

## Part C

### Selection

# **Provision of Care and Support in Supported Living Accommodation for people with a learning disability or people with statutory mental health needs**

**DN572756**

**Commercial and Procurement Team**  
Somerset County Council  
County Hall

Taunton  
TA1 4DY  
[commercialandprocurement@somerset.gov.uk](mailto:commercialandprocurement@somerset.gov.uk)

## Contents

1	The Evaluation Process .....	4
1.1	Preliminary Compliance Stage .....	4
1.2	Evaluation of the Selection Questionnaire .....	4
2	Selection Questionnaire .....	9
3	Certificate of Confidentiality.....	26
4	Commercially Sensitive Information .....	27

# 1 The Evaluation Process

## 1.1 Preliminary Compliance Stage

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

Section	Topic	Means of evaluation
<b>Part C Selection</b>		
Section 2	Selection Questionnaire	Pass/fail
Section 3	Certificate of Confidentiality	Pass/fail
Section 4	Commercially Sensitive Information	Pass/fail

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

## 1.2 Evaluation of the Selection Questionnaire

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

Section	Topic	Means of evaluation
<b>Part C Selection</b>		
<b>Section 2</b>	<b>Selection Questionnaire</b>	
Part 1 Section 1	Potential supplier information	For information only
Part 2 Section 2	Grounds for mandatory exclusion	Pass/fail
Part 2 Section 3	Grounds for discretionary exclusion	Pass/fail – Authority's discretion
Part 3 Section 4	Economic and financial standing	Pass/fail
Part 3 Section 5	Relationship to parent company	Pass/fail
Part 3 Section 6	Technical and professional ability	Pass/fail – Authority's discretion
Part 3 Section 7	Modern Slavery Act 2015	Pass/fail
Part 3 Section 8	Additional questions	Pass/fail – Authority's discretion

Part 3 Section 8.9	Additional Questions	Scored
--------------------	----------------------	--------

### **1.2.1 Means of evaluation: for information only**

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

### **1.2.2 Means of evaluation: pass/fail**

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

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

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

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

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

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

The Applicant is required to self-declare its ability to provide at least one of a number of different types of information, such as company accounts, statement of turnover or cash flow forecast that demonstrate its financial standing and is required to submit its accounts, etc. as part of its Bid.

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

During the evaluation procedure the Authority shall assess whether the Applicant has an acceptable level of economic and financial standing to perform a Contract of the required size and complexity. This will include an assessment regarding the ability of the Applicant to continue as a going concern, which is intended to identify considerations that would justify moving to not award the Contract on the basis of the likely future performance of the Applicant concerned.

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

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

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

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

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

The Authority will make its evaluation based on the below:

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

The Authority shall be entitled to fail any Applicant failing to meet the Authority's requirements as explain above. The Applicant shall be deselected from further participation in the procurement process and it will be notified accordingly.

### **1.2.5 Means of evaluation: Scored**

Applicant's responses to questions marked "scored", will be scored against their ability to demonstrate their capability and experience in delivering such services. The following scoring matrix will be used:

<b>Score</b>		<b>Definition</b>
10	Excellent	Demonstrates or evidences that the Applicant has an excellent level of capability and capacity and/or experience of delivering contracts / projects of this nature.
8	Good	Demonstrates or evidences that the Applicant has a significant level of capability and capacity and/or experience of delivering contracts / projects of this nature that is much better than adequate though not excellent.
6	Adequate	Demonstrates or evidences that the Applicant has a suitable level of capability and capacity and/or experience of delivering contracts / projects of this nature that is adequate.
4	Poor	Demonstrates or evidences that the Applicant has a level of capability and capacity and/or experience of delivering

		contracts / projects of this nature that falls short of adequate.
2	Very Poor	The Applicant fails to demonstrate or evidence adequate or sufficient capacity / capability and/or experience of delivering contracts / projects of this nature.
0	Unacceptable	The Applicant has no relevant capacity/capability and/or experience of delivering contracts / projects of this nature or has failed to answer.

