**Supplier Selection Questionnaire (SSQ)**

**Greater Manchester Combined Authority (GMCA)**

**Education, Work and Skills Flexible Procurement System (FPS)**

**Document 03 – SSQ Response Document**

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| **Contract** | GMCA – Education, Work and Skills FPS |
| **Contract Reference** | DN497325 |
| **Contract Period** | 16th November 2020 to 15th November 2025 |
| **Extension Options** | With the option to extend for a further 5 years |
| **Procedure** | Flexible Procurement System (FPS) |
| **Issue Date** | 14th April 2022 |
| **Deadline for Submission** | Monday 6th June 2022 at 12pm |

**Notes for completion**

1. “GMCA” or “The Authority” means Greater Manchester Combined Authority in its role as FPS manager and lead procuring authority, or anyone acting on behalf of them, that is seeking to invite suitable suppliers to participate in this procurement process.
2. The use of this FPS is open to all 10 Greater Manchester Local Authorities however applicants should note that although this FPS is open for all purchasing bodies below none of the purchasing bodies are obliged to use this FPS and all are permitted to occasionally use the FPS and / or make their own contracting arrangements outside of this FPS agreement.
3. The 10 Local Authorities of Greater Manchester are:

Bolton Council, Bury Council, Manchester City Council, Oldham Metropolitan Borough Council, Rochdale Council, Salford City Council, Stockport Metropolitan Borough Council, Tameside Council, Trafford Council and Wigan Council.

1. It is possible that Greater Manchester Authorities may change over the life of the FPS, and hence either expand or contract the list of contracting bodies eligible to use this Agreement. Should any changes occur, then the details of such changes will be made available to interested parties.
2. “You”, “Your”, “Supplier”, “Provider” and/or “Applicant” means the body interested in this requirement, completing the questions in the SSQ Response Document **i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided.** The “Supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. This Supplier Selection Questionnaire (SSQ) has been designed to assess the suitability of a supplier to deliver GMCA’s contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for approval onto the Flexible Procurement System. Please note acceptance onto the FPS is not a guarantee of work.
4. GMCA are awarding these framework agreements under sections 65 and 74 of The Public Contracts Regulations 2015
5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document. Please note, where word counts are provided, any additional appendices included within responses will be taken into account.
6. Please return a completed version of this document to:

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| **Address** | Via the Chest Portal [www.the-chest.org.uk](http://www.the-chest.org.uk) |
| **Deadline for receipt of SSQ** **(UK date and time)** | Monday, the 6th of June 2022 at 12pm  |

1. The contents of this SSQ and of any other documentation sent to you in respect of this process are provided on the basis that they remain the property of GMCA and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this SSQ and all associated documents immediately and not to retain any electronic or paper copies.
2. No supplier will undertake any publicity activities with any part of the media in relation to the FPS, call-off contracts or this application process without the prior written agreement of GMCA, including agreement on the format and content of any publicity.
3. This SSQ is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by GMCA and their advisers.
4. GMCA reserve the right to cancel the application process at any point. GMCA are neither liable for any costs resulting from any cancellation of this application process nor for any other costs incurred by those applying for the FPS.
5. You are deemed to understand fully the processes that GMCA are required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations 2015.
6. GMCA reserves the right to issue supplementary documentation at any time during the application process to clarify any issue or amend any aspect of the SSQ. All such further documentation that may be issued shall be deemed to form part of the SSQ and shall supplement and/or supersede any part of the SSQ to the extent indicated.
7. **Important Notice:** In either of the following situations, GMCA shall disqualify any supplier and remove them from the FPS immediately. Any call-off contracts held by that supplier with any and all purchasing bodies shall also terminate with immediate effect, and the consequences of termination provision in the call-off contract conditions shall apply:

Once a supplier has been successful at placing on the FPS, should GMCA become aware at any point during the term of the FPS that the information in the application was incorrect (be this negligently, accidentally, purposefully or otherwise) and therefore the supplier should not have been successful.

The supplier no longer satisfies the requirements as set out in the SSQ, and therefore would not pass the evaluation if evaluated at that time.

