**Cheshire East Borough Council**

**INVITATION TO TENDER**

### OPEN PROCEDURE RESPONSE DOCUMENT

**CONTRACT FOR THE PROVISION OF HOUSING RELATED SUPPORT SERVICES (HRS)**

**PERIOD: 1/4/2024 – 31/3/2029**

**With 2 x 12 months option to extend**

**CHEST REF: DN688828**

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

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**of the Council**

**Document Version 34**

SELECTION OF LOTS

|  |  |
| --- | --- |
| **LOT NO.** | **DESCRIPTION** |
| Lot 1 | Housing-Led Program (HLP) |
| Lot 2 | Intensive Need Support Accommodation - North |
| Lot 3 | Intensive Need Support Accommodation - South |
| Lot 4 | General Need Supported Accommodation - North |
| Lot 5 | General Need Supported Accommodation - South |
| Lot 6 | Rapid Access and Assessment - North |
| Lot 7 | Rapid Access and Assessment - South |
| Lot 8 | Floating support services - North |
| Lot 9 | Floating support services - South |

Please indicate (tick) below the Lot(s) for which you are Tendering, by double clicking the tick box and selecting ‘checked’. Tenderers may select up to a maximum of **9** Lots

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|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lot 1** | **Lot 2** | **Lot 3** | **Lot 4** | **Lot 5** | **Lot 6** | **Lot 7** | **Lot 8** | **Lot 9** |
|  |  |  |  |  |  |  |  |  |

Tenderers may tick one or more Lots

**CHECKLIST FOR TENDERERS**

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

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| --- | --- | --- |
| **Schedule** | **Item** | **Included in Tender?** |
|  | Form of Tender |  |
|  | Certificate of Non-Collusion and Non-Canvassing |  |
|  | SQ - Selection Questionnaire |  |
|  | ITT Pricing Schedule |  |
|  | ITT Qualitative Evaluation Questions  & also **Lot specific questions Appendix F** |  |
|  | Interview - dates |  |
|  | Compliance with Specification & Scope of Requirements |  |
|  | Exclusion Grounds: Public Procurement |  |
|  | Policies – as detailed Schedule 3-7.4: safeguarding & Domestic Abuse policies |  |

**Cheshire East Borough Council**

Provision of Housing Related Support Services

**Period: 01.04.2024 – 31.03.2029 with 2 x 12 month options to extend**

**SCHEDULE 1 - FORM OF TENDER**

To: Cheshire East Borough Council

(Via ‘The Chest’)

For the Attention of Louise Fenn

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. A completed Pricing Schedule by Lot, as applicable.
3. A signed Certificate of Non-Collusive Tendering and non-Canvassing.
4. A completed Data Security Questionnaire - ICO Data Security Questionnaire and Checklists (Appendix C)
5. Safeguarding, Domestic Abuse & Behaviour Policy
6. A completed APPENDIX E – Pricing Schedule
7. A completed APPENDIX F – Lot specific - QUALITATIVE EVALUATION
8. If bidding for lot 8 in respect of TUPE – (Bond of £3,000 will be required).

I/We confirm that I/we can supply Lot \_\_ of the Contract as specified in the Invitation to Tender at the total price of £\_\_\_\_ for the initial contract period (excluding VAT) submitted within the Pricing Schedule herein. [please repeat this paragraph as applicable if bidding for more than one Lot, bidders may bid for one or more Lots].

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 Housing Related Support Services

**Period: 01.04.2024 – 31.03.2029 with 2 x 12 month options to extend**

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

**NON-CANVASSING**

**CONTRACT FOR THE PROVISION OF HOUSING RELATED SUPPORT SERVICES (the “Contract”)**

To: Cheshire East Borough Council

(Via ‘The Chest’)

Date:

For the Attention of: Louise Fenn

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 Housing Related Support Services

**Period: 01.04.2024 – 31.03.2029 with 2 x 12 month options to extend**

# Schedule 3 - Standard Selection Questionnaire

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| **NOTE TO ORGANISATION:**  Section **8** of Schedule **3** (Standard Selection Questionnaire) will be scored out of a possible 100%.  Applicants will fail on incomplete responses and / or doesn’t meet the **minimum pass score of 60%.** 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 SQ template includes a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply[[1]](#footnote-2). If any of the grounds for exclusion do apply, there is an opportunity to explain any measures you have taken to demonstrate your reliability notwithstanding the existence of a ground for exclusion (we call this self-cleaning).

