

**Highways Professional Services Contract**

**Selection Questionnaire**

**ProContract Ref: DN363742**

**OJEU Competitive Procedure with Negotiation**

**Supplier Name:**

**Deadline for receipt of SQ:**

08 October 2018 at 12:00pm

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No part of this document may be produced or transmitted in any form or by any means without prior written approval of the Gloucestershire County Council (the Authority).

**Commercial in Confidence**

Please do not make any amendments to the original text of this document as it may result in disqualification from the process.

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| Glossary of Terms |
| Authority | Gloucestershire County Council |
| Bidder | Individuals and/or organisations who have been pre-qualified and to whom the Invitation to Submit an Initial Tender will be issued by the Authority. A Bidder may be (i) an individual organisation or (ii) a Consortium. |
| Consortium | A group of organisations coming together to form a bidding entity (which may include partners and/or a lead contractor with sub-contractors). |
| Consortium Member(s) | A member organisation(s) of a Consortium. |
| Contract | The Gloucestershire Highways Professional Services Contract to be entered into between the Authority and the Preferred Bidder. |
| Client | Gloucestershire County Council |
| CPN | Competitive Procedure with Negotiation |
| E-Procurement Portal | Gloucestershire County Council manages opportunities online via the following e-procurement portal: [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) . All interaction with Gloucestershire County Council in respect of this SQ must be conducted through this system through Project ID DN363742. |
| Final Tender | A final tender submitted by a Bidder in response to the ISFT. |
| Initial Tender | An initial tender submitted by a Bidder in response to the ISIT. |
| ISIT | The Invitation to Submit an Initial Tender document(s), issued following the conclusion of the SQ process. The ISIT invites short-listed Bidders to submit an Initial Tender for the Contract. |
| ISFT | The Invitation to Submit a Final Tender document(s) issued following ISIT process and negotiation which invites specified Bidders to submit a Final Tender for the Contract. |
| OJEU | Official Journal of the European Union. |
| Negotiation | The negotiations between each Bidder and the Authority following submission of Initial Tenders but before issue of the ISFT. |
| Preferred Bidder | The highest scoring Bidder selected by the Authority following assessment of Tenders  |
| Provide the Service | As defined in the Contract |
| Regulations | Means the Public Contracts Regulations 2015 (as amended) |
| Selection Questionnaire (SQ) | This document, including all annexures and appendices. |
| Shortlist | The process by which the Authority will decide which Bidders will continue through the procurement process, including, in the first instance, the right be invited to attend the Initial Tender phase. |
| Supplier | 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. |
| Tender  | Means the Initial Tender or Final Tender, as the case may be.  |
| Tender Period | The period from the date of this SQ to the date set for submission of Final Tenders. |
| You, Your | The relevant Supplier completing this SQ |

# Introduction

**General Information**

E-Procurement

Gloucestershire County Council manages opportunities online via the following e-procurement portal: [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk). All interaction with Gloucestershire County Council in respect of this SQ must be conducted through this system through Project ID DN363742.

SQ – PAS 91

This Selection Questionnaire (SQ) is based on the standardised PAS 91: 2013 Construction Pre-Qualification Questionnaire (CPQQ) published by British Standards Institute, revised to include the Public Contracts Regulations 2015 and the requirements of the Crown Commercial Service standard Selection Questionnaire.

In line with the FAQs forming part of procurement policy note 8/16 published by the Crown Commercial Service, this Selection Questionnaire incorporates Part 1 and Part 2 of the Standard Selection Questionnaire. Part 3 is replaced by the selection questions from the PAS 91.

Additional questions used for the evaluation and shortlist to invitation to submit an initial tender are presented towards the end of this document - after the PAS 91 Core questions C2 and C4 and Supplementary (Optional) questions S1 - S4.

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| **Scope of Service** | The Client requires the Consultant to deliver professional highways consultancy services (Services) in relation to development proposals for all relevant Client’s schemes, including but not limited to dealing with Client’s and / or Local Planning Authorities, Highways Authorities and other Consultees, as more fully described within the Scope.To deliver its highways schemes Client requires the services of an external consultant possessing specialist technical skill to supplement and support Client’s in-house teams and the Clients other providers.It shall be a mutual objective for both Client and Consultant to ensure that the professional highways services are:environmentally sustainable;strengthen the role of the local communities in the decision making process;sustainable in delivery, function and serviceabilitycompliant with Gloucestershire County Council’s policies and standards provide excellent value for money.Consultant shall deliver the Services’ objectives in accordance with the Service Specifications.All costs shall be developed and submitted in accordance with the Pricing Schedules.The Services under this Contract consist of a comprehensive highways and transport, network and asset management design, maintenance and improvement services for Client. There is no grant of exclusivity to these Services and no guarantee is given of the value in any calendar year, or to the extent of Services required. Client reserves the right to seek and employ other routes for procurement of professional highways consultancy services on the basis of the capacity, capability, cost, complexity, political sensitivity, and resources.The extent of Services to be delivered through this Contract will be determined on value for money, complexity, capability, reputational risk and quality of the Services. It is in Consultant’s interests therefore to demonstrate that procurement through this Contract is the best option for Client.It is anticipated that the delivery of the Services will include supply of the staff to supplement, and collocate with the in-house teams.Consultant shall, at the beginning of the Contract and at subsequent times throughout, provide Client with details of the key personnel proposed by Consultant to deliver the Services. This information will include details of their qualifications and experience. |
| **Contract Duration** **(*Service* Delivery Period)** | *Starting* *Date*: 01 April 2019End Date: 31 March 2025, subject to extension options of up to 4 additional yearsWe anticipate a mobilisation period from the point of award to the Starting Date. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Procurement Programme** | The proposed programme for the full procurement exercise is set out below. The information relating to the SQ deadlines for raising and answering questions and the expressions of interest and return of SQ submissions is fixed. The remainder of the timetable in table 1 is intended as a guide and whilst the Authority does not intend to depart from the programme it reserves the right at its discretion to do so at any stage and will notify you during the process should it decide to do so. The Authority also reserves the right at its discretion to award the contract on the basis of the Initial Tenders without Negotiation.

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| **Table 1 Activity** | **Date** |
| Publication of Contract Notice | 07.09.18 |
| SQ documents available | 07.09.18 |
| Deadline for raising SQ Queries | 12pm 26.09.18 |
| Deadline for answers to SQ Queries | 01.10.18 |
| Deadline for submission of SQ Submissions | 12pm 08.10.18 |
| Final date for References  | 12pm 08.10.18 |
| Evaluation of SQ Submissions | 08.10.18 –15.10.18 |
| Shortlist for ISIT Decision | 15.10.18 |
| Notification to Suppliers  | 16.10.18 |
| Issue of ISIT to successful Suppliers | 17.10.18 |
| Deadline for submission of ISIT Clarifications | 12pm 02.11.18 |
| Deadline for submission of Initial Tenders | 12pm 12.11.18 |
| Selection of successful Tenderers to proceed to Negotiation stage | 03.12.18 |
| Competitive Negotiation process | 10.12.18 – 14.12.18 |
| Issue of ISFT to all Suppliers who participated in the Negotiation round | 18.12.18 |
| Deadline for return of Final Tenders | 12pm 16.01.19 |
| Evaluation of Final Tenders | 17.01.19 – 25.01.19 |
| Validation of Final Tenders | 25.01.19 – 01.02.19 |
| Notification of Award decision and Standstill Notices Issued | 01.02.19 |
| Contract Award | 12.02.19 |
| Commence Mobilisation Period | 12.02.19 |
| Contract *Starting Date* (service delivery start) | 01.04.19 |

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# Instructions

**Notes for Completion**

1. The “Authority” means Gloucestershire County Council as the contracting authority, or anyone acting on behalf of Gloucestershire County Council, that is seeking to invite suitable Suppliers to participate in this procurement process.

