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**Bank of England**

Development, Data, Analytics and Modelling and Early Career Engagement Framework Tender

Selection Questionnaire (“SQ”) Guidance

**Bank reference** – DN374762

# Glossary

|  |  |
| --- | --- |
| Term | Definition |
| Bank | The Bank of England, the contracting authority under the Regulations. |
| Clarification Deadline | The final date that questions clarifying the SQ Guidance can be submitted. |
| Contract | The terms and conditions of the multi-lot framework agreement that the Bank intends to enter into with successful Supplier(s) at the conclusion of the Process. |
| Disclosure Obligations | The obligations of the Bank under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and any UK Government public sector transparency policies. |
| ITT | Invitation to Tender. |
| Lots | The four lots set out at Section 3 of the SQ Guidance. |
| OJEU | Official Journal of the European Union. |
| OJEU Contract Notice | The Bank’s notice in relation to the public contract opportunity advertised in the OJEU. |
| Process | The procurement process, consisting of the SQ and ITT stages. |
| ProContract | The Bank’s eProcurement Tool, which will be the single source of communication during the Process. |
| Procurement Materials | The following documents:   * OJEU Contract Notice; * SQ Guidance; * ITT, with the SOR (to be published at ITT stage); * Pricing Schedule and Guidance (to be published at ITT stage); and * Contract (to be published at ITT stage). |
| Regulations | The Public Contracts Regulations 2015. |
| SOR | Statement of Requirements. |
| SQ Criteria | The criteria against which Your SQ Response shall be evaluated. |
| SQ Response | A Supplier’s response to the SQ including any accompanying documentation. |
| SQ Response Deadline | The deadline for submission of a completed SQ Response, as set out in the table in section 4 of this SQ Guidance. |
| SQ | The selection questionnaire at Appendix A to this document, which must be completed and submitted by You in order to seek an invitation to take part in the procurement, as well as any guidance in this document on how to complete and submitting a valid SQ Response. |
| You / Your / Supplier(s) | Depending on the context, this refers to either a potential candidate who seeks to be invited to take part in the procurement, a candidate who has sought an invitation to take part in the procurement by submitting a SQ Response, a potential bidder who been invited to submit a tender, or a bidder who has been invited to tender and has submitted a tender.  You are the legal entity responsible for the information provided.  If You are part of a consortium, the Supplier must be the legal entity that is the lead member of the consortium and that accepts full responsibility for the information submitted to the Bank. |

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# The SQ

* 1. This SQ Guidance is issued by the Bank in connection with the procurement of the Bank’s Development, Data, Analytics and Modelling and Early Career Engagement Framework Tender, which shall be competed in accordance with the restricted procedure under the Regulations.
  2. In order to be invited to take part in the ITT stage, You must submit a SQ Response on or before the SQ Response Deadline.
  3. Following evaluation of all SQ Responses, the Bank’s intention is to invite no fewer than the five (5) highest ranking qualified Suppliers per Lot (though a Supplier may be shortlisted in more than one Lot) to submit a tender.

# The aims of the procurement

* 1. The Bank wishes to set up a multi-lot, multi-supplier framework agreement with successful Suppliers for the provision of services to support the various functions of the Bank’s Technology Directorate, in particular the Data, Analytics and Modelling Domain (“DAM Domain”) in its remit to provide technical expertise at the Bank. The Bank anticipates that the successful Suppliers will provide deliverable-based, fixed-price work alongside other professional services on-site at the Bank’s various premises as well as off-site where appropriate and agreed by the Bank. The Bank anticipates that the framework will be in place for four years.
  2. Whilst the Bank seeks two successful Suppliers to provide services under each Lot, the Bank reserves the right to award contracts to more than two successful Suppliers and/or to award similar or identical services contracts to other suppliers if the work is not to be performed by the successful Suppliers for any reason and at the Bank’s sole discretion.