It is therefore important for suppliers to ensure that they maintain the minimum acceptable standards and requirements laid out in this SSQ.

**Application Submission Requirements**

1. The response must be fully completed in English and must be concise, accurate, realistic, honest and unambiguous. All supporting information submitted must be clearly marked and cross referenced to the relevant question. Should the provision of additional appendices to the Response be required, these should be numbered clearly and listed as part of the Declaration. A template for providing additional information is provided in the Supplier Selection Questionnaire.
2. SSQ responses must be provided on the 03 - SSQ Response Document only (unless otherwise stated) – Only one SSQ response is permitted from each supplier. In the event that more than one is submitted by a supplier, the one with the latest time of submission will be evaluated and the other(s) disregarded.
3. The SSQ response must not be qualified (subject to change once submitted) in any way.
4. Any signatures must be made by a person who is authorised to commit the supplier to the requirements and terms of the FPS and resulting call-off contract conditions.
5. Your full registered business/name and main office address must also be provided on all documents.

**Verification of Information Provided**

1. Whilst reserving the right to request information at any time throughout the procurement process, the authority may enable the supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the supplier can meet the specified requirements (such as the questions in section 5 of this SSQ relating to Technical and Professional Ability) GMCA reserves the right to ask further questions relating to the suitability of the Applicant and any relevant consortium member and to undertake further investigative measures as may be required in this respect.
2. The supplier’s response to this document will be used by GMCA’s evaluation team to determine whether an applicant satisfies what GMCA considers to be an appropriate level of experience, expertise and financial standing and that the applicant’s values and processes are consistent with those of GMCA. GMCA reserves the right to ask further questions relating to the suitability of the Applicant and any relevant consortium member and to undertake further investigative measures as may be required in this respect

**Confidentiality**

1. When providing details of contracts in answering section 5 of this SSQ (Technical and Professional Ability), the supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.
2. The authority reserves the right to contact the named customer contact in section 5 regarding the contracts included. The named customer contact does not owe the authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
3. 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 Public Contracts 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.

## 1 - Supplier information

| **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** |
| **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) (i)2a | Registered office address(if applicable) |  |
| 1.1(b) (ii)2b | Registered website address(if applicable) |  |
| 1.1(c)3 | 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)4 | Date of registration in country of origin |  |
| 1.1(e)5 | Company registration number(if applicable) |  |
| 1.1(f)6 | Charity registration number(if applicable) |  |
| 1.1(g)7 | Head office DUNS number(if applicable) |  |
| 1.1(h)8 | Registered VAT number  |  |
| 1.1(i) (i)9a | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Choose an item. |
| 1.1(i) (ii)9b | If you responded yes to 1.1(i) (i), please provide the relevant details, including the registration number(s) |  |
| 1.1(j) (i)2.1a | 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? | Choose an item. |
| 1.1(j) (ii)2.1b | 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)2.2 | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l)2.3 | 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)2.4 | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Choose an item. |
| 1.1(n)2.5 | Details of Persons of Significant Control (PSC), where appropriate:[[2]](#footnote-2) * 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, 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[[3]](#footnote-3)

(Please enter N/A if not applicable) |  |
| 1.1(o)2.6 | 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)2.7 | Details of ultimate 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) |  |

**Please note**
A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons in significant control of them

| **Please provide the following information about your approach to this procurement:** |
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| **Section 1** | **Bidding model** |
| **Question** | **Response** |
| 1.2(a) (i) | Are you bidding as the lead contact for a group of economic operators? | Choose an item.**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? | Choose an item. |
| 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: the authority 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 deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

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| **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** | **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 |  |

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| **The following appendices form part of our submission:** |
| **Appendix No.** | **Section/Question of the Selection Questionnaire to which the appendix refers** |
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Please insert further rows into the above table, where required to reference all appendices submitted