“You”/ “Your” or “Supplier” means the body completing these questions **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.

1. Suppliers must maintain, through the e-tendering portal (supplyingthesouthwest), a formally nominated point of contact in their organisation for the process. The Authoritiy will not be responsible for contacting the Supplier through any route other than the nominated contact registered in ‘supplyingthesouthwest’, the web-based portal. This includes (but is not limited to) periods of absence from work of the nominated contact registered in ‘supplyingthesouthwest’ for any reason. The Supplier must therefore undertake to keep its contact details up to date at all times or it will be unable to receive communications from the Authority for which the Supplier agrees that the Authority will not be held responsible. The Authority will have no obligation to contact the Supplier by any other means than via ‘supplyingthesouthwest’, the web-based portal.
2. This Selection Questionnaire (SQ) has been designed to assess the suitability of a Supplier to deliver the authority’s contract requirements. If you are successful at this stage of the procurement process, you may be selected for the subsequent invitation to Initial Tender stage of the process in accordance with the evaluation criteria set out at paragraph 30.
3. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly “N/A”.
4. Should you need to provide additional Appendices where permitted in the SQ 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.
5. Please return a completed version of this document to [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) through Project ID DN363742. The deadline for receipt of SQ is shown on the system.
6. Documents returned late and / or outside of [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) will be excluded. Documents returned incomplete or qualified may be excluded on grounds of non-compliance. The decision of the Authority on whether or not a submission is complete / compliant will be final.
7. Documents should be readable with MS Office 2010 or Adobe. The authority will make reasonable efforts to open your document(s) however if they cannot be opened then document(s) may be excluded.
8. Should you be in any doubt as to the interpretation of any part of this document, you must raise a question within the messages function via [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) through Project ID DN363742 no later than the deadline stated in the Procurement Programme in Table 1. If your question is relevant to all Suppliers then your question and the answer will be shared with all Suppliers with anonymity preserved.
9. If you require support with regards to issues with Logging on to the portal or uploading documents you must Log a ticket on the [Supplier Support Portal](http://proactis.kayako.com/)
10. Alternatively please email ProContractSuppliers@proactis.com for ProContract Supplier Support
11. Where forms require signing either by the Tenderers or a third party electronically completed versions are acceptable for tendering purposes, although fully signed hard copies of these forms will be required from Tenderer(s) prior to the award of Contract.
12. As stated above, Suppliers must ensure that all documents are accurate, complete and fully uploaded, within the required timescale, as late or incomplete submissions risk being rejected. Suppliers need to be aware of the time it may take to upload documents to the e-tendering portal.
13. The documents issued as part of this SQ within the Attachments page of ProContract are as follows:

This Standard Questionnaire (Final Version)

For ISIT stage:

Volume 0: Instructions for Tenders (Draft Versions)

Volume 1: The Contract (Draft Versions)

Volume 2: Scope (Draft Versions)

Volume 3: Commercial (Draft Versions)

Volume 4: Multiparty Collaboration (Draft Versions)

Data Room (Draft Versions)

**Verification of Information Provided**

1. The Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion . If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).
2. A completed declaration of Part 1 and Part 2 (Annex A and Annex B respectively) 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). .

**Sub-Contracting Arrangements**

1. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the Contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key Contract deliverables each sub-contractor will be responsible for.
2. The Authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the authority indicates that sub-contractors are to play a significant role in delivering key Contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to deliver the requirements of the Contract. Suppliers should therefore notify the Authority immediately of any change in the proposed sub-contractor arrangements. The Authority reserves the right to deselect the Supplier prior to any award of the Contract, based on an assessment of the updated information.

**Consortia Arrangements**

1. If the Supplier completing this SQ is doing so as part of a proposed Consortium, the following information must be provided;
* names of all Consortium members;
* the lead member of the Consortium who will be contractually responsible for delivery of the Contract (if a separate legal entity is not being created); and
* if the Consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.
1. Please note that the Authority may require the Consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the Contract.
2. All members of the Consortium will be required to provide the information required in all sections of the SQ as part of a single composite response to the authority i.e. each member of the Consortium is required to complete the form and submit this as part of the Consortium's SQ response.
3. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.
4. The Authority recognises that arrangements in relation to a Consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Authority reserves the right to deselect the Supplier prior to any award of the Contract, based on an assessment of the updated information.

**Confidentiality**

1. When providing details of contracts in answering S2 of this SQ (Completed Contracts), 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 S2 regarding the contracts included in S2. 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 it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations, to its advisers for the purposes of this procurement or as may be required by law.

**Scoring Methodology for Scored Questions in SQ**

1. Responses to this SQ will be either; information only, pass/fail or scored.
2. Responses required to questions specified as "information only" are not used for the evaluation and shortlisting for Invitation to tender.
3. Responses required to questions specified as "Pass/Fail" must meet minimum requirements or the submission will be rejected and the organisation excluded from tender process.
4. Responses to questions that will be scored will be evaluated using the methodology detailed in the table below. Final scores after moderation will be used to select the organisations to be shortlisted for invitation to submit an Initial Tender.

|  |
| --- |
| **Scoring Methodology table** |
| **Range** | **Classification** | **Meaning** |
| 0 | Unacceptable | The response contains insufficient information to make a judgment or is not relevant to the requirement, or raises serious concerns (A score of 0 for any part of the SQ may result in the submission being rejected)(References – no references relevant to the requirements of the subject for this SQ were received) |
| 1 | Weak | The response contains omissions, weaknesses or raises concerns.(References – Only one reference relevant to the requirements of the subject for this SQ received, or, two references were provided but one or both references indicate that the service received was unsatisfactory) |
| 2 | Acceptable | The response gives satisfactory and credible evidence of ability to meet the requirement.(References –Two references relevant to the requirements of the subject for this SQ received, and both indicate as a minimum that satisfactory service was received or one reference indicated that satisfactory service was received and one indicated that a higher level of service was received) |
| 3 | Good | The response gives substantial evidence and confidence of ability to meet the requirement.(References – Two references relevant to the requirements of the subject for this SQ received, and all indicate as a minimum that good service was received or one reference indicated that good service was received and one indicated that a higher level of service was received) |
| 4 | Excellent | The response gives outstanding evidence and high confidence of ability to meet the requirement.(References – Two references relevant to the requirements of the subject for this SQ received, and all indicate that excellent service was received) |

**Moderation**

1. Responses will be evaluated by officers of the Authority as an evaluation panel. Each individual officer will evaluate and provide an initial score for all responses; subsequently the evaluation panel will meet to agree a final score for each question based on a consensus approach.
2. Based on the initial scores the evaluation panel will be required to agree on the classification of the response, i.e. weak, acceptable, good or excellent and the reasons for the classification.

