

## Appendix A - Project Specific Questions to Assess Technical and Professional Ability and Short-Listing Questions

**Name of Organisation:**

**Lot Applied For (if Lot A):**

**Sub-Lot Applied For (if Lot B):**

### Technical and Professional Ability

#### Relevant experience and contract examples

Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the Authority's requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years, and VCSEs may include samples of grant funded work.

The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below.

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 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 principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.

#### Relevant Experience and Contract Examples Assessment

The Supplier's relevant experience will be assessed by reviewing the details of the three contracts provided. The Supplier must provide **at least three relevant contract** examples to demonstrate they have suitable relevant experience to the Lot or Sub Lots they are applying for. This experience is in relation to the type of Contracts that will be procured from the Framework for the Lot of Sub Lot(s) that are being applied for.

		Contract 1	Contract 2	Contract 3
5.1	Name of customer organisation			

5.2	Point of contact in customer organisation Position in the organisation E-mail address			
5.3	Contract start date Contract completion date Estimated Contract Value			
5.4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.			
5.5 If you cannot provide at least one example for questions 5.1 to 5.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up and provide evidence to demonstrate your previous experience.				

## Technical and Professional Ability

### Short-Listing Scoring Questions

1	<b>Exemplar Project</b>  Please describe an exemplar project, similar to what you will deliver from the Framework, that has been undertaken <b>in the last 3 years</b> by your Organisation from the office that is applying for a place on this Framework and explain what contribution you made which assisted with the successful completion of the project, which demonstrates the capability and experience of your staff.  <b>Word Limit: 500 words, appendices and attachments will not be evaluated</b>	Weighting of 40%
	<b>Response:</b>	
2	<b>Availability of Suitably Experienced and Qualified Personnel</b>  Please demonstrate and provide assurance that you have and will	Weighting of 30%

	<p>continue to have, throughout the life of the Framework, suitability experienced and qualified personnel available for the disciplines that you are applying for, including the number of consultants, their training programme and the redundancies and recruitments you have undertaken in the previous twelve and twenty four months</p> <p><b>Word Limit: 500 words, appendices and attachments will not be evaluated</b></p>	
	<b>Response:</b>	
3	<p><b>Continuity of Service Provision</b></p> <p>Please describe what key activities you currently undertake or put in place to ensure that there is a continuity of service when you are running a contract, in the light of fluctuations in workloads, staff turnover, sickness, holidays or taking over a new contract.</p> <p><b>Word Limit: 500 words, appendices and attachments will not be evaluated</b></p>	Weighting of 20%
	<b>Response:</b>	
4	<p><b>Social Value</b></p> <p>Please detail your previous experience in implementing skills development, employment, apprenticeship or training schemes on similar programmes or projects, in terms of value and scope of works/services and geographical region that will be called off from this Framework for the disciplines that you are applying for</p> <p><b>Word Limit: 500 words, appendices and attachments will not be evaluated</b></p>	Weighting of 10%
	<b>Response:</b>	