

Part C

Selection and Award

Framework Agreement for the provision of E-Audio Books for Somerset County Council on behalf of the LibrariesWest Consortium

Ref: DN524729

Commercial and Procurement Team

Somerset County Council

County Hall

Taunton

TA1 4DY

commercialandprocurement@somerset.gov.uk

Contents

1	The Evaluation Process	3
1.1	Preliminary Compliance Stage.....	3
1.2	Evaluation of the Selection Questionnaire.....	3
1.3	Evaluation of the Award Questions	6
2	Selection Questionnaire.....	10
3	Award	26
4	Form of Tender	26
5	Certificate of Confidentiality	29
6	Commercially Sensitive Information	30

1 The Evaluation Process

1.1 Preliminary Compliance Stage

The Authority will assess whether all requisite sections of the Applicant's Bid have been completed and all necessary information, schedules and any other Bid requirements have been supplied in accordance with the following:

Section	Topic	Means of evaluation
Part C Selection and Award		
Section 3	Award	Scored
Section 4	Form of Tender	Pass/fail
Section 5	Certificate of Confidentiality	Pass/fail
Section 6	Commercially Sensitive Information	Pass/fail
Part D Pricing		
Section 3	Pricing Schedule Declaration	Pass/fail

The Applicant's response shall be considered to have failed and will be excluded from the procurement where it fails to complete and/or submit any of the required schedules as described above.

1.2 Evaluation of the Selection Questionnaire

Evaluation of the Selection Questionnaire shall be conducted in accordance with the following:

Section	Topic	Means of evaluation
Part C Selection and Award		
Section 2	Selection Questionnaire	
Part 1 Section 1	Potential supplier information	For information only
Part 2 Section 2	Grounds for mandatory exclusion	Pass/fail
Part 2 Section 3	Grounds for discretionary exclusion	Pass/fail – Authority's discretion
Part 3 Section 4	Economic and financial standing	Pass/fail
Part 3 Section 5	Relationship to parent company	Pass/fail
Part 3 Section 6	Technical and professional ability	Pass/fail – Authority's discretion

Part 3 Section 7	Modern Slavery Act 2015	Pass/fail
Part 3 Section 8	Additional questions	Pass/fail – Authority's discretion

1.2.1 Means of evaluation: for information only

Sections and/or questions marked for information will not be evaluated. However, all information requested must be completed by the Applicant.

1.2.2 Means of evaluation: pass/fail

Applicant's responses to sections and/or questions marked pass/fail will be considered to have failed and will be excluded from the procurement process under the following circumstances (where they apply):

- where the Applicant responds with a 'yes' to any of the circumstances listed under Part 2 Section 1 Grounds for mandatory exclusion, whether the Applicant itself (where bidding as the Prime Contractor) or the Applicant or any consortium member (where bidding under a consortium structure);
- where the Applicant's response contravenes any relevant legislation;
- where the respective section is incomplete.

1.2.3 Means of evaluation: pass/fail – Authority's discretion

Applicant's responses to sections and/or questions marked pass/fail will be considered to have failed and will be excluded from the procurement process under the following circumstances (where they apply):

- where the Applicant responds with a 'yes' to any of the circumstances listed under Part 2 Section 2 Grounds for discretionary exclusion, whether the Applicant itself (where bidding as the Prime Contractor) or the Applicant or any consortium member (where bidding under a consortium structure);
- where the Applicant's response fails to offer the Authority sufficient assurance that its requirements will be met;
- where the Applicant's technical and professional ability, as explored through previous experience is, in the Authority's view, inappropriate or inadequate to meet the Authority's requirements as set out in the Procurement Documents;
- where the Applicant fails to confirm it already has and/or will acquire the type and level of insurance cover required;
- where the respective section is incomplete.

1.2.4 Means of evaluation: pass/fail (Economic and financial standing)

The Applicant is required to self-declare its ability to provide at least one of a number of different types of information, such as company accounts, statement of turnover or cash flow forecast that demonstrate its financial standing although the Applicant is not required to submit its accounts, etc. as part of its Bid.

