**Cheshire East Borough Council**

**INVITATION TO TENDER**

### OPEN PROCEDURE RESPONSE DOCUMENT

**CONTRACT FOR THE PROVISION OF**

**HOME TO SCHOOL PLANNING AND CONTRACT MANAGEMENT SYSTEM (LOT 1)**

**AND**

**PUBLIC TRANSPORT ASSET DATABASE AND PUBLICITY PRODUCTION SYSTEM (LOT 2)**

**PERIOD: 5 YEARS WITH OPTIONS TO EXTEND FOR 3 YEARS AND A FURTHER 2 YEARS**

**Procurement Ref: 18 139**

**CHEST REF: DN408311**

|  |  |
| --- | --- |
| Name of Tenderer: |  |

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**of the Council**

**Version 17**

SELECTION OF LOTS

|  |  |
| --- | --- |
| **LOT 1 - HOME TO SCHOOL PLANNING AND CONTRACT MANAGEMENT SYSTEM** | **LOT 2 – PUBLIC TRANSPORT ASSET DATABASE AND PUBLICITY PRODUCTION SYSTEM** |
| Transfer of existing data and provision of software with the following main features:* Database storage of information for pupils, educational establishments, operators, contracts, vehicles, etc
* Automated assistance in the planning of home to school transport
* Reporting of management information
* Ability to store communications
 | Transfer of existing data and provision of software with the following main features:* Automated production of bus service information for displaying at roadside bus stops (i.e. showing buses using the stop, times, etc).
* Bus stop asset information database
* Reading and editing of bus registration information
 |

Please indicate (tick) below the Lot(s) for which you are Tendering, by double clicking the grey tick box and selecting ‘checked’.

|  |  |
| --- | --- |
| **LOT 1 - HOME TO SCHOOL PLANNING AND CONTRACT MANAGEMENT SYSTEM** | **LOT 2 – PUBLIC TRANSPORT ASSET DATABASE AND PUBLICITY PRODUCTION SYSTEM** |
| [ ]  | [ ]  |

Tenderers may select up to two Lots

**CHECKLIST FOR TENDERERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Tender?** |
|  | Form of Tender | [ ]  |
|  | Certificate of non-collusion and non-canvassing | [ ]  |
|  | Standard Selection Questionnaire (SQ) | [ ]  |
|  | ITT Pricing Schedule | [ ]  |
| 5a | ITT Quality Response Lot 1 (ITT Qualitative Evaluation Questions) | [ ]  |
| 5b | ITT Quality Response Lot 2 (ITT Qualitative Evaluation Questions) | [ ]  |
| 6 | Compliance with specification and scope of requirements  | [ ]  |
| 7 | Declaration  | [ ]  |
| Appendix A  | Technical specification  | [ ]  |
| Appendix D | ICT security questionnaire (hosted and/or on-premise) | [ ]  |

**Cheshire East Borough Council**

**PROVISION OF HOME TO SCHOOL PLANNING AND CONTRACT MANAGEMENT SYSTEM (LOT 1) AND PUBLIC TRANSPORT ASSET DATABASE AND PUBLICITY PRODUCTION SYSTEM (LOT 2)**

**Period: 5 YEARS WITH OPTIONS TO EXTEND FOR 3 YEARS AND A FURTHER 2 YEARS**

**SCHEDULE 1 - FORM OF TENDER**

**Provision of home to school planning and contract management system (Lot 1) and/or Public transport asset database and publicity production system (Lot 2)**

FORM OF TENDER

To: Cheshire East Borough Council

(Via ‘The Chest’)

For the Attention of Simon Hagan

Date:

Dear Sir/Madam,

TENDER FOR Provision of Home to School Planning and Contract Management System (Lot 1) and/or Public Transport Asset Database and Publicity Production System (Lot 2)

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. A signed Certificate of Non Collusive Tendering and non-Canvassing Schedule 2
2. The Completed Pricing Schedule. Schedule 4
3. My/our response to the quality requirements of the ITT. Schedule 5
4. ICT Security Questionnaire (hosted and/or on-premise) Schedule. Appendix D
5. Completed Compliance with Specification. Schedule 6
6. Completed Declaration. Schedule 9

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the total costs of (excluding VAT) submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 120 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by

Name(s)

Position

for and on behalf of [ Insert Company Name ]

Full registered business / name and registered company address of the Tenderer

 .

