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**Greater Manchester Public Sector Apprenticeship Provision**

**Dynamic Purchasing System**

**Supplier Selection Questionnaire**

|  |  |
| --- | --- |
| **Contract** | Greater Manchester Public Sector Apprenticeship Provision |
| **Contract Reference** | DN261470 |
| **Contract Period** | Commenced 2nd January 2018 – 31st December 2019 |
| **Extension Options** | To be extended for one year from 2nd Jan 2020 and option to extend for one final year from 2nd Jan 2021 |
| **Procedure** | Restricted DPS |
| **Issue Date** | Monday 9th September 2019 |



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**1. INTRODUCTION AND PURPOSE OF THIS SUPPLIER SELECTION QUESTIONNAIRE (SSQ)**

* 1. Trafford Council (the “Council”) wishes to establish a Dynamic Purchasing System (DPS) Framework Agreement with suitable Providers for the provision of Greater Manchester Public Sector Apprenticeship Provision DPS for a period of 24 months with the option to extend, up to a total maximum extension of 24 months in annual increments, the Framework Agreement.
  2. The Bidder’s response to this SSQ (“Response”) will be used by the Council’s evaluation team to determine whether the Bidder satisfies what the Council considers to be an appropriate level of experience, expertise and financial standing and that the Bidder’s values and processes are consistent with those of the Council. The Council reserves the right to ask further questions relating to the suitability of the Bidder and any relevant consortium member and to undertake further investigative measures as may be required in this respect
  3. The Council will evaluate the Response in accordance with the criteria set out in Section 3. Evaluation of this SSQ.
  4. This SSQ is issued in accordance with Regulation 56(3) of the Public Contracts Regulations 2015.

1. **COMPLETION GUIDANCE**

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

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

2.1.2 A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently the Council requires 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)

2.1.3 When completed, this form is to should be return in line with Section 6 of the Instructions document.

2.1.4 The Council will accept submission of a completed European Single Procurement Document in lieu of Parts 1 and 2. Evaluation of such document submitted in the alternative will be in accordance with the evaluation criteria set out in paragraphs 3.1 to 3.5 below

* 1. **Selection Questions: Part 3**

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

2.2.1 If the relevant documentary evidence referred to in the SSQ is not provided upon request and without delay the Council reserves the right to amend the contract award decision.

**2.3 Consequences of misrepresentation**

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

**2.4 Notes for completion**

2.4.1 The “Council” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process

2.4.2 “You” / “Your” refers to the potential bidder completing this SSQ i.e. the legal entity responsible for the information provided. The term “potential bidder” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity

2.4.3 The Response must be fully completed in English and must be concise, accurate, realistic, honest and unambiguous. All supporting information submitted must be clearly marked and cross referenced to the relevant question. Should the provision of additional appendices to the Response be required, these should be clearly numbered and listed as part of the Declaration.

2.4.4 The Council recognises that arrangements set out in section 2.1.2 of this SSQ, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Council immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Council will make a revised assessment of the submission based on the updated information

2.4.5 For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration. The Council 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 Council as being necessary for the satisfactory performance of the contract

2.4.6 For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, you should complete all of the questions on behalf of the consortium providing one composite response and declaration.

2.4.7 All subcontracting arrangements and proposals must adhere to ESFA Funding Rules. The Council recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Bidders should be aware that where information provided to the Council 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 Bidders to proceed with the procurement process or to provide services required. Bidders should therefore notify the Council immediately of any change in the proposed sub-contractor arrangements. The Council reserves the right to exclude the Bidder from the procurement exercise prior to any award of contract, based on an assessment of the updated information.

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

**3. EVALUATION OF THIS SSQ**

3.1 The Council will only award a place on the DPS to bidders which meet the pass criteria for each of the sections of this SSQ. Should a Response score a ‘fail’, in accordance with the criteria set out at 3.2.3 below, in any one or more of the sections of this SSQ, the Bidder will not be awarded a place on the DPS

3.2 The Council reserves the right to exclude the Bidder or to reject a Response in any of the following circumstances:

* + 1. In the event that the Response and/or supporting information is incomplete, inaccurate or misleading or otherwise not submitted in accordance with the requirements set out in this SSQ;
    2. Where grounds for exclusions are indicated in the criteria detailed in respect of Parts 1 to 3 of this SSQ;
    3. Where the Applicant achieves a fail or a score of 1 or less following assessment using the scoring system set out in this SSQ and summarised in the below table:

|  |  |
| --- | --- |
| **Part** | **Scoring Criteria** |
| 1 | Information Only |
| 2 | Mandatory (Pass/Exclude) |
| 3 | Minimum score of 2 (including Pass/Exclude) |
| **Total** |  |