**We require all the organisations that form part of your bidding group/consortium and each subcontractor that you are relying on to meet the selection criteria to provide a completed part 1 and part 2.** This means that where you are joining a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Subcontractors that you rely on to meet the selection criteria, must also complete a self-declaration (although subcontractors 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 documents 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 subcontractors, you should complete all of the selection questions on behalf of the group/consortium and/or any subcontractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another supplier.

**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.

**Cheshire East Borough Council**

Provision of Housing Related Support Services

**Period: 01.04.2024 – 31.03.2029 with 2 x 12 month options to extend**

**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 subcontractors, 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 member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
6. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:

* members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
* the second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

1. *All subcontractors are required to complete their own HRS Response Document part 1 and part 2[[2]](#footnote-3).For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, 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.

1. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in [Schedule 1](http://www.legislation.gov.uk/uksi/2015/102/schedule/1/made) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, [read the terms](https://www.gov.uk/government/publications/mystery-shopper-scope-and-remit) and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

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| **Part 1: Your information and the bidding model** |
| You must answer all questions in parts 1 and 2. If you are the supplier, you must answer all questions in part 3 as well. ***[Contracting Authorities to change this instruction if all members of the group or required to submit a completed part 3]*** |
| Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2. |

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| **Section 1** | **Your information** | |
| **Question**  **number** | **Question** | **Response** |
| 1.1(a) | Name (if registered, please give the registered name) |  |
| 1.1(b) – (i) | Registered address (if applicable) or head office address |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status  a) - public limited company  b) - private limited company  c) - limited liability partnership  d) - other partnership  e) - sole trader  f) - third sector  g) - other (please specify your trading status) |  |
| 1.1(d) | Date of registration (if applicable) or date of formation. |  |
| 1.1(e) | Registration number (company, partnership, charity, etc if applicable). |  |
| 1.1(f) | Registered VAT number. |  |
| 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established? | Yes  No  N/A |
| 1.1(g) - (ii) | If you responded yes to 1.1(h) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide  - the website address,  - issuing body  - reference number. |  |
| 1.1(h) - (i) | For procurements for services only, is it a legal requirement in the country where you are established for you to:  a) possess a particular authorisation, or  b) be a member of a particular organisation,  to provide the requirements specified in this procurement? | Yes  No |
| 1.1(h) - (ii) | If you responded yes to 1.1(h) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. |  |
| 1.1(i) | Relevant classifications (state whether you fall within one of these, and if so which one)  a) Voluntary Community Social Enterprise (VCSE).  b) Sheltered Workshop.  c) Public Service Mutual. |  |
| 1.1(j) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-4)? | Yes  No |
| 1.1 (k) | Details of Persons with Significant Control (PSC)[[4]](#footnote-5), where appropriate[[5]](#footnote-6):  - 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;  - 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(l) | Details of your immediate parent company:  - Full name of immediate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  Please enter N/A if not applicable) |  |
| 1.1(m) | Details of ultimate parent company:  - Full name of ultimate parent company,  - Registered or head office address,  - Registration number (if applicable),  - 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 supplier and all relevant persons and entities (as described above). | | |

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| **Please provide the following information about your approach to this procurement:** | | |
| **Section 1 (cont.)** | **Bidding model** |  |
| **Question**  **number** | **Question** | **Response** |
| 1.2 | Please indicate if you are bidding as a single supplier or as part of a group or consortium?  *If you are bidding as a single supplier, please go to Q 1.3.*  If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:   1. The name of the group/consortium. 2. The proposed structure of the group/consortium, including the legal structure where applicable. 3. The name of the lead member in the group/consortium. 4. Your role in the group/consortium (e.g. lead member, consortium member, subcontractor). 5. If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for |  |
| 1.3 | If you are proposing to use subcontractors / a supply chain, please provide the details for each one[[6]](#footnote-7).  - Name  - Registration number  - Registered or head office address,  - Trading status   1. Public limited company 2. Private limited company 3. Limited liability partnership 4. Other partnership 5. Sole trader 6. Third sector 7. Other (please specify your trading status)   - Registered VAT number  - SME (Yes/No)  - The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known  - The approximate % of contractual obligations assigned to each subcontractor, if known  - Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |
| 1.4 | **Lots**  Where applicable, please tell us which lot(s) you wish to bid for? | **Answer** |

