

**LONDON BOROUGH OF BROMLEY**

**PEOPLE SERVICES - ADULT CARE AND HEALTH**

**Stage 1 - SELECTION QUESTIONNAIRE:**

**FOR THE PROVISION OF**

 **DOMICILIARY CARE SERVICES**

**(PATCH REPLENISHMENT)**

**PROCUREMENT QUESTIONS**

**FOR THE PROVISION OF DOMICILIARY CARE SERVICES (PATCH REPLENISHMENT)**

Thank you for your interest in this tender to provide this service. In order for the Authority to evaluate your tender, you are required to answer **all** of the questions contained in this document.

Selection Questionnaire as produced by the Crown Commercial Services (CCS). Potential Tenderers’ attention is drawn to the [Crown Commercial Services (CCS) Action Note 8/16](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/558531/PPN_8_16_StandardSQ_Template_v3.pdf), in particular:

Paragraphs 21-25 Guidance on Part 1 and Part 2 (exclusion grounds)

Paragraphs 38-40 Self-declarations

Paragraphs 41-44 Group of potential suppliers

Paragraphs 45-47 Guidance on supplier selection questions

Paragraph 52 Sub-contractors and supply chains

**STAGE 1**

**Selection Questionnaire under Regulation 107(1) of the
Public Contracts Regulations 2015**

1. **Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2**
	1. 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-2). 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).
	2. 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).
	3. When completed, this form is to be sent back in the manner stated in the Invitation To Tender (ITT) documents, along with the selection information requested in the procurement documentation. Alternatively you can submit the completed Exclusion Grounds of the [EU ESPD](https://ec.europa.eu/tools/espd) (Part III) as a downloaded XML file to the buyer contact point along with the selection information requested in the procurement documentation.
2. **Supplier Selection Questions: Part 3**
	1. 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.
	2. 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.
3. **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. For 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.
	7. 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.
4. **Sections to the Selection Questionnaire:**

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| **Part** | **Section** | **Pass/Fail or % of score** |
| **1** | 1. Potential Supplier Information | Not scored but must be completed |
| **2** | 2. Grounds for mandatory exclusion | Pass/Fail |
| 3. Grounds for discretionary exclusion | Pass/Fail |
| **3** | 4. Economic and Financial Standing | Pass/Fail |
| 5. Group Details (if applicable) | Pass/Fail |
| 6. Technical and Professional Ability | Pass/Fail |
| 7. Modern Slavery Act 2015 | Pass/Fail |
| 8. Additional Questions | Pass/Fail |
|  | 9. Declaration | Must be completed and signed |

***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.***

**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.

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| **Section 1** | **Potential supplier information** |
| **No.** | **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)[[2]](#footnote-3)? | Yes [ ] No [ ]  |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#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. [[4]](#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:

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| **Section 1** | **Bidding model** |
| **No.** | **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), Section 2, 3 and 9.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, Section 2, 3 and 9. |
| 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.

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| --- | --- | --- | --- | --- |
| 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 deliver-ables |  |  |  |  |
| The approxi-mate % of contractual obligations assigned to each sub-contractor |  |  |  |  |

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**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.

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| **Section 2** | **Grounds for mandatory exclusion** |
| **No.** | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](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) |

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| 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 convicted;If 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.**

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| **Section 3** | **Grounds for discretionary exclusion**  |
| **No.** | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](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**

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| **Section 4** | **Economic and Financial Standing**  |
| **No.** | **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 “Yes” or “No” 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 | **The Council requires that all Tenderers have a current annual turnover of at least £3,000,000 (twice the anticipated contract value) directly related to the provision of domiciliary care services.** Please self-certify by answering ”Yes” or ”No” that you meet the requirements set out. | Yes [ ] No [ ]  |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:**  |
| **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 [ ]  |

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| **Section 6** | **Technical and Professional Ability**  |
| 6.1 | **Relevant experience and contract examples**Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the 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.If you cannot provide examples see question 6.3 |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **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** |  |  |  |

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| 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) |
|  |  |
| 6.3 | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
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| **Section 7** | **Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015** |
| 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 [ ] No [ ]  |
| 7.2 | If you have answered “Yes” to question 7.1 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. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage, or sooner if requested.

