Homes England

Invitation to Tender

Strategic Research and Economic Analysis Professional Services Framework

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Invitation to Tender

Part A – Guidance and Instructions

This section provides information on the required Contract.

Suppliers are required to READ THIS SECTION carefully to understand requirements

**THIS SECTION DOES NOT NEED TO BE RETURNED WITH YOUR SUBMISSION.**



# 1. Introduction and Background

## 1.1 Introduction

This document has been issued by Homes England in connection with a competitive procurement procedure. Homes England means Homes England (the name adopted by the Homes and Communities Agency), or anyone acting on behalf of Homes England that is seeking to invite suitable Suppliers to participate in this procurement process.

“You”/ “Your” or “Supplier” means the body completing this Tender **i.e. the legal entity seeking to provide the contract requirements and responsible for the information provided.** The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

Homes England

We’re the government’s housing accelerator. We have the appetite, influence, expertise and resources to drive positive market change. By releasing more land to developers who want to make a difference, we’re making possible the new homes England needs, helping to improve neighbourhoods and grow communities. So we welcome partners who share our ambition to challenge traditional norms and build better homes faster. Join us in breaking new ground to make this happen.

For more information visit [www.gov.uk/homes-england](http://www.gov.uk/homes-england)

## 1.2 Contract Background

The Homes England Strategic Research and Economic Analysis Professional Services Framework (this Framework) has an overall value of £70m and will be used to procure economic services specific to the housing sector and Homes England’s Mission and Objectives as set out in the Strategic Plan. The purpose of the framework is to obtain economic services specific to Homes England’s role in unlocking housing land, unlocking investment, improving construction productivity, supporting smaller builders and new entrants, promoting better design and higher quality homes, supporting priority places and offering home ownership products. The services will be required to undertake research and analysis to underpin strategy development, undertake economic modelling of funds and impacts, undertake primary research to strengthen our understanding of the economic benefits of our housing interventions, diagnose the rationale for housing interventions, including establishing clear market failures, assess options including the best way for Homes England to intervene (loan, grant, acquisition, master-developer), assess impacts, and undertake cost benefit analysis and overall value for money assessment (including non-monetised benefits).

The framework will appoint 20 Suppliers to provide strategic economic research, analysis, advice and modelling, economic appraisal and associated research and analysis, and impact assessment and evaluation.

Any organisation, or consortium, can apply to be a Supplier **if they can deliver the required services across England**. Those considering submitting a Tender (either as an individual organisation or as a consortium) should look carefully at the range of services as set out in [Annex 3](#Annex3) of the Framework Agreement document.

Our Frameworks are also available for use by other Public Bodies. Around 300 public bodies have used our Frameworks in recent years. Once the Strategic Research and Economic Analysis Professional Services Framework has been procured we will contact our public sector partners who may wish to use the Framework.

Suppliers appointed to this Framework may need to work with consultants appointed through our other Frameworks.

# 2 Procurement Process

This Tender is provided on the same basis to all Suppliers.

This Tender takes the form of a Single Stage Tender.

Part A of this Invitation to Tender includes information and guidance on the procurement. Part B of this Invitation to Tender needs to be completed by Suppliers and returned to Homes England as the Suppliers Invitation to Tender Submission.

The tender evaluation procedure is structured in four steps.

**Step One** is a compliance check. Information supplied will be checked for completeness and compliance with the instructions before responses are evaluated. Failure to provide the required information, make a satisfactory response to the question, or supply documentation referred to in responses, within the specified timescales, may mean that the Tender is not further evaluated.

**Step Two** is the evaluation of the Suitability Assessment submission (Form B2). If a Supplier fails any element of Form B2, then your Quality and Price submissions may not be evaluated.

**Step Three** is the evaluation of quality (Form B3) and price (Form B4) submissions which will be assessed concurrently. If during this evaluation stage it is found that either your Form B3 or Form B4 submissions are deemed a fail, the remaining assessment of your submission may not progress any further.

**Step Four** is the final verification of the information provided in Form B2 for the successful Supplier(s).

Section 14 Evaluation Criteria, sets out the evaluation criteria and scoring methodology on which this tender exercise will be evaluated. Suppliers should refer to this information throughout the completion of Part B. The Contract will be awarded on the basis of the most economically advantageous tender.

|  |  |
| --- | --- |
| **Award Criteria** | **Weighting** |
| Quality | 60% |
| Price | 40% |

Please note that Homes England does not bind themselves to accept any tender and no expense by a person submitting a tender will be paid for.

## 2.1 Procurement Queries

All requests for further information in respect of the contract must be sent using ProContract no later than 5 working days before the deadline shown on ProContract. Any queries submitted after this may not be answered. Approaches of any kind must not be made to any other person within, or associated with, Homes England.

Suppliers should specify in their clarification questions if they wish the clarification to be considered as confidential between themselves and Homes England. Homes England will consider any such request and will either respond on a confidential basis or give the Supplier the right to withdraw the clarification question. If the Supplier does not elect to withdraw the question and Homes England considers any clarification question to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all prospective Suppliers who have responded.

All responses received and any communication from Suppliers will be treated in confidence but will be subject to the above.

**Please note all communications during the tender period will be via the ProContract website. All Suppliers that have registered their interest for the Procurement will receive a direct email notification from ProContract on any updates via the Suppliers registered email address. It is the Suppliers responsibility to check the ProContract website for any updates to the Procurement process. No claim on the grounds of lack of knowledge of the above mentioned item will be entertained.**

For all ProContract portal issues please contact [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com).

## 2.2 Submission of Tender

Please refer to the ProContract Portal Advert for the **Deadline for Tender Submission.**

The completed Tender **MUST** be returned using the ProContract Portal, no hard or paper copies will be accepted. Suppliers **MUST** ensure that suitable provision is made to ensure that the submission is made on time.

# 3 Instructions and Information

## 3.1 General Information

No information contained in this Tender or in any communication made between Homes England and any Supplier in connection with this Tender exercise, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this Tender. Homes England reserves the right to cancel the process at any time.

Under no circumstances shall Homes England incur any liability in respect of this Tender or any supporting documentation. Homes England will not reimburse the costs incurred by Suppliers in connection with the preparation and submission of their response to this Tender.

Direct or indirect canvassing of any Ministers, Homes England or other public sector employee, or agent by any potential Supplier concerning this requirement, or any attempt to procure information from any of the above concerning this Tender may result in disqualification of the Supplier from consideration for this requirement.

Tenders must not be accompanied by statements that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders. Only Tenders submitted without qualification strictly in accordance with the Tender documents issued (or subsequently amended by Homes England) will be accepted for consideration. Homes England’s decision on whether or not a Tender is acceptable will be final.

The Supplier should check the tender documentation for obvious errors and missing information. Should any such errors or omissions be discovered the Supplier must send a message via the messaging function on ProContract. No alteration may be made to any of the documents attached thereto without the written authorisation of Homes England. If any alterations are made, or if these instructions are not fully complied with, the Tender may be rejected.

Please note the organisation named on Form B2 Section 1.1 must be the legal entity that will be the contracting party if the Supplier is successful.

Suppliers must answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Suppliers organisation, this must be indicated with an explanation.

All submissions must be in English.

Homes England expressly reserves the right to require Suppliers to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the Tender.

As part of this Tender exercise a number of additional documents have been provided via ProContract to the Supplier as part of this Tender exercise. These additional documents are listed below:

|  |  |
| --- | --- |
| Document Title | Format |
| Framework Agreement (PCG and non-PCG versions) | PDF |
| Form B4 Pricing Schedule | MS Excel |
| Form B6 System Information Schedule | MS Excel |
| Potential Users of the Framework | MS Word |

## 3.2 Suitability Assessment

The Suitability Assessment has been designed to assess the suitability of a Supplier to deliver Homes England’s contract requirements.

Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed using the Template for Appendices.

### 3.2.1 Verification of Information Provided

Whilst reserving the right to request information at any time throughout the procurement process, Homes England will enable the Supplier to self-certify that they meet specified requirements of the suitability assessment (Form B2). When requesting evidence that the Supplier can meet the specified requirements, Homes England will only obtain such evidence from the Preferred Suppliers. Homes England reserves the right to corroborate the evidence provided against publicly available information.

This information will be required to be provided within 7 days of contacting the Preferred Suppliers and in any case prior to awarding the contract.

Failure to provide the information on time or failure to provide information which confirms suitability will result in the Supplier being ineligible for the award of the contract.

### 3.2.2 Sub-contracting arrangements

Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, the sub-contracting arrangements template provided in Form B2 Section 1.2(b)-(ii) must be completed to provide details of the proposed bidding model, that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

Homes England recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to Homes England indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the contract requirements. Suppliers must, therefore, notify Homes England immediately of any change in the proposed sub-contractor arrangements. Homes England reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

### 3.2.3 Consortia arrangements

If the Supplier completing the Suitability Assessment is doing so as part of a proposed consortium, the following information must be provided;

* Names of all consortium members;
* The lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
* If the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

Please note that Homes England may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by Homes England as being necessary for the satisfactory performance of the contract.

**All** members of the consortium will be required to provide the information required in **all** sections of the Suitability Assessment as part of a single composite response to Homes England i.e. each member of the consortium is required to complete the form.

Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you must provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

Homes England recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers must therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that Homes England must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the suitability criteria to the new information provided. Homes England reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

### 3.2.4 Confidentiality

When providing details of contracts in answering Section 6 of the Suitability Assessment (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

Homes England reserves the right to contact the named customer contact in Section 6 regarding the contracts included. The named customer contact does not owe Homes England any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

Homes England 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 Public Contract Regulations 2015.

### 3.2.5 Grounds for Mandatory Exclusion

The following guidance relates to the Suitability Assessment Section 2 Grounds for Mandatory Exclusion. Please refer to Annex 1 for further information.

You may be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered ‘yes’ to question 2.3(a) on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details within Section 2.3(b). You may contact Homes England for advice.

Any Supplier that answers ‘yes’ to questions in Section 2 Grounds for Mandatory Exclusion and 2.3(a) Non Payment of taxes must refer to Section 3.2.7 Self-Cleaning.

### 3.2.6 Grounds for Discretionary Exclusion

The following guidance relates to the Suitability Assessment Section 3 Grounds for Discretionary Exclusion. Please refer to Annex 2 for further information.

Conflicts of interest

In accordance with Question 3.1(g), Homes England will exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform Homes England, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by Homes England should not represent a conflict of interest for the Supplier.

Taking Account of Suppliers’ Past Performance

In accordance with question 3.1(i), Homes England may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). Homes England may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing the Suitability Assessment. Homes England may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, Homes England may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier suitability, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

Any Supplier that answers ‘yes’ to questions in Section 3 Grounds for Discretionary Exclusion must refer to Section 3.2.7 Self-Cleaning.

### 3.2.7 Self-cleaning

Any Supplier that answers ‘yes’ to questions in Section 2 Grounds for Mandatory Exclusion, 2.2(a) Non-payment of taxes and Section 3 Grounds for Discretionary Exclusion must provide sufficient evidence, as requested, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of Homes England in each case.

If such evidence is considered by Homes England (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has:

* Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* Clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities;
* Taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by Homes England to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

### 3.2.8 Economic and Financial Standing

The following guidance relates to the Suitability Assessment Section 4.2 Level of Economic and Financial Standing. This assessment has been updated in line with Government Commercial Function guidance so that the level of economic and financial standing assessment is proportionate, flexible and not overly risk averse while ensuring protection of tax-payer value.

Details of the Metrics and the Risk Categories are explained in the Evaluation Criteria for the Suitability Assessment in paragraph 14.

### 3.2.9 Technical and Professional Ability

The following guidance relates to the Suitability Assessment Section 6 Technical and Professional Ability.

Please provide details of up to three contracts, in any combination from either the public or private sector (that may include Homes England), that are relevant to Homes England’s requirement as described in this Tender. Contracts for supplies or services must have been performed during the past three years.

Homes England reserves the right to request from the Supplier the contact name for the customer of the three contracts to enable Homes England to confirm the accuracy of the information provided.

Consortia bids must provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples must 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 must be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the contract requirements.

# 4 Scope of Services

Please refer to Annex 3 for the full Scope of Services for this framework.

# 5 The Framework Agreement & Administration

A digital copy of the contract has been provided on ProContract.

The submission of a Tender will denote the Suppliers acceptance of an undertaking to comply with the clauses contained in the Tender (including the framework agreement).

The Framework will be for a period of 4 years.

The Framework shall be administered by Homes England’s Framework Manager.

Suppliers are required to provide a Lead and Deputy contact in the System Information Schedule (Form B6), who will take prime responsibility within their organisation for managing their place on the Framework and for actively driving any joint working between Homes England and Framework Suppliers. It is important that the Lead and Deputy contacts nominated are sufficiently senior to act with autonomy and make decisions on behalf of their company, but also that they have sufficient time available to devote to actively managing their place on the Framework. The role can be split between the two contacts and other members of staff can be drawn in to undertake specific Framework Management tasks where required.

Suppliers should note:

● Copyright and all other intellectual property rights shall vest and belong to the Homes England absolutely.

● The Framework may be terminated or suspended by Homes England by written notice whether the Framework Suppliers is in default or not.

● The Framework Agreement will be executed as a Deed.

● Appointment to the Framework does not guarantee that a Framework Supplier will be given any work. This will depend on Homes England’s and other Public Body requirements over the duration of the Framework.

For details of the Further Competition process, please refer to Schedule 7 of the Framework Agreement.

# 6 Quality

A form has been provided to respond to the Quality questions detailed in Part A Section 14 (Form B3), which must be **completed and returned** as part of the tender response.

# 7 Pricing

A pricing schedule has been provided with this Tender (Form B4) which must be completed and returned as part of the tender response.

Suppliers are required to bring forward the tendered rates to Form B5 Form of Tender.

**No alteration may be made to the pricing schedule provided**.

# 8 Transparency

This procurement and award of this Contract is subject to the transparency arrangements being adopted by the UK Government. These arrangements include the publication of Tender documentation issued by Homes England and the Contract between Homes England and Supplier. Suppliers should highlight any areas they consider commercially sensitive in order for Homes England to be able to honour our transparency obligations without undermining the Suppliers commercial interests.

The contract value associated with the Framework Agreement and the name of the successful Suppliers may be published. The contract value associated with Call Off Contracts and the name of the associated successful Suppliers may also be published.

As part of the Governments Transparency Agenda, Homes England regularly makes available details of expenditure in excess of £250.00 by Supplier. Call Off Contracts above £250.00 will be included in these arrangements.

# 9 Freedom of Information

Suppliers are advised that Homes England is subject to the Freedom of Information Act 2000 ("The Act"). If a Supplier considers that any of the information provided as part of this procurement procedure should not be disclosed because of its commercial sensitivity, confidential or otherwise, they must, when providing this information, clearly identify the specific information they do not wish to be disclosed and clearly specify the reasons for its sensitivity. Homes England shall take such statements into consideration in the event that it receives a request pursuant to the Act which relates to the information provided by the interested party. Please note, it is insufficient to include a statement of confidentiality encompassing all the information provided in the response.

# 10 Bribery and Corruption

Homes England takes a zero-tolerance approach to bribery and corruption and sets high standards of impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of its activities. The principles contained within this policy apply to both internal and external audiences, including anyone wishing to undertake business or engage with Homes England. Please refer to our [Anti-bribery and Corruption Policy](https://www.gov.uk/government/publications/anti-bribery-and-corruption-policy) for further information.

# 11 Health and Safety

This section of the Suitability Assessment mirrors the PAS91:2013+A1:2017 qualification questionnaire.

As part of the procurement process, Homes England needs to be satisfied that you have systems in place for managing health and safety within your business. Suppliers are required to either answer one of three exemption questions (8.7(a)-(i) to 8.7(a)-(iii)) or complete the health and safety questionnaire – questions 8.7(b) to 8.7(k).

Question 8.7(a)-(ii) refers to the SSIP (Safety Schemes in Procurement). Further information on SSIP and details of assessment scheme members can be found on <http://www.ssip.org.uk/>.

If a Supplier is already registered and compliant with a SSIP approved scheme, then the requirements for your Suitability Assessment response will be reduced. The validity of SSIP membership will be checked and verified.

If a Supplier is a designer (construction related) or providing Principal Designer Services (as defined in Construction (Design and Management) Regulations 2015 (CDM 2015)), you will need to be registered and assessed as a Designer or Principal Designer. Details of SSIP schemes which undertake such assessments can be found at <http://www.ssip.org.uk/>.

Although Homes England recognises any SSIP approved scheme, its preferred prequalification scheme is CHAS (Contractor Health and Safety Assessment Scheme). In order to register with CHAS and undergo an assessment you will need to visit the CHAS website <https://www.chas.co.uk/> and download the relevant application forms. For the avoidance of doubt details of equivalent membership schemes will need to be provided in English.

# 12 Environmental Policy Statement

Homes England’s [Safety, Health and Environmental (SHE) Policy Statement](https://www.gov.uk/government/publications/homes-england-environmental-policy-statement) confirms that we recognise and fully accept, our statutory and moral responsibility to provide the highest safety, health and the environmental standards to protect our employees, other people affected by our activities and the environment. We are committed to the prevention of injury and ill health; the avoidance of adverse impacts on soil, water, air and biodiversity; and the continual improvement of our safety, health and environmental performance. We expect our Suppliers and contractors to go beyond their statutory duties and work with us to achieve high standards of safety, health and environmental management in all that we do.

# 13 Privacy Notice

Homes England (the trading name adopted by the Homes and Communities Agency) is committed to protecting the privacy and security of your personal data. Details can be found on our [website](https://www.gov.uk/government/organisations/homes-england/about/personal-information-charter).

