[www.islington.gov.uk](http://www.islington.gov.uk)

**Selection Questionnaire (SQ)**

**Notes**

As a contracting authority in England, Islington Council is obliged to use the new standard Selection Questionnaire (SQ) produced by Crown Commercial Service.

Please ensure you read the document entitled “DPS overview” document before completing this document.

Part 2 Section 3 - 3.1(e) – grave professional misconduct. For the purpose of this SQ, “grave professional misconduct” includes blacklisting. Please see Part 3, Section 8.5 for additional questions relating to blacklisting.

# Standard Selection Questionnaire

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

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

**DPS for Supported Living Services for Adults with Learning Disabilities**

**1718-0173**

**Restricted procedure**

**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. **Not used.**
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

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

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| **Section 1.1** | **Potential supplier information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes  No  N/A |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes  No |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | Yes  No |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-3)   * 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-4)   (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.

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Please provide the following information about your approach to this procurement:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1.2** | **Bidding model** | | | | | | |
| **Question number** | **Question** | | | | **Response** | | |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | | | | Yes  No    If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | | |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) | | | |  | | |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. | | | |  | | |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | | | | Yes  No | | |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | | | | | | |
| Name | |  |  |  | |  |  |
| Registered address | |  |  |  | |  |  |
| Trading status | |  |  |  | |  |  |
| Company registration number | |  |  |  | |  |  |
| Head Office DUNS number (if applicable) | |  |  |  | |  |  |
| Registered VAT number | |  |  |  | |  |  |
| Type of organisation | |  |  |  | |  |  |
| SME (Yes/No) | |  |  |  | |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables | |  |  |  | |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor | |  |  |  | |  |  |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

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

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| --- | --- | --- |
| **Section 2** | **Grounds for mandatory exclusion** | |
| **Question number** | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [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) |
| 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** | |
| **Question number** | **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  f 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) | Please answer the following statements | |
| 3.1(j) - (i) | The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. | Yes  No  If Yes please provide details at 3.2 |
| 3.1(j) - (ii) | The organisation has withheld such information. | Yes  No  If Yes please provide details at 3.2 |
| 3.1(j) –(iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | Yes  No  If Yes please provide details at 3.2 |
| 3.1(j)-(iv) | 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 3.2 |
| 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**[[5]](#footnote-5)

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| --- | --- | --- |
| **Section 4** | **Economic and Financial Standing** | |
| **Question number** | **Question** | **Response** |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes  No |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes  No |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes  No |
| (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes  No |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out.  Islington Council requires your organisation to be financially stable before awarding any contract. Please self-certify by answering ‘Yes’ or ‘No’ that you meet this requirement. | 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 |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes  No |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes  No |

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| **Section 6** | **Technical and Professional Ability** | | |
| **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** |  |  |  |
| **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 to view the statement  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.

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| **Section 8** | **Additional Questions** | |
| **8.1** | **Insurance** | |
| **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: | |
| Employer’s (Compulsory) Liability Insurance = £5m | Yes  No |
| Professional Indemnity Insurance = £2m | Yes  No |
| Public Liability Insurance = £10m | Yes  No |
| Product Liability Insurance = n/a | Yes  No |
| \*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** | **NOT USED** |

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| **8.3** | **NOT USED** |

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| --- | --- |
| **8.4** | **NOT USED - APPLIES TO CENTRAL GOVERNMENT ONLY** |