# The Lots, and the structure and volume of work

|  |  |  |  |
| --- | --- | --- | --- |
| # | Lot | Detail | Technology Stack |
| 1 | Development and Business Intelligence | Development, code change through product release  Development, ETL Data load, reporting capabilities, performance | C# / .NET / vb.NET / Java / Web Services / API / SQL  SSIS/AS/RS / ANSI SQL / MDX |
| 2 | Data Science and Engineering | Data Science advisory, Big Data, Data Lakes, Meta data, Governance, ingestion | R / Python / Spark / Scala / Hortonworks / Linux |
| 3 | Data Administration and Dev Ops | Managing, monitoring, performance for Hortonworks, delivery of CI/CD pipelines | TFS / PowerShell / Linux / Jenkins / Groovy / Ansible / Artifactory |
| 4 | Early career development | Graduate or equivalent early career resources across DAM technical skillsets | Various |

### Lot 1 – Development and Business Intelligence

3.1 Successful Suppliers must be able to provide skilled resources that can work across the specified technology stacks within Lot 1. The Lot 1 high level desirable skills are: Development of web apps, MS Windows form apps, web APIs, Windows service apps, business intelligence (BI) systems; c#, .net 4.5+, MVC, Javascript / JQuery, React/Redux, SSIS / SSAS / SSRS, MDX, ANSI SQL, T-SQL, SQL 2008+.

### Lot 2 – Data Science and Engineering

3.2 Successful Suppliers must be able to provide skilled resources that can work across the specified technology stacks within Lot 2. The type of work will almost entirely be aligned to the work of the DAM Domain. The Lot 2 high level desirable skills are: data science consultancy, big data, data governance, enterprise ingestion, R, Python, Scala, Hortonworks, and Linux.

### Lot 3 - Data Administration and DevOps

3.3 Successful Suppliers must be able to provide skilled resources that can work across the specified technology stacks within Lot 3. The type of work will almost entirely be aligned to the DAM domain. The Lot 3 high level desirable skills are:Production Hortonworks management, extended digital platforms, 3rd party master data management, TFS/GIT, PowerShell, Linux, Ansible, Artifactory, Hortonworks, and Jenkins.

### Lot 4 - Early Career Development

3.4 Successful Supplier must be able to provide junior professionals who are embarking on their career in technology. A successful Supplier must have a track record of attracting the highest calibre junior professionals and the provisioning of high quality training to ensure their readiness for the workplace. This approach to seeking out early career talent compliments the Bank's graduate programme.

### 3.5 Minimum Technology Discipline Requirements for each lot

Within the table below is a list of “must have” technical skills for each Lot. You must have client facing staff available to work at the Bank with the skills below...

|  |  |
| --- | --- |
|  | Skill |
| Lot 1 | C# |
| .net framework 4.5 and .net core |
| MVC |
| SSIS / SSAS / SSRS |
| Lot 2 | Python |
| Spark |
| Hortonworks stack |
| Linux |
| Lot 3 | TFS/GIT |
| Linux |

***You may bid for more than one Lot, but note that this will impact on the economic and financial standing requirement. Please keep in mind that all Lots will be scored separately and be aware that information provided as a response for one Lot will not be referenced in answers to any other Lot.***

### 3.6 Approximate expected spend per Lot

The table below shows the indicative annualised spend per lot. This is based on forecast consumption of services, both replacing existing spend and expected new project requirement. Please use the estimated figures below to calculate the minimum economic and financial standing requirement.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lot #** | **Requirement** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Average Annual Contract Value** |
| **Lot1** | Development and BI | £2m | £2m | £1m | £1m | £1.5m |
| **Lot2** | Data Science and Engineering | £2m | £2.5m | £3m | £3m | £2.6m |
| **Lot3** | Data Administration and Dev Ops | £0.6m | £0.8m | £1m | £1m | £0.9m |
| **Lot4** | Early Career Development | £0.5m | £0.5m | £0.5m | £0.5m | £0.5m |

# Timetable for Process

4.1 The provisional timetable for this Process is set out below. This is intended as a guide only and, whilst the Bank does not intend to depart from the timetable, it reserves the right to do so at its sole discretion. Suppliers will be informed of changes to the timetable.

|  |  |  |
| --- | --- | --- |
| Stage | Date(s) | Activity |
| SQ | 21st February 2019 | Publication of OJEU Notice and SQ |
| 10am GMT, 11th March 2019 | SQ Clarification Deadline |
| 10am GMT , 25th March 2019 | SQ Response Deadline |
| ITT\* | 8th April 2019 | Selected Suppliers invited to tender |
| 8th May 2019 | Tender response deadline |
| Award\* | June 2019 | Contract award notification |
| July 2019 | Contract start date |

\* Dates for the ITT stage will be clarified when the ITT is issued. The dates are subject to change and are included here as indicative.