Should the Applicant provide no response to this section it will be considered to have failed and will be excluded from the procurement process. Should the Applicant fail to meet the minimum annual threshold as set out in these Procurement Documents it will be considered to have failed and may be excluded from the procurement process.

Prior to the award of the Contract the Authority shall undertake to follow up with the successful Applicant to ensure that the documents declared are available and that they demonstrate that the Applicant has an acceptable level of economic and financial standing to perform a Contract of the required size and complexity. This will include an assessment regarding the ability of the Applicant to continue as a going concern, which is intended to identify considerations that would justify moving to not award the Contract on the basis of the likely future performance of the Applicant concerned.

The Authority will be entitled to consider all information contained in the financial information submitted by the Applicant. Prior to any decision not to award the resultant Contract to the Applicant on this basis, the Authority may seek clarification of the relevant consideration from the Applicant and will take into account any explanation offered by the Applicant.

Initially basic checks will be made on an Applicant's title and any relevant registration details (e.g. registered number at Companies House) by the Authority's Finance team. The Authority will check whether the Applicant is trading or dormant and whether it has a parent company. The status of the accounts will also be determined to check whether accounts submitted are for the last accounting period for which statements have been filed and whether there are later accounts that are overdue.

When considering profitability, the Authority will look at the gross profit margin and operating profit margin. These ratios will indicate the efficiency of the organisation. A loss in the year will be looked at in conjunction with the balance sheet resources available to cover this loss.

When looking at liquidity, the Authority will use the current ratio and the acid test ratio. The current ratio is a measure of financial strength and addresses the question of whether the Applicant has sufficient current assets to meet the payment schedule of its current debts with a margin of safety for possible losses in current assets. The Acid Test ratio will measure liquidity and excludes stock to include liquid assets only.

The Authority will look at the Applicant's balance sheet and determine the net worth of the organisation and that element that can be mobilised in a financial crisis. The Authority will look at the net assets and also the net tangible worth (excluding intangible assets). The Authority will also look at debt ratio and total debts against total asset.

The Authority will make its evaluation based on the below:

Risk Level	Score	Definition
High Risk	Fail	Unacceptable risk or risks identified
Low Risk	Pass	No risks identified or some minor risks identified

Any decision to not to award the resultant Contract following the application of the financial assessment evaluation methodology will be formally recorded and the Applicant will be notified. Under these circumstances the Authority may decide to award the Contract to the second-placed Applicant, although Applicants are reminded of section 2.36 Acceptance of Offers within Part A Instructions to Applicants.

1.2.5 Means of evaluation: pass/fail – Authority's discretion (Insurances)

The Applicant is required to self-declare its ability to provide the requested insurances and confirm the values required.

Should the Applicant provide no response to this section it will be considered to have failed and will be excluded from the procurement process. Should the Applicant fail to meet the minimum thresholds as set out in these Procurement Documents it will be considered to have failed and be excluded from the procurement process.

Prior to the award of the Contract the Authority shall undertake to follow up with the successful Applicant to ensure that the insurances declared are available and that they demonstrate that the Applicant has an acceptable level of cover as required.

The Authority will be entitled to consider all information contained in the insurances section of the Selection Questionnaire submitted by the Applicant. Prior to any decision not to award the resultant Contract to the Applicant on this basis, the Authority may seek clarification of the relevant consideration from the Applicant and will take into account any explanation offered by the Applicant.

1.3 Evaluation of the Award Questions

1.3.1 Award criteria

The following criteria and weightings will be applied in the evaluation of the questions and/or method statements asked of Applicants within 'Section 3 - Award' of this Part C Selection and Award.

