**Cheshire East Borough Council**

**INVITATION TO TENDER**

### OPEN PROCEDURE RESPONSE DOCUMENT

**CONTRACT FOR THE PROVISION OF**

**TRANSLATION & INTERPRETATION SERVICES**

**PERIOD: 01/02/23 – 31/01/25**

**With 1 X 24 months & 1 x 12 months options to extend**

**(Total term 5 years)**

**CHEST REF: DN30261**

|  |  |
| --- | --- |
| Name of Tenderer: |  |

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**of the Council**

**Version 31**

**CHECKLIST FOR TENDERERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Tender?** |
|  | Form of Tender |  |
|  | Certificate of non-collusion and non-canvassing |  |
|  | SQ - Selection Questionnaire |  |
|  | ITT Pricing Schedule – “Schedule 4 - Pricing Schedule.xls” |  |
|  | ITT Qualitative Evaluation Questions |  |
|  | Social Value |  |
|  | Compliance with Specification & Scope of requirements |  |
| APPENDIX C | APPENDIX C - Information Assurance Questionnaire |  |

**Cheshire East Borough Council**

Provision of Translation & Interpretation Services

**Period: 01/02/23 – 31/01/25 with 1 x 24 months & 1 x 12 months option to extend. (Total term 5 years).**

**SCHEDULE 1 - FORM OF TENDER**

To: Cheshire East Borough Council

(Via ‘The Chest’)

For the Attention of **Tracy Roberts**

Date:

Dear Sir/Madam,

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe ITT.
2. The completed Pricing Schedule.
3. A signed Certificate of Non Collusive Tendering and non-Canvassing.

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the hourly rates submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by

Name(s)

Position

for and on behalf of [ Insert Company Name ]

Full registered business / name and registered company address of the Tenderer

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**Cheshire East Borough Council**

Provision of Translation & Interpretation Services

**Period: 01/02/23 – 31/01/25 with 1 x 24 months & 1 x 12 months option to extend. (Total term 5 years).**

**SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND**

**NON-CANVASSING**

**Translation & Interpretation Services (the “Contract”)**

To: Cheshire East Borough Council

(Via ‘The Chest’)

Date:

For the Attention of: **Tracy Roberts**

Statement of non-canvassing

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

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

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

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
        2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
        3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission; or
        4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or indirect financial or non financial interest in an organisation, company, or other body that is doing business with, or has dealings with, the council and where this may affect and/or could bring about a conflict with the Council’s interest.

I/we should notify this to the Council and that failure to disclose or declare such an interest could result in the contract being terminated.

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

Signed

Name:

Position

For and on behalf of **[Tenderer]**

*(End of Schedule 2)*

**Cheshire East Borough Council**

Provision of Translation & Interpretation Services

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# Schedule 3 - Standard Selection Questionnaire

|  |
| --- |
| NOTE TO ORGANISATION:  Section 6 and Section 8 of Schedule 3 (Standard Selection Questionnaire) will be scored on a Pass /Fail basis only.  Applicants will fail on incomplete responses and who fail a Pass /Fail question. Tenders that fail Schedule 3 will not be evaluated any further.  Questions marked ‘for information only’ will not be assessed however they must still be answered in full.  Tenderers are therefore strongly advised to ensure they answer all questions within each section.  Cross Referencing an answer; from a questions response to another, will not be taken into consideration and will result in a score of zero for that question.  Failure to answer a question which is scored will result in a score of zero for that question.  Failure to provide an acceptable explanation with any Fail Questions answered will fail on Schedule 3 as a result.  Consortia Bids  If the potential supplier is bidding on behalf of a group, for example, a consortium, or intends to use sub-contractors, there are different actions required for completion of Part 3 of the standard Selection Questionnaire compared to Part 1 and Part 2.  The consortium lead should complete all of the questions on behalf of the consortium and/or any sub-contractors. The consortium lead should make it clear who the lead member of the group is, and who will be contractually responsible for delivery of the contract.  All members of the group are required to provide the information required in Part 3 of the standard Selection Questionnaire or procurement documents, as part of a single composite response (unless the question specifically directs otherwise). We may require members of the group to assume a specific legal form if awarded the contract, if considered necessary for the satisfactory performance of the contract. Where the group is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV) or consortium, they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity. They should also provide the name for the new entity and details of its legal and operational structure. An SPV is a legal entity that is formed to perform a specific contract.  Consortium arrangements may be subject to future changes and any updates to the bidding model should be provided to the authority so that a further  assessment can be carried out (by applying the selection criteria to the new  information provided). The authority reserves the right to deselect the  Supplier prior to any award of contract, based on an assessment of the updated  information. |