# 14 Evaluation Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **RELATING TO PART B, FORM B2 – SUITABILITY ASSESSMENT** | | | |
| **Section** | **Title** | **Assessment** | **Evaluation Guidance** |
| 1.1 | Supplier Details | Pass/Fail | **Pass**  All information provided  **Fail**  Major information requirements missing  NOTE If any part is left incomplete the section may be marked as a Fail. If the question is not applicable, please mark your response as “N/A”. |
| 1.2 | Bidding Model | Pass/Fail | **Pass**  All information provided  **Fail**  Major information requirements missing |
| 1.3 | Contact Details | Pass/Fail | **Pass**  All information provided  **Fail**  Major information requirements missing |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 - 2.2 | Grounds for Mandatory Exclusion | Pass/Fail | **Evaluation of self certification response**  **Pass**  Question 2.1(a) answered ‘no’ to all offences, and  Question 2.1(b) and 2.2 answered ‘N/A’  **OR**  Question 2.1(a) answered ‘yes’, to one or more offences, and  Question 2.1(b) answered, and  Question 2.2 answered ‘yes’  **Fail**  Question 2.1(a) answered ‘yes’ to one or more offences, and  Question 2.1(b) unanswered  Question 2.2 unanswered  **OR**  Question 2.1(a) answered ‘yes’, to one or more offences, and  Question 2.1(b) answered, and  Question 2.2 answered ‘no’  **Verification of information provided by the preferred Supplier(s)**  **Pass**  Question 2.2 answered ‘yes’ with explanation (if requested) which is to the satisfaction of Homes England  **Fail**  Question 2.2 answered ‘yes’ with explanation (if requested) which is not to the satisfaction of Homes England |
| 2.3 | Grounds for Mandatory Exclusion | Pass/Fail | **Evaluation of self certification response**  **Pass**  Question 2.3(a) answered ‘no’ , and  Question 2.3(b) answered ‘N/A’  **OR**  Question 2.3(a) answered ‘yes’, and  Question 2.3(b) answered  **Fail**  Question 2.3(a) answered ‘yes’, and  Question 2.3(b) unanswered  **Verification of information provided by the preferred Supplier(s)**  **Pass**  Question 2.3(b) answered with explanation which is to the satisfaction of Homes England  **Fail**  Question 2.3(b) answered with explanation which is not to the satisfaction of Homes England |

|  |  |  |  |
| --- | --- | --- | --- |
| 3 | Grounds for Discretionary Exclusion | Pass/Fail | **Evaluation of self certification response**  **Pass**  Questions 3.1(a) to 3.1(j)-(iv) answered ‘no’, and  Question 3.2 answered N/A  **OR**  Questions 3.1(a) to 3.1(j)-(iv) one or more answered ‘yes’, and  Question 3.2 answered  **Fail**  Questions 3.1(a) to 3.1(j)-(iv) one or more answered ‘yes’, and  Question 3.2 unanswered  **Verification of information provided by the preferred Supplier(s)**  **Pass**  Question 3.2 answered with explanation which is to the satisfaction of Homes England  **Fail**  Question 3.2 answered with explanation which is not to the satisfaction of Homes England |
| 4.1 | Demonstration of Economic and Financial Standing | Pass/Fail | **Evaluation of self certification response**  **Pass**  Questions 4.1 or (a), (b), (c) answered yes  **Fail**  Questions 4.1, (a), (b) or (c) answered no  **Verification of information provided by the preferred Supplier(s)**  **Pass**  All information/documentation including acceptable alternatives or equivalents provided  **Fail**  Major information requirements missing; or alternative information is incomplete, not suitable or out of date; or requests for alternative information including management accounts are unanswered |
| 4.2 | Level of Economic and Financial Standing | Pass/Fail | **Evaluation of self certification response**  **Pass**  Metrics A, B and C (below) are Low/Medium Risk (Bidder and/or Guarantor) in the most recent accounting period. If High risk, Homes England is satisfied with explanation provided by bidder. See Risk Categories table below  **Fail**  Metrics A, B or C are High Risk (Bidder and Guarantor) in the most recent accounting period and Homes England is not satisfied with explanation provided by bidder.  **Verification of information provided by the preferred Supplier(s)**  **Pass**  Homes England is satisfied that Metrics A, B & C are Low/Medium Risk (Bidder and/or Guarantor) in the most recent accounting period or satisfied with explanations provided by the bidder and/or additional security offered where a high-risk metric is reported.  **Fail**  Homes England has verified that Metrics A, B or C are high risk (Bidder and Guarantor) in the most recent accounting period, the explanations provided by the bidder do not mitigate the risks identified and additional security is either not offered (e.g. Performance Bond) or is not deemed as suitable security for the contract.  **Metrics**  Metric A - – Operating Margin[[1]](#footnote-2) = Operating Profit / Revenue  Metric B – Net Debt[[2]](#footnote-3) to EBITDA[[3]](#footnote-4) Ratio = Net debt / EBITDA  Net Debt = Bank overdrafts + Loans and borrowings + Finance leases + Deferred consideration payable – Cash and cash equivalents  EBITDA = Operating profit + Depreciation charge + Amortisation charge  Metric C – Acid Ratio[[4]](#footnote-5) = (Current Assets – Inventories) / Current Liabilities  **Risk Categories**   |  |  |  |  | | --- | --- | --- | --- | | Metric | Low Risk | Medium Risk | High Risk\* | | Metric A - Operating Margin | >10% | 5 - 10% | < 5% | | Metric B - Net Debt / EBITDA | < 2.5x | 2.5 - 3.5x | > 3.5x | | Metric C - Acid Ratio | > 1.0x | 0.8 - 1.0x | < 0.8x |   \*Explanation can be provided by bidder to support the application |
| 4.3 | Self-certification | Pass/Fail | **Evaluation of self-certification response**  **Pass**  Question 4.3 answered ‘yes’  **Fail**  Question 4.3 answered ‘no’  **Verification of information provided by the preferred Supplier(s)**  **Pass**  All information/documentation including acceptable alternatives or equivalents provided and the opinion of the auditors within the financial statements identifies no going concern issues and the level and nature of outstanding CCJs (either disclosed or obtainable from public registers) that can be funded from existing case reserves and an absence of administration or liquidation arrangements.  **Fail**  Major information requirements missing; or alternative information is incomplete, not suitable or out of date; or requests for alternative information including management accounts are unanswered and the opinion of the auditors within the financial statements identifies concerns over going concern; or the level and nature of outstanding CCJs (either disclosed or obtainable from public registers) indicates a risk over inability to fund CCJs from existing cash reserves; or the Supplier is currently the subject to any kind of administration or liquidation arrangements. |
| 5 | Group Information and Financial Guarantee | Pass/Fail | **Evaluation of self-certification response**  No evaluation at self-certification stage.  **Verification of information provided by the preferred Supplier(s)**  **Pass**  All information/documentation provided.  Parent Company confirmed as willing to provide guarantee; details of where a guarantee may be obtained from elsewhere provided and reasoning is to the satisfaction of Homes England.  **Fail**  Major information requirements missing.  Parent Company confirmed as not willing to provide a guarantee. No details provided as to where a guarantee may be obtained from elsewhere or reasoning provided is not to the satisfaction of Homes England. |
| 6 | Technical and Professional Ability | Pass/Fail | **Pass**  Questions 6.1 and 6.2 complete **or** Question 6.3 complete in full with information which relates to the Scope of Services. See guidance at Section 3.2.8.  **Fail**  Questions 6.1 and 6.2 incomplete **or** Question 6.3 incomplete or information does not relate to the Scope of Services. See guidance at Section 3.2.8. |
| 7 | Requirement under Modern Slavery Act 2015 | Pass/Fail | **Evaluation of self-certification response**  **Pass**  Question 7.1 answered ‘yes’ and 7.2 answered ‘yes’ with a web address provided  **OR**  Question 7.1 answered ‘yes’ and 7.2 ‘no’ with an explanation provided which is to the satisfaction of Homes England  **OR**  Question 7.1 answered ‘no’ (as not a relevant commercial organisation) and 7.2 answered ‘N/A’  **Fail**  Question 7.1 answered ‘yes’ and 7.2 answered ‘yes’ with no web address provided  **OR**  Question 7.1 answered ‘yes’ and 7.2 ‘no’ with no explanation provided  **Verification of information provided by the preferred Supplier(s)**  **Pass**  Where the Act applies compliant annual reporting requirements have been established and evidenced; or where the Act does not apply this is reasonable.  **Fail**  Where the Act applies compliant annual reporting requirements has not been established or evidenced. |
| 8.1 | Insurance | Pass/Fail | **Minimum Requirements**  Employer’s (Compulsory) Liability Insurance = £10m GBP  Public Liability Insurance = £10m GBP  Professional Indemnity Insurance = £5m GBP  **Evaluation of self certification response**  **Pass**  Question 8.1 answered yes  **Fail**  Question 8.1 answered no  **Verification of information provided by the preferred Supplier(s)**  **Pass**  Evidence to show that minimum requirements for insurance are in place, or evidenced assurance is provided to confirm that the insurance will be in place by the contract commencement date.  **Fail**  Requirements for insurance are not in place, and no evidenced assurance is provided to confirm that the insurance will be in place by the contract commencement date. |
| 8.2 | Skills and Apprentices | **Not Applicable** |  |
| 8.3 | Steel | **Not Applicable** |  |
| 8.4 | Suppliers’ Past Performance | **Not Applicable** |  |
| 8.5 | Equal opportunity, diversity and capability | Pass/Fail | **Evaluation of self certification response**  **Pass**  Questions 8.5(a),(b), (i) and (j)-(i-iii) answered ‘yes’, and  Questions 8.5(c) to (g) answered ‘no’ or ‘yes’ with explanation provided  **Fail**  Question 8.5(a) to (j) unanswered  **OR**  Questions 8.5(a), (b), (i) and (j)-(i-iii) answered ‘no’  **OR**  Questions 8.5(c) to (g) answered ‘yes’ with no explanation provided  **Verification of information provided by the preferred Supplier(s)**  **Pass**  Where applicable evidence provided which is to the satisfaction of Homes England  **Fail**  Where applicable evidence provided which is not to the satisfaction of Homes England |
| 8.6 | Environmental Management | Pass/Fail | **Evaluation of self certification response**  **Pass**  Question 8.6(a) answered ‘yes’ and certificate provided  **OR**  Questions 8.6(b) to (f) answered ‘yes’  **Fail**  Question 8.6 (a) answered ‘yes’ but no certificate provided  **OR**  Questions 8.6 (b) to (f) answered ‘no’  **OR**  Questions 8.6 (b) to (f) failure to answer  **Verification of information provided by the preferred Supplier(s)**  **Pass**  Where applicable evidence provided which is to the satisfaction of Homes England  **Fail**  Where applicable evidence provided which is not to the satisfaction of Homes England |
| 8.7 (a) | Health and Safety - Exemption | Pass/Fail | **Evaluation of self certification response**  **Pass**  Questions 8.7(a)-(i) answered ‘yes’  **OR**  Questions 8.7(a)-(ii) answered ‘yes’  **OR**  Questions 8.7(a)-(iii) answered ‘yes’  **Fail**  Questions 8.7(a)-(i-iii) unanswered in combination with a failure to answer Questions 8.7(b) to 8.7(k)  **OR**  Questions 8.7(a)-(i-iii) answered ‘no’ in combination with a failure to answer Questions 8.7(b) to 8.7(k)  **Verification of information provided by the preferred Supplier(s)**  **Pass**  Questions 8.7(a)-(i-iii) evidence provided that is to the satisfaction of Homes England  **Fail**  Questions 8.7(a)-(i-iii) evidence provided that is not to the satisfaction of Homes England |