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| **Part 2: Exclusion Grounds** | | |
| Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2. | | |
| **Section 2** | **Grounds for Mandatory Exclusion**  (This question is to be scored on a pass/fail basis.) | |
| **Question number** | **Question** | **Declaration** |
| 2.1 (a) | Within the past five years, anywhere in the world, have you or any person who:   * is a member of the supplier’s administrative, management or supervisory body or * has powers of representation, decision or control in the supplier[[7]](#footnote-8), * been convicted of any of the offences within the summary below and listed in full in Schedule 8? |  |
|  | Participation in a criminal organisation. | Yes  No |
|  | Corruption. | Yes  No |
|  | Terrorist offences or offences linked to terrorist activities. | Yes  No |
|  | Money laundering or terrorist financing. | Yes  No |
|  | Child labour and other forms of trafficking in human beings. | Yes  No |
|  | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes  No |
|  | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes  No |
| 2.1(b) | **If you have answered yes to any part of question 2.1(a), please provide further details,** including:   * date of conviction and the jurisdiction, * which of the grounds listed the conviction was for, * the reasons for conviction, * the 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. |  |
| 2.1(c) | If you have answered yes to any part of the question above, please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self-cleaning). |  |

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| **Section 3** | **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions**  (This question is to be scored on a pass/fail basis.) | |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Schedule 8, and should be referred to before completing these questions. | | |
| **Question number** | **Question** | **Declaration** |
| 3.1(a) | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.  If documentation is available electronically, please provide:   * the web address, * issuing authority, * precise reference of the documents | Yes  No |
| 3.1(b) | If you have answered no to 3.1(a) please provide further details including the following:   * Country concerned, * what is the amount concerned * how the breach was established, i.e. through a judicial or administrative decision or by other means. * if the breach has been established through a judicial or administrative decision please provide the date of the decision, * if the breach has been established by other means please specify the means. |  |
| 3.2 | Please also confirm whether 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. | Yes  No |
| Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions | | |

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| **Section 4** | **Grounds for Discretionary Exclusion**  (This question is to be scored on a pass/fail basis.) | |
| The detailed grounds for discretionary exclusion of an organisation are set out in Schedule 7 and should be referred to before completing these questions. | | |
| **Question number** | **Question** | **Declaration** |
| 4.1 | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in Schedule 8 applied to you? |  |
| 4.1(a) | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. See Schedule 8. | Yes  No |
| 4.1(b) | Breach of social law obligations? | Yes  No |
| 4.1(c) | Breach of labour law obligations? | Yes  No |
| 4.1(d) | Bankruptcy or subject of insolvency? | Yes  No |
| 4.1(e) | Guilty of grave professional misconduct? | Yes  No |
| 4.1(f) | Distortion of competition? | Yes  No |
| 4.1(g) | Conflict of interest? | Yes  No |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No |
| 4.1(i) | Prior performance issues? | Yes  No |
| 4.1(j)  4.1(j) - (i)  4.1(j) - (ii)  4.1(j) –(iii)  4.1(j)-(iv) | Do any of the following statements apply to you?  You have been 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.  You have withheld such information.  You are not able, without delay, to submit documents if/when required under Regulation 59.  You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you 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  Yes  No  Yes  No  Yes  No |
| 4.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.  If you are a relevant commercial organisation, please -   * confirm that you have published a statement as required by Section 54 of the Modern Slavery Act. * confirm that the statement complies with the requirements of Section 54. | Yes  No  N/a  Yes  No  N/a |
| 4.3 | If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning) |  |

**Part 3: Selection Questions**

**Minimum and Further Requirements:**

**Minimum Requirements:** Bids maybe deemed non-compliant by the Authority and not considered further where Yes is indicated to one or more of the questions. The Tenderer shall be eliminated from the procurement.

**Further Requirements:** The Authority will assess and consider the information provided in accordance with their policies. Where Yes is indicated to one or more of the questions the Authority may consider the bid, in accordance with PPN 01/22.

|  |  |  |
| --- | --- | --- |
| Business Dealings within Russia or Belarus | * Is your Organisation, or any of its Group, Holding or Parent Companies registered in or undertaking business in Russia or Belarus.  If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies: | Yes/No |
| * Is any Person with Significant Control of your Organisation, or any of its Group, Holding or Parent Companies residing or domiciled in Russia or Belarus, or have Russia or Belarus as their nationality?  If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies: | Yes/No |
| Further Requirements | | |
| Business Dealings within Russia or Belarus | * Is your organisation (or any member of your supply chain which you rely on to deliver the contract) registered in the UK (or in a country the UK has relevant international agreement with reciprocal rights of access to public procurement)?   If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies.  Note: The information you provide may include but is not limited to; your (or the supplier you will rely on to deliver the contract) UK's company registration name and company number and/or providing details of the company including but not limited to; the relevant country the company was established in. | Yes/No |
|  | * Does your organisation (or any member of your supply chain which you rely on to deliver the contract) have significant operations in the UK (or in a country the UK has relevant international agreement with reciprocal rights of access to public procurement)?   If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies.  Note: The information you provide may include but is not limited to; the relevant country where you (or the supplier you will rely on to deliver the contract) has significant operations and a high-level description of those substantive business\* operations.  \*Substantive business operations means having a registered office, factory or other permanent base in the relevant country from which meaningful business operations are being conducted. In-Scope Organisations should conduct due diligence to check supplier details with Companies House and other open information sources or seek verification directly from the supplier. | Yes/No |

