

Supplier Help

You may be excluded if you are unable to demonstrate to the Council’s and NHS Kernow’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring

|  |
| --- |
| Summary of the nature of the investigation provided?  YES/NO/NOT APPLICABLE (Delete as required) |

**Question 4.2.4**

**Please confirm you have responded to questions 4.2.1 – 4.2.3**

|  |
| --- |
| YES/NO(Delete as required) |

**Question 4.2.5**

**Are you able to demonstrate that you have an Equality and Diversity Policy in place?**

Example of the type of information in support of responses, which will be taken into account in an assessment carried out before contract award: You will be expected to demonstrate and provide evidence on request of a periodically reviewed Equality and Diversity Policy, endorsed by the chief executive officer. The policy should be relevant to the anticipated nature of activity to be undertaken.

|  |
| --- |
| YES/NO (Delete as required) |

**Question 4.2.6**

**Are you able to demonstrate your compliance with the Equality Act 2010? Eliminating discrimination and harassment/unwanted treatment, Promoting equality of opportunity and reducing inequality, Fostering good relations between people.**

Example of the type of information in support of responses, which will be taken into account in an assessment carried out before contract award: You will be expected to demonstrate and provide evidence on request of your compliance with the Equality Act 2010.

|  |
| --- |
| YES/NO (Delete as required) |

**Question 4.2.7**

**Do you provide your staff/workforce with training and information appropriate to the services that your organisation delivers to the public?**

You will be expected to demonstrate and provide evidence on request that your organisation has in place and implements training arrangements to ensure that its staff/workforce has sufficient skills and understanding to undertake their duties. This should also include refresher training that will keep the workforce updated on good practice and changes in legislation.

|  |
| --- |
| YES/NO (Delete as required) |

**Question 4.2.8**

**Do you record the equality and diversity information about your workforce and customers?**

You will be expected to demonstrate and provide evidence on request on the profile and characteristics of your staff/workforce.

|  |
| --- |
| YES/NO (Delete as required) |

**Question 4.2.9**

**If you have answered yes to the previous question, can you explain how you use the data collected: to improve the working environment and support given to staff, monitor whether your staff/workforce broadly reflect the community it serves, the changing needs of your customers are identified, prioritised and met across the services you deliver.**

|  |
| --- |
| YES/NO/NOT APPLICABLE(Delete as required) |

**Question 4.2.10**

**Does your complaints process include options to record complaints in relation to equality and diversity issues? (i.e. bullying and harassment / discrimination)**

You will be expected to demonstrate that your organisation’s bullying and harassment / discrimination incidents are monitored and analysed regularly, with appropriate action being taken to address the issues that have been identified.

|  |
| --- |
| YES/NO (Delete as required) |

**Question 4.2.11**

**Please confirm you have responded to questions 4.2.5 – 4.2.10**

|  |
| --- |
| YES/NO (Delete as required) |

**Sub-Section 4.3**

**Safeguarding staff and vulnerable people**

**Question 4.3.1**

**Please confirm your organisation has a Safeguarding Policy that complies with the Council’s policy and provides an equivalent level of protection as that policy. A copy of the Council’s policy can be found below.**

Adult Safeguarding Policy Procedures



|  |
| --- |
| YES/NO (Delete as required) |

**Question 4.3.2**

**Please confirm your organisation has Safeguarding Policy and practice that complies with the policy/policies attached below and/or found in the Supplier help.**

Supplier help

A copy of the relevant policy/policies can be found below and at <http://www.proceduresonline.com/swcpp/cornwall_scilly/index.html>

Adult Safeguarding



|  |
| --- |
| YES/NO (Delete as required) |

**Question 4.3.3**

**If your answer to either 4.3.1 or 4.3.2 is ‘No’, confirm you will make such amendments to your policy to ensure compliance with the Council’s and other policies identified in 4.3.2**

Where you answer ‘No’ to either 4.3.1 or 4.3.2 this may constitute a fail for this section.