**Weightings**

1. Weightings will be applied to the scored questions as shown in the following table.

|  |  |  |
| --- | --- | --- |
| **Module** | **Questions** | **Weighting (%)** |
| A1-Q1 | Self Delivery  | 15% |
| A1-Q2 | Collaboration and Co-location | 15% |
| A1-Q3 |  Multi-supplier arrangements | 15% |
| A1-Q4 | TUPE handling | 10% |
| A1-Q5 | Succession planning | 10% |
| A1-Q6 | Social Value | 10% |
| A2-RF | References (client satisfaction) | 25% |
|  | **Total**  | **100%** |
|  |  |  |

**Selection of organisation to be invited to submit Initial Tenders**

1. Subject to receiving satisfactory responses from a sufficient number of Suppliers and based on the scores obtained, a maximum of five (5) organisations will be invited to tender based on the five highest final scores after evaluation of submissions.
2. Where it is not possible to separate organisations as final scores are close to the 5th highest final score, then the authority reserves the right to invite more than five (5) organisations to tender.

# Annex A - Part 1: Potential supplier information

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

|  |  |
| --- | --- |
| **Section 1** | **Potential supplier information** |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number  |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes [ ] No [ ]  |
| 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)[[1]](#footnote-1)? | Yes [ ] No [ ]  |
| 1.1(n) | 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 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. [[3]](#footnote-3)(Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

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

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

|  |  |
| --- | --- |
| Section 1 | Bidding model |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes [ ] No [ ]  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes [ ] No [ ]  |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

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

 |

**Contact details and declaration**

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

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

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

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

I am aware of the consequences of serious misrepresentation.

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

#

# Annex B - Part 2: Exclusion Grounds

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

|  |  |
| --- | --- |
| **Section 2** | **Grounds for mandatory exclusion** |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [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 convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes [ ] No [ ]  |
| 2.3(a) | **Regulation 57(3)**Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes [ ] No [ ]  |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

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

|  |  |
| --- | --- |
| **Section 3** | **Grounds for discretionary exclusion**  |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 3.1(a) | Breach of environmental obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(j)3.1(j) - (i)3.1(j) - (ii)3.1(j) –(iii)3.1(j)-(iv) | Please answer the following statementsThe organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.The organisation has withheld such information. The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2 |

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

# Annex C – Core Question Module

|  |
| --- |
| **Core Question Module C2: Financial Information***Scoring: PASS/FAIL* |

Financial information submitted will be used as part of an assessment undertaken by the authority’s financial services team, of your financial capacity to deliver the requirements of this opportunity.

The objectives of undertaking Tenderer’s financial assessment as part of a procurement exercise are to:

* Assess the risk to public sector business and/or public money which would result if a Tenderer bidding for a contract were to go out of business, or have inadequate financial resources to perform the contract; and
* When justified, eliminate from the procurement any organization whose financial capacity would pose an unacceptable risk to business and/or public money.

The decision to pass or fail this module C2 will be made on the following criteria:

* Annual turnover must be greater than twice the £2 million anticipated minimum annual value of the contract = £4 million.
* A Creditsafe score of at least 30
* Financial robustness score of at least 50 using the Financial Scoring Framework set out below
* Net Assets of at least £0.5 million (to be used for Net Asset ratio in 1.9 of the Financial Scoring Framework)

# Financial Scoring Framework

* 1. Under this evaluation it is proposed that a maximum weighted score of 100 is awarded to each organisation based on subsections detailed in the table below.
	2. Set out below is the framework to be used to derive the financial score. The analysis is dependant on reviewing the size, profitability and stability of the organisation, and its ability to deliver the service.

**Table 2.1 Financial Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **Economic/Financial Criteria** | **Weighting on Relevant Questions** | **Maximum Weighted Score** |
| **Financial Attributes** |  | 60 |
| Profitability | 15 |  |
| Gearing | 15 |  |
| LiquidityNet Assets | 2010 |  |
| **Significance of Project to the Business** |  | 40 |
| Turnover  | 40 |  |
| **TOTAL** |  | **100** |

* 1. In applying the scoring and assessment procedures described below due consideration will be given to other commercial factors which, if left unadjusted would give a distorted view of an organisation’s financial position. Any such adjustments may be subjective in nature, therefore in making any amendment to published information the evaluator of the information will be careful to justify the amendment being made.
	2. In some circumstances, it may be appropriate to review financial information presented from an organisation’s parent or guarantor company, dependent on the organisational and legal structure of the organisation for the project as presented in the tender. This will be dependant on the organisation’s responses in the tender. Again, the evaluator of the financial information will be careful to justify the decision made with regard to the information reviewed in the evaluation.

# Financial Attributes - 60%

* + 1. It is proposed that a maximum weighted score of 60 can be awarded to each organisation based on the weighting system given in Table 2.1. The score awarded to each organisation as this part of the evaluation seeks to assess the profitability, gearing and liquidity of the organisation. The individual weighted scores are explained in further detail in this section.
		2. It is proposed that the financial attributes of each organisation be assessed using the financial information supplied in the tender. The assessment will be based on the last three years’ statutory accounts.
		3. The evaluator will examine absolute values and trends in each of the following measures:

# Profitability - 15%

* + 1. It is proposed that the profitability of each organisation is assessed by evaluating turnover against:
* Gross profit, to give a gross profit margin; and
* Profit on ordinary activities before tax, to give a net profit margin.
	+ 1. The organisation’s profitability trend will be reviewed with due account taken of the nature of the organisation and its performance comparative to its industry.
		2. The following scoring framework will be used:

|  |  |  |
| --- | --- | --- |
| **Gross Profit** |  | **Net Profit** |
| **Margin (%)** | **Score** |  | **Margin (%)** | **Score** |
| <2% | 0 |  | <1% | 0 |
| 2-4% | 1 |  | 1-2% | 1 |
| 4-6% | 2 |  | 2-3% | 2 |
| 6-8% | 3 |  | 3-4% | 3 |
| 8-10% | 4 |  | 4-5% | 4 |
| 10-12% | 5 |  | 5-6% | 5 |
| 12-14% | 6 |  | 6-7% | 6 |
| 14-16% | 7 |  | 7-8% | 7 |
| 16-18% | 8 |  | 8-9% | 8 |
| 18-20% | 9 |  | 9-10% | 9 |
| >20% | 10 |  | >10% | 10 |

* + 1. It is proposed that for each of the three years being reviewed, the gross profit margin is calculated and a weighted average taken (the most recent year counting for 50%, the second most recent year counting for 30%, and the third most recent year counting for 20% of the average) to derive the score for that measure. A weighted average net profit margin will also be calculated (using the 50:30:20 split) to derive the net profit margin score. The scores for the gross and net profit margin will then be summed to give the total score for profitability (maximum 20, minimum 0.) The score is then recalibrated to yield a sum out of 15 to be used in the score out of 100 for the financial evaluation of the organisation. (As illustrated in Table 2.1.)

