**Standard Selection Questionnaire (SSQ)**

**Passenger Transport and related services using taxis, minibuses and coaches**

**DN181203**

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**PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE PREPARING YOUR SUBMISSION.**

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**DEFINITIONS**

The following definition shall apply to this SSQ:

|  |  |
| --- | --- |
| **Applicant** | an entity which has registered an interest in this procurement, and which might seek to be invited to submit a Tender by submitting a SSQ Response. |
| **Applicant Confidential Information** | “Applicant Confidential Information” refer to any information disclosed to the Authority (and outlined in a separate appendix) by the Applicant as part of the SSQ submission which the Applicant has deemed Commercially Sensitive and which is clearly marked as Confidential |
| **Authority**  | the London Borough of Enfield. |
| **Authority Confidential Information** | “Authority Confidential Information” refers to all information (written or otherwise) that is either provided by the Authority in the of the conducting of this and any other procurement exerciseor that the Applicant becomes aware of resultant of its participation in this or any other procurement exercise |
| **Bidder** | an Applicant which is selected as part of this SSQ stage of the procurement and which submits a Tender. |
| **Contract** | a contract which may be entered into between the Authority and the Successful Bidder in relation to the subject matter of this procurement, and a draft of which (“Draft Contract”) is included in the ITT. |
| **Environmental Information Regulations 2004 (EIR)** | The Environmental Information Regulations 2004 (EIR) is a UK Statutory Instrument (SI 2004 No. 3391) that provides a statutory right of access to environmental information held by UK public authorities. |
| **Essential Sub-Contractor** | Sub-Contractors substantially relied upon to deliver the service and/or meet the selection criteria. |
| **FOIA Legislation** | Freedom of Information 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”) |
| **ITT** | the Invitation to Tender that may be issued to Applicants that are selected as part of this SSQ stage of the procurement.  |
| **OJEU Notice** | the notice issued for publication in the Official Journal of the European Union  |
| **Portal** | the Authority’s eTendering system Procontracts ([www.londontenders.org](http://www.londontenders.org))  |
| **Pre-Qualification Questionnaire (PQQ)**  | The previously adopted Selection document used by public sector buyers/purchasers to help shortlist suppliers to invite to tender by assessing an applicants’ suitability to perform a specific function where a certain level of technical ability is required, and form part of the restricted tendering procedure. |
| **Standard Selection Questionnaire (SSQ)** | This newly adopted Selection document used by public sector buyers/purchasers to help shortlist suppliers to invite to tender by assessing an applicants’ suitability to perform a specific function where a certain level of technical ability is required, and form part of the restricted tendering procedure. |
| **SSQ Response** | the document submitted by an Applicant in response to this SSQ, and which will include: (i) answers to each of the standard form SSQ questions set out at paragraph 16 of this SSQ; (ii) the declaration set out at paragraph 16 and (iii) any other express response requirements of this SSQ. |
| **Procurement Documents** | this SSQ, the OJEU Notice, Draft Contract and the ITT, together with any additional documents associated with this procurement provided by the Authority to Applicants. |
| **Services** | the Services which are the subject matter of the procurement, and which are detailed in the ITT. |
| **Successful Bidder** | the Bidder which submits a compliant Tender which receives the highest score at the conclusion of the procurement.  |
| **Tender** | the response by a Bidder to the ITT. |
| **2015 Regulations** | the Public Contracts Regulations 2015. |

# INTRODUCTION

## The Authority seeks expressions of interest from suitably qualified providers to deliver the Services.

## This is a competitive procurement process conducted in accordance with the Restricted procedure under Public Contracts Directive 2014/24/EC, as implemented by the 2015 Regulations and set out in the OJEU Notice. This Standard Selection Questionnaire (SSQ) is the first stage in the procurement and is intended to allow Applicants to provide sufficient information to the Authority so that it can assess their capability and suitability. The resultant outcome of which will be the Authority’s shortlisting and subsequent selection of suitably qualified Applicants, in concordance with the criteria as set out in paragraph 17, to proceed to the next stage of the process; the Invitation To Tender (ITT) stage.