**2 - Grounds for mandatory exclusion**

| **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** |
| **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 | Choose an item.**if Yes**, please provide details at 2.1(b) |
| Corruption | Choose an item.**if Yes**, please provide details at 2.1(b) |
| Fraud | Choose an item.**if Yes**, please provide details at 2.1(b) |
| Terrorist offences or offences linked to terrorist activities | Choose an item.**if Yes**, please provide details at 2.1(b) |
| Money laundering or terrorist financing | Choose an item.**if Yes**, please provide details at 2.1(b) |
| Child labour and other forms of trafficking in human beings | Choose an item.**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 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)? | Choose an item. |
| 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? | Choose an item. |
| 2.3(b) | If you have answered Yes to question 2.3(a), please provide further detailsPlease 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:** GMCA 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 |

## 3. Grounds for discretionary exclusion

| Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration |
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| **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 [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? | Choose an item.**if Yes**, please provide details at 3.2 |
| 3.1(b) | Breach of social obligations? | Choose an item.**if Yes**, please provide details at 3.2 |
| 3.1(c) | Breach of labour law obligations? | Choose an item.**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? | Choose an item.**if Yes**, please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Choose an item.**if Yes**, please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Choose an item.**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? | Choose an item.**if Yes**, please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Choose an item.**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? | Choose an item.**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 criteriaThe organisation has withheld such informationThe organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015The 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 | Choose an item.**if Yes**, please provide details at 3.2Choose an item.**if Yes**, please provide details at 3.2Choose an item.**if Yes**, please provide details at 3.2Choose an item.**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)? |  |

## 4 - Economic and Financial Standing

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| **Section 4** | **Economic and Financial Standing**  |
| **Question** | **Response** |
| 4.1 | Please provide a copy of your full, unabbreviated, audited accounts for the last three years. Have you provided the above as requested?You should only answer no to the above if you are unable to provide the information requested.  If you have answered **No** please provide details of why you are not able to provide the information requested**Response:**If you have answered **No**, please provide **one** of the following:  | Choose an item. |
| 1. 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
 | Choose an item. |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position
 | Choose an item. |
| 1. 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)
 | Choose an item. |
| 4.2 | Where GMCA has 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 in the SSQ Guidance Document. | Choose an item. |

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| **4.3** | **If you have indicated in the Selection Questionnaire questions 1.1(o) and 1.1(p) that you are part of a wider group, please provide further details below:**  |
| Name of organisation |  |
| Relationship to the supplier completing these questions |  |
| **4.3.1** | Are you able to provide parent company accounts if requested to at a later stage? | Choose an item. |
| **4.3.2** | If yes, would the parent company be willing to provide a guarantee and enter into a deed of guarantee with GMCA or the Purchasing Body ? | Choose an item. |
| **4.3.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Choose an item. |

**5 – Technical and Professional Ability**

| **Section 5** | **Technical and Professional Ability**  |
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| **5.1** | **Relevant experience and contract examples**Please provide details of three contracts, in any combination from either the public or private sector, which are relevant to the authority’s requirement. Contracts for supplies or services should have been performed during the past three years. VCSEs may include samples of grant funded work. The named customer contact provided should be prepared to provide written evidence to the authority to confirm the accuracy of the information provided below and provide a reference on behalf of you organisation. The examples you provide should demonstrate proportionate experience, contract value and track record of delivering services relevant to this application and should relate to the answers you provide in response to the scored questions in section 6.  |
|  | **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 contractYour response should be no more than 250 words  |  |  |  |
| Contract Start date |  |  |  |
| Contract completion date |  |  |  |
| Estimated contract value |  |  |  |

**6 – Selection Questions**

| **Supplier Suitability**  |
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| 6.1.1 | Applicants need to be able to demonstrate a clear understanding of the priorities for the education, skills and employment landscape in Greater Manchester. Please describe how your organisation **works with stakeholders** to ensure that your provision provides clear progression pathways within learning and/or work by **responding to local strategic priorities or local needs** as set out in the Greater Manchester Strategy and Local Industrial Strategy. Stakeholders could include but are not limited to:* Local authorities
* Colleges
* Jobcentre Plus
* Employers
* Community organisations

Your response must include: * A description of how you have **identified and responded** to priorities relating to Greater Manchester, labour markets, cohorts, etc.
* **Evidence of how your provision aligns** with local education, skills and employment opportunities and needs.