Evaluation criteria breakdown	Means of evaluation	
	Sub criteria	Main criteria
Quality		40%
Functional Requirements	10%	
Quality Questions	30%	
Sub Criteria for Quality Questions:		
• Implementation Plan	2%	
• Demonstration of End User Interface	7%	
• Content	14%	
• Support	4%	
• Marketing	2%	
• Social Value	1%	
Price		60%

It will be on this basis that the Authority will award the Contract to the highest scoring Applicant.

1.3.2 Scoring guidelines

The questions asked of Applicants within Section 3 Award of this Part C Selection and Award shall be scored using the marking system described within this section. Applicants must refer to the Authority's minimum requirements, where given, to ensure that they meet or exceed the minimum requirements wherever possible so as to score the highest marks.

The score given by the evaluation panel to each Applicant's responses to the Award questions will be based on, and reflect, the degree to which the Applicant has clearly demonstrated its ability to meet the relevant evaluation criteria for each quality question.

All questions contained within **Appendix C1 – E-Audio Books Quality Questions** contained within section 3 Award of this Part C Selection and Award will be evaluated in accordance with the following:

Quality Questions

Score	Description
10	Excellent - The Supplier understands and meets all the Authority's requirements, has a robust methodology and processes in place and the answer has additional benefits and opportunities to add value or otherwise enhance the delivery of the required outcomes.
8	Good - The Supplier understands and meets all the Authority's requirements and has a robust methodology and processes in place to meet the Authority's needs.
6	Satisfactory - The Supplier understands and meets the majority of the Authority's requirements to a minimum requirement
4	Poor - The Supplier understands the Authority's requirements but there are some significant omissions or major risks
0	Highly unsatisfactory - The Supplier does not understand the Authority's requirements or does not meet the Authority's requirements

Functional Requirements Quality Questions

Score	Description
10	The response has met all the essential criteria in Section A to E and all 16 of the desirable criteria in Section F - Desirable Features
8	The response has met all the essential criteria in Section A to E and between 8 and 15 of the desirable criteria in Section F - Desirable Features
6	The response has met all the essential criteria in Section A to E
0	The response has not met all the essential criteria in Section A to E

1.3.3 Evaluation procedure

The evaluation procedure will consist of two (2) distinct stages: selection and award. Selection will take place first and will be conducted by Officers from within the Authority's Commercial and Procurement Team in conjunction with colleagues from within the Finance team and key stakeholders where appropriate. Applicants' responses to the Selection Questionnaire will be evaluated within the selection stage of the evaluation procedure and evaluation panellists will examine the capacity and capability of Applicants, including previous experience to perform the Contract in accordance with section 1.2 Evaluation of the Selection Questionnaire of this Part C Selection and Award.

The award stage of the evaluation procedure will take place following the selection stage and only where the Applicant has been judged to have passed the selection stage. The award stage examines how the Applicant proposes to deliver the Contract and will be conducted by a panel of key stakeholders. The size, make up and experience of the evaluation panel will reflect the scale and complexity of the activity to be evaluated, and may include a degree of specialist input consistent with the nature of the procurement.

Evaluation panellists will be provided with the Applicants' Bids prior to a moderation session. They are required to read the responses prior to the moderation session and record their own comments and scores. Bids will be evaluated against the published evaluation criteria and scoring guidelines. Bids will not be scored comparative to one another.

A representative from the Authority's Commercial and Procurement Team will conduct the moderation session. The role of the moderator is to ensure that the general principles of the regulations are adhered to, that the views of the entire evaluation panel are taken into account, and to challenge scores and comments to verify that the published scoring criteria is correctly applied.

During the moderation session evaluation panellists will discuss the Applicants' Bids, volunteering their previously recorded comments and scores with a view to arriving at a single, agreed, moderated score for each question and/or method statement response.

The moderator will record the moderated score and a summary of the evaluator's comments sufficient to justify the score. The scores including the characteristics and relative advantages of the successful tender will be provided to Applicants alongside any notification of the decision to award the Contract.

2 Selection Questionnaire

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

This standard 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).