 .

 .

**Cheshire East Borough Council**

**PROVISION OF HOME TO SCHOOL PLANNING AND CONTRACT MANAGEMENT SYSTEM (LOT 1) AND PUBLIC TRANSPORT ASSET DATABASE AND PUBLICITY PRODUCTION SYSTEM (LOT 2)**

**Period: 5 YEARS WITH OPTIONS TO EXTEND FOR 3 YEARS AND A FURTHER 2 YEARS**

**SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND**

**NON-CANVASSING**

TENDER FOR Provision of Home to School Planning and Contract Management System (Lot 1) and/or Public Transport Asset Database and Publicity Production System (Lot 2) **(the “Contract”)**

To: Cheshire East Borough Council

(Via ‘The Chest’)

Date:

For the Attention of: **Simon Hagan**

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
				2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
				3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.
				4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

http://www.legislation.gov.uk/ukpga/2010/23/contents

I/we agree that there is a requirement to disclose and declare any direct or indirect

financial or non financial interest in an organisation, company, or other body that is

doing business with, or has dealings with, the council and where this may affect

and/or could bring about a conflict with the Council’s interest.

I/we should notify this to the Council and that failure to disclose or declare such an

interest could result in the contract being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed

Name:

Position

For and on behalf of **[Tenderer]**

*(End of Schedule 2)*

# Schedule 3 - Standard Selection Questionnaire

|  |
| --- |
| **NOTE TO ORGANISATION:**Section **6** and Section **8** of Schedule **5** (Standard Selection Questionnaire) will be scored on a pass/fail basis. Applicants / tenders that fail Schedule 3 will not be evaluated any further.Questions marked ‘for information only’ will not be assessed however they must still be answered in full.Tenderers are therefore strongly advised to ensure they answer all questions within each section. **Cross Referencing an answer; from a questions response to another, will not be taken into consideration and will result in a score of zero for that question.****Failure to answer a question which is scored will result in a score of zero for that question.** Failure to provide an **acceptable explanation** with any **Fail** Questions answered will fail on Schedule **3** as a result.**Consortia Bids**If the potential supplier is bidding on behalf of a group, for example, a consortium, or intends to use sub-contractors, there are different actions required for completion of Part 3 of the standard Selection Questionnaire compared to Part 1 and Part 2. The consortium lead should complete all of the questions on behalf of the consortium and/or any sub-contractors. The consortium lead should make it clear who the lead member of the group is, and who will be contractually responsible for delivery of the contract.All members of the group are required to provide the information required in Part 3 of the standard Selection Questionnaire or procurement documents, as part of a single composite response (unless the question specifically directs otherwise). We may require members of the group to assume a specific legal form if awarded the contract, if considered necessary for the satisfactory performance of the contract. Where the group is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV) or consortium, they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity. They should also provide the name for the new entity and details of its legal and operational structure. An SPV is a legal entity that is formed to perform a specific contract. Consortium arrangements may be subject to future changes and any updates to thebidding model should be provided to the contracting authority so that a furtherassessment can be carried out (by applying the selection criteria to the newinformation provided). The contracting authority reserves the right to deselect theSupplier prior to any award of contract, based on an assessment of the updatedinformation. |

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). 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 amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Cheshire East Borough Council**

**PROVISION OF HOME TO SCHOOL PLANNING AND CONTRACT MANAGEMENT SYSTEM (LOT 1) AND PUBLIC TRANSPORT ASSET DATABASE AND PUBLICITY PRODUCTION SYSTEM (LOT 2)**

**Period: 5 YEARS WITH OPTIONS TO EXTEND FOR 3 YEARS AND A FURTHER 2 YEARS**

**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[[2]](#footnote-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.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.**Part 1: Potential supplier Information**

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-declaration.