**3.3 Parts 1 & 2 – Potential Supplier Information & Exclusion Grounds**

3.3.1 Bidder information provided in response to Part 1 will be used by the Council to gather the necessary details to understand the nature of the Bidder’s organisation and the legal entity participating in the procurement exercise, and the composition of its supply chain. The answers provided in your Response will not be scored as the answers to the Bidder information questions are for information only. However, the provision of insufficient or false information and/or any responses that leads the Council, acting reasonably, to conclude (considering the risk that the relevant answer concerns the Bidder’s ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, will result in exclusion

3.3.2 Exclusion grounds may apply at any point in the procurement process up to the award of contract

**3.4 Part 3 – Selection Questions**

* + 1. **Sections 4 and 5 – Economic and Financial Standing**

3.4.1.1 The information provided in response to Section 4 will be used by the Council to assess the Economic & Financial Standing of Bidders. Any Bidder that is unable to provide trading accounts for the previous 2 years shall provide evidence to support that it has bank accounts and shall provide a balance sheet and income statement to enable the Council to access its Economic & Financial Standing. In addition, the Council will obtain a Mint UK[[2]](#footnote-2) Credit Report for the Bidder

3.4.1.2 A Mint UK Credit Score of 41 or above will be accepted by the Council as evidence of the Bidder’s acceptable Economic & Financial Standing

3.4.1.3 Where the Mint UK Credit Report states a Credit Score of 40 or below, or where no Mint UK Credit Report is available for the Bidder, the Council will undertake further financial due diligence on the information provided in response to Section 4. Where the Council concludes that there is insufficient information to assess the Bidder’s Economic & Financial Standing, or the information leads to the Council to conclude that the information provided is not acceptable, the Bidder will be excluded

* + 1. **Section 6 – Technical and Professional Ability**
       1. The answers provided in your Response will be evaluated in line with the Section 8. Selection Criteria for Quality Questions and 9. Scoring Principles of the Instructions document. If the Council receives no response, or if any information provided by the Bidder in response to this Section leads the Council, acting reasonably, to conclude (considering the risk that the relevant answer suggests about the Bidder’s ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, then the Council reserves the right to exclude the Bidder
       2. The Council may take up references from the information provided by the Bidder. On taking up such references, if the Council receives no responses, or if any information obtained from referees leads the Council, acting reasonably, to conclude (considering the risk that the relevant response indicates the Bidder’s ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, then the Council reserves the right to exclude the Bidder from the procurement process
    2. **Sections 7 – Modern Slavery and Additional Questions**

3.4.3.1 The answers provided in your Response will be evaluated on the basis of pass/exclude. Bidders who self-certify that they do not meet the requirements of these additional questions will be excluded. The provision of insufficient or false information and/or any responses that leads the Council, acting reasonably, to conclude (considering the risk that the relevant answer concerns the Bidder’s ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, will result in exclusion. Exclusion grounds may apply at any point in the procurement process up to the award of contract

**3.4.4 Section 8.1 – Insurances**

3.4.4.1Applicants are required to self-certify that they have or will undertake to secure any all required insurance in the event that they are awarded the contract. The Council shall require evidence of the existence of such insurance policies from the successful Applicant. Failure to indicate ‘Yes’ will result in the Applicant’s exclusion from the procurement exercise.

**3.4.5 Section 8.2 – Health & Safety**

3.4.5.1 Applicants with more than five employees are required to self-certify that they have a health and safety policy, signed and dated and update regularly.

3.4.5.2 A response of ‘no’ to question (a) without satisfactory explanation will result in the Applicants exclusion from the procurement exercise.

3.4.5.3 Applicants are required to provide evidence to the Council of any remedial action or changes to procedures they have made to prevent future breaches implemented as a result of any enforcement or remedial orders. The Council shall, at its absolute discretion, consider whether any such remedial action is satisfactory.

3.4.5.3 A response of ‘yes’ to question (b) without satisfactory explanation will result in the Applicants exclusion from the procurement exercise.

3.4.5.4 A response of ‘no’ to question (c), without satisfactory explanation, where the Applicant has indicated in Section 1 that it proposes to use sub-contractors for the delivery of any part of the services described in the Tender Document, will result in the Applicants exclusion from the procurement exercise.