|  |
| --- |
| YES/NO (Delete as required) |

**Question 4.3.4**

**Please confirm you have responded to questions 4.3.1 - 4.3.3**

|  |
| --- |
| YES/NO (Delete as required) |

**Sub-Section 4.4**

**Insurances**

**Question 4.4.1**

**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 in the question description.**

If the policy held is in the aggregate, the remaining cover must exceed the minimum requirements shown. Employer’s (Compulsory) Liability Insurance = £10,000,000 Public Liability Insurance = £10,000,000, Professional Indemnity Insurance £5,000,000.

|  |  |
| --- | --- |
| We already meet the insurance requirements for this contract | YES/NO |
| We commit to meeting the insurance requirements for this contract | YES/NO |
| We cannot/do not meet the insurance requirements for this contract | YES/NO |

**Question 4.4.2**

**Please confirm you have responded to Question 4.4.1**

|  |
| --- |
| YES/NO (Delete as required) |

**Sub-Section 4.5**

**Registration under the Data Protection Act 1998**

**Question 4.5.1**

**Is your organisation registered with the ICO under the Data Protection Act 1998? If yes, please provide Registration Number in the comments box below.**

Supplier help

NOTE TO APPLICANT/TENDERER: This section must be completed and will be evaluated as a whole on a Pass or Fail basis. This section may be marked as a ‘Fail’ if “No” is answered to both questions.

|  |
| --- |
|  |

**Question 4.5.2**

**If you have answered “No” to Question 4.5.1, would you be willing to register with the ICO under the Data Protection Act 1998 should you be awarded this contract?**

|  |
| --- |
| YES/NO (Delete as required) |

**Question 4.5.3**

**Please confirm that should you be awarded this contract that you will follow the Council's Third Party Security Protocol attached below.**

Third Party Security



|  |
| --- |
| YES/NO (Delete as required) |

**Question 4.5.4**

**Please confirm you have responded to questions 4.5.1 - 4.5.3**

|  |
| --- |
| YES/NO (Delete as required) |

**Section 5**

**SQ Selection Criteria - Economic and Financial Standing**

The information provided by the Applicant/Tenderer will be assessed to establish the economic and financial standing of the Tenderer in relation to the contract. The Council will, where possible, obtain an independent financial assessment of the Applicant/Tenderer and its relevant parent company from a reputable credit rating organisation. The Applicant/Tenderer will be awarded an overall pass or fail mark dependent on the score awarded from the assessment process found in the attached Supplier Guidance Document. All information provided as attachments should be clearly referenced to the question number.

**Question 5.1**

**Has your organisation been trading for two or more years? If 'yes' please attach the last two years of audited (if statutorily required) or unaudited accounts. (These must be full, non-abbreviated versions) If 'no' please proceed to the next question.**

Supplier help

Where your company is part of a group, please submit the requested accounts for both your own organisation and your Ultimate Parent Company as detailed in the Supplier Guidance Document.

|  |
| --- |
| Attached - YES/NO (Delete as required) |

**Question 5.2**

**Where you have been trading for less than two years please provide one of the options shown and attach it to this question**

Please check the applicable box and attach the documents described. Where you have not provided two years of audited accounts in the previous question this question should be considered mandatory.

Supplier help

Where your company is part of a group, please submit the requested accounts for both your own organisation and your Ultimate Parent Company as detailed in the Supplier Guidance Document.

|  |  |
| --- | --- |
|  | Attached |
| A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | YES/NO (Delete as required) |
| A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position | YES/NO (Delete as required) |
| Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status) | YES/NO (Delete as required) |

**Question 5.3**

**I confirm that where I have answered "Yes" to one of questions 3.1 - 3.2 I have attached the evidence of my economic and financial standing as requested in the description field for that question.**

|  |
| --- |
| YES/NO (Delete as required) |

**Section 6**

**SQ Selection Criteria - Skills and Apprentices**

This section must be completed but is for information only and will not be scored, however failure to complete the section may result in an incomplete bid leaving the tender subject to rejection at the Council’s and NHS Kernow’s discretion.

**Question 6.1**

**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. Please confirm if you will be supporting apprenticeships and skills development through this contract.**

This policy is set out in detail in Procurement Policy Note 14/15.