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| --- | --- | --- |
| **8.5** | **Grave professional misconduct – additional questions**  **Please answer the following questions in relation to blacklisting**  In relation to the questions set out in 8.5 below the authority may exclude any Supplier who answers ‘No’ in any of the following situations set out in paragraphs (a) to (d); | |
| 8.5(a) | Do you certify that your organisation has not done any act contrary to the Employment Relations Act 1999 (Blacklisting) Regulations 2010, s137 of the Trade Union and Labour Relations (Consolidation) Act 2002 and/or the Data Protection Act 1998 at any time in relation to:   * the recruitment of prospective employees (e.g. seeking references, vetting); * the dismissal of an employee; * the treatment of existing employees (including through the provision of names for inclusion in any blacklist, or through the imposition of other detriment for any related reason); * the use of a blacklist for any reason | Yes  No |
| 8.5(b) | Do you undertake, on behalf of your organisation, to not do any act contrary to the Employment Relations Act 1999 (Blacklisting) Regulations 2010, s137 of the Trade Union and Labour Relations (Consolidation) Act 2002 and/or the Data Protection Act 1998 at any time in relation to:   * the recruitment of prospective employees (eg seeking references, vetting); * the dismissal of an employee; * the treatment of existing employees (including through the provision of names for inclusion in any blacklist, or through the imposition of other detriment for any related reason); * the use of a blacklist for any reason | Yes  No |
| 8.5(c) | Do you certify that the principles contained in the Employment Relations Act 1999 (Blacklisting) Regulations 2010 and the Data Protection Act 1998 have been, or will be, brought to the attention of all your employees as well as all your sub-contractors, suppliers, employment/recruitment agencies and associated companies providing services, information or materials connected with the tender and any contract entered into with such sub-contractors, suppliers, employment/recruitment agencies or associated companies will be made on the basis of compliance with the above principles by all parties | Yes  No |
| 8.5(d) | Do you certify that any organisation with which you are legally related (through any parent/subsidiary or group structure) has not done any act contrary to the Employment Relations Act 1999 (Blacklisting) Regulations 2010, s.137 of the Trade Union and Labour Relations (Consolidation) Act 2002 and/or the Data Protection Act 1998 in relation to:   * the recruitment of prospective employees (e.g. seeking references, vetting); * the dismissal of an employee; * the treatment of existing employees (including through the provision of names for inclusion in any blacklist, or through the imposition of other detriment for any related reason); * the use of a blacklist for any reason | Yes  No |
| Note:  In the event that you are unable to provide the certification required in this section please inform the council accordingly providing details relating to the circumstances as to why you are not able to provide the certification. The council will then review the details provided and carry out any necessary investigation to form a view as to whether the facts giving rise to the non-certification amount to an act of grave misconduct in the course of business or profession for purposes of Public Contracts Regulations 2015, Regulation 57(8)(c) such as to disqualify you from tendering for this contract. In order to make this assessment it would be of assistance to the council if you could provide the following information:   * A description of the scope and nature of the blacklisting activities that have been carried out; * A description of the steps taken to repair the damage done by such blacklisting activities; * A description of any personnel changes that have been made to address the problem of blacklisting; * A description of any organisational / structural changes that have been made to prevent blacklisting occurring in the future.   If you are not able to provide the certification in respect of any related company, please provide details as is required of any blacklisting by your organisation (see above). In addition, please provide details of any matters that demonstrate that the offending behaviour cannot be attributed also to your organisation. In this respect, you may consider it relevant to include details of the ownership, management, control and power exercised by the related company and by any common parent company (if different) over your own. | | |

**8.6 Project Specific Questions**

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| --- | --- | --- |
| **Please tick which lot(s) you are applying for.**  NB: Suppliers can apply for one, or more lots. Please tick all the lots that you are applying for. | | **✓** |
| **Lot 1** | **Supported living for people with learning disabilities** |  |
| **Lot 2** | **Supported living for people with profound and multiple learning disabilities** |  |
| **Lot 3** | **Supported living for people with learning disabilities and behaviour that challenges** |  |

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| **8.6(a)** | **Please answer ‘Yes’ or ‘No’ to questions A1 to A3 below.**  **Note: If you answer ‘No’ to any question you do not need to complete the rest of this SQ as your organisation will fail to meet the minimum requirements.**  **The authority shall exclude any supplier who answers ‘No’ to any of the questions set out below (A1 to A3);** | |
| A1 | Do you agree to abide by the contract condition regarding Whistleblowing as set out in the terms of this contract? | Yes No |
| A2 | Have Enhanced Disclosure and Barring Service (DBS) checks been completed on all staff and volunteers who have direct or indirect contact with adults at risk? | Yes No |
| A3 | Have all staff and volunteers who have direct or indirect contact with adults at risk completed training in safeguarding adults?   * Has this training been updated within three years? | Yes No  Yes No |

The answers to the questions in section **8.6(b) Suitability assessment questions** will be marked using the following 0-5 scale:

|  |  |
| --- | --- |
| **Score** | **Meaning** |
| 0 | There is no response to the question |
| 1 | An attempt has been made to respond, but has not met minimum requirements / experience (has not covered any essential points) |
| 2 | The response/experience has partially met minimum requirements (has covered some essential points) |
| 3 | The response/experience has met minimum requirements (has covered all essential points, may have included clear examples) |
| 4 | The response/experience has exceeded minimum requirements (covered more than the essential points, gave clear examples) |
| 5 | The response/experience has added significant value. Examples are given which clearly illustrate this (covered more than the essential points, gave clear thorough examples that evidence where value has been added) |