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| --- | --- | --- | --- |
| **Questions 8.7 (b) to 8.7 (k) will only be evaluated if required** | | | |
| 8.7 (b) – (k) | Health and Safety – No exemption | Pass/Fail | **Evaluation of self certification response**  **Pass**  Questions 8.7 (b) – (k) answered ‘yes’ to all questions  **Fail**  Questions 8.7 (b) – (k) unanswered one or more  **OR**  Questions 8.7 (b) – (k) answered ‘no’ to one or more  **Verification of information provided by the preferred Supplier(s)**  **Pass**  Questions 8.7 (b) – (k) evidence provided that is to the satisfaction of Homes England  **Fail**  Questions 8.7 (b) – (k) evidence provided that is not to the satisfaction of Homes England |
| 8.8 (a) | Asbestos Licence | **Not Applicable** |  |
| 8.8 (b) | HSE (or equivalent) warning letter | **Not Applicable** |  |
| 8.8 (c) | ARCA/ACAD Membership (or equivalent) | **Not Applicable** |  |
| 8.9 | The General Data Protection Regulation (GDPR) (and the Data Protection Act 2018) | Pass/Fail | **Evaluation of self certification response**  **Pass**  Questions 8.9(a) - 8.9(e) answered ‘yes’, and  Question 8.9(f) answered ‘no’, and  Question 8.9(g) answered N/A  **OR**  Questions 8.9(a) -8.9(e) answered ‘yes’, and  Question 8.9(f) answered ‘yes’, and  Question 8.9(g) answered  **Fail**  Questions 8.9(a) – 8.9(e) – answered ‘no’ to one or more  **OR**  Questions 8.9(a)-8.9(e) – answered ‘yes’, and  Question 8.9(f) answered ‘yes’, and  Question 8.9(g) is unanswered  **Verification of information provided by the preferred Supplier(s)**  **Pass**  Question 8.9(g) answered with explanation which is to the satisfaction of Homes England  **Fail**  Question 8.9(g) answered with explanation which is not to the satisfaction of Homes England |

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| --- | --- |
| **RELATING TO PART B, FORM B3 – QUALITY** | |
| Quality will account for 6**0%** of the Overall Score.  **Your submission will be deemed a fail if:**   * **you score 0 or 1 for any one quality criteria question, or** * **you score 2 for any three or more quality criteria questions**   The following scoring methodology will apply:  **5 – Excellent** Satisfies the requirement and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the requirements. Response identifies factors that will offer potential added value, with evidence to support the response.  **4 – Good** Satisfies the requirement with minor additional benefits. Above average demonstration by the Supplier of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required services. Response identifies factors that will offer potential added value, with evidence to support the response.  **3 – Acceptable** Satisfies the requirement. Demonstration by the Supplier of the understanding and evidence in their ability/proposed methodology to deliver a solution for the requirements.  **2 - Minor Reservations** Some minor reservations of the Supplier's understanding and proposed methodology, with limited evidence to support the response.  **1 - Major Reservations/Non-compliant** Major reservations of the Supplier's understanding and proposed methodology, with little or no evidence to support the response.  **0 - Unacceptable/Non-compliant** Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Supplier has the understanding or suitable methodology, with little or no evidence to support the response.  ***Please note:***  *Any text beyond the specified page limits below will be ignored and will not be evaluated.*  *Homes England will not cross-reference to other answers when assessing Form B3 responses.*  *Evaluators will initially work independently. Once they have completed their independent evaluation they will meet to discuss, understand and moderate any differences they have via a consensus meeting, where a single consensus score for each question will be agreed.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Question** | **Response Requirements** | **Weighting** |
| 1 | What resources, capacity and skills are you proposing to make available to deliver the Scope of Services of this framework for Homes England?  Maximum page limit 2 pages A4, Corbel font 11pt | Your response must be relevant to the whole of the Scope of Services and include information on:   * Information on the resources, capacity and skills you have available to provide these services across the whole of England. * How would you deliver these services, using specific in house teams or through a sub consultant. * How many qualified staff would be available to deliver these services, and the location of those staff. * How you will manage and coordinate delivery of these services including communication with the client. * How will you work with other consultants directly appointed by Homes England. * How would you manage knowledge and information relating to this service, its delivery and development. | 10% |
| 2 | Homes England are developing a strategic pipeline of future projects and in doing so would like to determine where to prioritise efforts when seeking opportunities for new housing.  What analysis of the macroeconomic evidence base would you undertake to help ensure Homes England activities were focused on opportunities most likely to maximise Value for Money and align to Homes England’s mission and objectives?  Maximum page limit 2 pages A4, Corbel font 11pt | * Demonstrate an understanding of the macroeconomic evidence base. * Identify suitable analytical techniques that can be used to inform the development of Homes England’s strategy based on the evidence available. * Show an understanding of Homes England’s objectives. * Show an understanding of possible interventions likely to be appropriate to Homes England. * Show an understanding of public sector strategy development and operationalisation.   Your response must include information on a project (or projects) that you have worked on, in order to illustrate your answer.  For examples used, you must ensure the project name, location, client, your role and your fee are clearly identified.  **Note:** Fee information is requested to better understand the extent of your role. | 15% |
| 3 | Homes England continues to develop the evidence available to inform the economic appraisal of housing schemes.  How would you assess and monetise the economic benefits associated with housing?  The aim should be to provide inputs suitable for use in public sector economic appraisal of programmes and projects.  Maximum page limit 2 pages A4, Corbel font 11pt | * Identification of the economic benefits of housing including productivity benefits of existing and new markets within the housing sector (including Modern Methods of Construction (MMC)), consumption benefits and externalities relating to the provision of housing. * Demonstrate an understanding of the evidence and methods used to robustly capture and monetise social benefits so that they can be applied to public sector economic appraisal. * Demonstrate an understanding of where further research might be particularly useful to improve the assessment of housing benefits.   Your response must include information on a project (or projects) that you have worked on, in order to illustrate your answer.  For examples used, you must ensure the project name, location, client, your role and your fee are clearly identified.  **Note:** Fee information is requested to better understand the extent of your role. | 10% |
| 4 | Homes England is seeking to acquire a site in the South East of England to deliver housing which will include affordable housing.  How would you use the “five case model” to appraise such a project?  Maximum page limit 2 pages A4, Corbel font 11pt | * Exhibit an understanding of the role of economic appraisal in public sector policy decision-making. * Demonstrate an appreciation of Government rationale for intervention including an understanding of different types of market failure and appropriate interventions. * Demonstrate an understanding of an options appraisal - including the use of a ‘Business As Usual’ option - what it constitutes, how it is determined, and its role in appraisal. * Demonstrate an understanding of key Value for Money metrics such as the BCR and the analysis techniques which underpin these figures. * Highlight which wider professional and technical (non-economic) expertise you would look to build upon to develop all elements of the business case.   Your response must include information on a project (or projects) that you have worked on, in order to illustrate your answer. For examples used, you must ensure the project name, location, client, your role and your fee are clearly identified.  **Note**: Fee information is requested to better understand the extent of your role. | 15% |
| 5 | Homes England wants to undertake a series of Programme Evaluations across its business activities.  What methodological issues would you need to consider?  Maximum page limit 2 pages A4, Corbel font 11pt | * Demonstrate a critical understanding of evaluation and why it informs public policy. * Show an understanding of what ‘counterfactual’ means in the context of evaluation and the challenges of developing a counterfactual. * Understand the challenges and balance of quantitative and qualitative analysis.   Your response must include information on a project (or projects) that you have worked on, in order to illustrate your answer. For examples used, you must ensure the project name, location, client, your role and your fee are clearly identified.  **Note:** Fee information is requested to better understand the extent of your role. | 10% |
| **RELATING TO PART B, FORM B4 – PRICING SCHEDULE** | | | |
| Price will account for **40%** of the Overall Score.  The lowest price as submitted in Form B4 will gain the maximum marks with other prices expressed as a proportion of the best score using the maths explained in the worked example below. | | | |