# Gearing - 15%

* + 1. Assessing the financial gearing of each organisation will assist the evaluator in reviewing the financial risk of each organisation.
		2. The following gearing ratios will be assessed using information provided in statutory accounts:
* Interest cover (operating profit/interest payable and similar charges); and
* Financial gearing (long term liabilities/net assets).
	+ 1. Interest cover represents the number of times historical interest expense is covered by operating profits and is an important indicator of a company’s historical financial risk. The financial gearing of an organisation is an indication of the debt burden borne by that organisation. The lower the gearing, the less constrained by debt the organisation is.
		2. The following scoring framework will be used:

|  |  |  |
| --- | --- | --- |
| **Interest Cover** |  | **Gearing** |
| Ratio | **Score** |  | **%** | **Score** |
| <0 | 0 |  | 90-100% | 1 |
| 0-0.5 | 1 |  |
| 0.5-1 | 2 |  | 80-90% | 2 |
| 1-1.5 | 3 |  | 70-80% | 3 |
| 1.5-2 | 4 |  | 60-70% | 4 |
| 2-2.5 | 5 |  | 50-60% | 5 |
| 2.5-3 | 6 |  | 40-50% | 6 |
| 3-3.5 | 7 |  | 30-40% | 7 |
| 3.5-4 | 8 |  | 20-30% | 8 |
| 4-4.5 | 9 |  | 10-20% | 9 |
| >4.5 | 10 |  | 0-10% | 10 |

* + 1. For each of the three years being reviewed the interest cover ratio will be calculated and a weighted average taken (the most recent year counting for 50%, the second most recent year counting for 30%, and the third most recent year counting for 20% of the average) to derive the score for that measure. A weighted average gearing percentage will also be calculated (using the 50:30:20 split) to derive the gearing score. The scores for interest cover and gearing will then be summed to give the total score for gearing (maximum 20, minimum 0). The score is then recalibrated to yield a sum out of 15 to be used in the score out of 100 for the financial evaluation of the organisation. (As illustrated in Table 2.1.)

# Liquidity - 20%

* + 1. It is proposed that each organisation’s liquidity is assessed by reviewing the following ratios:
* Current ratio (current assets/current liabilities); and
* Quick ratio (current assets less stock/current liabilities).
	+ 1. In reviewing the financial robustness of each organisation, the evaluator will ensure that each organisation has sufficient liquidity such that, in the short term, the organisation is in sound financial health and can meet its obligations as they fall due. The ratios above, when calculated, are simple indications of the current trading position of the organisation. Year on year comparisons will also show the trend in the liquidity position of an organisation through the years. However, care will be taken with regards to short term fluctuations in the ratio as a result of trading conditions as at the date of the financial statements, and it should also be noted that the more historical ratios are of less relevance than the more recent ratios.
		2. The following scoring framework will be used:

|  |  |  |
| --- | --- | --- |
| **Current Ratio** |  | **Quick ratio** |
| **Ratio** | **Score** |  | **Ratio** | **Score** |
| 0-0.2 | 0 |  | 0-0.1 | 0 |
| 0.2-0.4 | 1 |  | 0.1-0.2 | 1 |
| 0.4-0.6 | 2 |  | 0.2-0.3 | 2 |
| 0.6-0.8 | 3 |  | 0.3-0.4 | 3 |
| 0.8-1.0 | 4 |  | 0.4-0.5 | 4 |
| 1.0-1.2 | 5 |  | 0.5-0.6 | 5 |
| 1.2-1.4 | 6 |  | 0.6-0.7 | 6 |
| 1.4-1.6 | 7 |  | 0.7-0.8 | 7 |
| 1.6-1.8 | 8 |  | 0.8-0.9 | 8 |
| 1.8-2.0 | 9 |  | 0.9-1.0 | 9 |
| >2.0 | 10 |  | >1.0 | 10 |

* + 1. For each of the three years being reviewed the current ratio will be calculated and a weighted average taken (the most recent year counting for 50%, the second most recent year counting for 30%, and the third most recent year counting for 20% of the average) to derive the score for that measure. A weighted average quick ratio will also be calculated (using the 50:30:20 split) to derive the quick ratio score. The scores for the current and quick ratios will then be summed to give the total score for liquidity (maximum 20, minimum 0). The score is then recalibrated to yield a sum out of 20 to be used in the score out of 100 for the financial evaluation of the organisation. (As illustrated in Table 2.1.)
	1. **Net Assets – 10%**
		1. The evaluator will want to ensure that the existing organisation has sufficient financial security to provide the service we require. To this end we will look at the net assets of the organisation, to be defined as Fixed Assets plus Working Capital for the most recent three years of the published accounts. For each of the three years being reviewed the net assets will be calculated and a weighted average taken (the most recent year counting for 50%, the second most recent year counting for 30%, and the third most recent year counting for 20% of the average) to derive the score. The score is then recalibrated to yield a sum out of 10 to be used in the score out of 100
		2. The following scoring framework will be used:

|  |
| --- |
| **Net Assets** |
| **Ratio** | **Score** |
| 0.0 – 4.0 | 0 |
| 4.0 – 7.0 | 2 |
| 7.0 – 10.0 | 4 |
| 10.0 – 13.0 | 6 |
| 13.0 – 15.0 | 8 |
| > 15.0 | 10 |

# Significance of the service to the business - 40%

* + 1. In assessing the ability of each organisation to deliver the service it is proposed that the evaluators review the turnover of the organisation against the predicted cost of the contract.
		2. To achieve this, the evaluator will establish the approximate costs envisaged for the contract before being able to compare the contract value to each organisation’s historical operations.
		3. The assessment of the organisation’s experience in contracts of this nature will give some indication as to their prospects of success in delivering the contract. The tender process should seek to ensure that the organisation selected for the contract will not be dependent on the contract for its future viability.
		4. For each measure in the table, the estimated income from Gloucestershire County Council to the organisation from the service will be expressed as a percentage of the income to the organisation for each of the previous three years. As for the previous measures, a weighted average will be taken (with the most recent year counting for 50%, the next most recent counting for 30%, and the third most recent counting for 20% of the average), and the corresponding score for that percentage derived from the table. The overall score will then be recalibrated to provide a score out of 40.
		5. The following scoring framework will be used:

|  |
| --- |
| **Turnover** |
| Gloucestershire County Council income as a percentage of historical results  | Score |
|
| >60% | 0 |
| 35-60% | 5 |
| <35% | 10 |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Q Ref** | **Information required** | **Description of information expected, which will be taken into account in assessment.** | **Supplier’s unique reference**  |
| **C2-Q1** | ***Please select the one organization description that most closely matches your organization and provide information accordingly.*** |
| C2-Q1-1 | Financial information for a start-up business that has not reported accounts to the Revenue or Companies House. | Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, or an alternative means of demonstrating financial status. |  |
| C2-Q1-2 | Accounts for an unincorporated business (sole traders and partnerships). | Copy of the most recent accounts that contain turnover, profit before tax, and balance sheet (if prepared) covering either the most recent two year period of trading or if trading for less than two years, the period that is available. If accounts are not prepared, provide the relevant pages from the latest tax returns (self employment pages for sole traders, partnership pages for partnerships) together with the tax assessment. |  |
| C2-Q1-3 | Accounts for a small company or limited liability partnership with a turnover of below the audit threshold that is not required to prepare audited accounts. | Copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two year period of trading or if trading for less than two years, the period that is available. Abbreviated accounts are not acceptable. |  |
| C2-Q1-4 | Accounts for a medium to large incorporated entity and all other organisations that are required to prepare audited accounts. | Copy of the most recent audited accounts for your organization covering either the most recent three year period of trading, or if trading for less than three years, the period that is available. |  |
| C2-Q1-5 | Accounts for other organisation types (e.g. not for profit entities, local authorities, housing associations, charities) | In most cases it is likely that audited accounts will have been prepared and the accounts required at C2-Q1-4 above will suffice. Where this not the case, an unaudited copy of the most recent accounts as described in C2-Q1-2 above should be provided. |  |

The authority’s minimum insurance levels are set out below. You should provide clarification where insurance does not meet these minimum values, where insurance is not currently held or will not be in place if awarded the contract. Clarification should explain why the level of insurance provided or proposed will be sufficient for the requirements of this opportunity.