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| **Section 5** | **Economic and Financial Standing – Pass/Fail**  (This section is to be scored on a pass/fail basis – a response of ‘Yes’ below & the further detail as requested is required to Pass this section) | |
| **Question number** | **Question** | **Response** |
| 5.1 | If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:   * the web address * issuing authority * precise reference of the documents | Yes  No  **If responding Yes, please provide further information:** |
| 5.2 | If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).  Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law). | Yes  No  N/a  **If responding Yes, please state provide further information & the file name:** |
| 5.3  5.3(a)  5.3(b) | If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.  A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.  Alternative information to evidence economic and financial standing (e.g. forecast financial statements 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  N/a  **If responding Yes, please state which applies & the file name:** |
| 5.4 | Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required. | NOTE this applies to Lot 8 or if bidding as part of a consortium  Yes  No  N/a |
| **Section 5.5** | **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 section is to be scored on a pass/fail basis – if applicable.) | |
| **Name of group organisation** |  | ONLY COMPLETE 5.5 IF THIS APPLIES |
| **Relationship to the Supplier completing these questions** |  |  |
| **5.5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes  No |
| **5.5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes  No |
| **5.5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g., from a bank)? | Yes  No |

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| **Section 6** | **Technical and Professional Ability**  (This question is to 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** | |  |  |  |

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| **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) | | |
|  |  | | |
| **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 Provision of Housing Related Support Services  The Council reserve the right to reject Tenderers which fail to satisfy the minimum relevant experience requirements.  In order to pass, the Tenderer must demonstrate:   * At least one contract performed in the past 3 years that demonstrate relevant experience which includes all the following characteristics:   + Understanding and applying legislation   + Appropriate communication to ensure service users understand and can participate in decisions which may affect them   + A range of regular reporting methods i.e., financial, outcomes * or demonstrate equivalent experience or capability within your organisation in your response to Question 6.3. | | |

**7 Additional SQ modules**

**Schedule 3, Section 7 carries a 100% TOTAL weighting of the SQ scoring**.

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

*Section* ***7*** *will be marked on* ***both pass/fail and scoring*** *basis and weightings are identified individually for each question where applicable.*