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-2). 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).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

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

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.

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**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. **All sub-contractors are required to complete Part 1 and Part 2[[2]](#footnote-3).**
7. 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**

***This Section is for Information Only***

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

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question 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   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | 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)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-4)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:[[4]](#footnote-5)  - 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.[[5]](#footnote-6)  (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 | |
| Question number | 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), (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  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 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 | |
| Question number | 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  *(This question is to be scored on a pass/fail basis.)* | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](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) |
|  | 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 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  No |
| 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 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.

|  |  |  |
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| Section 3 | Grounds for discretionary exclusion  *(This question is to be scored on a pass/fail basis.)* | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](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 at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes  No  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes  No  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  No  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes  No  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  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  No  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes  No  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements:  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2  Yes  No  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 and Financial Standing**  *(This question is to be scored on a pass/fail basis.)* | | |
|  | 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  No |
| (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 |
| (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 |
|  | (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 and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 5** | | **If you have indicated in the Selection Questionnaire question 1.1(o) and/or 1.1(p) that you are part of a wider group, please provide further details below:**  *(This question is to be scored on a pass/fail basis.)* | |
| **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  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** | **Technical and Professional Ability**  *(This section will be scored on a pass/fail basis)* |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |  |
| --- | --- |
| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries). |
|  |  |

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| --- | --- |
| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |  |
|  | **Evaluation Methodology of Question 6.1**  Question 6.1 is a Pass/Fail test in relation to demonstrating minimum standards of Technical and Professional Ability for:  The Council reserves the right to reject Tenderers which fail to satisfy the minimum relevant experience requirements.  In order to pass, the Tenderer must demonstrate:   * At least three contracts performed in the past 3 years for providing a fully managed Translation & Interpretation Service. * or demonstrate equivalent experience or capability within your organisation in your response to Question 6.3. |
|  |  |

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| --- | --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[6]](#footnote-7)**  ***This question is to be scored on a pass/fail basis.*** | |
| **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  N/A |
| **7.2** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes  Please provide relevant the url …  No  Please provide an explanation |

**8 Additional SQ modules**

**Schedule 3, Section 8 contains only pass/fail questions to seek assurance on due diligence and the providers technical ability to provide the service.**

**8) - Project specific questions to assess Technical and Professional Ability**

*Section* ***8*** *will be marked on* ***a pass/fail scoring*** *basis only.*

**Introduction**

Cross Referencing is not deemed a valid response by the Council.

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

Please indicate your answer by marking ‘X’ in the relevant boxes where necessary and enter responses to questions in the fields provided.

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| --- | --- | --- |
| **Section 8** | **Additional Questions** | |
| **8.1** | **Insurance**  ***(This question is to be scored on a pass/fail basis.)*** | |
|  | 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:   1. **Employer’s Liability Insurance\*** = £10million.  Is required in respect of each and every claim. 2. **Public Liability Insurance** = £10million. Is required in respect of each and every claim with **no abuse exclusion/inner limit**. 3. **Professional Indemnity Insurance** = £1million. Is required in respect of each and every claim. 4. Cheshire East Council recommends that you obtain **Cyber Insurance at £5m.** Please confirm you have Cyber Insurance of £5m or are willing to obtain it.   *\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders* | **Yes**  **No**  **Yes**  **No** |