* Public liability - £25million
* Employer’s liability – £10million
* Professional indemnity - £5million
* Damage to Clients Property – £5million

|  |  |  |  |
| --- | --- | --- | --- |
| **C2-Q2** | **Insurance statement and Certificates** | **Please provide the requested information in the response column.**  | **Response** |
| C2-Q2-1 | Employers’ Liability Insurance | Policy number |  |
| Limit of indemnity |  |
| Excess |  |
| Limit for a single event |  |
| Expiry date |  |
| C2-Q2-2 | Public Liability Insurance | Policy number |  |
| Limit of indemnity |  |
| Excess |  |
| Limit for a single event |  |
| Expiry date |  |
| C2-Q2-3 | Professional Indemnity Insurance | Policy number |  |
| Limit of indemnity |  |
| Excess |  |
| Limit for a single event |  |
| Expiry date |  |
| C2-Q2-4 | Damage to Clients Property  | Policy number |  |
| Limit of indemnity |  |
| Excess  |  |
| Limit for a single event |  |
| Expiry date |  |

Core Question Module C3 is covered by Parts 1 and 2 (Annexes A and B) of this SQ.

|  |
| --- |
| **Core Question Module C4: Health and safety policy and capability***Scoring: PASS/FAIL* |

Module C4 provides the Authority with information to determine whether or not you demonstrate a commitment to Health and Safety.

This module will be evaluated as Pass/Fail against the evidence/detail requirements stated. The SQ must achieve a “Pass” in all questions in this section to be included in the evaluation of shortlisted organisations Invited to Tender.

**NOTE: the word limit for each response is limited to a maximum of 500 words.**

|  |  |  |  |
| --- | --- | --- | --- |
| **C4-Q1** | **C4-Q1-1 Exemptions and pertinent question selection:**If your organization meets the criteria identified in one of C4-Q1-1a) to C4-Q1-1c) below and you can provide the supporting evidence required, you do not need to complete questions C4-Q2 to C4-Q17 of this question module. If exemption is not claimed, please move to C4-Q2 | **Exemption Claimed?** | **Please provide copy certificates or other supporting information** |
| **YES** | **NO** |
|  | C4-Q1-1a) You have within the last twelve months successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91. |  |  |  |
|  | C4-Q1-1b) you have within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum. |  |  |  |
|  | C4-Q1-1c) You hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001. |  |  |  |
| C4-Q2 | **Role related question selection:**The questions asked in C4-Q3 to C4-Q17 are appropriate for particular construction roles and have been colour coded accordingly to assist identification. Please indicate below which role(s) best describes your organizations activity and then only provide responses to the questions colour coded to the role(s) you have selected.*NOTE If your organization will potentially fill more than one role (e.g. Design and Build), please provide responses to the questions applying to all relevant roles (e.g. Designer and Contractor).* |
| **ROLE IDENTIFIED** | **YES** | **NO** |
| C4-Q2-a) Contractor or Sub-Contractor (respond to questions C4-Q3 to C4-Q14) |  |  |
| C4-Q2-b) Designer (respond to red shaded questions C4-Q15 to C4-Q17) |  |  |
| C4-Q2-c) Principal Designer (respond to green shaded questions C4-Q17 to C4-Q20) |  |  |
| **Q Ref** | **Question** | **Supplier’s unique reference to supporting information:** |
| C4-Q3 | **Are you able to demonstrate that you have a policy and organization for health and safety (H&S) management?**Please provide evidence of a periodically reviewed H&S policy, endorsed by the chief executive officer The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organization.(Organizations with fewer than 5 employees must demonstrate that policy and arrangements are adequate in relation to the type of activity to be undertaken). |  |
| C4-Q4 | **Are you able to describe your arrangements for ensuring that your H&S measures are effective in reducing/ preventing incidents, occupational ill-health and accidents?**Please provide details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce. (Organizations with fewer than 5 employees must demonstrate that policy and arrangements are adequate in relation to the type of activity to be undertaken). |  |
| C4-Q5 | **Do you have access to competent H&S advice/assistance – both general and construction sector related?**Please provide evidence of how your organization obtains access to competent H&S advice. NOTE Access to competent in-house advice, in whole or part, is preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that (from the same source or elsewhere) advice relating to construction H&S issues is accessible as required. |  |
| C4-Q6 | **Do you have a policy and process for providing your staff / workforce with training and information appropriate to the types of activity that your organisation is likely to undertake?**Provide evidence that your organization has in place and implements, training arrangements to ensure that its staff/ workforce has sufficient skills and understanding to discharge their various duties. This should include refresher training (e.g. a CPD programme) that will keep the workforce updated on good H&S practice applicable throughout the company. |  |
| C4-Q7 | **Does your staff / workforce have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the activity that your organisation is likely to undertake?**You will be expected to demonstrate and provide evidence on request, that your staff/ workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g. trainees. |  |
| C4-Q8 | **Do you check, review and where necessary improve your H&S performance?**Please provide evidence that your organization has in place and implements, an on-going system for monitoring H&S procedures on an on-going basis and for periodically reviewing and updating that system as necessary. |  |
| C4-Q9 | **Do you have procedures in place to involve your staff / workforce in the planning and implementation of H&S measures?**Please provide evidence that your organization has in place and implements a means of consulting with its staff/ workforce on H&S matters and show how staff/ workforce comments, including complaints are taken into account. |  |
| C4-Q10 | **Do you routinely record and review accidents / incidents and undertake follow-up action?**Please provide access to records of accident rates and frequency for all RIDDOR reportable events for at least the last three years. Demonstrate that your organization has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to any enforcement. |  |
| C4-Q11 | **Do you have arrangements for ensuring that your Suppliers apply H&S measures to a standard appropriate to the activity for which they are being engaged?**You will be expected to demonstrate and provide evidence on request that your organization has and implements, arrangements for ensuring that H&S performance throughout the whole of your organization’s supply chain is appropriate to the work likely to be undertaken. |  |
| C4-Q12 | **Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?**You will be expected to demonstrate and provide evidence on request that your organization has in place and implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work (‘method statements’). You should be able to provide indicative examples. The identification and control of any significant occupational health (not just safety) issues should be prominent.(Organizations with fewer than 5 employees must demonstrate that policy and arrangements are adequate in relation to the type of activity to be undertaken).NOTE Risk assessments should focus on the needs of the particular job and should be proportionate to the risks arising from the work to be undertaken. In addition to ensuring risk management, the need to reduce documentary requirements on micro-businesses in particular should be taken into account by buyers and assessment providers. Excessive bureaucracy associated with competency assessment can obscure the real risk issues and divert effort away from them. |  |
| C4-Q13 | **Do you have arrangements for co-operating and co-ordinating your work with others (including other Suppliers, notably contractors)?**Please provide explanation of how co-operation and co-ordination of the work is achieved in practice, and how other organizations are involved in drawing up method statements/safe systems of work etc. including arrangements for response to emergency situations. This should include details of how comments and input from your Suppliers will be taken into account and how external comments including any complaints, will be responded to. |  |
| C4-Q14 | **Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees?**You will be expected to demonstrate and provide evidence on request about how you ensure suitable welfare facilities will be in place before starting work on site, whether provided by a site-specific arrangement or your own organizational measures. |  |
| **Equavalent****C4-Q15** **C4-Q16****C4-Q17****Designers**  | **Do you have, and implement, arrangements/ procedures for meeting your duties under Regulation 9 of CDM2015?**You should have, and implement, arrangements/ procedures for meeting your duties under regulation 9 of CDM2015. |  |
| **Equivalent** **C4-Q18****C4-Q19****C4-Q20****Principal Designers**  | **Do you have, and implement, arrangements/ procedures for meeting your duties under Regulation 11 of CDM2015?**You should have, and implement, arrangements/ procedures for meeting your duties under regulation 11 of CDM2015. |  |