**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 7** | | | | | | **Additional Questions** | | | | | | | | | | | | | |
| **7.1** | | | | | | **Insurance**  *(This section is to be scored on a pass/fail basis.)* | | | | | | | | | | | | | |
| **7.1** | | | | | | 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 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** = £1 million. Is required in respect of each and every claim.   *\* 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** | | |
| **7.2** | | | | | | **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.** | | | | | | | | | | | | | | | | | | | |
| **7.2(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** | | | | | | |
| **7.2(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? | | | | | | | **Yes**  **No** | | | | | | |
| 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. | | | | | | | | | | | | | | | | | | | |
| *If answered YES to question 7.2(a) or 7.2(b) please provide detail.*  Response: | | | | | | | | | | | | | | | | | | | |
| **7.2(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**  **N/A** | | | | | | |
| **Section 7.3** | | | | | | | **Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015[[8]](#footnote-9)**  (This question is to be scored on a pass/fail basis.) | | | | | | | | | | | |
| **7.3.1** | | | | | | | 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 | | | | | | |
| **7.3.2** | | | | | | | 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 below | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **7.4 DBS checking Safeguarding and Behaviour + Domestic Abuse Policies**  (This section will be scored on a pass/fail basis, responses of ‘yes’ is required to pass) | | | | | | | | | | | | | | | | | | |
| **7.4.1** | | | Please confirm that you regularly DBS screen staff, with enhanced checks (NOTE: this only applies to ‘front-line’ staff) – please do NOT send any evidence of this | | | | | | | | | | | Yes  No | | | | |
| **7.4.2** | | | Please self-certify that your organisation has **safeguarding** policies & procedures in place and confirm that you will attach a policy within your submission, state below your policy file name: | | | | | | | | | | | Yes  No | | | | |
| **7.4.3** | | | Please confirm that all staff have undertaken the appropriate Safeguarding training within the past 2 years and that training is untaken regularly and that it meets staff training needs. | | | | | | | | | | | Yes  No | | | | |
| **7.4.4** | | | Service Providers should have a clear behaviour policies in place which promotes good behaviour, self-discipline and respect, with a focus on prevention and management of bullying, and domestic abuse in place. Please confirm that you have these in place & that they are available to all parties?  Please attach a policy within your submission relating to Domestic Abuse & state below your policy file name: | | | | | | | | | | | Yes  No | | | | |
| **Section 7.5** | | | **HEALTH AND SAFETY**  (This Section to be scored on a pass/fail basis, except where it is stated that questions are for information purposes only) | | | | | | | | | | | | | | | | |
| **7.5.1** | | | **Within the last twelve months, have you successfully completed a third-party assessment with a scheme which is a registered member of Safety Schemes in Procurement (SSIP)?**  If the answer is **yes**, you do not need to complete the rest of Section 8.4: Health and Safety. **Please ensure that you provide a copy of your current certificate as evidence.** If you do not provide a copy of your certificate, and do not provide an answer to subsequent questions in this section, this will result in a fail for this section.  If the answer is **no**, please complete the remaining questions in this section. | | | | | | | | | | | Yes  No | | | | | |
| **7.5.2** | | | **Who has overall responsibility for health and safety in your organisation? Please tell us about their health and safety experience and any relevant qualifications.** | | | | | | | | | | | | | | | | |
| Name | | | | | | |  | | | | | | | | | | | | |
| Position in Organisation | | | | | | |  | | | | | | | | | | | | |
| Experience | | | | | | |  | | | | | | | | | | | | |
| Qualifications | | | | | | |  | | | | | | | | | | | | |
| **7.5.3** | | | **Does your organisation (not individuals within it) have current membership of any trade associations, safety organisations or Competent Persons’ Schemes?**  *(This question is for information purposes only)* | | | | | | | | | | | Yes  No | | | | | |
| If the answer is **yes**, please provide details, using full names of associations, bodies and any applicable registration number. Please do not use abbreviations.  *(This question is for information purposes only)* | | | | | | | | | | | | | | | | |
| **Response:** | | | | | | | | | | | | | | | | | | | |
| **7.5.4** | | | **Please self-certify whether your organisation has a written Health and Safety Policy (covering General Policy, Organisation and Arrangement) as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 and issue any codes of safe working practices to workforce?** | | | | | | | | | | | Yes  No | | | | | |
| If the answer is **no**, please give the reason why. (*If a satisfactory explanation is received this will not result in a fail)* | | | | | | | | | | | | | | | | |
| **Response:** | | | | | | | | | | | | | | | | | | | |
| **7.5.5** | | | **Please self-certify that your organisation has a procedure for the reporting and recording of accidents and dangerous occurrences in accordance with RIDDOR?** | | | | | | | | | | | Yes  No | | | | | |
| If the answer is **no**, please give the reason why. (*If a satisfactory explanation is received this will not result in a fail.)* | | | | | | | | | | | | | | | | |
| **Response:** | | | | | | | | | | | | | | | | | | | |
| **7.5.6** | | | **Please self-certify that your organisation has Risk Assessment Procedures in place for all work activities as required by the Management of Health and Safety at Work Regulations 1999 and associated legislation?** | | | | | | | | | | | Yes  No | | | | | |
| If the answer is **no**, please explain why. (*If a satisfactory explanation is received this will not result in a fail.)* | | | | | | | | | | | | | | | | |
| **Response:** | | | | | | | | | | | | | | | | | | | |
| **7.5.7** | | | **Does your organisation have a health and safety training programme for your workforce to ensure that they are competent for their duties?** | | | | | | | | | | | Yes  No | | | | | |
| If the answer is **yes**, please describe brief details of training courses or programmes undertaken by managers and workforce. (*We will assess the details of your response; if it is not satisfactory it will result in a fail.)*  If the answer is **no**, please explain why. (*If a satisfactory explanation is received this will not result in a fail.)* | | | | | | | | | | | | | | | | |
| **Response:** | | | | | | | | | | | | | | | | | | | |
| **7.5.8** | | | **Does your organisation have arrangements in place for consultation with workforce on health and safety matters?** | | | | | | | | | | | Yes  No | | | | | |
| If the answer is **yes**, please provide details of the arrangements for consultation with staff on health and safety matters. *We will assess the details of your response; if it is not satisfactory it will result in a fail.*  If the answer is **no**, please explain why. *If a satisfactory explanation is received this will not result in a fail.* | | | | | | | | | | | | | | | | |
| **Response:** | | | | | | | | | | | | | | | | | | | |
| **7.5.9** | | | **If your organisation uses sub-contractors, do you have a system in place for assessing their competence and the ongoing monitoring and review of their Health and Safety performance?** | | | | | | | | | | | Yes  No | | | | | |
| If the answer is **yes**, please provide details. (*We will assess the details of your response; if it is not satisfactory it will result in a fail.)*  If the answer is **no**, please explain why. *If a satisfactory explanation is received this will not result in a fail.* | | | | | | | | | | | | | | | | |
| **Response:** | | | | | | | | | | | | | | | | | | | |
| **7.5.10** | | | **Please complete the following table in respect of accidents and dangerous occurrences as set out below.** | | | | | | | | | | | | | | | | |
| Year | Fatal | | | | | **Major Injury or “Over 3-Day”** | | **Non-Reportable** | **Dangerous Occurrences** | | **Reportable ill-health** | | | | **Near Misses** | | | | |
| **2023 to date** |  | | | | |  | |  |  | |  | | | |  | | | | |
| **2022** |  | | | | |  | |  |  | |  | | | |  | | | | |
| **2021** |  | | | | |  | |  |  | |  | | | |  | | | | |
| **2020** |  | | | | |  | |  |  | |  | | | |  | | | | |
| **Please provide full details of any accidents or dangerous occurrences and explain corrective action taken to prevent re-occurrence. *We will assess the details of your response; if it is not satisfactory, or you do not provide a response, it will result in a fail.*** | | | | | | | | | | | | | | | | | | | |
| **Response:** | | | | | | | | | | | | | | | | | | | |
| **7.5.11** | | | | **During the last five years, has the organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work etc. Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract?** | | | | | | | | | | Yes  No | | | | | |
| If the answer is **yes**, please provide full details and explain corrective action taken to prevent re-occurrence. (*If a satisfactory explanation is received this will not result in a fail.)* | | | | | | | | | | | | | | | |
| **Response:** | | | | | | | | | | | | | | | | | | | |
| **7.5.12** | | | **Does your organisation have a First Aid training programme for your workforce to ensure that they are competent for their duties?** | | | | | | | | | | | Yes  No | | | | | |
| If the answer is **yes**, please describe brief details of training courses or programmes undertaken by managers and workforce. (*We will assess the details of your response; if it is not satisfactory it will result in a fail.)*  If the answer is **no**, please explain why. (*If a satisfactory explanation is received this will not result in a fail.)* | | | | | | | | | | | | | | | | |
| **Response:** | | | | | | | | | | | | | | | | | | | |

