



Working together

Supplier Response – Part B Minimum Requirements

Invitation to Tender
for

Care and Support Framework for Adults with
a Learning Disability and/or Autism across
Bournemouth, Christchurch and Poole

Ref: DN373561

Minimum Requirements Sections

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by selecting 'Yes or No' in the relevant boxes.

A Minimum Requirements		Is this minimum requirement met? Please indicate your response below.
1.	<p>To operate out of an office that is registered with the Care Quality Commission(CQC) and please confirm at your last CQC inspection that you received either a rating of:</p> <p>Level: Good or Outstanding</p> <p>If you operate more than one CQC Registered Homecare service, 75% of these need to be Level Good or Outstanding.</p> <p>Please state which CQC registered office you will be using for this service</p>	<p>YES/NO</p> <p>CQC Office:</p> <p>.....</p>

B Compliance with Equality Legislation		
For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	YES/NO
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p> <p>If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	YES/NO
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	YES/NO

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

D Health and Safety		
1.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	YES/NO
2.	<p>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?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	YES/NO
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	YES/NO

E Electronic Ordering and Invoicing		
1.	Your company will be required to work with the Council by receiving electronic purchase orders and submitting invoices electronically to the Council.	
	The successful supplier will be expected to join the Council's electronic P2P system called Oracle Fusion. The successful supplier will be required to register their company details on the site but there is no cost to joining. The successful supplier will be able to receive electronic purchase orders (PO's) from the Council by e-mail and will be expected to submit electronic invoices and credits through the online system.	
	Suppliers will be required to follow the Council's 'Good Invoicing Practice Guide' when submitting invoices and credit notes to the Council. This guide can be found on the Council's website and explains what the Council expects to see on any invoice that is submitted from your company.	
	Where relevant the successful supplier will be expected to provide data on goods or services to the Council so that a catalogue can be built. Where it is also deemed appropriate, the Council may also want to integrate with your transactional website through our P2P system.	
	Please can you confirm that you are willing to work with the Council including as a minimum receiving electronic Purchase Orders and invoicing the Council electronically:	YES/NO

Section F - Economic and Financial Standing - Information

F Economic and Financial Standing		
1.	Annual Turnover – to assist with the financial checking process please provide the latest published annual turnover figure of your organisation below:	
	Financial Accounting Year:	
	Turnover Value:	
2.	You should be aware that the Council uses a credit reference and financial status records agency. It is Council policy to check the financial status and stability of Suppliers prior to contract inception, where appropriate. You should be aware that the Council may take up financial checks just before award of contract. The Council may choose to exclude Suppliers from the procurement process if a Supplier's credit reference score and financial status represent a risk to the Council.	
	In addition to this financial check, further tests may be conducted which may include a review of current assets against liabilities, profitability over the previous four years, size of any long term liabilities (particularly where these are financed by external bank loans), the structure of the company and whether it is or could be supported by a Parent Company, the value of current reserves, whether the Supplier is long-established, plus consideration of the size of the contract against the organisation's turnover.	
	Please confirm that you have read and understood the above text:	YES/NO