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| **8.6(b)** | **Suitability assessment questions**  **Lot 1 please answer questions B1 to B7**  **Lot 2 please answer questions B1 to B7, plus B8**  **Lot 3 please answer questions B1 to B7, plus B9**  **Applicants who score a minimum of three (3) for each question (B1 to B7, plus B8 for Lot 2, or B9 for Lot 3) in this section will be invited to give a presentation in response to question B10.**  **Please note, question B11 is for information only and is not being scored.**  Please answer the questions below within the specified word limit.  Do not provide additional appendices or supporting documents in response to the questions unless specifically asked to do so.  Do not include any pictures, diagrams, tables, charts, etc. within your response unless specifically asked to do so.  Your response should be text only.  Organisations who score at least a satisfactory score of three (3) in each question in this section (including the presentation) will meet the minimum requirements. All organisations who meet the minimum requirements will be invited to join the dynamic purchasing system.  Do not exceed **1,000** words for question **B1**. Do not exceed **750** words for each question **B2 to B7**. We have set this word limit to reflect the detail required to fully respond to some questions, however, please note that some questions could be amply answered within a smaller word count. Any words above the specified limit will be disregarded in the council's evaluation of your answer. Please include a word count after your response.  Do not exceed **1,000** words for question **B8 and/or B9**. Any words above the specified limit will be disregarded in the council's evaluation of your answer. Please include a word count after your response. |

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| B1 | Describe your experience of setting up an accommodation-based service for adults with learning disabilities.  Please make sure you reflect on how you have previously delivered the following within your answer: assessment, care planning, co-production, role of family carers, transition planning, partnership working, working with multiple individuals within one scheme, the challenges you have faced and how you overcame them.  (Max 1,000 words) |
| Answer |  |
| Word count |  |

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| B2 | Describe your organisation’s arrangements around staff recruitment, staff contracting arrangements, support and retention.    Please include a management staff structure, qualifications of senior members of staff and length of time in post as a separate document. This document will not be included in the word count.  Please make sure you reflect on the following within your answer: levels of staff turnover within the organisation and your approach to bank and agency staff usage.  (Max 750 words, **plus** staffing structure. Any words included in the staffing structure **will not** be included in the 750 word limit.) |
| Answer |  |
| Word count |  |

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| B3 | Describe your organisation’s approach to training and development.  Please reflect on the following within your answer:   * responding to changing / newly identified service user needs * ensuring training and clinical recommendations are embedded in practice * recognising when your organisation may not be best placed to support an individual   (Max 750 words) |
| Answer |  |
| Word count |  |

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| B4 | Describe your organisation’s internal quality assurance mechanisms and how the learning is applied.  Please reflect on the following within your answer:   * safeguarding * clinical governance * self-audit * service review   (Max 750 words) |
| Answer |  |
| Word count |  |

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| B5 | These services will be partially/fully paid for through Individual Service Funds (ISFs).  Please give examples of your organisation’s experience of administering ISFs and/or your organisation’s processes to administer these.  (Max 750 words) |
| Answer |  |
| Word count |  |

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| B6 | ISFs have the potential to facilitate flexibility, innovation and partnership working. Using examples where possible, describe how ISFs are used to deliver a person-centred and co-produced service.  Please make reference to your partnership working policies and protocols and how you deliver personalised and innovative services. Please consider the role of family carers and that the capacity of individuals varies.  (Max 750 words) |
| Answer |  |
| Word count |  |

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| B7 | Describe your organisation’s experience of managing risk and incidents.  Please reflect on the following within your answer:   * Positive risk taking * Incident management * Management of behaviour that challenges   (Max 750 words) |
| Answer |  |
| Word count |  |

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| B8 | **If you are applying for Lot 2: Supported living for people with profound and multiple learning disabilities, please respond to the following question:**  What additional technical and professional capabilities does your organisation have to deliver this supplementary service specification?  Please consider:   * staff recruitment, structure and training * availability of clinical expertise and support * experience of delivery   (Max 1,000 words - You may include a diagram to support your answer if you wish. Please note, any words in the diagram **will** be counted within the 1,000 word limit.) |
| *Answer* |  |
| *Word count* |  |

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| B9 | **If you are applying for** **Lot 3: Supported living for people with learning disabilities and behaviour that challenges, please respond to the following question:**  What additional technical and professional capabilities does your organisation have to deliver this supplementary service specification?  Please consider:   * staff recruitment, structure and training * availability of clinical expertise and support * experience of delivery   (Max 1,000 words - You may include a diagram to support your answer if you wish. Please note, any words in the diagram **will** be counted within the 1,000 word limit.) |
| *Answer* |  |
| *Word count* |  |