In order to answer the above, your response should include **brief illustrative examples** to substantiate the information provided, such as specific instances where you have applied your **understanding/reflected** the needs of stakeholders in the **design and delivery** of provision. These examples should not be fully developed case studies, but brief practical examples of where you have identified a need and responded effectively. |
| **Supplier Response 6.1.1**Your response to this question should **be between 400 and 500** words and includes wording within any diagrams / charts which can be included. Hyperlinks are not permitted. |
| **Please insert your word count here:**  |
| 6.1.2 | Applicants must be able to provide evidence of a track record in delivering high quality education, work and / or skills provision. Your answer must include **both** Track Record **and** Quality: **Track Record**  Please provide a **short case study** of one project/programme your organisation has delivered, your response should include but is not limited to the following details:* **Contract value**
* **Detailed numeric data** on the **outcomes achieved** in the context of the **numbers** of clients who received the service, and in relation to the **targets set by the commissioner**.

**Quality**Please provide an outline of your quality assurance framework, which must include as a minimum:* **Governance** of quality
* What quality improvement arrangements are in place to **ensure continuous improvement**
* How your quality assurance arrangements have resulted in **improved outcomes** for your customers
* How you **measure the impact** of your delivery activities
 |
| **Supplier Response 6.1.2**Your response to this question **should be between 400 and 500** words and includes wording within any diagrams / charts which can be included. Hyperlinks are not permitted. |
| **Please insert your word count here:** |

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| **Supplier Suitability**  |
| **6.1.3** | Applicants need to demonstrate that they have robust performance management **and** reporting structures in place pertinent to your organisation. Please provide a **clear outline** of how your organisation manages and reports service delivery to meet **contractual requirements.**Your answer must include but is not limited to:* A description of your management information arrangements systems for collecting, submitting, and retaining evidence required to support payments from relevant commissioning bodies.
* Details of how you **monitor** **progress and performance** and the actions you take to **mitigate** poor performance of contracts **you hold** and how you have proactively communicated performance fluctuations to your commissioner.
 |
| **Supplier Response 6.1.3**Your response to this question **should be between 400 and 500** words and includes wording within any diagrams / charts which can be included. Hyperlinks are not permitted. |
| **Please insert your word count here:** |

| **Section 6.2** | **Requirements Matrix Evaluation**  |
| --- | --- |
| Please complete 04 - The Requirements Matrix. Please also complete each of the relevant requirement response documents:* 05.1 - Response Document – Characteristics
* 05.2 - Response Document – Interventions
* 05.3 - Response Document – Sector Specialisms
 |
| Please confirm you have completed and uploaded the relevant requirements matrix documents to the Chest. | Choose an item. |

**7 – Social Value**

| **Section 7** | **Social Value Questions**  |
| --- | --- |
| 7.1 | GMCA are committed to acting in a socially responsible way and to influencing others with whom we work with to do the same. In accordance with the Social Value Act 2012 we must consider social value in all our decisions.To support this, the GMCA has developed a new Greater Manchester Social Value Framework. Grounded in the UN Sustainable Development Goals, the Greater Manchester Strategy and Local Industrial Strategy, this will support and encourage all organisations across GM to embed the key principles of social value across all the work we do.Suppliers are asked to confirm their understanding of the GMCA’s commitment to social value and that the [Social Value Framework](https://greatermanchester-ca.gov.uk/what-we-do/economy/social-value-can-make-greater-manchester-a-better-place/) will be applied to contracts at further competition stage. | Choose an item. |
| 7.2 | It is anticipated that the Social Value Portal will be used for future further competitions as a method of measuring and monitoring social value commitments. Please confirm you are willing to use the Social Value Portal at further competition stage where applicable. | Choose an item. |

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| **Section 7** | **Social Value Questions** |
| 7.3 | Please provide **two** examples to describe how your organisation has previously **delivered social value.**The examples provided within your response should:* Demonstrate alignment with one or more of the six priorities within the Greater Manchester Social Value Framework
* Be specific in terms of what the added value of the social value you delivered was, over and above core contract delivery and outcomes
* Briefly describe the measurable impact of the social value delivery
 |
| **Supplier Response 7.3**Your response to this question should **be between 400 - 500** words and includes wording within any diagrams / charts which can be included. Hyperlinks are not permitted. |
| **Please insert your word count here:** |