### 1.2.6 Evaluation procedure

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

The award stage of the evaluation procedure will take place thereafter and only in relation to those Applicants that are invited to submit a Tender.



## 2 Selection Questionnaire

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

This standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

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

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

### Supplier Selection Questions: Part 3

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

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

### Consequences of misrepresentation

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

## **Notes for completion**

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

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

## Part 1 - Potential Supplier Information

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

Section 1 Potential Supplier Information		
No.	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you	

	fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)? <i>See EU definition of SME:</i> <a href="https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en">https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en</a>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <a href="#">See PSC guidance</a> . - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more.  <i>UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House.</i>  (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company:  - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable)	

	(Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company:  - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable)  (Please enter N/A if not applicable)	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

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

<b>Section 1 Bidding Model</b>		
<b>No.</b>	<b>Question</b>	<b>Response</b>
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.
1.2(a) - (ii)	Name of group of economic operators (if applicable)	
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

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

### Contact details and declaration

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

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

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

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

I am aware of the consequences of serious misrepresentation.

<b>Section 1</b>	<b>Contact details and declaration</b>	
<b>No.</b>	<b>Question</b>	<b>Response</b>
1.3(a)	<b>Contact name</b>	
1.3(b)	<b>Name of organisation</b>	
1.3(c)	<b>Role in organisation</b>	
1.3(d)	<b>Phone number</b>	
1.3(e)	<b>E-mail address</b>	
1.3(f)	<b>Postal address</b>	
1.3(g)	<b>Signature (electronic is acceptable)</b>	
1.3(h)	<b>Date</b>	

## Part 2 - Exclusion Grounds

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

Section 2		Grounds for mandatory exclusion	
No.	Question	Response	
2.1(a)	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a>.</p>		
	Participation in a criminal organisation.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 2.1(b)	
	Corruption.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 2.1(b)	
	Fraud.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 2.1(b)	
	Terrorist offences or offences linked to terrorist activities	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 2.1(b)	
	Money laundering or terrorist financing	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 2.1(b)	
	Child labour and other forms of trafficking in human beings	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 2.1(b)	
2.1(b)	If you have answered yes to question 2.1(a), please provide further details.		



	<p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	<p>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)</p>	<p><b>Yes</b>   <input type="checkbox"/></p> <p><b>No</b>   <input type="checkbox"/></p>
2.3(a)	<p><b>Regulation 57(3)</b></p> <p>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?</p>	<p><b>Yes</b>   <input type="checkbox"/></p> <p><b>No</b>   <input type="checkbox"/></p>
2.3(b)	<p>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.</p>	

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

Section 3		Grounds for discretionary exclusion	
	Question	Response	
3.1	<b>Regulation 57 (8)</b> The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a> , 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?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2	
3.1 (b)	Breach of social obligations?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2	
3.1 (c)	Breach of labour law obligations?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2	
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2	
3.1(e)	Guilty of grave professional misconduct?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2	
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2	
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2	

3.1(h)	Been involved in the preparation of the procurement procedure?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior 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?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) -(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a	

	relevant ground for exclusion? (Self Cleaning)	
--	--	--

## Part 3 – Selection Questions

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

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

Section 6		Technical and Professional Ability
6.1	Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.	

	<p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub- contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>																																				
	<table border="1"> <thead> <tr> <th></th> <th>Contract 1</th> <th>Contract 2</th> <th>Contract 3</th> </tr> </thead> <tbody> <tr> <td>Name of customer organisation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Point of contact in the organisation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Position in the organisation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>E-mail address</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Description of the contract</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contract start date</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contract completion date</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Estimated contract value</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Contract 1	Contract 2	Contract 3	Name of customer organisation				Point of contact in the organisation				Position in the organisation				E-mail address				Description of the contract				Contract start date				Contract completion date				Estimated contract value			
	Contract 1	Contract 2	Contract 3																																		
Name of customer organisation																																					
Point of contact in the organisation																																					
Position in the organisation																																					
E-mail address																																					
Description of the contract																																					
Contract start date																																					
Contract completion date																																					
Estimated contract value																																					
6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>																																				
6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>																																				