#  Annex D – Supplementary Question Module

Modules S1 through to S3 provide the Authority with information to determine whether or not you demonstrate a commitment to Equal opportunities, diversity, environmental management and quality. Module S4 provides information on your

Building Information Modeling (BIM) capability.

Modules S1 through to S3 will be evaluated as Pass/Fail against the evidence/detail requirements stated. The SQ must achieve a “Pass” in all questions in modules S1 to S3 to be included in the evaluation of shortlisted organisations Invited to Tender.

Module S4 is for information only and is not part of the evaluation.

**NOTE: the word limit for each response is limited to a maximum of 500 words.**

|  |  |  |
| --- | --- | --- |
| **Supplementary Question Module S1: Equal opportunity and diversity policy and capability***Scoring: PASS/FAIL* | **Yes** | **No** |
| **S1-Q1** | As an Employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010? Applies to both public and private procurement.**Please provide copies of the following:** |  |  |
| S1-Q1-1 | Relevant **instructions** or written statement/evidence of relevant actions |  |  |
| Supplier’s unique reference to relevant supporting information: |
| S1-Q1-2 | Relevant **guidance** or written statement/evidence of relevant actions |  |  |
| Supplier’s unique reference to relevant supporting information: |
| S1-Q1-3 | Relevant **policies/literature** or written statement/evidence of relevant actions |  |  |
| Supplier’s unique reference to relevant supporting information: |
| S1-Q1-4 | Evidence of where you believe these policies have made a difference |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **S1-Q2** | Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others? |  |  |
| **S1-Q3** | In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?Please provide details of any findings.  |  |  |
| If the answer to Q3 is ‘yes’, what steps did your organisation take as a result of that finding or investigation? |
| **S1-Q4** | In the last three years has your organization been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?Please provide details of any investigations  |  |  |
| If the answer to Q4 is ‘yes’, what steps did your organisation take as a result of that finding or investigation?Please provide details/evidence of remedial action. |
| *S1-Q5* | *Not used* |  |  |
| **S1-Q6** | What does your organisation do to ensure that equality and diversity is embedded within your organisation?Please provide copies of any relevant policies or written statements/evidence of relevant actions.  |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **S1-Q7** | Do you actively promote good practice in terms of eliminating discrimination in all forms through: |  |  |
| S1-Q7-1 | Guidance to your employees/Suppliers concerned with recruitment, training and promotion?Please provide copies of any relevant instructions or written statements/evidence of relevant actions.  |  |  |
| Supplier’s unique reference to relevant supporting information: |
| S1-Q7-2 | Making guidance or policy documents concerning how the organization embeds equality and diversity available to employees/sub-contractors, recognised trade unions or other representative groups of employees?Please provide copies of any relevant guidance or written statements/evidence of relevant actions.  |  |  |
| Supplier’s unique reference to relevant supporting information: |
| S1-Q7-3 | Appropriate recruitment advertisements or other literature.Please provide copies of any relevant policies/literature or written statements/evidence of relevant actions.  |  |  |
| Supplier’s unique reference to relevant supporting information: |

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| --- | --- | --- |
| **Supplementary Question Module S2: Environmental management policy and capability***Scoring: PASS/FAIL* | **Yes** | **No** |
| **S2-Q1** | **Exemption:** The questions in this module need not be completed if your organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance with **BS EN ISO 14001** or a valid EMAS certificate, and can provide the supporting evidence requested.**Are you claiming exemption?** |  |  |
| If yes, please provide unique reference to copy certificate: |
| **S2-Q2** | Do you have a documented policy and organisation for the management of construction-related environmental issues?Please provide evidence that you or your organization has anenvironmental management policy authorized by the Chief executive or equivalent and regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organization.  |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **O2-Q3** | Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?Please provide evidence that your organization’s environmental policy implementation plan provides information as to how the company aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce, in relation to environmental matters including:• sustainable materials procurement;• waste management;• energy management.This should include the arrangements for responding to, monitoring and recording environmental incidents andemergencies and complaints. |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **S2-Q4** | Do you have arrangements for providing employees who will engage in construction, with training and information on construction-related environmental issues?Please provide evidence that your organization has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties. This should include a programme ofrefresher training that will keep the workforce updated on relevant legal requirements and good environmentalmanagement practice. |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **S2-Q5** | Do you check, review and where necessary improve your environmental management performance?Please provide evidence that your organization has a systemfor monitoring environmental management procedures on anongoing basis and for updating them at periodic interval. |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **O2-Q6** | Do you have arrangements for ensuring that any Suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged?Please provide evidence that your organization has procedures for monitoring supplier’s environmental management arrangements and ensuring that environmental performance appropriate for the activity to be undertaken is deliveredthroughout the whole of your organizations supply chain. |  |  |
| Supplier’s unique reference to relevant supporting information: |