**Worked Example**

How your Quality score will be used to give a weighted score

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supplier** | **Question** | **Score out of 5** | **Weighting** | **Weighting Multiplier** | **Weighted Score** |
| Supplier A | 1 | 3 | 10% | 2 | 6 |
| 2 | 4 | 15% | 3 | 12 |
| 3 | 3 | 10% | 2 | 6 |
| 4 | 3 | 15% | 3 | 9 |
| 5 | 4 | 10% | 2 | 8 |
| **Total** | | | | | **41.00** |
| Supplier B | 1 | 5 | 10% | 2 | 10 |
| 2 | 4 | 15% | 3 | 12 |
| 3 | 3 | 10% | 2 | 6 |
| 4 | 3 | 15% | 3 | 9 |
| 5 | 3 | 10% | 2 | 6 |
| **Total** | | | | | **43.00** |
| Supplier C | 1 | 5 | 10% | 2 | 10 |
| 2 | 1 | 15% | 3 | Fail |
| 3 | 3 | 10% | 2 | 6 |
| 4 | 3 | 15% | 3 | 9 |
| 5 | 2 | 10% | 2 | 4 |
| **Total** | | | | | **Fail** |

Worked example of how your price will be used to calculate a score

**Example Price Evaluation**:

Firm A Submission:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Trainee Consultant (10%)** | **Junior Consultant (15%)** | **Consultant**  **(20%)** | **Senior Consultant (25%)** | **Principal Consultant (30%)** |  |
|  | **Rate £** | **Rate £** | **Rate £** | **Rate £** | **Rate £** |  |
|  | £100 | £200 | £300 | £400 | £500 | **Total for evaluation** |
| Total Adjusted rate for each grade | £10 | £30 | £60 | £100 | £150 | **£350** |

Firm B submission:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Trainee Consultant (10%)** | **Junior Consultant (15%)** | **Consultant**  **(20%)** | **Senior Consultant (25%)** | **Principal Consultant (30%)** |  |
|  | **Rate £** | **Rate £** | **Rate £** | **Rate £** | **Rate £** |  |
|  | £200 | £400 | £600 | £800 | £1000 | **Total for evaluation** |
| Total Adjusted rate for each grade | £20 | £60 | £120 | £200 | £300 | **£700** |

Assume Firm A offers the lowest priced weighted total of all applicants, so lowest weighted total is **£350**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier** | **Tender Price from Form B4** | **Lowest price/Supplier’s price (as %)** | **Price Score (out of 40)** |
| Supplier A | 350 | 350/350 = 100% | 100%\*40 = 40.00 |
| Supplier B | 700 | 350/700 = 50% | 50%\*40 = 20.00 |
| Supplier C | Not applicable | Not applicable | Not applicable |

**Worked example of Overall Score and Ranking**

Scores will be rounded to two decimal places, as demonstrated in the example below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Total Quality Score** | **Price Score** | **Total Score** | **Ranked Position** |
| Supplier A | 41.00 | 40.00 | 81.00 | 1 |
| Supplier B | 43.00 | 20.00 | 63.00 | 2 |
| Supplier C | Fail | Not applicable | Not applicable | Fail |

# Annex 1: Mandatory Exclusion Grounds

Public Contract Regulations 2015 R57(1), (2) and (3)

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;

Fraud

Any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

* the common law offence of cheating the Revenue;
* the common law offence of conspiracy to defraud;
* fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
* fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
* fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
* an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
* destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
* fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
* the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

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 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

# Annex 2: Discretionary Exclusion Grounds

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 the following:

* 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 3 years.
* 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 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.

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 to negligently provided misleading information that may have a material influence on decisions concerning exclusion, suitability or award.

Additional exclusion grounds

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

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).

Annex 3: Strategic Research and Economic Analysis Professional Services Framework

# Scope of Services

To provide a broad range of expert strategic and economic technical support and associated research and analysis specific to the housing sector and Homes England’s Mission and Objectives as set out in the Strategic Plan.

1. Strategic Economic Advice and Modelling
2. Economic Appraisal and associated research and analysis
3. Impact Assessment and Evaluation
4. General Services

**1. Strategic Economic Advice and Modelling**

To provide strategic economic advice and economic modelling to inform and support corporate priorities specific to the housing sector.

This component involves:

* Strategic research and economic advice underpinning strategy development.
* Strategic economic analysis underpinning business development activity aligned to our Mission and Objectives.
* Strategic economic modelling and translation of the macro-economic context to new opportunities and impacts across the organisation.
* Economic modelling to support business planning, including stress testing and scenarios at organisational level.
* Strategic primary research to improve the evidence underpinning the costs and benefits of housing including productivity benefits of existing and new markets within the housing sector, consumption benefits and externalities relating to the provision of housing.
* Fund level economic models (using financial inputs) from site data and other sources of evidence to inform new fund business cases and fiscal even submissions to Ministry of Housing, Communities and Local Government (MHCLG)/HMT.
* Organisational level modelling of the total economic impact of Homes England.
* Developing economic models to capture the benefits of Homes England’s interventions based on land use change (development appraisals, Red Book Valuations) and including all monetised external impacts.

**2. Economic Appraisal and associated research and analysis**

For these purposes, Economic Appraisal is the ‘before the event’ economic assessment of project, strategy or programme objectives.

This component involves the following:

* Undertake Economic Appraisal as part of project development compliant with HM Treasury (HMT) Five Cases methodology covering Strategic, Economic, Commercial, Financial and Management cases that are required for decision making. Help to shape, inform and evidence how and why we are intervening as the optimal approach compared to alternatives and how this is aligned to Homes England’s Strategic Plan.
* Co-ordinate the five cases, working with other disciplines, to produce a coherent full business case as per agreed Homes England Full Business Case structure. The economic case monetises as many costs and benefits (as current evidence allows) across shortlisted options to arrive at a BCR for each option. This also includes a weighting and scoring on non-monetised benefits to inform decision making.
* Develop an economic case that diagnoses a rationale for intervention by setting out market failure(s) or equity arguments.
* Take a lead on development, articulation and analyses of options, aligned with the strategic case and informed by the commercial case and to weigh up all of the costs and benefits of each option before a decision is made.
* Use an appraisal methodology that conforms to guidance from HMT's 'Green Book' and Department for Communities and Local Government's Appraisal Guidance.
* Review and account for displacement effects in the relevant property market area
* Demonstrate the benefits of additional housing supply brought forward by Homes England interventions, and the best way to do this, and also overall outcomes in terms of wider benefits of economic and housing growth, sustainability and place-making.
* Deliver appraisal of options including the best way to intervene in a place along a hierarchy of intervention. This may account for loan options, grant, and acquisition. and the optimal delivery model for the preferred option.
* Familiarity with the concept of residual land valuations; a key step in estimating land value uplift effects, including the ability to apply/challenge differing commercial assumptions applied across different options.
* Sensitivity analysis, switching values and scenario analysis, as necessary to test the resilience of the preferred option when key variables are changed, such as house prices and construction costs. This is likely to require worst case and best-case scenarios.
* Ability to respond to any changes in approach resulting from HMT Green Book Review.

**3. Impact Assessment & Evaluation**

This component involves:

* Providing a broad range of expertise in assessing the impact of Homes England’s interventions at project, portfolio and agency level.
* Being an expert in evaluation techniques, including key principles, and both qualitative and quantitative evaluation methodologies.
* Providing evaluation services to assess how successful or otherwise an intervention has been in achieving its objectives.
* Setting out what lessons can be learnt for future projects, programmes or policies.
* Aligning within and adding value to Homes England’s nascent evaluation programme, to ensure that all of its activity receives appropriate evaluation and consistency, while also preventing duplication.

**4. General Services**

* 1. **Management of team**
* Manage sub-consultants and other consultants appointed directly by the client where instructed.
* Directly employ and manage relevant third-party companies as required to undertake the discharge of any of this service.
* Provide a single point of contact to report to the client.
* Adhere to all policies of Homes England and any issued ways of working and protocols.  Respond to any queries issued.
* Build on and inform standardised templates, developed jointly with other members of the consultancy team.
  1. **Stakeholder Management**
* Liaise, negotiate and work collaboratively with statutory and other stakeholders.
  1. **Research Studies**
* Research studies are likely to align closely to Homes England’s Mission and Strategic Objectives, and any emerging government priorities, as well as key economic research questions e.g. in relation to improved understanding of the housing market, and the economic costs and benefits from intervening in it, to inform corporate priorities and utilised in economic appraisal and evaluation.
* Research, advise and present impacts of emerging legislation and best practice guidance.
* Providing lessons learned, best practice and market intelligence.
* Advise, prepare, organise and submit desk top studies and reports.
* Preparation presentation material both on hard copy and electronically.
* Assist the client with the preparation of good practice guidance and research and help the client in the promotion of this material.

**4.4 Policy and Strategy Advice and Reports**

* Monitor and reporting on existing and emerging government policy, innovation, research and practice in relation to all aspects of housing, regeneration and development.
* Monitor and advise the client on Government legislation relating to the specific areas of services delivered.