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| --- | --- | --- |
| **8.2** | **Compliance with equality legislation**  ***(This question is to be scored on a pass/fail basis.)*** | |
| ***For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.*** | | |
| **8.2(a)** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes  No |
| **8.2(b)** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “**YES**” to one or both of the questions in this module, please provide a summary using the field below to confirm the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, again, please use the field below to explain what action (if any) you have taken to prevent unlawful Discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring, in relation to this section. | Yes  No |
|  | *If answered YES to question 8.2(a) or 8.2(b) please detail;*  *Response:* |  |
| **8.2(c)** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No |

|  |  |  |
| --- | --- | --- |
| **8.3** | **Data Security**  ***(This question is to be scored on a pass/fail basis.)*** | |
|  | Bidders are required to complete **APPENDIX C**. Please confirm completion.  *Please note that if you plan to sub-contract or partner with another organisation to deliver any part of your data security requirements then it may be necessary for sub-contract or partner organisation(s) to also complete the ICT security questions at* ***APPENDIX C.*** | Yes  No |

|  |
| --- |
| **\* Please Note:**  **THE WINNING BIDDER ONLY WILL BE ASKED TO COMPLETE A FURTHER DATA SECURITY QUESTIONNAIRE (APPENDIX D). THE COUNCIL RESERVES THE RIGHT TO NOT AWARD THE CONTRACT TO ANY BIDDER WHO IS UNABLE TO SATISFY ICT AND DATA SECURITY REQUIREMENTS**. |

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| **8.4** | **Health and Safety**  ***(This question is to be scored on a pass/fail basis.)*** | |
| **8.4 A** | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes  No |
| **8.4 B** | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “**YES**”, please provide details in the field below, of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Authority will exclude bidder(s) that have been in receipt of Enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes  No |
| **8.4.C** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  *You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring, in relation to this section.* | Yes  No |
| Enter details here if necessary… | | |

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| --- | --- | --- |
| **8.5** | **Additional Questions – Technical & Professional Capacity** | |
| **8.5.1** | **NOTE TO ORGANISATION – *(This question will be scored as PASS / FAIL) A response of No will result in an automatic fail*** | |
|  | Please can you confirm that you are able to provide the Services below if you are successful in winning this contract. Highlight any where you would use sub-contractors. |  |
| **Face to Face Interpretation Services (Verbal)** | Yes/No |
| **Face to Face Interpretation Services (Non-Verbal)** | Yes/No |
| **Telephone Interpretation Services Scheduled** | Yes/No |
| **Telephone Interpretation Services on Demand** | Yes/No |
| **Video Interpretation Services (Verbal)** | Yes/No |
| **Video Interpretation Services (Non-Verbal)** | Yes/No |
| **Document translation, including Braille, Large Print, Easy Read and Audio Transcriptions** | Yes/No |
| Enter sub contractor details here: |  |

|  |  |  |
| --- | --- | --- |
| **8.5.2** | **NOTE TO ORGANISATION – (*This question will be scored as PASS / FAIL)*** ***A response of No will result in an automatic fail*** | |
|  | Please confirm that you accept responsibility to undertake and provide valid and appropriate level of DBS checks including where relevant the appropriate DBS Barred lists check for all workers in compliance with legislation in force at the time  Please confirm that you have a Safeguarding Policy in place.  Please confirm that you have a named Safeguarding lead in your policy. | Yes  No  Yes  No  Yes  No |

|  |  |  |
| --- | --- | --- |
| **8.5.3** | **NOTE TO ORGANISATION – (*This question will be scored as PASS / FAIL)*** ***A response of No will result in an automatic fail*** |  |
|  | **Question:** Does your organisation operate to a Quality Management System/ Process? | Yes/No |

|  |  |  |
| --- | --- | --- |
| **8.5.4** | **NOTE TO ORGANISATION – *(This question will not be scored and is for info only).*** |  |
|  | **Question:** Does your organisation participate in external Audits by a third party, which would examine Quality and/or Health & Safety systems /records? | Yes  No |

|  |  |  |
| --- | --- | --- |
| **8.5.5** | **Additional Questions - Accreditations**  ***(This question to be scored on a pass/fail basis)*** | |
|  | **Does your organisation hold the following accreditations?**  *Please provide evidence with your responses* | |
| **8.5.5 A** | *ISO 9001:2015 Quality Management or equivalent (Mandatory)* | Yes ☐  No ☐ |
| **8.5.5 B** | *ISO 17100:2015 Translation Service or equivalent (Discretionary)* | Yes ☐  No ☐ |