# Instructions

## How to submit a SQ Response

* + 1. The SQ template is set out in Appendix A to this document. A completed SQ and all supporting information requested therein must be uploaded and submitted via ProContract on or before the SQ Response Deadline.
    2. It is Your responsibility to ensure that Your entire SQ Response is submitted via ProContract before the SQ Response Deadline. If You experience any issues, You must contact the Bank immediately via ProContract. If You have any doubt whatsoever as to the successful submission of Your response, please use the messaging area of ProContract. For the avoidance of doubt, the Bank at its sole discretion may exclude any SQ Response or any part thereof that is submitted after the SQ Response Deadline.

## Completion and evaluation of SQ Responses

* + 1. You must answer all questions in the SQ in English. Any liability for errors or omissions will remain with You. You acknowledge that the Bank is not required to clarify any errors or omissions with You.
    2. Where a question in the SQ is not relevant to You, You must indicate this and an explanation must be provided.
    3. The Bank has not set out within the SQ its detailed ITT requirements or award criteria. You should not set out Your proposals in relation to the Bank’s detailed ITT requirements or award criteria in Your SQ Response.
    4. You are responsible for reading and analysing all information provided in this SQ and for forming Your own opinion. You must notify the Bank promptly of any perceived ambiguity, inconsistency or omission. Your responses to the questions in the SQ must be explicit and comprehensive. Except as set out in this document, the SQ Responses (and all accompanying information) will be the single source of information used by the Bank in evaluating Your SQ Response. You must not provide any information additional to that specifically requested in the SQ within Your SQ Response.
    5. Supporting information must be presented in the same order as, and must be referenced in, the relevant question.
    6. The information provided in the SQ Response must be accurate and true. If any of the information supplied in Your SQ Response changes, or becomes inaccurate or untrue, You must provide the Bank promptly with full written details of the change(s) and a full explanation. If the change(s) would have impacted on the decision to invite You to tender, the Bank may at its sole discretion exclude You from further participation in the Process.
    7. You must identify a single point of contact in Your SQ response. You must keep their contact details up to date on ProContract.

5.2.8 The Bank reserves the right to ask clarification questions in relation to information provided in Your SQ Response. A failure to furnish the Bank with further information requested by the Bank to the Bank’s satisfaction and within any deadline for response set by the Bank, and/or a failure to comply with the Bank’s instructions in this document, may result in Your exclusion from participation in this Process at the Bank’s sole discretion.

## Questions

* + 1. All clarification questions must be submitted via ProContract. Questions must be submitted on or before the Clarification Deadline set out in section 4 of this SQ Guidance. No approach of any other kind in connection with this SQ should be made to any person within, or associated with, the Bank.
    2. The Bank reserves the right to disclose any question raised by You and the response, in a suitably anonymised form, to all Suppliers, unless You expressly notify the Bank that You require it to be kept confidential at the time the question is raised. If the Bank considers the content of the question not to be confidential, it will inform You and You will have the opportunity to withdraw the question prior to the Bank responding to You.
    3. We recommend that Suppliers start to complete their SQ responses promptly to allow as much time as possible to identify any questions they may have.
    4. Any question received by the Bank will, as far as is practical, be responded to within five working days.

## What happens after the SQ Response Deadline?

* + 1. The Bank will assess the SQ Responses and may undertake verification of any of the SQ Responses. If you self-certify that something is the case, you may be required to provide evidence at stage of the Process.
    2. You will be notified if You have been invited to tender via ProContract.