**4.5 Training**

* Development of and provision of training for Homes England Staff and stakeholders.

**4.6 Staffing**

* Provision of secondees to Homes England on a temporary basis in line with IR35.

Invitation to Tender

Part B – Forms to be Returned

**The Supplier MUST RETURN ALL FORMS within the following section as part of their Submission.**

|  |  |
| --- | --- |
| Full name of the Supplier |  |



# Form B1 Certificate of Non-Collusion and Non-Canvassing

In recognition of the principal that the essence of Tendering is that Homes England shall receive bona fide competitive Tenders from all those Tendering:

WE CERTIFY THAT:

1. The Tender submitted herewith is a bona fide Tender that is intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:
   1. communicate to a person other than the person calling for this Tender, the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);
   2. enter into an agreement with any person that they shall refrain from Tendering or as to the amount of any Tender submitted; and
   3. offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to have done in relation to any other Tender, any act or thing of the sort described above.
      1. We have not canvassed or solicited any employee of Homes England, in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Supplies and Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf, done any such act.
      2. We further hereby undertake that we will not in the future canvass or solicit any employee of Homes England, in connection with this Tender or any other Tender or proposed Tender for the supply of Supplies or Services and that no person employed by us or acting on our behalf will do any such act.

IN THIS CERTIFICATE

1. ‘Person’ includes any person, any body or association corporate or incorporate.
2. ‘Any agreement or arrangement’ includes any transaction of the sort described above, formal or informal and whether legally binding or not.
3. ‘Any canvassing or soliciting’ includes any direct or indirect canvassing or any attempts to obtain information by any means.

|  |  |
| --- | --- |
| Signed: | Date: |
| Name: | Position in Company: |
| Duly authorised to sign for and on behalf of: | |

# Form B2 Suitability Assessment

Please answer the following questions in full. Please refer to Part A Section 3.2.2 and 3.2.3 for guidance in relation to sub-contracting and consortia arrangements.

## Supplier Information

### Section 1.1: Supplier Details

|  |  |  |
| --- | --- | --- |
|  | 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)[[5]](#footnote-6)? | Yes  No |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:[[6]](#footnote-7) [[7]](#footnote-8)  - Name; Date of birth; Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:  - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  *(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) |  |

### Section 1.2: Bidding Model

Please provide the following information about your approach to this procurement.

If the Supplier completing this Suitability Assessment is doing so as part of a proposed consortium, the following information must be provided:

● names of all consortium members;

● the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and

● if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

All members of the consortium will be required to provide the information required in all sections of the Suitability Assessment i.e. each member of the consortium is required to complete the form.

Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you must provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

If the question is not applicable, please mark your response as “N/A” and provide a brief explanation.

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators?[[8]](#footnote-9)  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 | Yes  No |
| 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 |  |  |  |  |  | | |

### Section 1.3: Contact Details

The primary form of communication will be via ProContract. The details here are required to provide an alternative means of communication in the unlikely event it is needed. For the avoidance of doubt we will contact the person named in Form B5 regarding the award of this Contract.

|  |  |  |
| --- | --- | --- |
|  | 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 |  |

Grounds for Exclusion

### Section 2: Grounds for Mandatory Exclusion

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on the Annex 1, 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 in Annex 1. | |
|  | Participation in a criminal organisation | Yes  No |
|  | Corruption | Yes  No |
|  | Fraud | 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 |
|  | If Yes please provide details at 2.1(b) | |
| 2.1(b) | If you have answered ‘yes’ to any of the above questions under 2.1(a), please provide further details here.  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.  If you have answered ‘no’ to the above under 2.1(a), please respond with “N/A”. |  |
| 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  N/A |
| 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.  If you have answered ‘no’ to the above under 2.3(a), please respond with “N/A” |  |

Please Note: Homes England reserves the right to use its discretion to exclude a potential Supplier where it can demonstrate by any appropriate means that the potential Supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

### 

### Section 3: Grounds for Discretionary Exclusion

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out in Annex 2, 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 |
| 3.1(b) | Breach of social obligations? | Yes  No |
| 3.1(c) | Breach of labour law obligations? | Yes  No |
| 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 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes  No |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No |
| 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 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No |

|  |  |  |
| --- | --- | --- |
| 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 |
| 3.1(j)  3.1(j) - (i) | 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 suitability criteria | Yes  No |
| 3.1(j) - (ii) | The organisation has withheld such information. | Yes  No |
| 3.1(j) –(iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | Yes  No |
| 3.1(j)-(iv) | The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, suitability or award. | Yes  No |
|  | If ‘yes’ to any of the questions at 3.1(a) to (j) 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)  If you have answered ‘no’ to the above under 3.1, please respond with “N/A” |  |

## Suitability Questions

### Section 4: Economic and Financial Standing

|  |  |  |  |
| --- | --- | --- | --- |
|  | Question | Response | |
| 4.1 | Are you able to provide a copy of your filed financial statements (audited where applicable) for the last two years, if requested?  If no, can you provide **one** of the following: answer with ‘yes’ or ‘no’ 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 | Have figures been supplied for Metrics A, B & C and where a High Risk metric is noted, an explanation provided?  Please self-certify by answering ‘yes’ or ‘no’ that you have provided the information. | Yes  No | |
| (a) Metric A – Operating Margin – Metric numerical value and Risk Rating (see Section 4.2 of Suitability Assessment Evaluation Criteria in Part A)  If High Risk rating is noted, comments can be provided to support your submission within a separate Appendix. | Value: | ……% |
| Risk Rating: | Choose an item. |
| (b) Metric B – Net Debt / EBITDA - Metric numerical value and Risk Rating (see Section 4.2 of Suitability Assessment Evaluation Criteria in Part A)  If High Risk rating is noted, narrative can be provided to support your submission within a separate Appendix. | Value: | ……… |
| Risk Rating: | Choose an item. |
| (c) Metric C – Acid Ratio - Metric numerical value and Risk Rating (see Section 4.2 of Suitability Assessment Evaluation Criteria in Part A)  If High Risk rating is noted, narrative can be provided to support your submission within a separate Appendix. | Value: | ……… |
| Risk Rating: | Choose an item. |

|  |  |  |
| --- | --- | --- |
| 4.3 | Please self-certify whether you already have, or can commit to provide the following:   * Relevant latest auditors report identifies that the organisation is a going concern * Statement that the organisation is not subject of administration or liquidation arrangements * Statement that any outstanding CCJs can be met by existing cash reserves. | Yes  No |

### Section 5: Group Information and Financial Guarantee

If you have indicated in your response to question 1.2 that you are part of a wider group, please provide further details below:

|  |  |
| --- | --- |
| Name of organisation |  |
| Relationship to the Supplier completing these questions |  |

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 5.1 | Are you able to provide parent company financial statements, 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?  (Where the bidder is not the Ultimate Parent Company of the group, the bid should be supported by a guarantee from the Ultimate Parent Company as standard. If exceptionally unavailable or where the ultimate holding company acts as a pure investor and the bidder has no director or indirect financial or other dependency on it, an alternative guarantee may be sought. Homes England must be satisfied with the reasoning and alternative security offered.  If a Parent Company Guarantee is available, please include a copy of your latest filed financial statements for the last two years (audited where applicable). | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.1 | **Relevant experience and contract examples**  Please refer to Part A Section 3.2.8 for further guidance relating to this section. If you cannot provide examples see question 6.3. | | | |
|  | | Contract 1 | Contract 2 | Contract 3 |
| Name of customer organisation | |  |  |  |
| Short description of contract[[9]](#footnote-10) | |  |  |  |
| Contract start date | |  |  |  |
| Contract completion date | |  |  |  |
| Estimated contract value (GBP) | |  |  |  |

|  |  |
| --- | --- |
| 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 must 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. |
|  | |

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

The Modern Slavery Act 2015 applies to a wide number of activities undertaken across all sectors, including construction and professional services. If you are unaware of your obligations in relation to this Act, please obtain awareness guidance from the [Stronger Together website](https://www.stronger2gether.org/) before completing this section.