**8 – Modern Slavery**

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| **Section 8** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |
| **8.1** | Are you, or is a company in your supply chain, a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?If you are unsure whether this question relates to you, please read the guidance provided on our [website](http://www.star-procurement.gov.uk/Suppliers/modern-slavery-act.aspx) | Choose an item. |
| **8.2** | If you have answered Yes to question 8.1 are you, or is the company in your supply chain, compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Choose an item. |
| If you have answered Yes to question 8.2, please provide the relevant URL in the box belowIf you have answered No to question 8.2, please provide an explanation in the box below |
|  |
| **8.3** | **Regardless of Turnover, please confirm on behalf of your organisation that:*** + - * You will comply with the requirements of the Act;
			* You will ensure your sub-contractors shall comply with the requirements of the Act;
			* You have, or will adopt within 3 months of the date of this contract, a policy related to working practices that includes consideration of modern slavery;
			* You will ensure that your sub-contractors shall have a policy related to working practices including modern slavery;
			* You agree to adhere to Article 4 of the European Convention on Human Rights concerning the prohibition of slavery and forced labour;
			* You have, or will adopt within 3 months of the date of this contract, a whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery and the whistle-blowing system / policy is published to their staff and is designed to make it easy for workers to make disclosures, without fear of retaliation to enable them to blow the whistle on any suspected examples of modern slavery;
			* Your workers are free to join a trade union and are not to be treated unfairly for belonging to one;
			* GMCA may conduct investigations, vetting, and other assessment and due diligence exercises on your supply chain with regards to performance measures as well as social, labour, and modern slavery issues and you shall co-operate fully, at no cost to GMCA in these exercises;
			* You and GMCA will work in the spirit of collaboration in mitigating and reducing the risk of modern slavery; GMCA will support suppliers that have been identified (either through GMCA led due diligence activities or supplier led activities) that fall below the required standards and agree to make improvements;
			* GMCA may refer for investigations via the National Crime Agency’s national referral mechanism any of its suppliers identified as a cause for concern regarding modern slavery and where the incident occurs within the borough, to our colleagues in Community Protection, who are our direct link with the local Serious and Organised Crim Board that has a responsibility for modern slavery;
			* GMCA may terminate the agreement as a potential sanction for non-compliance with the Modern Slavery Act, or for failure to comply with this Modern Slavery Statement.
			* You are committed to improving ethical and sustainable practices locally and globally;
			* You will willingly and openly work with GMCA to further their ambitions in relation to responsible, ethical, and sustainability issues.
 | Choose an item. |

**9 – Insurance**

| **Section 9** | **Insurance**Suppliers who self-certify that they meet the requirements to the following question will be required to provide evidence of this if they are successful at contract award stage |
| --- | --- |
| 9.1  | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer’s (Compulsory) Liability Insurance = £5mPublic Liability Insurance = £5mProfessional Indemnity Insurance = £2mIt 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.**Applicants should also note that GMCA and Purchasing Bodies may request higher levels of insurance and further competition stage.** | Choose an item. |

**10 – Information Governance**

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| **Information Governance**Applicants must demonstrate their adherence to relevant data protection legislation (including UK GDPR) and their commitment to meeting information governance controls and assurance around the proper use, management, sharing, and storage of data.You must complete all of section 10. Please indicate whether the document you are relying on is an internal document or an external document provided by your supplier.Please be aware this is the self-certification stage of the IG evaluation, applicants are required to comply with this section to be accepted on to the FPS. However, further questions and document checks will be undertaken by the GMCA Information Governance Team at the further competition stage. If you are unable to provide appropriate evidence at the further competition stage, your bid may be excluded from that particular further competition. |
| **Section 10.1** | **Relevant Information Governance required** | **Please indicate in which policy / procedure document this is laid out and where requested the page and section.** |
| (a) | General Organisational Privacy Notice as required under UK GDPR. | Does your Privacy Notice comply with the requirements of UK GDPR? YES/NO |
| (b) | Network and Device Cryptography  | Internal Doc / External DocName of document:Section:Page Nos: |
| (c) | Network Monitoring  | Internal Doc / External DocName of document:Section:Page Nos: |
| (d) | Network Firewalls and Malware | Internal Doc / External DocName of document:Section:Page Nos: |
| (e) | Pre-employment screening checks/vetting  | Internal Doc / External DocName of document:Section:Page Nos: |