**3.4.6 Section 8.3 – Safeguarding**

3.4.6.1 A response of “No” to questions (a) to (e) without satisfactory explanation will result in the Applicants exclusion from the procurement exercise.

3.4.6.2 A response of ‘Yes’ to Question (f) – (h) without satisfactory explanation will result in the Applicants exclusion from the procurement exercise.

| **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** | | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information and UKPRN number |  |
| 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? | Choose an item. |
| 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? | Choose an item. |
| 1.1(j) (ii) | If you responded yes to 1.1(j) (i), please provide additional details of what is required and confirmation that you have complied with this |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-3)? | Choose an item. |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:[[4]](#footnote-4)   * Name; * Date of birth; * Nationality; * Country, state or part of the UK where the PSC usually lives; * Service address; * The date he or she became a PSC in relation to the company (for existing companies, 6 April 2016 should be used); * Which conditions for being a PSC are met:- * Over 25% up to (and including) 50% * More than 50% and less than 75% * 75% or more[[5]](#footnote-5)   (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:     * Full name of the immediate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:     * Full name of the immediate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |

| **Please provide the following information about your approach to this procurement:** | | |
| --- | --- | --- |
| **Section 1** | **Bidding model** | |
| **Question** | | **Response** |
| 1.2(a) (i) | Are you bidding as the lead contact for a group of economic operators? | Choose an item.  **if Yes,** please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3  **if No**, and you are a supporting Bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3 |
| 1.2(a) (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Choose an item. |
| 1.2(b) (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: the Council may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

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| --- | --- | --- |
| **Contact details and declaration**  I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate. I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement. I understand that the Council may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section. I am aware of the consequences of serious misrepresentation | | |
| **Section 1** | **Contact details and declaration** | |
| **Question** | | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

|  |  |
| --- | --- |
| **The following appendices form part of our submission:** | |
| **Appendix No.** | **Section/Question of the SSQ to which the appendix refers** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Please insert further rows into the above table, where required to reference all appendices submitted

| **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** | | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf) | |
| Participation in a criminal organisation | Choose an item.  **if Yes**, please provide details at 2.1(b) |
| Corruption | Choose an item.  **if Yes**, please provide details at 2.1(b) |
| Fraud | Choose an item.  **if Yes**, please provide details at 2.1(b) |
| Terrorist offences or offences linked to terrorist activities | Choose an item.  **if Yes**, please provide details at 2.1(b) |
| Money laundering or terrorist financing | Choose an item.  **if Yes**, please provide details at 2.1(b) |
| Child labour and other forms of trafficking in human beings | Choose an item.  **if Yes**, please provide details at 2.1(b) |
| 2.1(b) | If you have answered Yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, identity of who has been convicted. If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents |  |
| 2.2 | If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self Cleaning)? | Choose an item. |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Choose an item. |
| 2.3(b) | If you have answered Yes to question 2.3(a), please provide further 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 Council 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 | | |

| **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 3** | | **Grounds for discretionary exclusion** | |
| **Question** | | | **Response** |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | | |
| 3.1(a) | Breach of environmental obligations? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(b) | Breach of social obligations? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(c) | Breach of labour law obligations? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(j)  3.1(j) (i)  3.1(j) (ii)  3.1(j) (iii)  3.1(j) (iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria  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 | | Choose an item.  **if Yes**, please provide details at 3.2  Choose an item.  **if Yes**, please provide details at 3.2  Choose an item.  **if Yes**, please provide details at 3.2  Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self Cleaning)? | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 3: Selection Questions**[[6]](#footnote-6) | | | |
| **Section 4** | | **Economic and Financial Standing** | |
| **Question** | | | **Response** |
| 4.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested? | | Choose an item.  if **No**, can you provide **one** of the following: answer with Y/N in the relevant box below? |
| 1. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation | | Choose an item. |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position | | Choose an item. |
| 1. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts, or an alternative means of demonstrating financial status) | | Choose an item. |
| 4.2 | | Where the Council has specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out | Choose an item. |