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

Alternatively you can submit the completed Exclusion Grounds of the [EU ESPD](#) (Part III) as a downloaded XML file as an appendix to your Submission.

Supplier Selection Questions: Part 3

If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

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

Consequences of misrepresentation

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

Notes for completion

1. The “Authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You”/“Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The Authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

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

Part 1 - Potential Supplier Information

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

Section 1 Potential Supplier Information		
No.	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 a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) 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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)? <i>See EU definition of SME:</i> https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: See PSC guidance . - 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. <i>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.</i> (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		
No.	Question	Response
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>

1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub- contractor in the following table: we may ask them to complete this form as well.	
	Name	
	Registered address	
	Trading status	
	Company registration number	
	Head Office DUNS number (if applicable)	
	Registered VAT number	
	Type of organisation	
	SME (Yes/No)	
	The role each sub-contractor will take in providing the works and/or supplies e.g. key deliverables	
	The approximate % of contractual obligations assigned to each sub-contractor	

Contact details and declaration

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

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

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

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

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
No.	Question	Response
1.3(a)	Contact name	

1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2 - Exclusion Grounds

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

Section 2	Grounds for mandatory exclusion	
No.	Question	Response
2.1(a)	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details.	

	Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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)	

	<p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>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.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2

	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?	
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> 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

Section 4 Economic & Financial Standing		
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Not Applicable (N/A)/ Not Used	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5 If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:		
Name of organisation		
Relationship to the Supplier completing these questions		
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6 Technical and Professional Ability	
6.1	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.

	<p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>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.</p> <p>If you cannot provide examples see question 6.3</p>		
	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 the contract			
Contract start date			
Contract completion date			
Estimated contract value			
6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>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)</p>		
6.3	<p>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.</p>		

Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015
------------------	--

7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant url to view the statement... No <input type="checkbox"/> Please provide an explanation

8 Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contact award stage.

Section 8	Additional Questions	
8.1	Insurance	
a.	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = [£10,000,000]* Public Liability Insurance = [£10,000,000] Professional Indemnity Insurance = [£2,000,000] Product Liability Insurance = [£5,000,000] *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.	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.2	Cyber Essentials	
	This section is evaluated as PASS/FAIL. Please confirm whether: Your organisation has a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months; or Your organisation has not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies	Yes <input type="checkbox"/> No <input type="checkbox"/>

	<p>but is working towards gaining it, and will confirm that it has been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies by the date of the Framework Agreement or a later date when Cyber Essentials Data are received by the Supplier; or Your organisation has not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but can demonstrate (or, will be able to demonstrate by the date of the Framework Agreement or a later date when Cyber Essentials Data are received by the Supplier) that its organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link: https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf and that the Supplier can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that its organisation demonstrates compliance with Cyber Essentials technical requirements.</p> <p>Your organisation will be exempt from complying with the requirements where a Supplier conforms to the ISO27001 standard and the Cyber Essentials requirements have been included in the scope of that standard, and verified as such and the certification body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies referred to above.</p> <p>To achieve a PASS you must select YES. If you select NO then you will achieve a FAIL and your tender will be excluded from further consideration for the purposes of this procurement.</p>	
--	--	--

8.3	Data Protection	
	Please answer the following questions in relation to your organisation or any partner organisation:	
	Does your organisation comply with the General Data Protection Regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Please self-certify that your organisation or any partner organisation has a Data Protection policy that complies with current legislative requirements or are willing to comply with	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Somerset County Council's and Gloucestershire County Council's current policies.	
--	--	--

8.4	e-mail Security	
	The Authority currently uses the EGRESS secure e-mail system and Suppliers must confirm that they will agree to implement and use EGRESS (or a similar compatible system) for protection of personal/sensitive e-mail and data.	Yes <input type="checkbox"/> No <input type="checkbox"/>

3 Award

Award Questions

Please complete **Appendix C1 – E-Audio Books Quality Questions**



Appendix C1

The Award Questions Document must be completed and returned with Bid submissions. Bids may be disqualified if the document is not submitted with this completed schedule.