**8.6 TUPE Acknowledgement – note this section will be scored on a pass/fail basis – in order to pass bidders section are required to sign this acknowledgement**

The Council has provided employee liability information for some of the services covered in this contract namely those provided by a third party provider but cannot warrant the accuracy or completeness of the information as the Council has had to rely on the information supplied to the Council by this provider.  It is the responsibility of each individual provider to ensure that they are satisfied that they have all of the relevant information required to compile their bid. Please direct all enquiries through the Chest and The Council will seek the required clarification.

Cheshire East Council suggest that you take your own legal advice in respect of TUPE and other liability matters.

An employee liability information spreadsheet has been included at **APPENDIX E**

**Please can all clarifications regarding TUPE be asked through the messaging area of The Chest.**

Transfer of Undertakings (Protection of Employment) Regulations 2006

Confirmation of acknowledgement that TUPE may apply to this Quotation

The attention of Bidders is drawn to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) as amended. In some cases, where work awarded to a contractor is subsequently awarded to another organisation, such a transfer of work, this may also constitute a "transfer of an undertaking" for the purposes of TUPE.

Cheshire East Council considers that TUPE may apply to the current provider’semployees and would ask organisations submitting a quotation to sign the attached statement to indicate their agreement. Organisations are advised to take their own legal advice regarding whether TUPE may apply or not.

Please note this document will form part of the contract.

Having considered the nature of the services already provided by the current third party provider, and the nature of the services to be provided under the Translation & Interpretation Services tender and contract we are satisfied that the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended may apply to this contract.

Signature by duly authorised Officer on behalf of the Organisation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name(s) of Signatory in full (Block Capitals)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9 Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **9** | I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of...................... **(Insert name of supplier).**  I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.  I also declare that there is no conflict of interest in relation to the authority’s requirement.  The following appendices form part of our submission: | | Yes  No |
| **Section ref of SQ** | | **Supplier Appendix number** | |
| *Enter here if necessary…* | | *Enter here if necessary…* | |
|  | |  | |
| **SQ completed by:** | | | |
| **9.1** | Name |  | |
| **9.2** | Role in Organisation |  | |
| **9.3** | Date |  | |
| **9.4** | Signature |  | |

*(End of Schedule 3 SQ)*

**Cheshire East Borough Council**

Provision of Translation & Interpretation Services

**Period: 01/02/23 – 31/01/25 with 1 x 24 months & 1 x 12 months option to extend. (Total term 5 years).**

**SCHEDULE 4 – PRICING SCHEDULE**

**Pricing Schedule – 30% of total evaluation score**

Please complete the pricing schedule appended below for your proposed charges for the provision of **Translation & Interpretation Services**

You are required to complete each box that contains a £ sign and take care to note if the requirement is for an hourly rate or a rate per minute or a rate per 100 words.

The Tenderer shall submit a fixed (hourly rate) price (even if that price is nil) for each item as set out in the Pricing Schedule at **Schedule 4 – Pricing Schedule** which shall remain fixed for the duration of the Contract. The price submitted shall be deemed inclusive of all costs and expenses relating to the provision of the Services. Unless identified and specified in the Pricing Schedule, no further amounts shall be payable by the Council.

The volumes advised within the Specification at **Appendix A** are for the purposes of pricing and information only and the actual volume of specific items will vary year on year. The Council gives no guarantee or warranty or makes any representation as to the accuracy of any indicative volumes.