[www.gov.uk/government/publications/procurement-policy-note-1415-supporting-apprenticeships-and-skills-through-public-procurement](http://www.gov.uk/government/publications/procurement-policy-note-1415-supporting-apprenticeships-and-skills-through-public-procurement)

|  |
| --- |
| YES/NO (Delete as required) |

**Question 6.2**

**If yes, 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 workforce and reducing the risks of supply constraints and increasing labour cost inflation?**

|  |
| --- |
| Attached - YES/NO/NOT APPLICABLE (Delete as required) |

**Question 6.3**

**Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 and can provide evidence if requested?**

|  |
| --- |
| YES/NO/NOT APPLICABLE (Delete as required) |

**Question 6.4**

**Please confirm you have responded to questions 6.1 - 6.3**

|  |
| --- |
| YES/NO (Delete as required) |

**Section 7**

**SQ Selection Criteria - Modern Slavery**

Requirements under the Modern Slavery Act 2015. Where you are a relevant commercial organisation answering "No" to question 7.2 may constitute a fail and leave your tender subject to rejection at the Council’s and NHS Kernow’s discretion.

**Question 7.1**

**Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015?**

|  |
| --- |
| YES/NO (Delete as required) |

**Question 7.2**

**If you are a relevant commercial organisation are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?**

If you are a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 then please consider this question mandatory.

|  |  |
| --- | --- |
| Yes - Please provide relevant web address in the comments box provided | YES/NO/NOT APPLICABLE (Delete as required) |
| No - Please provide an explanation in the comments box provided | YES/NO/ NOT APPLICABLE (Delete as required) |
| I am not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 | YES/NO (Delete as required) |

|  |
| --- |
| COMMENTS BOX |

**Question 7.3**

**Please confirm you have responded to questions 7.1 & 7.2 as applicable**

|  |
| --- |
| YES/NO (Delete as required) |

**Section 8**

**SQ Selection Criteria - Business Plan submission**

Failure to complete and submit this information may result in an incomplete bid leaving the tender subject to rejection at the Council's or NHS Kernow's discretion.

**Question 8.1**

**Please confirm that you have completed and attached the Financial submission form.**

Failure to complete and submit this information may result in an incomplete bid leaving the tender subject to rejection at the Council's or NHS Kernow's discretion.

Business Plan Submission Form



|  |
| --- |
| YES/NO (Delete as required) |

**Section 9**

**Selection Criteria - National Minimum Data Set - Social Care**

**Question 9.1**

**I confirm that I am registered with the 'National Minimum Data Set - Social Care' and will have fully completed my submission by the contract start date.**

|  |
| --- |
| YES/NO (Delete as required) |

**Section 10**

**Specifications for Home Care and Supportive Lifestyles**

**Question 10.1**

**Please confirm that you have read the relevant specification/s**

Home Care Specification

****

Supported Lifestyles Specification

****

|  |
| --- |
| YES/NO (Delete as required) |

**Section 11**

**SQ - Method Statements**

**Question 11.1**

**Please ensure that you have read, answered and attached your responses to the method statements**

Tender - Introduction Method Statements & Category Selection



|  |
| --- |
| YES/NO (Delete as required) |

**Section 12**

**Schedule 2 - Safeguarding**

**Question 12.1**

**We agree to comply with the attached document and complete checks in respect of all workers deployed to work under this agreement. We will provide Cornwall Council with the information required.**

Safeguarding

****

|  |
| --- |
| YES/NO (Delete as required) |

**Section 13**

**Signing of the Declarations**

**Question 13.1**

**Signing of the Declarations**

Please read through the attached Signing of the Declarations Document. On agreement with the Signing of the Declarations Document please type in the text box provided: your name (by way of an electronic signature) and any other information identified as required below.  
Where the Applicant/Tenderer is a company, the Application/Tender must be signed by a duly authorised representative of that company. Where the Applicant/Tenderer is a consortium, the Tender must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the Contract / Framework Agreement. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case they must have and should state that they have authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of the sole trader, they should sign and give their name in full together with the name under which they are trading.  
If you do not provide your name (as your electronic signature) and any other information as required above then your Application/Tender may be excluded from the procurement process.

Supplier help

Please type in the text box provided: your name (by way of an electronic signature) and any other information identified as required in the question.

Signing of the Declarations



|  |
| --- |
| DETAILS SUPPLIED BELOW - YES/NO (Delete as required) |