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| **NOTE TO ORGANISATION:**  ***(This section will be scored on a pass/fail basis)*** | | |
| **7.6** | **DATA SECURITY** | |
| Bidders are required to complete the questionnaire **APPENDIX C** + ICO checklists  Please confirm completion of **Appendix C** and that you have attached checklists as required (you must complete the questionnaires on the ICO website to do this  *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 questionnaire* *at* ***Appendix C.*** | | **Yes**  **No** |

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| **Section 8** | **Additional Questions** - Experience |
|  | **Scored Selection Questions**  **Section 8 will be scored. In order to ‘Pass’ bidders must obtain an overall minimum score of 60% on this section. If this is not achieved, we reserve the right to exclude tenders at our discretion - this is the threshold required to enable tenders to progress to the award stage.** |

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| **NOTE TO ORGANISATION:**  **This question carries a weighting of 50% of the overall quality questions** | | |
| **8.1** | **SERVICE DELIVERY – case study experience** | |
| **Question** | | **Criteria** |
| 1. Please provide a recent case study showing your approach to the effective delivery of a similar service with equivalent demands to that being bid for, this should have taken place sometime during the last 3 years. | | A good quality example might include but is not limited to:   * A strong multi-agency approach to support delivery * Relate to service user(s) with multiple and complex needs/ dependencies * Demonstrating a strong accommodation outcome * Evidence a structured approach to support delivery |
| **Maximum Word Count- 400, 12pt Arial** | | |
| Response: | | |

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| **NOTE TO ORGANISATION:**  **This question carries a weighting of 50% of the overall quality questions** | | |
| **8.2** | **SERVICE DELIVERY – partnership** **experience** | |
| **Question** | | **Criteria** |
| 2. Please provide a recent example of your collaborative partnership work at a strategic and community level in working with vulnerable people. | | A good quality example might include but is not limited to:   * Working to manage community tensions as a response to an identified problem or to embed a project into communities as a preventative measure to address possible tensions. * A planned approach with clear ownership and delegated responsibilities * Evidence of a longer-term outcomes or ongoing projects that delivered positives for service users, partners and local communities * Evidence of service user engagement and commitment from partners |
| **Maximum Word Count- 400, 12pt Arial** | | |
| Response: | | |

**Section 9 - TUPE Acknowledgement – note this section will be scored on a pass/fail basis in order to pass this section bidders are required to sign the acknowledgement**