|  |  |
| --- | --- |
| Section 1 | Potential supplier information |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number  |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes [ ] No [ ] N/A [ ]  |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | 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? | Yes [ ] No [ ]  |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-3)? | Yes ☐No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[4]](#footnote-4) - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[5]](#footnote-5)(Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.Please provide the following information about your approach to this procurement:

|  |  |
| --- | --- |
| Section 1 | Bidding model |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes [ ] No [ ]  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | 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. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes [ ] No [ ]  |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

 |

**Contact details and 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.

|  |  |
| --- | --- |
| Section 1 | Contact details and declaration |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address  |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

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-declaration.

|  |  |
| --- | --- |
| Section 2 | Grounds for mandatory exclusion |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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 been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
|  | Participation in a criminal organisation.  | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Corruption.  | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Fraud.  | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes [ ] No [ ] If Yes please provide details at 2.1(b)  |
| 2.1(b) | If you have answered yes to question 2.1(a), 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 convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes [ ] No [ ]  |
| 2.3(a) | **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 [ ]  |
| 2.3(b) | If you have answered yes to question 2.3(a), 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.

|  |  |
| --- | --- |
| Section 3 | Grounds for discretionary exclusion  |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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. |
| 3.1(a) | Breach of environmental obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(d) | 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? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(i) | 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? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(j)3.1(j) - (i)3.1(j) - (ii)3.1(j) –(iii)3.1(j)-(iv) | Please answer the following statementsThe 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.The organisation has withheld such information. The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.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 provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**[[6]](#footnote-6)

|  |  |
| --- | --- |
| **Section 4** | **Economic and Financial Standing** ***(This question is to be scored on a pass/fail basis.)*** |
|  | Question | Response |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes [ ] No [ ]  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes [ ] No [ ]  |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes [ ] No [ ]  |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes [ ] No [ ]  |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes [ ] No [ ]  |

|  |  |
| --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.1(o) and/or 1.1(p) that you are part of a wider group, please provide further details below:*****(This question is to be scored on a pass/fail basis.)*** |
| **Name of organisation** |  |
| **Relationship to the Supplier completing these questions** |  |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes [ ] No [ ]  |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes [ ] No [ ]  |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Yes [ ] No [ ]  |

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| **Section 6** | **Technical and Professional Ability** ***(This question is to be scored on a pass/fail basis.)*** |
| **6.1** | **Relevant experience and contract examples**Please provide details of up to two contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then two separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (two examples are not required from each member).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 deliver the contract. |

|  |  |  |
| --- | --- | --- |
|  | **Contract 1** | **Contract 2** |
| **Name of customer organisation** |  |  |
| **Point of contact in the organisation** |  |  |
| **Position in the organisation** |  |  |
| **E-mail address** |  |  |
| **Description of contract**  |  |  |
| **Contract Start date** |  |  |
| **Contract completion date** |  |  |
| **Estimated contract value** |  |  |

|  |  |
| --- | --- |
| **6.2** | 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)Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[7]](#footnote-7)*****(This question is to be scored on a pass/fail basis.)*** |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes [ ] N/A [ ]  |
| **7.2** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes [ ] Please provide the relevant url …No [ ] Please provide an explanation |

**8**

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions**  |
| **8.1** | **Insurance*****(This question is to be scored on a pass/fail basis.)*** |
| **8.1.A** | 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: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:1. **Employer’s Liability Insurance\*** = £10million.  Is required in respect of each and every claim.
2. **Public Liability Insurance** = **£5 million.** Is required in respect of each and every claim with no abuse exclusion/inner limit.
3. **Professional Indemnity Insurance** = £1million. Is required in respect of each and every claim.
4. *or as an alternative* to *(b)* and *(c)* above, a specialist tailor made policy for the Emotionally Healthy School project which includes the full cover for *public liability insurance* with no efficacy exclusion including *professional indemnity insurance* with a minimum limit of indemnity as stated in *(b) and (c)* above.