<b>Section 7</b>	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
<b>7.1</b>	Are you a relevant commercial organisation as defined by section 54 ("Transparency in	<b>Yes</b> <input type="checkbox"/> <b>N/A</b> <input type="checkbox"/>

	supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
<b>7.2</b>	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?	<b>Yes</b> <input type="checkbox"/> Please provide the relevant url to view the statement... <b>No</b> <input type="checkbox"/> Please provide an explanation

## 8 Additional Questions

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

<b>Section 8</b>	<b>Additional Questions</b>	
<b>8.1</b>	<b>Insurance</b>	
<b>a.</b>	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer's (Compulsory) Liability Insurance = <b>[£10,000,000]*</b>  Public Liability Insurance = <b>[£20,000,000]</b>  Professional Indemnity Insurance = <b>[£2,000,000]</b>  *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

<b>8.2</b>	<b>Safeguarding</b>	
	<b>Please answer the following questions in relation to your organisation or any partner organisation:</b>	
	Does your organisation comply with the Disclosure and Barring Service/ Protection of Vulnerable Adults and Protection of Children Act requirements?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
	Do 100% of applicable staff and any partner organisations' applicable staff have Disclosure and Barring Service (DBS) clearance.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
	Please self-certify that your organisation or any partner organisation has a Safeguarding policy with a named safeguarding officer for vulnerable adults and for children/ young people that complies with current legislative	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

	requirements or are willing to accept Somerset County Council's current policy.	
	Please self-certify that your organisation or any partner organisation has a Safer Recruitment Policy that complies with current legislative requirements or are willing to accept Somerset County Council's current policy.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

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

8.4	<b>Bidding for Lots</b>	
	Please advise which Lot(s) you are intending to bid for (Lot details are provided in Part B General Information and Specification). Please tick the applicable box or boxes.	
	Lot 1 – Ponsford Road	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
	Lot 2 – The Paddocks	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
	Lot 3 – The Avenue	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
	Lot 4 – Stoke-sub-Hamden	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
	If you will be bidding for more than one lot please advise if you would accept the award of fewer Lots than you have applied for.	
	<b>Additional Comments:</b>	

8.5	<b>e-mail Security</b>	
	The Authority currently uses Microsoft's Azure Information Protection (AIP) and Outlook Message Encryption (OME) for secure email. Suppliers must confirm that they will agree to use AIP/OME (or a similar compatible system) for protection	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>



	of personal/sensitive email and data. Further guidance on AIP/OME can be found <b>here</b> . (link to be added)	
--	---	--

8.6	Specific Selection Questions for the current procurement	
a.	Please describe your experience and expertise in working and supporting people who have a Learning Disability (lots 1-3) or Mental Health (Lot 4) or transferable experience and expertise within other areas that would demonstrate capability to work with people with a Learning Disability and/or Mental Health needs. (Max 400 words – no attachments)	Scored out of 10
	<b>Response:</b>	
b.	Please provide an example of how you have enabled someone to increase their independence within their own home? (Max 400 words – no attachments)	Scored out of 10
	<b>Response:</b>	
c.	Please provide an example of how you have supported someone to achieve an outcome that might appear challenging or difficult, how your organisation dealt with it and any learning from this experience. (Max 400 words – no attachments)	Scored out of 10
	<b>Response:</b>	
d.	Please outline your experience and expertise in dealing with safeguarding incidents? Please reference any current policies you followed. (Max 400 words)	Scored out of 10
	<b>Response:</b>	

### 3 Certificate of Confidentiality

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

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

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

<b>Signatory Name</b>	
<b>Role in organisation</b>	
<b>Organisation name</b>	
<b>Signature</b>	
<b>Date</b>	

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

## 4 Commercially Sensitive Information

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

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

**To be completed and returned with Bid submission. Bids may be disqualified if they are not submitted with this completed schedule. In the event that the Applicant does not wish to declare any information as Commercially Sensitive, they may mark the above box as Not Applicable (N/A)**