## Additional Terms of Procurement

* + 1. No information contained in this document or in any communication made between the Bank and a Supplier in connection with this document shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered.
    2. The Bank reserves the right to vary or cancel the Process or any part of the Process and not to proceed to award the Contract or to suspend any stage of the Process at any time at its absolute discretion.
    3. The Supplier is solely responsible for the costs and expenses incurred in connection with the preparation and submission of its SQ Response. Under no circumstances will the Bank incur any liability in respect of this document, the Process (including where the Bank has acted as set out in the previous paragraph) or any other communication.
    4. Where the Bank suspects anti-competitive behaviour, the Bank may require a Supplier to supply evidence that they are not behaving in an anti-competitive manner. Any evidence of anti-competitive behaviour may result in the Supplier being excluded from the procurement at the Bank’s sole discretion.
    5. The information contained in this document and in any written or oral communication made by the Bank is believed to be correct at the time of issue, but the Bank will have no liability for its accuracy, adequacy or completeness, and no warranty is given as such.
    6. Nothing in this document is intended to exclude or limit the liability of the Bank in relation to fraud or in other circumstances where the Bank’s liability may not be excluded or limited under applicable law.
    7. The Supplier shall not, without the prior written consent of the Bank, advertise or publicly state that it has received this SQ or that it has or intends to submit a response to this SQ.
    8. The Supplier shall keep confidential and continue to keep confidential, notwithstanding whether or not the Supplier is invited to proceed to the next stage of this Process, all information obtained from the Bank in connection with this document, and shall not divulge the same without the prior written consent of the Bank.  The provisions of this paragraph shall not apply to:
       1. Information already in the public domain otherwise than by breach of this paragraph;
       2. Information already in the possession of the Supplier that was not received under a duty of confidentiality;
       3. Information obtained from a third party who is free to divulge the same;
       4. Information required to be disclosed by law or a competent regulatory authority.
    9. The Supplier consents to sharing the information contained in its SQ Response with ProContract for the purposes of administering the Process.
    10. The Supplier acknowledges that the Bank is subject to the Disclosure Obligations and the Bank may at its sole discretion disclose details of the Supplier’s SQ Response in response to a request from third parties, either during or after the Process. If a Supplier is concerned about possible disclosure of its SQ Response it should notify the Bank accordingly via ProContract clearly identifying the specific parts of its SQ Response that it considers commercially sensitive or confidential, the harm that disclosure may cause and an estimated timescale of how long the information will remain commercially sensitive or confidential. The Supplier must be aware that the receipt by the Bank of information marked “confidential” does not mean that the Bank may not release that information where it is required to do so pursuant to its Disclosure Obligations. Once the Process is complete, the Bank may publish details of contract awards in accordance with Disclosure Obligations.
    11. It is possible that Supplier’s SQ Response may contain Personal Data (as defined under the Data Protection Act 2018). Where such Personal Data is provided, the Supplier agrees to such Personal Data being collected, held and used by the Bank in accordance with and for the purposes of administering this procurement and contract award. By providing such information, the Supplier warrants, on a continuing basis, that it has: (a) all requisite authority and has obtained and will maintain all necessary consents required under the Data Protection Regulations (which means the Data Protection Act 2018 and General Data Protection Regulation (GDPR) (EU) 2016/679, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all relevant regulations together with any codes of conduct and guidance issued by the Information Commissioner); and (b) otherwise fully complied with all of its obligations under the Data Protection Regulations in order to disclose to the Bank the Personal Data. The Supplier shall immediately notify the Bank if any of the consents are revoked or changed in any way which impacts on the Bank’s rights or obligations in relation to such Personal Data. Please also refer to the Privacy Notice at the end of this document.

## Supplier Selection

* + 1. The Bank may exclude any Supplier from the Process who:
       1. Provides an unsatisfactory response to any of the questions in the SQ. Unsatisfactory responses may include inadequately or incorrectly completed questions or missing information; and
       2. Fails to meet the selection requirements detailed in section 6 of this SQ Guidance and the SQ.

# Guidance for specific sections of the SQ

**Section 4.2 (Economic & Financial Standing) of the SQ**

6.1 You are required to confirm whether you meet the minimum economic and financial standing. The minimum economic and financial standing is based on whether the Supplier has a minimum turnover per annum of at least twice the estimated contract value per annum or the Supplier can successfully demonstrate that it is sized appropriately to meet the Bank’s requirements to the Bank’s satisfaction. You can calculate the average annual contract value by aggregating the average annual contract value for all the for which You are seeking to be invited to tender. If You cannot satisfy the minimum turnover requirement, You must be able to demonstrate the required economic and financial standing to the Bank’s satisfaction by providing clear and demonstrable evidence that Your financial position does not place public money or services at unacceptable risk by reference to Your wider financial position, capacity and capability. A failure to meet the minimum economic and financial standing wil result in Your exclusion from the Process.