*\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders* | **Yes** [ ] **No** [ ]  |
| **8.1.B** | Please confirm that your Professional Indemnity Insurance covers data breach, data loss and reputational damage. If your answer is ‘yes’, skip questions 8.1.C & 8.1.D. | **Yes** [ ] **No** [ ]  |
| **8.1.C** | If your Professional Indemnity Insurance does not cover data breach, data loss and reputational damage, Cheshire East Council recommends that you obtain Cyber Insurance at £5m. Please confirm you have Cyber Insurance of £5m or are willing to obtain it.  If you answer is ‘yes’ skip question 8.1.D. | **Yes** [ ] **No** [ ]  |
| **8.1.D** | If answered no to both 8.2.B & 8.2.C, please state what your intentions and procedures would be in the event of any instance of data breach, data loss or reputational damage and how you would manage the potential impact on your company/organisation | **Yes** [ ] **No** [ ]  |
| *Enter details here if necessary for 8.2.D* |
| 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: Y/N please complete level of coverage offered Employer’s (Compulsory) Liability Insurance = £x Public Liability Insurance = £xProfessional Indemnity Insurance = £xProduct Liability Insurance = £x\*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. |

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| --- |
| ***ICT SECURITY QUESTIONNAIRE*** |
| ***PLEASE NOTE THAT SUPPLIERS ARE ASKED TO COMPLETE A FURTHER ICT SECURITY QUESTIONNAIRE (APPENDIX D) WHICH WILL BE MARKED ON A PASS / FAIL BASIS. THE COUNCIL RESERVES THE RIGHT TO NOT AWARD THE CONTRACT TO ANY BIDDER WHO IS UNABLE TO SATISFY ICT AND DATA SECURITY REQUIREMENTS.*** |

Bidder represents and warrants that their responses to the questions are accurate and that the system configuration will continue to conform to these answers unless mutually agreed upon by Cheshire East Council and the Bidder. Bidder further agrees to work with Cheshire East Council in good faith to maintain compliance with new laws and regulations and/or to improve the security of the system.

Agreed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019

 Company Name:

 Signer's Name:

 Signer's Title:

 

*End of Data and ICT security questionnaire.*

*(End of Schedule 2 SQ)*

**9 Declaration**

|  |  |  |
| --- | --- | --- |
| **9** | I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of...................... **(Insert name of supplier).**I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.I also declare that there is no conflict of interest in relation to the Authority’s requirement.The following appendices form part of our submission; | Yes [ ] No [ ]  |
| **Section ref of SQ** | **Supplier Appendix number** |
| *Enter here if necessary…* | *Enter here if necessary…* |
|  |  |
| **SQ completed by:** |
| **9.1** | Name |  |
| **9.2** | Role in Organisation |  |
| **9.3** | Date |  |
| **9.4** | Signature |  |

*(End of Schedule 3 SQ)*

**Cheshire East Borough Council**

**PROVISION OF HOME TO SCHOOL PLANNING AND CONTRACT MANAGEMENT SYSTEM (LOT 1) AND PUBLIC TRANSPORT ASSET DATABASE AND PUBLICITY PRODUCTION SYSTEM (LOT 2)**

**Period: 5 YEARS WITH OPTIONS TO EXTEND FOR 3 YEARS AND A FURTHER 2 YEARS**

**SCHEDULE 4 – PRICING SCHEDULE**

**Pricing Schedule – [30%] of total evaluation score**

Please complete the pricing schedule below for your proposed charges for the provision of:

Home to School Planning and Contract Management Ststem [Lot 1]

**AND/OR**

Public Transport Asset Database and Publicity Production System [Lot 2]

**PLEASE DELETE AS APPROPRIATE**

This should represent the full charges payable by Cheshire East Council for the **initial term of 5 years** available under the contract and the additional 3 and 2 year options (additional options not evaluated) - **No claim for additional payment will be considered for items that have not been specified.**

Please ensure that you use the following schedules.

Please note that the evaluated price will be the **Total Amount Payable** (excluding VAT) which must include **ALL** charges in respect of the term of the contract.

Failure to quote for all aspects of the project listed will result in a score of zero for this section. If no separate charge is made for any of the below please indicate the charge is “nil” rather than leave the box blank.