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| --- | --- | --- |
| **Supplementary Question Module S3: Quality management policy and capability***Scoring: PASS/FAIL* | **Yes** | **No** |
| **S3-Q1** | **Exemption:** The questions in this module need not be completed if your organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance with **BS EN ISO 9001** from an organisation with a related UKAS accreditation, or equivalent.Are you claiming exemption? |  |  |
| If yes, please provide unique reference to copy certificate: |
| **S3-Q2** | Do you have a policy and organisation for quality management?Please provide evidence that your organization has and implements a quality management policy that is authorised by the Chief Executive or equivalent and periodically reviewedat a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organization |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **S3-Q3** | Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing/preventing incidents of sub-standard delivery?Please provide evidence that your organization keeps copies ofdocumentation setting out quality management organization andprocedures that meet currently agreed good practice. These should include the arrangements for quality management throughout the organization. They should set out how the company will carry out its policy, with a clear indication of how the arrangements are communicated to the workforce. |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **S3-Q4** | Do you have arrangements for providing your workforce with quality-related training and information appropriate to the type of work for which your organisation is likely to bid?Please provide evidence that your organization has in place andimplements, training arrangements to ensure that its workforce has sufficient skills and understanding to discharge their various responsibilities. These arrangements should include a programme of training that will keep the workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and training records. |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **S3-Q5** | Do you have procedures for periodically reviewing, correcting and improving quality performance?Please provide evidence that your organization has a system formonitoring quality management procedures on an on-going basis. Your organization should be able to provide evidence of systematic, periodic review and improvement of quality in respect of construction output and general performance. |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **S3-Q6** | Do you have arrangements for ensuring that your own Suppliers apply quality management measures that are appropriate to the work for which they are being engaged?Please provide evidence that your organization has arrangements for monitoring supplier’s quality management arrangements and ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your organizations supply chain. |  |  |
| Supplier’s unique reference to relevant supporting information: |

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| **Supplementary Question Module S4: Building Information Modeling (BIM), policy and capability***Scoring: INFORMATION ONLY* | **Yes** | **No** |
|  | **Exemption:** The questions in this module need not be completed if your organisation holds a third party certificate of compliance with **BS EN PAS 1192:2:2013** from an organisation with a related UKAS accreditation, or equivalent. Are you claiming exemption? |  |  |
| If yes, please provide unique reference to copy certificate: |
| **S4-Q1** | Do you have the capability of working with a project using a “Common Data Environment” as described in PAS 1192:2:2013?You will be expected to demonstrate that your organization understands the concept of a “Common Data Environment” as described in PAS 1192:2:2013 and is able to exchange information between supply chain members in an efficient andcollaborative manner. If you have delivered a project in this way, you may use this to demonstrate your capability. Your explanation should be clear and concise. |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **S4-Q2** | Do you have documented policy, systems and procedures to achieve “Level 2 BIM” maturity as defined in the government’s BIM Strategy?You will be expected to provide evidence that you or your organization has a policy authorized by the Chief Executive or equivalent and regularly reviewed. The policy and proceduresshould be able to be applied to both large and small projects efficiently. |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **S4-Q3** | Do you have the capability of developing and delivering or working to (depending up the role(s) that this SQ covers) a BIM Execution Plan (BEP) as described in PAS 1192:2:2013?You will be expected to demonstrate that your organization understands the requirements of PAS 1192:2:2013, in particular with respect to BEP. This will include how to create reliableinformation and exchange it between supply chain members in an efficient and collaborative manner, and where appropriate, to the client, in the form specified (EG in accordance with the COBie UK 2012 standard and other typical client’s informationrequirements). If you have delivered a project in this way, you may present an example BEP. |  |  |
| Supplier’s unique reference to relevant supporting information: |
| **S4-Q4** | Do you have arrangements for training employees in BIM related skills and do you assess their capabilities?You will be expected to demonstrate that your organization has in place training arrangements to ensure that its staff/ workforce have sufficient skills and understanding to implement and deliver projects in accordance with the policy and proceduresestablished to achieve “Level 2 BIM” maturity. Completed Construction Project Information Exchange (CPIx) templates referred to in the Project Implementation Plan (PIP), part of theBEP defi ned in PAS 1192-2 would be considered.If this SQ is for the fi rst such project that you have considered undertaking, a training plan and evidence of how prior training outcomes in other areas have been assessed, would beconsidered. |  |  |
| Supplier’s unique reference to relevant supporting information: |

# Annex E – Additional Question Module

Module A1 Question response will be scored to decide shortlisted organisations invited to tender.

**NOTE: Your response for questions A1-Q1 to A1-Q6 should not exceed twenty (20) sides of A4 paper. Text must be presented in “Arial” font and be no smaller than 11 point, single-spaced with the margins set at 2.5cm, text no smaller than 8 point can be used for drawings, diagrams and flow charts.**

**Your responses should be concise and relevant to the Contract which is the subject of this SQ. Do not include marketing or other literature except where expressly stated.**

|  |
| --- |
| **Additional Question Module A1: Technical and Professional ability***Scoring: Scored Evaluation* |
| **Q Ref** | **SCORED RESPONSE** | **Weighting %** |
| A1-Q1 | **Self Delivery**Give an example of a reference contract where you have used a self-delivery model or increased the level of self-delivery on a contract successfully. Describe the elements of the service you self delivered. What have you done to encourage recruitment into your organization? What is your ethos or policy for determining what aspects of the service are self-delivered and what aspects are sub-contracted?Your response should demonstrate your organization's capability for self-delivery of all or elements of individual contracts and should include evidence of how this has been successfully managed in other contracts as well as the proportion and elements of the relevant contract self-delivered. Please include details of how your organization determines whether to self-deliver or subcontract part or parts of a particular contract and how the approach taken has been successful in meeting the relevant client's objectives. The Client defines self delivery as the delivery of work from the Clients premises by Bidder employed staff. | **15%** |
| Response - If a separate attachment is used for your response you must state your unique reference number: Please note above regarding limits for size of the response. |
| A1-Q2 | **Collaboration and Co-location**Give an example of a reference contract where you have co-located and/or co-mingled with a client team, or an example of a successful partnering arrangement. What made this successful and what challenges did you face? How do you manage differing goals and visions of the organisations when working in a collaborative environment?Your response should provide evidence that you have successfully co-located and/or co-mingled with a client team and include details of the particular arrangements in that case. You should include details of how this was implemented and the processes your organization put in place to achieve this successfully. Details of challenges should include details of the challenge itself and the steps taken by your organization and (as far as possible) the client in order to overcome the relevant challenge as well as any learning points your organization took away from that contract. Please include examples of the differing goals and visions of your organization and the relevant client when detailing how these were managed in practice and how the collaborative approach was applied to achieve a successful outcome.  | **15%** |
| Response - If a separate attachment is used for your response you must state your unique reference number: Please note above regarding limits for size of the response. |
| A1-Q3 | **Multi-Supplier arrangements** Give an example of where you have successful delivered a client project as part of a multi-Supplier arrangements. For example Gloucestershire’s proposed three contract highways service delivery model. How did you manage conflicts between fellow Suppliers?You will be expected to provide evidence of having successfully delivered a contract (preferably highways-related) in circumstances where you were required to collaborate with other Suppliers. You should provide details of the nature and extent of collaboration required and the procedures and processes you followed to achieve this. You should also provide details of areas of potential conflict with the other relevant Supplier(s) and the procedures in place for managing these conflicts so as not to undermine the successful performance of your contract and the overall delivery for the relevant client of the multi-Supplier arrangement. Please also identify any learning outcomes which were identified by your organization leading from delivery of the relevant arrangement.  | **15%** |
| Response - If a separate attachment is used for your response you must state your unique reference number: Please note above regarding limits for size of the response. |
| A1-Q4 | **Mobilisation**Give an example of where you have taken over a contract and had to handle the mobilisation and transferring staff? What were the key factors for a successful transition?Your response should include details of the nature and scale of the contract as well as the timescale provided for the mobilization. You should include details of the extent of staff transfer involved and transfer of any subcontractors if relevant. You should include as a minimum details of your policies and procedures for handling mobilization including transfer of staff, familirisation of staff with the client's requirements, IT procedures, infrastructure arrangements, recruitment if required and subcontracting arrangements. When discussing the key factors for a successful transition please provide examples in respect of each factor and how this contributes to a successful transition, as well as how your organization manages this.  | **10%** |
| Response - If a separate attachment is used for your response you must state your unique reference number: Please note above regarding limits for size of the response. |
| A1-Q5 | **Succession planning**Give an example of how you have overcome succession planning issues and the challenges of an aging workforce in a Professional Services environment?Your example should include details of the particular challenges faced on the relevant contract and how these were resolved. Please include details of any relevant processes or procedures which your organization applies to manage these challenges and any learning points which your organization has adopted as a result of delivering contracts subject to these challenges. Your answer should be specific to the challenges faced in relation to Professional Services contracts.  | **10%** |
| Response - If a separate attachment is used for your response you must state your unique reference number: Please note above regarding limits for size of the response. |
| A1-Q6 | **Social Value**What social value added initiatives have you undertaken with any of these reference contracts? Your answer should specify the initiatives taken and how these benefitted the client and/or the relevant community, being as specific as possible. You should also specify any learning points or changes to policies adopted by your organization as a result of involvement with the relevant social value added initiatives.  | **10%** |
| Response - If a separate attachment is used for your response you must state your unique reference number: Please note above regarding limits for size of the response. |