The Council has provided employee liability information for the services covered in this contract (namely those provided by the Council or a third party provider), but cannot warrant the accuracy or completeness of the **Emerging Futures, Concrete or Plus Dane Housing** information as the Council has had to rely on the information supplied to the Council by these providers.  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, as applicable to the Lots being bid for. Please do not approach **Emerging Futures, Concrete or Plus Dane Housing** directly to verify or complete any of the information provided, 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, noting that it is likely that a bond of £3,000 will be required in addition to being admitted to LGPS (Local Government Pension Scheme), estimated costs are £1,250-£1,500 for bidders who need to be admitted; as detailed on APPENDIX D, in this case the admission agreement provided as part of Appendix B-CONTRACT CONDITIONS will apply.

An employee liability information spreadsheet has been included at APPENDIX D (for **the Council,** **Emerging Futures, Concrete or Plus Dane Housing**)

**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 it is likely that TUPE will apply to the Council, Emerging Futures, Concrete or Plus Dane Housing employees, depending on the Lot being bid for and we 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 in-house and third party provider (the **Council,** **Emerging Futures, Concrete or Plus Dane Housing**) and the nature of the services to be provided under the **Housing Related Support Services** tender and contract we are satisfied that the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended will apply to this contract and to staff employed by the **Council,** **Emerging Futures, Concrete or Plus Dane Housing**, as detailed in Appendix D.

Signature by duly authorised Officer on behalf of the Organisation:

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

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

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

Date

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

**DECLARATION**

I declare that to the best of my knowledge the answers submitted, and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability 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.

Signature (electronic is acceptable):

Date:

|  |  |
| --- | --- |
| **Contact details of those making the declaration** | |
|  | **Response** |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

*(End of Schedule 3 SQ)*

**Cheshire East Borough Council**

Provision of Housing Related Support Services

**Period: 01.04.2024 – 31.03.2029 with 2 x 12 month options to extend**

**SCHEDULE 4 – PRICING SCHEDULE**

**Pricing Schedule – 10% of total evaluation score for all Lots**

**Evaluation - Pass / Fail, in order to pass offers must be less than or equal to the maximum price provided by Lot applicable for the initial contract period (5 years)**

Please complete the pricing schedule appended below for your proposed charges for the provision of **Housing Related Support Services**

The Tenderer shall submit prices (even if that price is nil) for each item as set out in the Pricing Schedule which should be for the duration of the initial Contract period. The price submitted shall be deemed inclusive of all costs and expenses relating to the provision of the Services. These should be identified and specified in the Pricing Schedule, no further amounts shall be payable by the Council.

The volumes advised in the specification are to be used within the Pricing Schedule for the purposes of evaluation only and the actual volume of specific items may vary during the Contract. The Council gives no guarantee or warranty or makes any representation as to the accuracy of any indicative volumes.

Please note that the evaluated price will be the Financial **Overall Total** (Excluding VAT), over the initial contract period exclusive of optional extensions.

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.

*(End of Schedule 4)*

**Cheshire East Borough Council**

Provision of Housing Related Support Services

**Period: 01.04.2024 – 31.03.2029 with 2 x 12 month options to extend**

**SCHEDULE 5**

**ITT QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions – this is 80% of total evaluation score – split: 20% below on Social Value for the remaining 60% Lot specific questions see Appendix F**

**Introduction**

These are the Qualitative questions applicable to all Lots, this is contract specific and relate to the technical and professional ability of the supplier.

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

Additional supporting documents are not permitted including diagrams/images. Cross Referencing information is not deemed a valid form of response by the Council.

**Any Supplier who fails to answer one of these questions or whose answer scores 2 or less out of the maximum possible score of 10, the Council reserves the right to reject that Supplier from participating any further in this procurement.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** | **Social Value – this question applies to all Lots** | | | |
| **A.** | Please describe how you intend to engage with the local community to provide added social value, during the delivery of this contract (as relevant to the Lot(s) being bid for). The Council is seeking innovative partnership approaches to this area.  This could include, but is not limited to:   * Creation of employment, volunteer and/or apprenticeship opportunities * Training and skills opportunities for local people * Commitment to living wage * Improving the health and wellbeing of the local community   Maximum word Count: 750 12pt arial | | | Weighting: 18% |
| Response: | | | | |
| **B.** | | The 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](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 that your organisation has been awarded the Social Value Award (quality mark).  If your organisations have 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? | 2%  Yes  No  Yes  No | |

**Lot specific questions Appendix F should now be completed as appropriate to the Lots being bid for - this must be included in your submission**