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 7.1 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes  No |
| 7.2 | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes  *Please provide the relevant web address or url*  No  *Please provide an explanation below*  N/A |
|  | |

## Additional Suitability Questions

### Section 8.1: Insurance

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 8.1 | 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 in Part A Section 14. | Yes  No |

### Section 8.2: Skills and Apprentices - not applicable

### Section 8.3: Steel - not applicable

### Section 8.4: Suppliers’ Past Performance - not applicable

Section 8.5: Equal opportunity, diversity policy and capability[[10]](#footnote-11) [[11]](#footnote-12)

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 8.5(a) | As an Employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010? | Yes  No |
| 8.5(b) | Is it your policy as an employer to comply with anti-discrimination[[12]](#footnote-13) legislation, and to treat all people fairly and equally[[13]](#footnote-14) so that no one group of people is treated less favourably than others? | Yes  No |
| 8.5(c) | In the last three years has any finding of unlawful discrimination8 been made against your organisation by any court or industrial or employment tribunal or equivalent body? | Yes  No |
| 8.5(d) | In the last three years has your organisation been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination8? | Yes  No |
| 8.5(e) | In the last three years, has your organisation been found in breach of section 15 of the Immigration, Asylum and Nationality Act 2006? | Yes  No |
| 8.5(f) | In the last three years, has your organisation been found in breach of section 21 of the Immigration, Asylum and Nationality Act 2006? | Yes  No |
| 8.5(g) | In the last three years, has your organisation been found to be in breach of the National Minimum Wage Act 1998? | Yes  No |
| 8.5(h) | If the answer to question 8.5(c) to 8.5(g) is ‘yes’, what steps did your organisation take as a result of that finding or investigation?  If the answer to question 8.5 (c) to 8.5(g) is ‘no’ please respond with ‘N/A’. |  |
| 8.5(i) | Does your organisation operate appropriate arrangements to ensure that equality and diversity is embedded within your organisation?[[14]](#footnote-15) | Yes  No |
| 8.5(j) - (i) | Do you actively promote good practice in terms of eliminating discrimination8 in all forms through guidance to your employees/ Suppliers concerned with recruitment, training and promotion? | Yes  No |
| 8.5(j) – (ii) | Do you actively promote good practice in terms of eliminating discrimination[[15]](#footnote-16) in all forms through making guidance or policy documents concerning how the organisation embeds equality and diversity available to employees/ sub-contractors, recognised trade unions or other representative groups of employees? | Yes  No |
| 8.5(j) – (iii) | Do you actively promote good practice in terms of eliminating discrimination12 in all forms through appropriate recruitment advertisements or other literature? | Yes  No |

### 

### Section 8.6: Environmental Management[[16]](#footnote-17)[[17]](#footnote-18)

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 8.6(a) | **Exemption**  The questions in this module need not be completed if your organisation holds a UKAS[[18]](#footnote-19) (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 or a valid EMAS certificate, and can provide the supporting evidence if requested. | Yes  No |

**The following questions are only to be completed if the exemption does not apply**

|  |  |  |
| --- | --- | --- |
| 8.6(b) | Do you have a documented policy and organisation for the management of construction-related environmental issues? | Yes  No |
| 8.6(c) | Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment? | Yes  No |
| 8.6(d) | Do you have arrangements for providing employees who will engage in construction, with training and information on construction-related environmental issues? | Yes  No |
| 8.6(e) | Do you check, review and where necessary improve your environmental management performance? | Yes  No |
| 8.6(f) | Do you have arrangements for ensuring that any Suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged? | Yes  No |

### Section 8.7: Health and Safety[[19]](#footnote-20)

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 8.7(a) | **Exemptions and pertinent question selection**  If your organisation meets the criteria identified in one of 8.7(a) - (i) to 8.7(a) – (iii) below and you can provide the supporting evidence required, you do not need to complete questions 8.7(b) to 8.7(k) of this section.  If exemption is not claimed, please move to 8.7(b). | |
| 8.7(a) - (i) | You have, within the last twelve months, successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process is equivalent to that of PAS 91 and can provide the supporting evidence if requested. | Yes  No |
| 8.7(a) - (ii) | You have, within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum and can provide the supporting evidence if requested. | Yes  No |
| 8.7(a) - (iii) | You hold a certificate of compliance with BS OHSAS 18001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard,[[20]](#footnote-21) e.g. accredited by UKAS, and can provide the supporting evidence if requested. | Yes  No |

**Only complete questions 8.7(b) to 8.7(k) if required - see explanation at 8.7(a)**

**Questions 8.7(b) to (k) include in italics examples of the type of information in support of responses, which may be requested**

|  |  |  |
| --- | --- | --- |
| 8.7(b) | Are you able to show that you have a general policy and an organisation which is responsible for ensuring effective health and safety (H&S) management?  *Evidence of periodically reviewed general H&S policy, signed and dated by a senior person within the organisation. The H&S policy should also contain the organisation and arrangements. These should be relevant to the anticipated nature and scale of activity to be undertaken, and set out responsibilities for H&S management at all levels in the organisation. [[21]](#footnote-22)* | Yes  No |
| 8.7(c) | Are you able to show your arrangements for ensuring that your H&S measures are effective in reducing/ preventing work-related incidents, occupational ill-health and accidents?  *Details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken, and how these arrangements are communicated to workers. [[22]](#footnote-23)* | Yes  No |
| 8.7(d) | Do you have ready access to competent H&S advice/ assistance?  *Evidence of how your organisation has ready access to competent H&S advice, for both general health and safety and, for CDM duty holders, construction-related health and safety. [[23]](#footnote-24)* | Yes  No |
| 8.7(e) | Do you have a process for providing your employees/other workforce with training and other information appropriate to the activities that your organisation is likely to undertake?  *Evidence that your organisation implements relevant training arrangements to ensure that employees/other workforce have sufficient skills and understanding to discharge their various duties. This should include refresher training on relevant good H&S practice and, for CDM contractors and principal contractors, Construction Phase Plans (CPP) may be used to show how information is disseminated or communicated on-site. [[24]](#footnote-25)* | Yes  No |
| 8.7(f) | Do your employees/other workforce have H&S and other relevant knowledge, experience and skills to carry out activities that your organisation is likely to undertake?  *Evidence that your employees/other workforce have suitable knowledge, experience and skills for the activities assigned to them, unless there are specific situations where they need to work under competent control and/or supervision (e.g. apprentices and other trainees).* | Yes  No |
| 8.7(g) | Do you check, review and, where necessary, improve your H&S performance?  *Evidence that your organisation has an effective, ongoing system for monitoring H&S procedures, and for periodically reviewing and updating that system as necessary.* | Yes  No |
| 8.7(h) | Do you have procedures for involving your employees/other workforce in the planning and implementation of H&S measures?  *Evidence that your organisation implements a means of consulting with its employees/other workforce on H&S matters and how comments, concerns or complaints submitted by employees/other workforce are taken into account.* | Yes  No |
| 8.7(i) | Do you routinely record and review accidents/incidents and undertake follow-up action?  *Evidence that your organisation maintains records of all RIDDOR-reportable [[25]](#footnote-26) and other incidents for at least the last three years.*  *Evidence that your organisation has an effective system for reviewing significant incidents, and recording any resulting action taken (including your response to any H&S enforcement activity).* | Yes  No |
| 8.7(j) | Do you have arrangements for ensuring that your suppliers also apply H&S measures that are appropriate to the activities that your organisation is likely to undertake?  *Evidence that your organisation implements arrangements for ensuring and monitoring H&S skills, knowledge and experience, and performance, throughout your entire supply chain, appropriate to the work likely to be undertaken.* | Yes  No |
| 8.7(k) | Do you operate a process of risk assessment, capable of supporting safe systems of work?  *Evidence that your organisation implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work (“method statements”).*  *Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken. [[26]](#footnote-27)* | Yes  No |

Section 8.8: Asbestos - not applicable

### Section 8.9: The General Data Protection Regulation (GDPR) (and the Data Protection Act 2018)[[27]](#footnote-28)

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 8.9 (a) | Do you have a documented policy and procedures for the storage, processing and retention of personal data in your organisation? | Yes  No |
| 8.9 (b) | Do you have documented arrangements for ensuring that your data protection procedures are effective and that they comply with the GDPR and the Data Protection Act 2018? | Yes  No |
| 8.9 (c) | Do you have arrangements for providing employees, with training and information on data protection issues and your data protection procedures? | Yes  No |
| 8.9 (d) | Do you have a process in place to ensure that you check, review and where necessary update and improve your data protection policies and procedures? | Yes  No |
| 8.9 (e) | Do you have appropriate arrangements for ensuring that any Suppliers or third party data processors that you engage store, process, and retain personal data in accordance with the law, and apply appropriate measures to manage data protection issues that are appropriate to the activity for which they are being engaged? | Yes  No |
| 8.9 (f) | In the last six years, have you had any enforcement notice imposed on you, any penalties levied or any other formal action by the Information Commissioner’s Office (ICO) or the courts or been subject to any enforcement action or legal any proceedings (civil or criminal) for breach of data protection legislation? | Yes  No |
| 8.9 (g) | If the answer to question 8.9 (f) is ‘yes’, what steps did your organisation take as a result of that finding or investigation? | N/A |
|  | |

# Template for Appendices

|  |  |
| --- | --- |
| Appendix Number |  |
| Form B2 Section |  |
| Question number |  |
|  | |

# Form B3 Quality Submission

To enable Homes England to evaluate the quality element of the Award Criteria, we require Suppliers to provide a response to the delivery of the Scope of Services, outlined in Section 4. Suppliers **should refer to Section 14 Evaluation Criteria, contained within Part A** of this document for the relevant weightings and page limits for each question and also the scoring methodology to be used within the evaluation. The answers to each question must be within the page limits is set out in the evaluation criteria. Suppliers can either use the below template for their answers or use their own equivalent template.

|  |
| --- |
| **Question 1.** What resources, capacity and skills are you proposing to make available to deliver the Scope of Services of this framework for Homes England?  Maximum page limit 2 pages A4, Corbel font 11pt |
|  |

|  |
| --- |
| **Question 2.** Homes England are developing a strategic pipeline of future projects and in doing so would like to determine where to prioritise efforts when seeking opportunities for new housing.  What analysis of the macroeconomic evidence base would you undertake to help ensure Homes England activities were focused on opportunities most likely to maximise Value for Money and align to Homes England’s mission and objectives?  Maximum page limit 2 pages A4, Corbel font 11pt |
|  |

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| --- |
| **Question 3.** Homes England continues to develop the evidence available to inform the economic appraisal of housing schemes.  How would you assess and monetise the economic benefits associated with housing?  The aim should be to provide inputs suitable for use in public sector economic appraisal of programmes and projects.  Maximum page limit 2 pages A4, Corbel font 11pt |
|  |

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| --- |
| **Question 4.** Homes England is seeking to acquire a site in the South East of England to deliver housing which will include affordable housing.  How would you use the “five case model” to appraise such a project?  Maximum page limit 2 pages A4, Corbel font 11pt |
|  |

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| --- |
| **Question 5.** Homes England wants to undertake a series of Programme Evaluations across its business activities.  What methodological issues would you need to consider?  Maximum page limit 2 pages A4, Corbel font 11pt |
|  |

# Form B4 Pricing Schedule

The completed Form B4 Pricing Schedule must be returned as part of the Tender Return.