**Lot 1 – Pricing Schedule**

****

**Lot 2 – Pricing Schedule**

****

*(End of Schedule 4)*

**Cheshire East Borough Council**

**PROVISION OF HOME TO SCHOOL PLANNING AND CONTRACT MANAGEMENT SYSTEM (LOT 1) AND PUBLIC TRANSPORT ASSET DATABASE AND PUBLICITY PRODUCTION SYSTEM (LOT 2)**

**Period: 5 YEARS WITH OPTIONS TO EXTEND FOR UP TO A FURTHER 5 YEARS**

**SCHEDULE 5**

**ITT QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions –70% of total evaluation score)**

**Introduction**

These are the ITT Qualitative questions, which are contract specific and relate to the technical and professional ability of the supplier and the solution. Please ensure you responses are in line with the word limit. Anything beyond the word limit will not be taken into consideration by the Council. “Cross Referencing an answer; from a questions response to another, will not be taken into consideration and will result in a score of zero for that question”

Tender responses should be in the English language only. Lines of computer code will not be acceptable. No more than 5 screenshots and/or graphics will be permitted per question.

**Lot 1 ONLY**

**Q1 – School re-planning**

Please describe how your offered product could be used to undertake a large scale re-planning exercise of home to school transport for SEND and mainstream children (e.g. ahead of a new school year where some school contracts would end / continue).

Your response should include any features which your offered product has which would assist the user.

This question will be scored based on a 10% weighting

|  |
| --- |
| Response Maximum word count 1,000 words  |

**Q2. In year planning**

Please describe how your offered product could be used to identify home to school transport options for a single  mainstream or SEND child (e.g. if transport is required part way through a school year with existing home to school contracts in place).

Your response should include any features which your offered product has which would assist the user.

This question will be scored based on a 5% weighting

|  |
| --- |
| Response Maximum word count 500 words |

**Q3. Financial forecasting**

Please describe how your offered product could be used to track previous expenditure and forecast expenditure on all children who are receiving home to school transport. Your answer should also set out how costs can be broken down for individual sub-categories of children (e.g. primary / secondary children, SEND / mainstream transport provision).

Please also provide a high level summary of where the data is drawn from so that the Council can understand the accuracy of the figures that will be provided.

This question will be scored based on a 10% weighting

|  |
| --- |
| Response Maximum word count 1,000 words |

**Q4 – Reporting capabilities**

Please describe how your system could meet our reporting needs which are identified in the specification and if any development work would be required.

Please also explain how a user would run a report using your offered product.

This question will be scored based on a 10% weighting

|  |
| --- |
| Response Maximum word count 1,000 words |

**Q5 - System Capabilities**

Please complete the indicated column in the system specification in Appendix A detailing how your product complies with the listed system requirements, listing any minor development work that would be required.

Please note:

* Any requirement identified as a ‘must’ will be marked on a pass/fail basis.
* For requirements identified as ‘should’ or ‘could’ that would be at additional cost, please include these costs as additions in the pricing in Schedule 4. “Shoulds” and “Coulds” will be allocated a score of 5 or 2 and the total evaluated score will be divided total possible score and then allocated the proportion of 15% (the weighting)

Please also identify any additional features of your offered product (or offer to the Council) which are not outlined in the specification and that add value for the client.

This question will be scored based on a 15% weighting

|  |
| --- |
| Response  |

**Q6 – Project Implementation Plan**

Please provide an Implementation Plan which demonstrates how your software could be implemented and fully functional before the required implementation date of 20th January 2020.

Your response should show:

* Key milestones,
* Processes
* Key risks and how these would be mitigated
* The method of migrating data from the current system
* Key personnel involved in the implementation of the project

This question will be scored based on a 10% weighting

|  |
| --- |
| Response Maximum word count 1,000 words |

**Q7 – Training, support and maintenance**

Please outline the training, aftercare and licensing arrangements that would be provided with your offer.

This question will be scored based on a 10% weighting

|  |
| --- |
| Response Maximum word count 1,000 words |

**Lot 2 ONLY**

**Q1 – Preparation of Roadside Bus Stop Information**

Please describe how a user would prepare updated bus stop roadside timetable information if the times of a bus service were to change. This should also include how your product meets the Equalities Act standards.

Your response should include any features which your offered product has which would assist the user.

This question will be scored based on a 15% weighting

|  |
| --- |
| Response Maximum word count 1,500 words |

**Q2 Local Bus Registrations**

Please describe how a user would create or update a complete local bus registration.

Your response should also include how the Council would meet its obligations to supply data using the relevant UK data standards for Bus service registrations (both paper and EBSR), Traveline, DfT systems.