Failure to quote for all aspects listed will result in a score of zero for this section. If no separate charge is made for any of the below, please indicate the charge is “nil” rather than leave the box blank.

Please note that all evaluated prices will be the **Total Nett Price** (excluding VAT) which must include **ALL** charges in respect of the term of the contract.

*(End of Schedule 4)*

**Cheshire East Borough Council**

Provision of Translation & Interpretation Services

**Period: 01/02/23 – 31/01/25 with 1 x 24 months & 1 x 12 months option to extend. (Total term 5 years).**

**SCHEDULE 5**

**ITT QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions – 60% of total evaluation score**

**Introduction**

These are the ITT Qualitative award questions, which are contract specific and relate to the technical and professional ability of the supplier.

Please ensure you responses are in line with the questions **word limit** and **12pt Arial**. Anything beyond the word limit will not be taken into consideration by the Council. Cross Referencing information is not deemed a valid form of response by the Council.

Notwithstanding the word limits noted, further supporting information (e.g. tables, organigrams, drawings, diagrams, plans etc.) must be submitted as appendices, clearly referencing the question number they are applicable to. Appendices not considered supporting information, i.e. they are considered part of the word or page limit, or not clearly referenced may not be considered for the evaluation of the tenderer’s submission.

|  |  |  |
| --- | --- | --- |
| **NOTE TO ORGANISATION:**  **This question carries a weighting of 8% of the overall quality questions** | | |
| **1.** | **RESOURCE** | |
| **Question** | | **Criteria** |
| Evidence that you have access to a sufficient number of appropriately qualified and experienced interpreters and translators in the top 5 languages, to ensure that you can fulfil your obligations under the contract and how you will respond to a intake of refugees in the borough or a shift in demand for different languages. | | You should include in your response:   * Details of the level of qualification and experience of the interpreters on your databases * Indicate the number of Interpreters available to you in the top 5 languages. * Indicate the number of Interpreters who are qualified with Diploma in Public Service Interpreting (DPSI). * Demonstrate your ability to source interpreters from an extensive range of minority languages. * The number of Interpreters that will have experience in Safeguarding situations. |
| **Maximum Word Count – 1,500 words,12pt Arial** | | |
| **Response:** | | |

|  |  |  |
| --- | --- | --- |
| **NOTE TO ORGANISATION:**  **This question carries a weighting of 8% of the overall quality questions** | | |
| **2.** | **SECURITY & VETTING** | |
| **Question** | | **Criteria** |
| How will you monitor and verify linguist’s experience, qualifications and vetting compliance? | | You should include in your response:   * Controls and monitoring process for DBS checks, and safeguarding procedures for interpreters. * How you evidence Interpreter and Translator competence in chosen language and situation: for example Court or family home etc. |
| **Maximum Word Count – 750 words,12pt Arial** | | |
| **Response:** | | |

|  |  |  |
| --- | --- | --- |
| **NOTE TO ORGANISATION:**  **This question carries a weighting of 8% of the overall quality questions** | | |
| **3.** | **QUALITY MANAGEMENT** | |
| **Question** | | **Criteria** |
| Please explain your approach to your organisations quality management system. Include your quality processes, and any 3rd party quality certifications if necessary to ensure a high quality customer focussed service. | | Please consider, (but not be limited to) the following points in your response:   * Procedures for monitoring, evaluating maintaining and improving quality of service. * Quality and Health & Safety auditing processes. * How client feedback will be used to improve service delivery * How quality management will be used to ensure that KPI’s are met |
| **Maximum Word Count – 1,000 words,12pt Arial** | | |
| **Response:** | | |

|  |  |  |
| --- | --- | --- |
| **NOTE TO ORGANISATION:**  **This question carries a weighting of 8% of the overall quality questions** | | |
| **4.** | **TRAINING & CPD** | |
| **Question** | | **Criteria** |
| Provide evidence of your plans for the continuous professional development for interpreters, translators and transcribers and how will your organisation raise the level of the numbers of Dip Trans qualified translators and DPSI qualified interpreters in Cheshire East. | | You should include in your response:   * The frequency Translators & Interpreters undergo CPD * The number of Interpreters enrolled on appropriate professional courses. * Include in your answer any provision for support and counselling for interpreters exposed to traumatic and stressful interview situations. |
| **Maximum Word Count – 750 words,12pt Arial** | | |
| **Response:** | | |