4 Form of Tender

INCORPORATING COLLUSIVE TENDERING CERTIFICATE

To: Somerset County Council, County Hall, Taunton Somerset TA1 4DY

In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Having examined the Procurement Documents for the delivery of the prescribed Goods, Services or Works, we offer to carry out the said Goods, Services or Works in conformity, without qualification, therewith for the commercial arrangement as described in these Procurement Documents.

We agree that the insertion by us of any conditions qualifying this Bid or any unauthorised alteration to any of the Procurement Documents shall not be incorporated into the Contract and may cause the Bid to be rejected.

We agree that this Bid shall remain open to be accepted or not by Somerset County Council and shall not be withdrawn for a period of twelve (12) months from the deadline for the receipt of Bids.

Unless and until a formal Contract is prepared and executed, the Bid together with your written acceptance thereof, shall not constitute a binding Contract between us.

We understand you are not bound to accept the lowest Bid or any Bid you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this Bid.

We certify that this is a bona fide Bid, and that we have not fixed or adjusted the amount of the Bid by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time during the procurement process or future contract award any of the following acts:

- Communicating to a person (other than the person calling for those Bids) the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations required for the preparation of the Bid; or
- Entering into any agreement or arrangement with any other person that he shall refrain from Bidding or as to the amount of any Bid to be submitted; or
- Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid for the said work any act or thing of the sort described above.
- Canvassing or soliciting any Member, Officer or Employee of Somerset County Council in connection with the preparation, submission and evaluation of this Bid or award or proposed award of the Contract and that to the best of our knowledge and belief, no person employed by us or acting on our behalf has done or will do such an act; or

We confirm that no person or persons who is a Councillor, Officer, Servant or Agent of the Authority has any direct or indirect interest in, or connection with, us or this Tender.

We confirm that, prior to submitting our Bid, we have:

- carried out a thorough due diligence exercise in relation to the services the subject of these Procurement Documents and have asked the Authority all the questions we consider to be relevant for the purpose of establishing whether we are able to provide the said services in accordance with the terms of these Procurement Documents;
- we have made our own enquiries as to the accuracy and adequacy of any information supplied to it by or on behalf of the Authority, including professional advice on the implications of TUPE

We hereby certify that the information and statements provided in the Bid and this Form of Tender are true to the best of our knowledge and belief

Name*	
Signature*	
Position*	
Date	
Email	

Telephone No	
---------------------	--

is duly authorised to sign this Bid and give such certificates for and on behalf of:

Organisation Name			
Address			
Town / City		Postcode	
Signature Date			

Please Note: A hard copy of this document with original signatures may be requested from Applicants at a later date.

* If the signatory is not the actual organisation, the capacity in which he/she signs or is employed.

To be completed and returned with Bid submission. Bids may be disqualified if they are not submitted with this completed schedule.

5 Certificate of Confidentiality

I _____ of _____ (*add in name of organisation*) hereby agree with the Authority on behalf of the organisation that I/we shall not at any time divulge or allow to be divulged to any person any confidential information, relating to information passed to me/us regarding this project.

We accept that these Procurement Documents are supplied to us on condition that it is used in connection with the preparation of Bids and for no other purpose.

We acknowledge that the information contained in the Procurement Documents is confidential and we will not without the Authority's prior written consent copy, reproduce, distribute or pass to any other party, other than as strictly required by our organisation in order to obtain appropriate professional advice or for the preparation of our Bid. Where information is disclosed in such circumstances then we shall only disclose it where an undertaking in the same terms, as this certificate regarding confidentiality is first obtained in writing from the receiving party.

Signatory Name	
Role in organisation	
Organisation name	
Signature	
Date	

To be completed and returned with Bid submission. Bids may be disqualified if they are not submitted with this completed schedule.

6 Commercially Sensitive Information

I declare that I wish the following information to be designated as Commercially Sensitive.

--

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:

--