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| B10 | **Presentation (with front line staff)**  Part One:  Through means of a presentation, lasting no longer than 15 minutes, please describe your organisation’s understanding of learning disabilities, the impact that this may have, and the challenges that people with learning disabilities may face.  Please describe the values and principles that underpin the work your service and support staff undertake and give examples of how this is translated in to service delivery.  Part Two:  Successful providers on this DPS will work in innovative ways to support people with learning disabilities to identify and achieve the outcomes they want. Providers will be asked to provide assurance of delivery against individual outcomes.  Through means of a presentation, lasting no longer than 15 minutes, please provide examples of the ways that your service has provided support to an individual to achieve outcomes which have resulted in them engaging in meaningful activities and/or employment.  Please describe how you measured the achievement of this outcome and how you did (or could) demonstrate this to the commissioner and other relevant stakeholders. |
| *Answer* | **Do not respond to this question here.**  **Only those bidders who score a minimum of three (3) for each of the questions above (B1 to B7, plus B8 for Lot 2, or B9 for Lot 3) will be invited to give a presentation in response to question B10.**  **The presentation will be scored using the same scoring methodology as the written submissions.**  **The council will allow five (5) working days from the date of invitation to present for applicants to prepare the presentation.**    **Applicants who are not invited to give a presentation will also be notified via the portal. Feedback will be provided to these applicants once the selection process has concluded.** |

**The following question (B11) is for Islington Council’s information only.**

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| B11 | The following question is for Islington Council’s information only.Your response to this question will not be scored and therefore does not impact on your ability as an organisation to be accepted on the DPS.  For benchmarking purposes, please give an indicative hourly rate for each lot that you are applying for. If you are not applying for a lot, please put “**n/a**”. |
| Lot 1 | £ |
| Lot 2 | £ |
| Lot 3 | £ |

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| **8.6(c)** | **Compliance With Equality Legislation** | |
| C1 | 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 |
| C2 | 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 |
| C3 | 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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| **8.6(d)** | **Environmental Management** | |
| D1 | 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 |
| D2 | 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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| **8.6(e)** | **Health and Safety** | |
| E1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes No |
| E2 | 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 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 |
| E3 | 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 |

**For information only**

The following questions are not being assessed (i.e. your answers to these two questions will have no impact on the Council’s assessment of your suitability that is conducted at this selection stage).

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| 1. **London Living Wage – to be completed for all contracts**   Does your organisation pay the London Living Wage (LLW) to its staff who are involved in the provision of the type of services that are the subject of this procurement?  Yes  No  Not known  Prefer not to say  If you were to be awarded this contract for Islington Council, would you be prepared to pay the London Living Wage\* or above?  Yes  No  Not known  Prefer not to say  \*London Living Wage as defined by Citizens UK: [www.livingwage.org.uk](http://www.livingwage.org.uk)  (Please note this figure is updated from time to time.) |

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| 1. **Heavy Goods Vehicles (HGV) - only to be completed where HGVs will be used in the provision of the contract**   From Spring 2014, the Council will, when procuring any new, major, council-let contract that involves the use of HGVs in the borough, require that the drivers of these vehicles complete the Safe Urban Driving training course (or equivalent) within a reasonable timeframe at no additional cost to the Council.  Definition of HGV: <http://www.hmrc.gov.uk>  "...a mechanically propelled road vehicle that is:   * of a construction primarily suited for the carriage of goods or burden of any kind and * designed or adapted to have a maximum weight exceeding 3,500 kilograms when in normal use and travelling on a road laden."   Where relevant, if you were to be awarded this contract for Islington council, would you be prepared to ensure all HGV drivers complete the Safe Urban Driving training course (or equivalent)?  Yes  No  Not Applicable to this contract |

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| **Questionnaire monitoring information**  You do not have to fill in this section. We will use this information for statistical purposes only. | |
| The Commission for Racial Equality defines an ethnic minority as anyone who defines themselves as being in any of the Census 2001 categories other than ‘White British’. An ethnic-minority business is defined as ‘a business at least 51% owned, controlled and operated by members of one or more ethnic-minority group’. | |
| Is your organisation owned by an ethnic-minority group according to the above definition? | Yes  No  Not known  Do not want to answer |

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
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-3)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-4)
5. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-5)