**No alteration may be made to the pricing schedule provided**.

Total price must be carried forward to the Form of Tender within Form B5.

The Pricing Schedule is included as a separate document in Excel Format. Please compete this document and return in Excel Format

# Form B5 Form of Tender

**FORM OF TENDER – SUPPLIERS MUST CARRY FORWARD THE TOTAL PRICE FROM FORM B4 PRICING SCHEDULE**

**[insert Contract Title]  
[insert ProContract Tender Reference]**

Chief Executive  
Homes England

|  |  |  |
| --- | --- | --- |
| I/We |  | (Supplier’s name) |

having read the tender documentation delivered to us and do hereby offer to provide the [insert Contract Title] described for the sum carried from the Pricing Schedule of:

|  |
| --- |
| £ |

(amount in figures and words taken from Form B4 Pricing Schedule).

This Tender remains open for acceptance for six calendar months from the tender return date.

I/We confirm that we currently hold (or agree to effect) Public Liability/Third Party Insurance indemnifying us and the Homes England against such liability with a limit of indemnity of not less than [insert value] in any one accident, unlimited in any one year.

I/We agree and understand that no insertion or endorsement made to this Form of Tender or any other conditions made by the Supplier in connection with this tender figure will be accepted by Homes England and any such insertion, endorsement or condition shall render the tender liable to rejection by Homes England.

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

I/We are aware of the consequences of serious misrepresentation.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dated this |  | | day of |  | | | 2019 |
| Signed | |  | | | Witness |  | |
| Print Name: | |  | | | Address |  | |
| Position in Company | |  | | |  | |
| Name and Address Company | |  | | |  | |

*[This page has intentionally been left blank for two sided printing]*

# Form B6 System Information Schedule

The completed Form B6 System Information Schedule must be returned as part of the Tender Return.

You must complete all **three** worksheets in the Schedule to provide company information, ProContract information, and TMS information.

In the TMS information worksheet Suppliers may provide up to twenty contact details from the Lead organisation and these **must** include details for the Lead and Deputy contacts. This is for information purposes only and will only be used if you are successful to provide access to Homes England’s Transactional Management System (TMS). TMS is a web-based system used by Homes England to place Instructions to Framework Suppliers. Other Public Sector Bodies will follow their own protocols for issuing instructions.

**The System Information Schedule is included as a separate document in Excel Format. Please compete this document and return in Excel Format**

# Form B7 Tender Return Checklist

In order to allow Homes England to evaluate your submission and assist your organisation in ensuring it has submitted a compliant Tender, please confirm that you have completed the following Sections and enclosed the relevant documents as detailed in the Tender Documentation by completing the following *(delete as appropriate)*:

|  |  |
| --- | --- |
| **Completed sections** | |
| Form B1 Certification of Non-Collusion and Non-Canvassing | Yes  No |
| Form B2 Suitability Assessment | Yes  No |
| Form B3 Quality Submission | Yes  No |
| Form B4 Pricing Schedule | Yes  No |
| Form B5 Form of Tender | Yes  No |
| Form B6 System Information Schedule | Yes  No |

|  |  |  |
| --- | --- | --- |
| **Additional sections** | | |
| **The following sections/appendices form part of our submission** | | |
| **Section of ITT** | **Appendix Number** | **Appendix Name** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
|  |

enquiries@homesengland.gov.uk

0300 1234 500

gov.uk/homes-england

1. The elements used to calculate the Operating Margins should be shown on the face of the Income Statement in a standard set of financial statements. Figures for Operating Profit and Revenue should exclude the entity’s share of the results of joint ventures or associates. Where an entity has an operating loss (i.e. where the operating profit is negative), Operating Profits should generally be taken as zero. Since Operating Margin can vary, the test should normally be based on the higher of (a) the Operating Margin for the most recent accounting period and (b) the average Operating Margin for the last two accounting periods. [↑](#footnote-ref-2)
2. Net Debt: The elements of Net Debt may be described slightly differently and should be found either on the face of the Balance Sheet or in the relevant note to the financial statements. All interest-bearing liabilities (other than retirement benefit obligations) should be included as borrowings as should, where disclosed, any liabilities (less any assets) in respect of any hedges designated as linked to borrowings (but not non designated hedges). Borrowings should also include balances owed to other group members.

   Deferred consideration payable should be included in Net Debt despite typically being non-interest bearing.

   Cash and cash equivalents should include short-term financial investments shown in current assets.

   Where an entity has net cash (i.e. where Net Debt is negative), the outcome of the test should be regarded as ‘Low Risk’. [↑](#footnote-ref-3)
3. EBITDA: Operating profit should be shown on the face of the Income Statement and, for the purposes of this test, should include the entity’s share of the results of any joint ventures or associates.

   The depreciation and amortisation charges for the period may be found on the face of the Statement of Cash Flows or in a Note to the Accounts. [↑](#footnote-ref-4)
4. All elements that are used to calculate the Acid Ratio are available on the face of the Balance Sheet in a standard set of financial statements. [↑](#footnote-ref-5)
5. See EU definition of SME <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>. [↑](#footnote-ref-6)
6. 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. [↑](#footnote-ref-7)
7. A criminal record check for relevant convictions may be undertaken for the preferred Suppliers and the persons of significant in control of them. [↑](#footnote-ref-8)
8. Where bidding as a consortium can you confirm whether the consortium is not proposing a new legal entity or whether a special purpose vehicle or SPV is proposed. If the latter is proposed explanation of ownership and shareholding (actual and proposed) is required. [↑](#footnote-ref-9)
9. In no more than 250 words, please provide a brief description of the contract delivered including location, your role and evidence as to your relevant technical capability. [↑](#footnote-ref-10)
10. See PAS91:2013 + A1:2017, Table 5, Optional Question Module O1 for further details. [↑](#footnote-ref-11)
11. For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. [↑](#footnote-ref-12)
12. For the avoidance of doubt this question considers discrimination in all forms including, but not limited to, bullying and harassment on the grounds of age, disability, gender identity/reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation, pregnancy and maternity [↑](#footnote-ref-13)
13. For the avoidance of doubt fairly and equally includes explicitly banning discrimination, bullying and harassment on the grounds of age, disability, gender identity/reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation, pregnancy and maternity [↑](#footnote-ref-14)
14. This could include delivering training or equivalent arrangements to embed equality and diversity awareness and understanding including but not limited to age, disability, gender identity/reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation, pregnancy and maternity [↑](#footnote-ref-15)
15. For the avoidance of doubt this question considers discrimination in all forms including, but not limited to, bullying and harassment on the grounds of age, disability, gender identity/reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation, pregnancy and maternity [↑](#footnote-ref-16)
16. See PAS91:2013, Table 5, Optional Question Module O2 (questions 1 to 6) for further details. [↑](#footnote-ref-17)
17. For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. [↑](#footnote-ref-18)
18. As required by EU Regulation EC 765/08 (Accreditation and Market Surveillance), the UK has appointed a single National Accreditation Body through The Accreditation Regulations 2009, which is UKAS. [↑](#footnote-ref-19)
19. See PAS91:2013+A1:2017, Table 4, Core Question Module C4 (questions 1 to 14) for further details. [↑](#footnote-ref-20)
20. In 8.7(a) - (iii), ‘. accredited means having undergone third-party attestation by an organisation that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements. [↑](#footnote-ref-21)
21. Organisations with fewer than five employees are not legally required to have a documented policy statement. If a Supplier is in this category it does not have to write down its policy, organisation or arrangements. However, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity likely to be. [↑](#footnote-ref-22)
22. Organisations with fewer than five employees are not legally required to have a documented policy statement. If a Supplier is in this category it does not have to write down its policy, organisation or arrangements. However, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity likely to be. [↑](#footnote-ref-23)
23. Access to competent in-house advice, in whole or part, is usually preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that, for CDM duty holders (from the same source or elsewhere) advice on relevant construction H&S issues is accessible as required. [↑](#footnote-ref-24)
24. Relevant and proportionate CPPs are required for ‘construction work’ covered by CDM 2015. CPPs need only be proportionate to the nature of the activity likely to be undertaken. [↑](#footnote-ref-25)
25. RIDDOR: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. [↑](#footnote-ref-26)
26. Organisations with fewer than five employees are not legally required to have a documented policy statement. If a Supplier is in this category it does not have to write down its policy, organisation or arrangements. However, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity likely to be. [↑](#footnote-ref-27)
27. For organisations working outside of the UK please refer to equivalent legislation in the country that you are located [↑](#footnote-ref-28)