**Sections 6.1 (Technical and Professional Ability) of the SQ**

6.2 The scoring criteria for the questions in section 6.1 (Technical and Professional Ability) of the SQ are set out in the table below:

|  |  |
| --- | --- |
| **Score** | **Criteria** |
| 10 | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements of the question and provides details of how the requirements of the question are met in full. |
| 7 | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements of the question are fulfilled. |
| 5 | Response is relevant and acceptable. The response addresses a broad understanding of the requirements of the question but may lack details on how the requirements of the question are fulfilled in certain areas. |
| 3 | Response is partially relevant but generally poor. The response addresses some elements of the requirements of the question but contains insufficient/limited detail or explanation to demonstrate how the requirements are fulfilled. |
| 0 | Nil or inadequate response. Fails to demonstrate an ability to meet the requirements of the question. |

# APPENDIX A: SELECTION QUESTIONNAIRE (SQ)

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

This standard SQ 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 the Bank requires all the organisations that you will rely on to meet the selection requirements 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 requirements. 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 requirements must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is submitted via uploading it to on to the Bank’s eTendering tool, ProContract.

The basis on which your response to specific questions will be evaluated is set out in Section 6 of the SQ Guidance and this SQ.

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.

Consequences of Misrepresentation

If you seriously misrepresent any factual information in filling in the SQ, and so induce the Bank to enter into a contract, there may be significant consequences. You may be excluded from the Process, 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. Please only answer technical questions (questions 6.a through 6.q) for the Lots for which You are bidding.
2. 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.
3. The Bank recognises that arrangements set out in section 1.2 of this 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 Bank 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 SQ Criteria. The Bank will make a revised assessment of the submission based on the updated information and this may result in the Supplier being disqualified from the procurement.
4. For Part 1 and Part 2 every organisation that is being relied on to meet the SQ Criteria must complete and submit the self-declaration, including Consortium Members and sub-contractors which are material to the provision of the Requirements.
5. 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.
6. The Bank 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 Bank is under a legal or regulatory obligation to make such a disclosure.

## Part 1: Supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the SQ Criteria must complete and submit a completed Part 1 and Part 2.

**Section 1 – Potential Supplier information and Bidder Model**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question Number** | **Question** | **Response** | | |
| 1.1(a) | Full name of the potential supplier submitting the information |  | | |
| 1.1(b) -(i) | Registered office address (if applicable) |  | | |
| 1.1(b)-(ii) | Registered website address (if applicable) |  | | |
| 1.1(c) | Trading status:   * public limited company * limited company * limited liability partnership * other partnership * sole trader * third sector * other (please specify your trading status) |  | | |
| 1.1(d) | Date of registration in country of origin |  | | |
| 1.1(e) | Company registration number (if applicable) |  | | |
| 1.1(f) | Charity registration number (if applicable) |  | | |
| 1.1(g) | Head office DUNS number (if applicable) |  | | |
| 1.1(h) | Registered VAT number |  | | |
| 1.1(i)-(i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes | ☐ | |
| No | ☐ | |
| N/A | ☐ | |
| 1.1(i)-(ii) | If you responded “Yes” to 1.1(i)-(i) please provide the relevant details, including the registration number(s). |  | | |
| 1.1(j)-(i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes | | ☐ |
| No | | ☐ |
| 1.1(j)-(ii) | If you responded “Yes” to 1.1(j)-(i), please provide additional details of what is required and confirmation that you have complied with this. |  | | |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement. |  | | |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one):   * Voluntary Community Social Enterprise (VCSE) * Sheltered Workshop * Public service mutual |  | | |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes | | ☐ |
| No | | ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC) [[2]](#footnote-2), where appropriate: |  | | |
|  | * 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.  (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) |  | | |
| 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 who have significant control in them.

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

### 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 Bank 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.

|  |  |  |
| --- | --- | --- |
| Reference | 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 materially meet the Requirements must complete and submit a completed Part 1 and Part 2.