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| **Section 10.1** | **Information Governance - Continued** |
| (f) | Allocation of user access privileges  | Internal Doc / External DocName of document:Section:Page Nos: |
| (g) | User induction to Data Protection responsibilities | Internal Doc / External DocName of document:Section:Page Nos: |
| (h) | Rules governing acceptable use of information assets  | Internal Doc / External DocName of document:Section:Page Nos: |
| (i) | Retention Schedule for all information use by the organisation and the periods they will be held for. | Internal Doc / External DocName of document:Section:Page Nos: |
| (j) | Storage and destruction | Internal Doc / External DocName of document:Section:Page Nos: |
| (k) | Secure transmission of personal data on paper or electronically  | Internal Doc / External DocName of document:Section:Page Nos: |
| (l) | Removable media controls  | Internal Doc / External DocName of document:Section:Page Nos: |
| (m) | Home and mobile working  | Internal Doc / External DocName of document:Section:Page Nos: |
| (n) | Data Subject Rights  | Internal Doc / External DocName of document:Section:Page Nos: |
| (o) | Information Incident management  | Internal Doc / External DocName of document:Section:Page Nos: |
| (p) | Business continuity management process, including policy and plan. | Internal Doc / External DocName of document:Section:Page Nos: |
| (q) | Information Commissioner’s Office fee payer registration number.  |  |

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| **Section 10.2** | **General Information Governance Questions (Information only)** |
| 1 | Do you have a record of what personal data you hold, and do you know what you use it for? | Choose an item. |
| 2 | Do people know you have their personal data and understand how you use it? | Choose an item. |
| 3 | Do you and your employees (if you have any) know your data protection responsibilities and have you trained all your staff who handle personal data? | Choose an item. |
| 4 | Do you know if you are obliged to pay a data protection fee? | Choose an item. |
| 5 | **Is your organisation certified to:** |
| Cyber Essentials Scheme | Choose an item. |
| Cyber Essentials Plus | Choose an item. |
| ISO 27001 | Choose an item. |
| Any other accreditation – please list | Choose an item. |
| 6 | **Are any of your ICT Suppliers certified to:** |
| Cyber Essentials Scheme | Choose an item. |
| Cyber Essentials Plus | Choose an item. |
| ISO 27001 | Choose an item. |
| Any other accreditation – please list  | Choose an item. |
| 7 | **Is your organisation:** |
| Solely based in the UK | Choose an item. |
| A subsidiary of an organisation based outside of the UK | Choose an item. |
| Exporting personal data outside of the UK | Choose an item. |
| 8 | Please state the name, title, address, and email address for you “Data Protection” Officer or the individual responsible for operational Data Protection below. | Name:Title:Address:Email: |

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| --- | --- |
| **Name of person submitting this document** |  |
| **Position** |  |
| **Organisation** |  |
| **Signature** |  |
| **Date** |  |