**References**

The successful delivery of a task at the operational level, does not necessarily equate to successful end-to-end delivery of the service from the perspective of the client. As part of this SQ evaluation process the Authority is seeking to evidence client satisfaction with end-to-end service delivery.

|  |
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| **Additional Question Module A2: References – Evidence of Client Satisfaction***Scoring: Scored Evaluation* |
| **Q Ref** | **SCORED RESPONSE** | **Weighting %** |
| A2-RF | **References**: Provide details below of two (2) relevant contracts, from either the public or private sector. Contracts should have been in operation or performed during the past 3 three years. The named client contact provided should be prepared to provide written evidence to the authority to confirm the accuracy of the information provided by you. | **25%** |

|  |  |  |
| --- | --- | --- |
|  | **Contract Reference 1** | **Contract Reference 2** |
| Contact details for the referee | Name: |  |  |
| Position: |  |  |
| Address: |  |  |
| Tel.: |  |  |
| Email: |  |  |
| Brief description of the contract delivered: |  |  |
| Contract start: |  |  |
| Contract end: |  |  |
| If you cannot provide at least one example above please provide an explanation of the reasons for this: |
|  |
| 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 will be created for this contract) then two separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (two examples are not required from each member).Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the Supplier or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services. |

**Making the Request for References**

**Note: A request for Reference template form is provided at Annex D of this document. Please complete the SQ Supplier part of this template and then issue the template to your selected two client organisations. The referee should be requested to return the completed template directly to Gloucestershire County Council using the address indicated on the template. If references are returned to you they may be uploaded with your SQ submission.**

You should expedite the return of the Request for References before the final date for receipt which is indicated on the template. Where references are not received by the return of SQ date, the authority will endeavour to contact the referee. **Where no reference is received by final date for receipt, then the evaluation scores will be awarded without them**.

**Please note, it is your responsibility to ensure that references are provided by your named referees and therefore, you are advised to contact the relevant individuals for their consent to be named in your response to this SQ. The Authority accepts no liability for any failure by any referee to provide the Request for References.**

If your organisation is unable to provide at least two relevant references e.g. because your organisation is a new organisation please provide details of the procedures and processes in place to provide excellent client service and deliver the Contract requirements. If your organisation has experience in other areas rather than directly relevant contracts, please provide references from those contracts details of how your organisation's performance in those contracts would be relevant to the performance of a contract for the types of services covered by the Contract. The Authority will consider whether the response provides evidence of your ability to deliver client satisfaction and the extent to which it provides the Authority with equivalent levels of confidence that your organisation is capable of delivering excellent client service and achieving contract requirements.

The detail provided in references from past contracts will be evaluated by the Authority's evaluation panel. Scores will be awarded as described in the instructions part of this document, and will take into account the following factors in accordance with the table set out at paragraph 30 of this SQ

* Number of references provided
* The referee’s response
* Relevance of the reference to the requirement SQ to deliver the service

#  Annex F – Reference Request Template

**Gloucestershire Highways Professional Services Contract**

**Ref: DN363742**

**Selection Questionnaire REFERENCE REQUEST TEMPLATE**

|  |
| --- |
| **To be completed by the SQ Supplier:** |
| Name of SQ Supplier: |  |
| Contract details: | Name: |  |
| Reference: |  |
| Value (£): |  |
| Final outturn or cost to date (£): |  |
| Brief description of the contract delivered: |  |
| Contract start: |  |
| Contract end: |  |
| Current Project status: |  |

**FINAL DATE FOR RECEIPT OF COMPLETED REFERENCE REQUEST TEMPLATES:**

 **12pm 08 OCTOBER 2018**

The referee should be requested to complete the rest of the template and return it directly to Gloucestershire County Council using the address indicated on the template.

|  |
| --- |
| **To be completed by the Client Referee:** |
| Name of referee: |  |
| Contact details for referee: | Name: |  |
| Position: |  |
| Address: |  |
| Tel.: |  |
| Email: |  |
| Is the Contract detail provided by the SQ Supplier correct? If not please describe any differences. |  |
| Please tick the box that most appropriately indicates your satisfaction as the client with the following aspects of the SQ Supplier’s service: |
|  | None (or) Unacceptable | Unsatisfactory | Satisfactory | Good | Excellent |
| Communication with the client |  |  |  |  |  |
| Customer focus |  |  |  |  |  |
| Commercial behaviour |  |  |  |  |  |
| Collaboration and Teamwork |  |  |  |  |  |
| Flexibility and responsiveness |  |  |  |  |  |
| Competency of staff |  |  |  |  |  |
| Attitude of the Management Team |  |  |  |  |  |
| Please give any further comments you feel are relevant. Please expand on any of the above aspects of the Supplier’s service you have scored as either unacceptable of unsatisfactory. |
|  |

Please return this completed form to Gloucestershire County Council by e-mail: mike.mcgowan@gloucestershire.gov.uk If you have any questions about this request please contact Mike McGowan, Gloucestershire County Council Commercial Services, on 01452 583703.

#  Annex G – SQ Declaration

**Gloucestershire Highways Professional Services Contract**

**Ref: DN363742**

**Selection Questionnaire 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 your Organisation**)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 SQ** | **Appendix number** |
|  |  |
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|  | **SQ completed by** |
| **8.1** | **Name** |  |
| **8.2** | **Role in organisation** |  |
| **8.3** | **Date** |  |
| **8.4** | **Signature** |  |

1. Template for Appendices and Attachments

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Your unique reference number:** |  |
| **Annex:** |  |
| **SQ Module:**  |  |
| **Question number:**  |  |
|  |

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)