|  |  |  |
| --- | --- | --- |
| **NOTE TO ORGANISATION:**  **This question carries a weighting of 12% of the overall quality questions** | | |
| **5.** | **OPERATIONAL** | |
| **Question** | | **Criteria** |
| The Council are looking for a simplified booking process for all Translation & Interpretation services. Explain how the booking process will work and include details of methodology used for selection and allocation of interpreters for individual assignments, especially where vulnerable children are involved? | | You should also include in your response:   * How you will maintain a 24/7 booking line for receiving short/ immediate notice requests for face to face interpreting services. * Turnaround times for urgent and non urgent F2F requests, inside and outside office hours. * Details of your cancellation policy, fees and notice periods. |
| **Maximum Word Count – 1,500 words,12pt Arial** | | |
| **Response:** | | |

|  |  |  |
| --- | --- | --- |
| **NOTE TO ORGANISATION:**  **This question carries a weighting of 4% of the overall quality questions** | | |
| **6.** | **COMPLAINTS** | |
| **Question** | | **Criteria** |
| What disciplinary procedures do you have in place for managing breaches in conduct by interpreters for example, inappropriate behaviour and timekeeping? | | You should detail in your answer:   * Your complaints process, including point of contact for escalations. * How you manage code of conduct for all Interpreters and Translators. * Process for dispute resolution |
| **Maximum Word Count – 750 words,12pt Arial** | | |
| **Response:** | | |

|  |  |  |
| --- | --- | --- |
| **NOTE TO ORGANISATION:**  **This question carries a weighting of 4% of the overall quality questions** | | |
| **7.** | **INNOVATION** | |
| **Question** | | **Criteria** |
| Provide detail on how your organisation can work with Cheshire East Council to improve cost savings and value for money and where would you see your service provision increasing in efficiency during the term of the contract? | | * Include in your answer any innovations that you could bring to the contract. |
| **Maximum Word Count – 750 words,12pt Arial** | | |
| **Response:** | | |

|  |  |  |
| --- | --- | --- |
| **NOTE TO ORGANISATION:**  **This question carries a weighting of 4% of the overall quality questions** | | |
| **8.** | **MANAGEMENT INFORMATION** | |
| **Question** | | **Criteria** |
| Provide examples of your management information and templates that will be used to measure expenditure and performance of the contract. | | Your response should detail:   * Examples of standard reporting * Accessibility of real time reporting by Officers of the Council. * How you will ensure the accuracy of data and minimise queries from the commissioning service. * Examples of KPI’s |
| **Maximum Word Count – 750 words,12pt Arial, plus 4 x A4 pages of diagrams / screenshots** | | |
| **Response:** | | |

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| --- | --- | --- |
| **NOTE TO ORGANISATION:**  **This question carries a weighting of 4% of the overall quality questions** | | |
| **9.** | **MOBILISATION** | |
| **Question** | | **Criteria** |
| Please provide a high-level mobilisation plan for the Translation & Interpretation Service which would ensure that your organisation is able to provide the required level of service from the contract commencement date. | | The mobilisation plan provided should:   * Be laid out clearly * Give a clear list of actions * Give start dates and end dates for these actions   Actions that should be detailed should encompass (but not be limited to) the following topic areas:   * Onboarding of local Interpreters * Service Staffing * Training & Communication * Portal setup |
| **The plan should be provided in a separate document**, it should be no more than two A4 sheets of paper, 12pt Arial. Enter the file name below:  **Mobilisation plan file name:** | | |

*End of Schedule 5 ITT Response*

**Cheshire East Borough Council**

Provision of Translation & Interpretation Services

**Period: 01/02/23 – 31/01/25 with 1 x 24 months & 1 x 12 months option to extend. (Total term 5 years).**

**SCHEDULE 6**

**SOCIAL VALUE**

**Social Value – 10% of total evaluation score**

**Introduction**

These are the ITT Qualitative award questions, which are contract specific and relate to the technical and professional ability of the supplier.