**11 – Health and Safety**

| **Section 11** | **Health and Safety**Suppliers who self-certify that they meet the requirements to the following questions will be required to provide evidence of this if they are successful at further competition stage |
| --- | --- |
| (a) | Please self-certify that your organisation has a health and safety policy that complies with current legislative requirements  | Choose an item. |
| (b) | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question is Yes, in a separate appendix, please provide details of any enforcement / remedial orders served and give details of any remedial action or changes to procedures you have made as a result. GMCA will exclude Applicant(s) that have been in receipt of enforcement/remedial action orders unless the Applicant(s) can demonstrate to GMCA’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches | Choose an item. |
| (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? | Choose an item. |
| (d) | Has your organisation within the last twelve months successfully met the assessment requirements of a registered member of the Safety Schemes in Procurement (SSIP) forum? If ‘Yes’, please provide details and evidence of accreditation.Note: If you have answered “Yes” and have provided details and evidence of accreditation, do not complete the remainder of this questionnaire | Choose an item. |
| (e) | Does your organisation have a written Health and Safety Policy that complies with current legislative requirements?Note: If you employ fewer than five people you are not legally required to have a written health and safety policy. However in order to satisfy GMCA that you have arrangements in place to manage health and safety you should either have a written health and safety policy or complete the HSE’s Health and Safety Policy Template which can be found in INDG449 (Health and Safety Made Simple) <http://www.hse.gov.uk/pubns/indg449.pdf> | Choose an item. |
| (f) | Do you have access to competent health and safety advice as required by the Management of Health and Safety at Work Regulations? | Choose an item. |
| (g) | Do you have arrangements in place for accident reporting and investigation, including RIDDOR reportable incidents? Please provide the total number of accidents, including RIDDOR reportable, within the last 3 years?

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| --- | --- | --- |
| **Financial Year** | **Non-RIDDOR reportable** | **RIDDOR reportable** |
| **Year 1 (current financial year)** |  |  |
| **Year 2** |  |  |
| **Year 3** |  |  |

 | Choose an item. |
| (h) | Do you have arrangements in place for carrying out risk assessments leading to a safe system of work relevant to the service or work for which you are applying? | Choose an item. |
| (i) | Do you have a programme of health and safety training for your workforce to ensure they are competent to carry out their duties, including refresher training? | Choose an item. |
| (j) | Do you have arrangements in place for consulting your workforce on health, safety and welfare issues? | Choose an item. |
| (k) | Do you have arrangements in place for monitoring and reviewing your health and safety performance? | Choose an item. |
| (l) | If you use sub-contractors, do you have arrangements in place for appointing competent sub-contractors and for monitoring their health and safety performance?  | Choose an item. |
| (m) | Do you have management arrangements in place to ensure that you comply with all areas of health and safety legislation and best practice relevant to your business? | Choose an item. |

**12 – Safeguarding**

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| **Section 12** | **Safeguarding**Suppliers who self-certify that they meet the requirements to the following questions will be required to provide evidence of this if they are successful at further competition stage |
| (a) | Please self-certify that your organisation has appropriate Safeguarding Policies and Procedures in place, If you work with children (under 18s), please self-certify that you have a Child Safeguarding Policy If you work with adults (over 18s), please self-certify that you have a Safeguarding Vulnerable Adults PolicyPlease provide a copy of your safeguarding policy/ies (Please confirm yes or no that you have included your policy with your submission.Your submitted policy at this stage is for information only and proof that you have such a policy.The suitability of your policy will be review at a later date as part of the mini-competition process. | Choose an item.Choose an item.Choose an item. |
| (b) | Does your organisation ensure all checks with the Independent Safeguarding Authority (ISA) are undertaken on staff prior to working directly with vulnerable people? | Choose an item. |
| (c) | Do you ensure all staff (both those working directly with vulnerable people and those who do not work directly with vulnerable people such as office staff (where appropriate for their role, e.g. has access to any personal data)) undertakes a DBS (Disclosure and Barring Service) check and checks with the Independent Safeguarding Authority (ISA) prior to working for your organisation? | Choose an item. |
| (d) | How often are Disclosure and Barring Service checks undertaken on individual staff members? (Info only) |  |
| (e) | Please confirm whether your organisation undertakes enhanced DBS checks on individual employees (Info only) | Choose an item. |
| (f) | Do all your staff have up to date knowledge of Safeguarding Procedures and know how to raise safeguarding alerts? | Choose an item. |
| (g) | In the last three years, has any finding of unlawful acts been made against any individual employed within your organisation or working voluntarily for your organisation? | Choose an item. |
| (h) | If “Yes” please provide details. |  |
|  |
| (i) | In the last three years, has your organisation been the subject of formal investigation under the Criminal Justice and Court Services Act? | Choose an item. |
| (j) | If “Yes” please provide details. |  |
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**13 – Contract Performance and Management**