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| --- | --- | --- | --- |
| **Part 3: Selection Questions** | | | |
| **Section 5** | **If you have indicated in the SSQ questions 1.1(o) and 1.1(p) that you are part of a wider group, please provide further details below:** | | |
| Name of organisation | |  | |
| Relationship to the Supplier completing these questions | |  | |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | | Choose an item. |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | | Choose an item. |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | | Choose an item. |

| **Part 3: Selection Questions** | | | | |
| --- | --- | --- | --- | --- |
| **Section 6** | **Technical and Professional Ability** | | | |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. If you cannot provide examples see question 6.3  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member)  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract | | | |
|  | | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** | |  |  |  |
| **Point of contact in the organisation** | |  |  |  |
| **Position in the organisation** | |  |  |  |
| **E-mail address** | |  |  |  |
| **Description of contract** | |  |  |  |
| **Contract Start date** | |  |  |  |
| **Contract completion date** | |  |  |  |
| **Estimated contract value** | |  |  |  |
| **6.2** | Where you intend to sub-contract a proportion of the contract (within ESFA sub-contracting rules), please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s). Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) | | | |
|  | | | |
| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this, e.g. your organisation is a new start-up or you have provided services in the past but not under a contract | | | |
|  | | | |
| **6.4** | Please provide a statement of the technicians and technical services available to you including a statement of your average annual staffing and number of managerial staff over the past three years, broken down according to discipline where relevant. Please include details of the managerial structure you propose for this Contract, together with details of the educational and professional qualifications of those within the proposed structure | | | |
|  | | | |
| **6.5** | Please provide details of your measures for ensuring quality, details of your quality attestation registrations (if any; for example under ISO 9001 or equivalent), details of your approach to contract and project management, service delivery and complaints. Please also provide details of the person within your organisation who is responsible for quality standards | | | |
|  | | | |
| **6.6** | Are you listed on the Register of Apprenticeship Training Providers (RoATP) as a Main Provider? | | | |
| Please delete as appropriate  **YES** Continue to complete SSQ  **NO** Exclusion from the process | | | |
| **6.7** | Was the outcome of last your latest full OFSTED inspection Good or Outstanding overall, or Good or Outstanding for Apprenticeship Delivery?  Please delete as appropriate:  **YES** Complete table below and go to Question 6.8  **NO** Complete table below and go to Question 6.7.1 (if applicable)  **Please complete the table below to indicate grades** | | | |
| |  |  |  | | --- | --- | --- | | Grade | Overall Grade | Grade for Apprenticeships (if awarded in recent inspection) | | Outstanding |  |  | | Good |  |  | | Requires Improvement |  |  | | Inadequate |  |  | | | | |
| **6.7.1** | If you have answered ‘no’ to the 6.7 above, do your achievement rates, and employer and learner satisfaction scores meet the following thresholds:   * Apprenticeship Achievement rate at or above 69% (GM average in 2017/18) * Employer satisfaction of at least 74% (10% below the GM average in 2017/18) * Learner satisfaction of at least 70% (10% below the GM average in 2018/19)   Please delete as appropriate:  **YES** Complete table and go to Question 6.8  **NO** Complete table and go to Question 6.7.2 (if applicable)  **Please provide your scores in the table below** | | | |
| |  |  |  | | --- | --- | --- | |  | GM Benchmark | Provider rate / score | | Most recently published Apprenticeship Achievement rate | 69% |  | | Most recently published FE Choices Employer satisfaction score | 74% |  | | Most recently published FE Choices Learner satisfaction score | 70% |  | | | | |
| **6.7.2** | If your organisation has answered no to questions 6.7 and 6.7.1 above please provide an evidence based business case for why your organisation should be included on the list. Examples of valid reasons might include:   * No OFSTED inspection grade due to being new provider, HEI or only sub-contracted in the past (alternative evidence of quality will be considered) * Extenuating circumstances for performance below the criteria outlined above. E.g loss of major employer contract due to no fault of provider | | | |
| Your response to this questions should be submitted as a separate appendix with the document reference**: SSQ Response Q672(your organisation name)**. The document must be a maximum of 2 sides of A4 text in an 11pt font.  This response will be scored in line with the scoring methodology set out in Section 9 of the Instructions document. | | | |
| **6.8** | Through your wider delivery of Apprenticeships and other training programmes (including Traineeships) how does your organisation contribute to GM’s Apprenticeship Strategy by improving the quality of apprenticeship opportunities, engaging GM employers and removing barriers for learners? See Appendix 1 | | | |
| Your response to this questions should be submitted as a separate appendix with the document reference**: SSQ Response Q68(your organisation name)**. The document must be a maximum of 1 side of A4 text in an 11pt font.  This response will be scored in line with the scoring methodology set out in Section 9 of the Instructions document. | | | |
| **6.9** | How can your organisation support the intentions for collaboration and joint working highlighted within the Public Sector Apprenticeships Memorandum of Understanding (MOU)?  See Appendix 2 | | | |
| Your response to this questions should be submitted as a separate appendix with the document reference**: SSQ Response Q69(your organisation name)**. **)**. The document must be a maximum of 1 side of A4 text in an 11pt font.  This response will be scored in line with the scoring principles set out in Section 9 of the Instructions document | | | |
| **6.10** | Describe how you provide support for Apprentices including learner management and tracking systems, IAG support and provision (accreditation), pastoral support, supporting additional learner needs, English and Maths provision and initial assessment. | | | |
| Your response to this questions should be submitted as a separate appendix with the document reference**: SSQ Response Q610(your organisation name)**. The document must be a maximum of 2 sides of A4 text in an 11pt font.  This response will be scored in line with the scoring methodology set out in Section 9 of the instructions document | | | |
| **6.11** | Provide details and evidence of how your organisation will contribute to GM’s Social Value policy over the lifespan of the DPS against the key areas of:   * improving and increasing employment & economic sustainability * improving the living standards of local residents * promoting participation and citizen engagement * building capacity and sustainability of the Voluntary and Community Sector * promoting and improving equity and fairness * promoting and increasing environmental sustainability   Examples of potential activities are given in Appendix 3 – GM Social Value Policy | | | |
| Your response to this questions should be submitted as a separate appendix with the document reference**: SSQ Response Q611(your organisation name)**. The document must be a maximum of 2 side of A4 text in 11pt.  This response will be scored in line with the scoring methodology set out in Section 9 of the Instructions document | | | |
| **6.12** | **LOT Specific Questions** | | | |
| Please complete the template at Appendix 4 for each lot for which you intend to bid.  An individual template must be completed for each lot and should be submitted as a separate appendix with the document reference **SSQ Response Q612Lot(insert relevant lot number)your organisation name.** | | | |