*End of Schedule 5 ITT Response*

**Cheshire East Borough Council**

Provision of Housing Related Support Services

**Period: 01.04.2024 – 31.03.2029 with 2 x 12 month options to extend**

**SCHEDULE 6 - Interviews**

|  |  |
| --- | --- |
| **NOTE TO ORGANISATION:**  **This section carries a weighting of 10% of the overall quality questions**  ***(Each scenario carries a weighting of 10%)*** | |
| **6.** | **Interviews with Bidders** |
| *Supporting people into independence – how your organisational approach to housing related support services enables people to regain independence and address multiple disadvantages*.  The Interviews will be in person held at Macclesfield Town Hall  Bidders will be sent questions to answer and further detail on this area following initial evaluations of tenders. | |

*End of Schedule 6 ITT Response*

**Cheshire East Borough Council**

Provision of Housing Related Support Services

**Period: 01.04.2024 – 31.03.2029 with 2 x 12 month options to extend**

**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. Including the TUPE schedules provided as relevant. | Yes |
| If bidding for Lot 8 please also confirm that you accept and will comply with the terms and conditions of the admission, including any associated fee to be paid (that has been supplied with the tender documentation, as this will not be open to negotiation post award) noting that this may include a Bond of £3,000. | Yes |

*End of Schedule 7 ITT Response*

## SCHEDULE 8 - Exclusion Grounds: Public Procurement

**Mandatory Exclusion Grounds**

Listed in Public Contract Regulations 2015 (as amended) R57(1), (2) and (3) and the Public Contract Directives 2014/24/EU Article 57(1).

**Participation in a criminal organisation**

* Participation offence as defined by section 45 of the Serious Crime Act 2015
* Conspiracy within the meaning of:
* section 1 or 1A of the Criminal Law Act 1977; or
* article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983,

where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime.

**Corruption**

* Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;
* The common law offence of bribery;
* Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983.

**Terrorist offences or offences linked to terrorist activities**

* Any offence:
* listed in section 41 of the Counter Terrorism Act 2008;
* listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
* under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points.

**Money laundering or terrorist financing**

* Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002
* An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.

**Child labour and other forms of trafficking human beings**

* An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
* An offence under section 59A of the Sexual Offences Act 2003
* An offence under section 71 of the Coroners and Justice Act 2009;
* An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994
* An offence under section 1, 2 or section 4 of the Modern Slavery Act 2015.

**Non-payment of tax and social security contributions**

* Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.
* Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:
* HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or
* a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
* a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established.

**Other offences**

* Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland.
* Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.

**Discretionary Exclusions Grounds**

Listed in Public Contract Regulations 2015 (as amended) R57(8) and the Public Contract Directives 2014/24/EU Article 57(4).

**Obligations in the field of environment, social and labour law.**

* Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including, but not limited to, the following:-
* In the last 3 years, where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body).
* In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
* In the last three years where the organisation has been convicted of a breach of the Health and Safety legislation.
* In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
* Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has been in breach of the National Minimum Wage Act 1998.

**Bankruptcy, insolvency**

* 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.

**Grave professional misconduct**

* Guilty of grave professional misconduct

**Distortion of competition**

* Entered into agreements with other economic operators aimed at distorting competition.

**Conflict of interest**

* Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

**Been involved in the preparation of the procurement procedure.**

* Advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure.

**Prior performance issues**

* 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.

**Misrepresentation and undue influence**

* 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 negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award, or withheld such information or is not able to submit supporting documents required under regulation 59.

**Breach of obligations relating to the payment of taxes or social security contributions.**

* The contracting 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.

**Additional grounds**

ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —

* ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
* ILO Convention 98 on the Right to Organise and Collective Bargaining;
* ILO Convention 29 on Forced Labour;
* ILO Convention 105 on the Abolition of Forced Labour;
* ILO Convention 138 on Minimum Age;
* ILO Convention 111 on Discrimination (Employment and Occupation);
* ILO Convention 100 on Equal Remuneration;
* ILO Convention 182 on Worst Forms of Child Labour;
* Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
* Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
* Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
* Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

**Consequences of misrepresentation**

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

* The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
* The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
* If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
* If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

***End of ITT Response Document***

1. 1 See Schedule 7 for full list of exclusions [↑](#footnote-ref-2)
2. 2See [PCR 2015 regulations 71 (8)-(9)](http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf) <http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf>) [↑](#footnote-ref-3)
3. 3See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-4)
4. 4UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required 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). Overseas bidders are required to provide equivalent information. [↑](#footnote-ref-5)
5. 5Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. [↑](#footnote-ref-6)
6. 6This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. [↑](#footnote-ref-7)
7. 7see Notes for Completion [↑](#footnote-ref-8)
8. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-9)