Your response should include any features which your offered product has which would assist the user.

This question will be scored based on a 10% weighting

|  |
| --- |
| Response Maximum word count 1,000 words |

**Q3 Bus stop asset inventory**

Please indicate how your offered product would meet the specification requirement to hold a database of all bus stop asset information in Cheshire East.

This question will be scored based on a 5% weighting

|  |
| --- |
| Response Maximum word count 500 words |

**Q4 Open data obligations**

Please identify how your product would meet the Council’s upcoming obligations as part of the DfT Open Data consultation.

This question will be scored based on a 15% weighting

|  |
| --- |
| Response Maximum word count 1,500 words |

**Q5 - System Capabilities**

Please complete the indicated column in the system specification in Appendix A detailing how your product complies with the listed system requirements, listing any minor development work that would be required.

Please note:

* Any requirement identified as a ‘must’ will be marked on a pass/fail basis.
* For requirements identified as ‘should’ or ‘could’ that would be at additional cost, please include these costs in the pricing in schedule 4.

Please also identify any additional features of your offered product (or offer to the Council) which are not outlined in the specification and that add value for the client.

“Shoulds” and “Coulds” will be allocated a score of 5 or 2 and the total evaluated score will be divided total possible score and then allocated the proportion of 5% (the weighting)

This question will be scored based on a 5% weighting

|  |
| --- |
| Response  |

**Q6 – Project Implementation Plan**

Please provide an Implementation Plan which demonstrates how your software could be implemented and fully functional before the required implementation date of 20th January 2020.

Your response should show key milestones, and processes as well as identifying key risks and how these would be mitigated.

This question will be scored based on a 10% weighting

|  |
| --- |
| Response Maximum word count 1,000 words |

**Q7 – Training, support and maintenance**

Please outline the training, aftercare and licensing arrangements that would be provided with your offer.

This question will be scored based on a 10% weighting

|  |
| --- |
| Response Maximum word count 500 words |

*End of Schedule 5 ITT Response*

**Cheshire East Borough Council**

**PROVISION OF HOME TO SCHOOL PLANNING AND CONTRACT MANAGEMENT SYSTEM (LOT 1) AND PUBLIC TRANSPORT ASSET DATABASE AND PUBLICITY PRODUCTION SYSTEM (LOT 2)**

**Period: 5 YEARS WITH OPTIONS TO EXTEND FOR 3 YEARS AND A FURTHER 2 YEARS**

**SCHEDULE 6**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

**This section will be evaluated on a pass / fail basis**

Please confirm you have complied with the stated specification included within this RFQ document, by entering an ‘X’ in the field below:

Yes [ ]

If ‘NO’ please advise areas of non compliance in the field below:

|  |
| --- |
|  |

Please also confirm that you accept and will comply with the terms and conditions of the contract that has been supplied with the tender documentation, as they will not be open to negotiation post award.

Yes [ ]

**Cheshire East Borough Council**

**PROVISION OF HOME TO SCHOOL PLANNING AND CONTRACT MANAGEMENT SYSTEM (LOT 1) AND PUBLIC TRANSPORT ASSET DATABASE AND PUBLICITY PRODUCTION SYSTEM LOT 2)**

**SCHEDULE 7**

**DECLARATION**

I/We certify that the information supplied by me/us in this document is accurate to the best of my/our knowledge. I/We understand that the giving of false or incomplete information could result in my/our exclusion from the quotation exercise and may result in Criminal Proceedings.

I/We also understand that it is a Criminal Offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract currently in force and will result in my/our exclusion from the quotation exercise. As per the bribery act 2010.

I/We certify that I/we have not now or will in the future, canvassed or solicited any member, officer or employee of the council and any other companies in the group of which the council forms part, in connection with this document and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

Signed for on the behalf of the Organisation:

Name:

Position/Status in the Organisation:

Date:

*End of Schedule 7 ITT Response*

1. For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/551130/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-1)
2. See PCR 2015 regulations 71 (8)-(9);

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

 [↑](#footnote-ref-2)
3. See EU definition of SME: <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/> [↑](#footnote-ref-3)
4. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be 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 the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-4)
5. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-5)
6. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-6)
7. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-7)