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| **Part 3: Selection Questions** | | |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you, or is a company in your supply chain, a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?  If you are unsure whether this question relates to you, please read the guidance provided on our [website](http://www.star-procurement.gov.uk/Suppliers/modern-slavery-act.aspx) | Choose an item. |
| **7.2** | If you have answered Yes to question 7.1 are you, or is the company in your supply chain, compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Choose an item. |
| If you have answered Yes to question 7.2, please provide the relevant URL in the box below  If you have answered No to question 7.2, please provide an explanation in the box below | |
|  | |

| **Part 3: Selection Questions** | | |
| --- | --- | --- |
| **Section 8** | **Additional Questions**  Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage | |
| **8.1** | **Insurance** | |
| (a) | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £5mill  Public Liability Insurance = £5mill  It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders | Choose an item. |
| **8.2** | **Health & Safety** | |
| (a) | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements | Choose an item. |
| (b) | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question is Yes, in a separate appendix, please provide details of any enforcement / remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Council will exclude Bidder(s) that have been in receipt of enforcement/remedial action orders unless the Bidder(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches | Choose an item. |
| (c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Choose an item. |
| **8.3** | **Safeguarding** | |
| (a) | Please self-certify that your organisation has appropriate Safeguarding Policies and Procedures in place, and will follow the Customer’s Safeguarding Policies and Procedures as a minimum when undertaking work under this DPS?    Providers may be asked to provide their policies if selected before admittance to the DPS.  Regardless of whether the Council reviews your policies and procedures for admittance onto the DFPS, by submitting your SSQ document, you are agreeing to furnish a Customer, immediately upon request, your relevant Safeguarding Policies and Procedures. | Choose an item. |
| (b) | Does your organisation ensure all checks with the Independent Safeguarding Authority (ISA) are undertaken on staff prior to working directly with vulnerable people? | Choose an item. |
| (c) | Do you ensure all staff (both those working directly with vulnerable people and those who do not work directly with vulnerable people such as office staff) undertakes a DBS (Disclosure and Barring Service) check and checks with the Independent Safeguarding Authority (ISA) prior to working for your organisation? | Choose an item. |
| (d) | How often are DBS (Disclosure and Barring Service) checks undertaken on individual staff members? |  |
| (e) | Please confirm whether your organisation undertakes enhanced DBS checks on individual staff members | Choose an item. |

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| --- | --- | --- | --- |
| **7. Supplier Selection Questionnaire Appendix** | | **Appendix No:** |  |
| Selection Questionnaire Part & Section: |  | Question No: |  |
| **Information provided:** | | | |
|  | | | |

**8. FORM OF TENDER**

**8.1 Tender for (insert contract title)**

**8.2 To: (insert name) Council**

8.3 I/We the undersigned, having examined and understood your Instructions for Tendering; Supplier Questionnaire; Response Document; and Appendices (the “**Tender Document**”) hereby tender for the supply of (insert contract title) in the Borough of (insert Council).