Section 2 – Grounds for mandatory exclusion

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Question | Response | |
| 2.1(a) | Regulations 57(1) and (2)  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | | |
|  | Participation in a criminal organisation. | Yes | ☐ |
|  |  | No | ☐ |
|  |  | If “Yes” please provide details at 2.1(b) | |
|  | Corruption. | Yes | ☐ |
|  |  | No | ☐ |
|  |  | If “Yes” please provide details at 2.1(b) | |
|  | Fraud. | Yes | ☐ |
|  |  | No | ☐ |
|  |  | If “Yes” please provide details at 2.1(b) | |
|  | Terrorist offences or offences linked to terrorist activities | Yes | ☐ |
|  |  | No | ☐ |
|  |  | If “Yes” please provide details at 2.1(b) | |
|  | Money laundering or terrorist financing | Yes | ☐ |
|  |  | No | ☐ |
|  |  | If “Yes” please provide details at 2.1(b) | |
|  | Child labour and other forms of trafficking in human beings | Yes | ☐ |
|  |  | No | ☐ |
|  |  | If “Yes” please provide details at 2.1(b) | |
| 2.1(b) | If you have answered “Yes” to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been 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 2.1, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning). If yes, please detail the actions which have been taken. | Yes  No | ☐  ☐ |
|  |  | Details: |  |
| 2.3(a) | Regulation 57(3)  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes | ☐ |
|  |  | No | ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a) please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  | |

Please Note: The Bank 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference | Question | Response | | |
| 3.1 | Regulation 57 (8)  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | | | |
| 3.1(a) | Breach of environmental obligations? | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 3.2 | | |
| 3.1(b) | Breach of social obligations? | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details 3.2 | | |
| 3.1(c) | Breach of labour law obligations? | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 3.2 | | |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 3.2 | | |
| 3.1(e) | Guilty of grave professional misconduct? | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 3.2 | | |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 3.2 | | |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 3.2 | | |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 3.2 | | |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 3.2 | | |
| 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 SQ Criteria. | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 3.2 | | |
| 3.1(j) – (ii) | The organisation has withheld such information. | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 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 | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 3.2 | | |
| 3.1(j) – (vi) | 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 provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes | | ☐ |
| No | | ☐ |
| If “Yes” please provide details in 3.2 | | |
| 3.2 | If you have answered “Yes” to any of the above at 3.1, 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

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | 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: | Yes | ☐ |
| No | ☐ |
| 4.1(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 | ☐ |
| No | ☐ |
| 4.1(b) | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes | ☐ |
| No | ☐ |
| 4.1(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 | ☐ |
| No | ☐ |
| 4.2 | Where we have specified a minimum level of economic and financial standing (Section 6 of the SQ Guidance), please self-certify by answering “Yes” or “No” that you meet the requirements set out. | Yes | ☐ |
| No | ☐ |

## Section 5 - Details if Part of a Wider Group

If you have indicated in the Supplier 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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Question | Response | |
| 5.1 | Are you able to provide parent company accounts if requested to at a later stage? | Yes | ☐ |
| No | ☐ |
| 5.2 | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes | ☐ |
| No | ☐ |
| 5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes | ☐ |
| No | ☐ |