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| **Section 13** | **Contract Performance and Management**Suppliers who self-certify that they meet the requirements to the following questions will be required to provide evidence of this if they are successful at further competition stage |
| (a) | Can your Organisation confirm it will accept and conform to the Contract Performance and Management requirements detailed in Section 15 of the Descriptive Document including but not limited to;* The proposed Contract Management Performance Framework
* Support and compliance with any requirement relate to the impending implementation of a Learner Tracker System
* Agreement to Open Book accounting when requested
* Facilitate any Additional Checks as requested
 | Choose an item. |

**14 – Environment**

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| **Section 14** | **Environment**Suppliers who self-certify that they meet the requirements to the following questions will be required to provide evidence of this if they are successful at further competition stage |
| (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 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 Applicant (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. | Choose an item. |
| (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? | Choose an item.  |

**15 - Legislation**

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| --- | --- |
| **Section 15** | **Legislation**Please confirm that you understand and comply with the following legislation/codes*.* |
| A | The Equality Act 2006 | YES/NO |
| B | The Race Relations Regulations 2003 (as amended) | YES/NO |
| C | The Statutory Code of Practice on Racial Equality in Employment 2006 | YES/NO |
| D | The Employment Equality (Sexual Discrimination) Regulations 2005 | YES/NO |
| E | The Equality Act 2010 | YES/NO |
| F | Human Rights Act 1998 (UK) | YES/NO |
| G | Gender Recognition Act 2004 (UK) | YES/NO |

**16 Freedom of information**

16.1 Commercially sensitive documents not for disclosure to third parties under the Freedom of Information Act 2000 (FOI) or Environmental Information Regulations 2004 (EIR)

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| --- | --- |
| **NAME OF ORGANISATION** |       |

16.2 GMCA may be obliged to disclose information in or relating to this SSQ exercise following a request for information under the FOI or EIR. Therefore, please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which are not for disclosure in respect of your application

|  |  |  |  |
| --- | --- | --- | --- |
| **Information / Document** | **Part & Page Number** | **Reason(s) for non-disclosure (cite exemption(s) to be considered)** | **Duration of Confidentiality** |
|       |       |       |       |
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16.3 The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR

16.4 The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information, you believe to be commercially sensitive GMCA will consider your views however the authority will make the final decision to disclose information or not

16.5 **PLEASE NOTE:** This correspondence will be kept for consideration, should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule

## 17– Declarations

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| --- | --- |
| **Section 17** | **Declarations** |
| **17.1** | **Terms and Conditions of Contract** |
|  | Your organisation agrees to carry out all contracts and/or other awards of business in accordance with the FPS Terms and Conditions and the Call-Off Contract Terms and Conditions.Failure to accept these Terms and Conditions will result in Applicant being disqualified from taking any further part in this process. You are advised to take legal advice on the Contract terms before answering this question. If you respond with a “YES”, no amendments will be allowed to the Contract terms at any later stage of this process. | *YES/NO* |
| **17. 2** | **Canvassing Certificate** |
| I/We hereby certify that I/we have not canvassed or solicited any member, officer or employee of GMCA in connection with the award of a place on the FPS, and that to the best of my/our knowledge and belief no person employed by me/us or acting on my/our behalf has done such act. |
| I/We further hereby undertake that I/We will not in future canvass or solicit any member, officer or employee of GMCA in connection with this SSQ, or any other further competition or proposed tender for the goods/services in connection with this FPS, and that no person employed on my/our behalf will do any such act. |
| Name: |  |
| Signed: |  |
| Position: |  |
| On behalf of: |  |
| Date: |  |

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| **Section 17** | **Declarations** |
| **17.3** | **Submission Declaration** |
| 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 Applicant**). 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:

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| **Section of SSQ** | **Appendix number** |
|  |  |
|  |  |

 |
| Name |  |
| Position |  |
| Date |  |
| Signature/s |  |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. 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-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award [↑](#footnote-ref-3)