8.4 In the event of acceptance of this tender, I/We agree to execute within 15 days of request a formal written (Contract/Framework Agreement), to be prepared by the Council and comprising the Tender Document, including my/our tender responses. Until and unless such an agreement is executed, your written acceptance together with the above documents will constitute the contract between us.

8.5 I/We understand that you may accept more than one (1) tender; you may accept a tender(s) in whole, in part or may not accept any tender whatsoever. No Bidder will be reimbursed for any costs incurred in submitting a tender

8.6 I/We agree that my/our tender shall be submitted on the preconditions stipulated in the Instructions for Tendering.

8.7 I/We agree that this tender, without modification, shall remain open for acceptance by the Council for a period of three (3) months from the date stated for delivery or receipt of tenders.

8.8 I/We confirm that the information supplied to the Council and forming part of this Tender including (for the avoidance of doubt) any information supplied to the Council as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects. I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

**9. ANTI-COLLUSION CERTIFICATE**

9.1 As a public body it is important that the Council receives genuine competitive offers from Bidders, and that all Bidders act in a manner that is honest and reflects best practices. Bidders are therefore required to sign this document to certify that they have not and will not undertake any acts of canvassing or collusion.

* 1. **STATEMENT OF NON-CANVASSING:**

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

9.2.2 I/we further hereby undertake that I/we will not canvass any member, director, employee or adviser of the Council in connection with this Tender and the proposed award of the Contract and that no person employed by me/us or acting on my behalf, or advising me/us, will do any such act. I/we agree that the Council may, in consideration of this bid, and in any subsequent actions, rely upon the statements made in this Certificate.

**9.3 STATEMENT OF NON-COLLUSION**:

9.3.1 The essence of the public procurement process for selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Bidders.

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

9.3.3 I/we also certify that I/we have not done, and that I/we will not do, at any time during the tender process or in the event of my/our tender being successful while the resulting Contract is in force, any of the following acts:

* + - 1. enter into any agreement or agreements with any other person that they shall refrain from tendering to the Council or as to the amount of any offer submitted by them; or
      2. inform any person, other than the Council of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or
      3. cause or induce any person to enter into such an agreement as is mentioned in paragraph 1 and 2 above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or
      4. commit any offence under the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972; or
      5. offer to agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for causing or having caused to be done in relation to any other Tender or proposed Tender for the performance of the Project covered by the Tender any act or omission

9.3.4 In this Certificate, the word ’person’ includes any person, body or association, corporate or incorporate and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not.

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

**10. FREEDOM OF INFORMATION SCHEDULE**

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

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

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

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

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

10.5 **PLEASE NOTE:**

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

**11. BIDDERS SIGNATURE**

11.1 I/We confirm that we accept the conditions detailed in the Form of Tender and that that the undersigned are authorised to commit the Bidder to the contractual obligations contained in the Invitation to Tender.

11.2 I/We hereby certify that I/we accept the conditions detailed in the Anti Collusion certificate and confirm that we have not colluded or canvassed in relation to this procurement process

11.3 I/We declare that to the best of my/our knowledge the answers submitted to these questions are correct. I/We understand that the information will be used in the evaluation process to assess my/our organisation’s tender. I/We understand that the Council may reject my/our tender if there is a failure to answer all relevant questions fully or if I/we provide false/misleading information. I/We have provided a full list of any Appendices used to provide additional information in response to questions

11.4 I/We declare that there is no conflict of interest in relation to the Council’s requirement

|  |  |
| --- | --- |
| **Dated** |  |
| **Signatures of Organisation \*** |  |
| **Names of Signatories** |  |
| **Positions or Signatories** |  |
| **Name of Organisation** |  |

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. http://www.bvdinfo.com/en-gb/our-products/company-information/national-products/mint-uk [↑](#footnote-ref-2)
3. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-3)
4. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships) [↑](#footnote-ref-4)
5. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award [↑](#footnote-ref-5)
6. [See Action Note 8/16 Updated Standard SSQ](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-6)