## Section 6.1 - Technical & Professional Ability

|  |  |  |
| --- | --- | --- |
|  | |  |
| **You must answer all the questions in this section that pertain to the Lots for which You are seeking to be invited to tender.**  **When addressing the questions in this section, You must provide the following information:**   * Give details of Your role in the delivery of the services referenced in the question. For example, where they augment or outcome based engagements? * Give details of from where in the delivery lifecycle you were responsible, for example during High Level Design, Low Level Design, during development only, etc. * Give details of the outcome achieved from the engagements, for example what successes were achieved, and whether any challenges were encountered and if so how these were overcome.   Please note that the phrase “similar size client to the Bank” means a Financial Services organisations based mainly in one core site and with approximately 4,500 employees.  The relevant weightings are stated against each question. Once evaluators have reached consensus on scores, which will be scored using the table set out at section 6 of the SQ Guidance, the scores will then have weightings applied to them as detailed within the questions. For example; where a score of 5 out of 10 has been awarded and the weighting for that score is 50% the final weighted mark will be calculated by taking the weighting and dividing by 10 (marks available) and then multiplying by 5 (marks scored). 50 (weighting) / 10 (marks available) x 5 (marks scored) giving you a final weighted mark of 25.  ***The answer to each question should be no more than two sides of A4.*** | | |
| Question Number | Question | |
| **Lot 1 - Development and Business Intelligence** | | |
| 6.a | Please give two examples of where you have provided services to develop **web applications** for a similar size client to the Bank.  In your response, you must detail the following:   * Any functional and non-functional deliverables; * the underlying technology stacks; * performance testing/load balancing; and * Security/secure coding.   **Weighting : 15 Points** | |
| 6.b | Please give two examples of where you have provided services to develop **MS Windows form applications** for a similar size client to the Bank.  In your response, you must detail the following:   * any functional and non-functional deliverables; * the underlying technology stacks; * performance testing; and * Security/secure coding.   **Weighting : 15 Points** | |
| 6.c | Please give two examples of where you have provided services to develop **web API or MS Windows service applications** for a similar size client to the Bank.  In your response, you must detail the following:   * any functional and non-functional deliverables; * the underlying technology stacks; * performance testing; and * Security/secure coding.   **Weighting : 10 Points** | |
| 6.d | Please provide two examples of where you have developed a **Business Intelligence System** to load ETL data (using SSIS) or surface data in cubes using MDX or reporting capabilities.  In your response, you must detail the following:   * any functional and non-functional deliverables; * the underlying technology stacks; * performance testing; and * Security/secure coding. * Performance impact   **Weighting : 5 Points** | |
| 6.e | Please give two detailed examples of where you have developed, either directly or in partnership with clients, strategies for scaling of BI systems.  **Weighting : 5 Points** | |
| **Lot 2 – Data Science and Data Governance** | | |
| 6.f | Please give two examples of where you have provided **Data Science consultancy** services for a similar size client to the Bank.  **Weighting : 20 Points** | |
| 6.g | Please give two examples of where you have provided **Big** **Data or Data Governance** services for a similar size client to the Bank.  Give detail of the projects and the benefits delivered including where you created, administered or maintained data lakes / marts. Explain how meta data was used and implemented.  **Weighting : 20 Points** | |
| 6.h | Please give two examples of where you have provided **robust, enterprise ready ingestion pipeline** services for a similar size client to the Bank.  **Weighting : 10 Points** | |
| **Lot 3 – Data Administration and DevOps** | | |
| 6.j | Please give two examples of where you have provided **management of production Hortonworks instances** for a similar size client to the Bank.  Give detail on how you maintained health, functionality and performance as data volumes changed over time.  **Weighting : 20 Points** | |
| 6.k | Please give two examples of where you have delivered CI/CD pipelines for automated deployment and testing in a rapidly iterating development environment for a similar size client to the Bank.  **Weighting : 15 Points** | |
| 6.l | Please give two examples of where you have provided services to **create or extend a Digital platform** for a similar size client to the Bank  Give detail on how you mastered or matched new data or provided new data deeds to new consumers. Explain how you developed new user interfaces and used or extended Web Services.  **Weighting : 15 Points** | |
| 6.m | Please describe your experience with 3rd party master data management systems and detail which data mastering tools you have experience with.  **Weighting : Not Scored** | |
| **Lot 4 – Early Career Resourcing** | | |
| 6.n | Please describe how you have provided early career (graduate, apprenticeship, former armed forces, etc.) resources for a client of a similar size to the Bank.  Give details of the challenges of providing this service and how you have overcome these challenges.  **Weighting : 15 Points** | |
| 6.o | Please describe the relationships you have with universities or other sources of capable resources.  Please include any information covering programmes or partnerships and what these provide.  **Weighting : 10 Points** | |
| 6.p | Please provide details of the training programme you provide for new joiners, covering soft skills training, industry practice e.g. early career data engineering and data analysts  **Weighting : 10 Points** | |
| 6.q | Please provide details of the full range roles you offer your new joiners  **Weighting : 15 Points** | |

## Section 6.2 – Mandatory Technical Skill

You must complete the table below, indicating whether You have the technical capabilities listed below for those Lots for which you are seeking to be invited to tender, as well as the approximate number of the staff you could provide to the Bank.