Please ensure you responses are in line with the questions **word limit** and **12pt Arial**. Anything beyond the word limit will not be taken into consideration by the Council.

Cross Referencing information is not deemed a valid form of response by the Council.

|  |  |  |  |
| --- | --- | --- | --- |
| Please refer to Cheshire East’s Social Value policy and framework for further information.  [**www.cheshireeast.gov.uk/business/procurement/social-value.aspx**](http://www.cheshireeast.gov.uk/business/procurement/social-value.aspx) | | | |
| The Public Services Social Value Act 2012 makes it a legal obligation for Cheshire East Council to consider the wider benefits it can achieve within its communities when commissioning goods and services, in relation to environmental, economic and social factors. | | | |
| **NOTE TO ORGANISATION:**  **This question carries a weighting of 10% of the overall award questions** | | | |
| **1.** | **SOCIAL VALUE** | | |
| **Question** | | **Criteria** | |
| Above and beyond the contractual obligations set out in the specification, please articulate how you will support the Council in achieving its priorities and what Social Value you can bring to this Contract.  Your response should relate to this specific contract rather than to your organisation’s approach as a whole, and should show consideration for the Social, Environmental and Economic impacts in the borough of Cheshire East. | | Your response should include but not be limited to:   * How vehicle usage will be managed to reduce environmental impact * How you plan to build the education and skills of your employees * How you can provide employment opportunities for people living within Cheshire East. This could include the training of Community Interpreters. * The support that your organisation will provide to VCFSE group(s) based in Cheshire.   **\*Note:** Targets should be SMART and will be incorporated into the service contract. | |
| The Social Value Award Cheshire East | | | |
| Cheshire East Social Action Partnership (CESAP) Service provides leadership with the Voluntary Community Faith Social Enterprise (VCFSE) sector in terms of Social Value across Cheshire East. <https://www.cesap.org.uk/social-value/> This includes brokerage and building links across sectors.  The newly developed Social Value Award has now been launched through the Cheshire and Merseyside Social Value Network, and can be accessed via the Social Value Business:  <https://socialvaluebusiness.com/social-value-award---cheshire-and-merseyside>  Cheshire East Council anticipates that all key suppliers should obtain (or should be willing to obtain within 12 months) this award.  Please confirm whether your organisation has been awarded the Social Value Award (quality mark).  If your organisation has not yet been awarded the Social Value Award for Cheshire East, will there be an application and anticipated award within 12 months of being successful in this tender? | | | Yes ☐  No ☐  Yes ☐  No ☐ |
| **Maximum Word Count – 1,000 12pt Arial** | | | |
| **Response:** | | | |

*End of Schedule 6 ITT Response*

**Cheshire East Borough Council**

Provision of Translation & Interpretation Services

**Period: 01/02/23 – 31/01/25 with 1 x 24 months & 1 x 12 months option to extend. (Total term 5 years).**

**SCHEDULE 7**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

**This section will be evaluated on a pass / fail basis**

|  |  |
| --- | --- |
| **Compliance with Specification & Scope** | |
| Please confirm you have complied with the stated specification included within this ITT document, by entering yes in the field - | Yes |
| Please also confirm that you accept and will comply with the terms and conditions of the contract that has been supplied with the tender documentation, as they will not be open to negotiation post award. | Yes |

*End of Schedule 7 ITT Response*

1. For the list of exclusions please see: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-2)
2. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-3)
3. “SME” means an enterprise falling within the category of micro, small and medium-sized enterprises defined by Annex 1 to Regulation (EU) No 651/2014

   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).

   Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-4)
4. [↑](#footnote-ref-5)
5. [↑](#footnote-ref-6)
6. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-7)