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| Section 8 | Additional Questions  |
| 8.1 | Insurance |
| 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: Yes ☐No ☐Employer’s (Compulsory) Liability Insurance = £5mPublic Liability Insurance = £5mProfessional Indemnity Insurance = £2m\*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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| **8.2** | **Compliance with equality legislation** |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. |
| 8.2(a) | 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 [ ]  |
| 8.2(b) | 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?If you have answered “Yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes [ ] No [ ]  |
| 8.2(c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes [ ] No [ ]  |

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| **8.3** | **Environmental Management** |
| 8.3(a) | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Yes [ ] No [ ]  |
| 8.3(b) | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes [ ] No [ ]  |

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| **8.4** | **Health and Safety** |
| 8.4(a) | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes [ ] No [ ]  |
| 8.4(b) | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/reme- dial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes [ ] No [ ]  |
| 8.4(c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes [ ] No [ ]  |

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| **8.5** | **Safeguarding** |
| The Authority seeks to ensure that organisations comply with relevant safeguarding legislation, and have safeguarding policies and practices in place that ensure high standards and a strong commitment to safeguarding.Legislation requires organisations who come into contact with children, young people or vulnerable adults to ensure that their staff and volunteers are appropriately vetted, trained and perform their duties in line with the requirements of the Children Act 1989, The Protection of Children Act 1999, The Children Act 2004, the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012. Vulnerable groups include the elderly, young people and people with a physical or mental disability. Further details on Safeguarding and standards can be found at <http://www.cqc.org.uk>.  |
| 8.5(a) | Does your organisation have an up-to-date, signed and dated copy of your safeguarding policy and good practice guidelines? If ”Yes” please provide a FULL copy of your policy and procedures. | Yes [ ] No [ ]  |
| 8.5(b) | During the last 24 months has your organisation received any safeguarding allegations against the staff or volunteers? If ”Yes”, please state number of allegation(s) received; describe the nature of allegation(s) and outcome. | Yes [ ] No [ ]  |
| 8.5(c) | Are employees trained in relation to safeguarding aspects of their work activities, in line with the Safeguarding Vulnerable Groups Act 2006? If ”Yes”, please provide copies of example training records etc. | Yes [ ] No [ ]  |
| If you have answered ‘Yes’ to any of these questions, please use the template for explanation or further information attached as Appendix 1 to provide further details as indicated. |
| 8.5(d) | Do you run and have in place, or are you willing to run, CRB / DBS checks on all your workers, including employees, volunteers and sub-contractors who may, in the course of their duties, come into contact with vulnerable groups? | Yes [ ] No [ ]  |

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| **8.6** | **Skills and Apprentices[[5]](#footnote-6)** |
| Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15. |
| 8.6(a) | Please confirm if you will be supporting apprenticeships and skills development through this contract. | Yes [ ] No [ ]  |
| 8.6(b) | 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? | Yes [ ] No [ ]  |
| 8.6(c) | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Yes [ ] No [ ]  |

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| **8.7** | **CQC Rating** |
| An Executive decision requires that all Providers must have a recent/or latest CQC rating of Good at the time of bid submission. All providers that fall below a ‘Good’ rating, such as ‘Requires Improvement’ or ‘Inadequate’ are not eligible to apply and any bid submission will be discarded. |
| 8.7(a) | Please confirm the you have a CQC rating of ‘Good’ or above. | Yes [ ] No [ ]  |
| 8.7(b) | If “Yes”, please provide a PDF or online link to your certification to evidence your rating. | Yes [ ] No [ ]  |

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| **Section 9** | **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. |

**Signed for Tenderer:**

|  |  |  |
| --- | --- | --- |
| **Signature** | **Print name(s) in full** | **Position held by each signatory** (in the case of a company) |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Full Name of Organisation** |  |
| **Address For Correspondence** |  |
| **Registered Address****(if different from above)** |  |
| **Telephone Number** |  |
| **E-mail Address** |  |
| **Date** |  |

In case of partnership the full names and address of each partner:

|  |  |
| --- | --- |
| **Name** | **Address** |
|  |  |
|  |  |

 Appendix 1: Explanation or further information response template

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| --- |
| **Selection Questionnaire Question Number:**  |
|  |

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-2)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-3)
3. 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)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-5)
5. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-6)