This a pass/fail question. If You cannot self-certify that You have all the mandatory technical skills listed below for those Lots for which You are seeking to be invited to tender, You will be excluded from the Process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot** | **Mandatory Technical Skill** | **Do You have the technical capability in relation to the Mandatory Technical Skill?**  Please answer “Yes” or “No”. | **Approximate numbers of client facing staff with the skill that You could provide to the Bank**  **(for information only)** |
| Lot 1 | C# |  |  |
| .net framework 4.5 and .net core |  |  |
| MVC |  |  |
| SSIS / SSAS / SSRS |  |  |
| Lot 2 | Python |  |  |
| Spark |  |  |
| Hortonworks stack |  |  |
| Linux |  |  |
| Lot 3 | TFS/GIT |  |  |
| Linux |  |  |
| Lot 4 | Not Applicable |  |  |

## Section 7 - Modern Slavery Act 2015

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Question | Response | |
| 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 | ☐ |
| No | ☐ |
| 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 | ☐ |
| Please provide the relevant URL: | |
| No | ☐ |
| Please provide an explanation: | |
| N/A | ☐ |

## Section 8 Insurance

|  |
| --- |
| 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\* = 150% of the average annual contract value, calculated by aggregating the average annual contract values in section 3.6 of the SQ Guidance for all Lots for which you are seeking to be invited to tender; * Public Liability Insurance = 150% of the average annual contract value, calculated by aggregating the average annual contract values in section 3.6 of the SQ Guidance for all Lots for which you are seeking to be invited to tender; * Professional Indemnity Insurance = 150% of the average annual contract value, calculated by aggregating the average annual contract values in section 3.6 of the SQ Guidance for all Lots for which you are seeking to be invited to tender; and * Product Liability Insurance = 150% of the average annual contract value, calculated by aggregating the average annual contract values in section 3.6 of the SQ Guidance for all Lots for which you are seeking to be invited to tender.   \*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.  This is a pass/fail question. You will be excluded from the Process unless You confirm that You have, or You can commit to obtain prior to the commencement of the Contract, the levels of insurance indicated above. |
| Yes  No |

## Section 9 Project Specific Questions

|  |
| --- |
| **9.1 Quality**  Please self-certify whether You have a quality assurance policy. Please also provide details of any relevant accreditations You hold. Please include a copy of any certificate/s where appropriate.  This is a pass/fail question. You will be excluded from the Process unless You confirm alignment to ISO 9001 accreditation or equivalent, except where the evidence provided is deemed to the Bank’s satisfaction to be sufficient so as to not warrant exclusion. |
| Yes  No |
|
| 9.2 Information Management  Please self-certify whether You have an information management policy, including detail of any ISO 27001 accreditation or equivalent and in the case of any ISO 27001 accreditation or equivalent please state status and scope of certificate, and when were you last audited against that standard and by whom.  This is a pass/fail question. You will be excluded from the Process unless You confirm alignment to ISO 27001:2013, NIST 800.53 accreditation or equivalent, except where the evidence provided is deemed to the Bank’s satisfaction to be sufficient so as to not warrant exclusion. |
| Yes  No |

# Privacy Notice: How we use your information Information we collect

When you submit a proposal, the Bank of England (‘we’ or the ‘Bank’) collects personal data about you. This data includes your name and the professional contact details provided in your submission. We may also collect information from CVs and from the referees you have provided.

**Why we need your personal data**

We collect your personal data to identify who has submitted a bid and to liaise with the contact person. Our basis for processing this data is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Bank and or to comply with a legal obligation to which the Bank is subject.  
  
**What we do with your personal data**

We use your personal information to contact you about your submission. It may later be used to set up a contract. We use the contact details for referees to request a reference in support of your submission.

Your data will be retained for 7 years. You can request that we no longer use your personal data, by writing to us as described below.

**How this notice applies to other individuals**

We also collect the name and contact details of your referees. You should let your referees know that you are nominating them. Where you provide us with personal data relating to your referees, if appropriate, please explain the information in this notice to them, and tell them how to access a copy.

**Your rights**

You have a number of rights under data protection laws (for example, you have the right to ask us for a copy of the personal data the Bank holds about you. This is known as a ‘Data Subject Request’). You can ask us to change how we process or deal with your personal data, and you may also have the right in some circumstances to have your personal data amended or deleted.

To find out more about those rights, to make a complaint, or to contact our Data Protection Officer, please see our website at [bankofengland.co.uk/privacy](https://www.bankofengland.co.uk/legal/privacy)

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)