This SSQ replaces the previously adopted Pre-Qualification Questionnaire (PQQ) as mandated by the Crown Commercial Services (CCS) on behalf of Central Government and in accordance with Public Procurement Notice (PPN) 8/16 to incorporate additional requirements as required under the Public Contracts Directive 2014/24/EC, and as implemented by the 2015 Regulations to mandate a European Single Procurement Document (ESPD).

A Dynamic Purchasing System (DPS) will be created following completion of this SSQ process and candidates accepted onto the new DPS will be eligible to tender for Passenger transport contracts. The new DPS differs from the previous contracts in that new contractors can be accepted onto it at intervals throughout its term.

The DPS will be open to all taxi and minibus operators and individual private hire and hackney carriage licensed drivers. To be accepted onto the DPS, it will be necessary to successfully complete this SSQ and to achieve a ‘pass’ score as set out in the sections below.

Once organisations have been accepted onto the DPS, tendering for individual routes will be by electronic submission of tender, normally followed by a reverse auction (e-auction) process. Provided providers met the minimum standards and validation requirements, routes will be awarded by price and if there are bids of equal value the bid submitted first will be awarded the route. In some cases, where circumstances require and solely at the Council’s discretion, contracts may be awarded without the reverse auction process being conducted.

Responses to the SSQ will be assessed for the purposes of selecting Suppliers to proceed to the next stage of the procurement and inviting such selected Suppliers to tender. During the SSQ stage, the intention is to arrive at a list of qualified Suppliers. Those Suppliers who are successful in passing the selection criteria set out below will be admitted onto the DPS. Failure to pass the selection criteria at this time does not preclude Suppliers from submitting further applications for evaluation during the term of the DPS. Any applications received will be evaluated within 10 working days of receipt of submission and Candidates will then be contacted in writing confirming whether or not they have been promoted onto the DPS.

Please note for the avoidance of doubt, each round of the DPS which is opened for receipt of applications from new suppliers, will have a submission deadline. The deadline to complete evaluation of submission will commence from the next working day after the submission deadline.

Acceptance onto the DPS does not in any way guarantee work. All routes/categories will be awarded to a Supplier on the basis of the most economically advantageous offer and subsequent validation of the information that they provided in their SSQ submission.

# PROJECT BRIEF

## Background Information

London Borough of Enfield (LBE) has a statutory duty to provide Home to School transport for some 700 qualifying Special Educational Needs (SEN) and Looked After Children (LAC) learners. This transport is provided by internal staff and external contractors using a combination of taxis and minibuses.

The Council is obliged by EU rules to periodically re-tender these transport contracts and a decision has been taken to re-tender in 2016 with a view to introducing new arrangements from April 2017 at the start of the new school term.

The Council currently has a number of contracts in place, which covers home to school transport along with ad-hoc transport. The elements of the current contracts will be terminated prior to the contract roll out in accordance with contract notice requirements. A Dynamic Purchasing System (DPS) will be created following completion of this SSQ process and candidates accepted onto the new DPS will be eligible to tender for education transport contracts. The new DPS differs from the previous contracts in that new contractors can be accepted onto it at any time throughout its lifespan.

The provision of home to school transport is of high importance to the Council. The service supports the educational development of the learners, many of whom are amongst the most vulnerable members of the local community. Service quality, along with high standards of care and safeguarding are therefore paramount.

The DPS will remain in place for a period of 5 years, with the option to extend for a further 4 years in 2 yearly increments.

Typically the transport requires individual learners & passenger assistants to be collected from home to an agreed schedule in the morning, with the learners then delivered to school and the (in most cases) the passenger assistant dropped at home. In the afternoon the reverse applies, with the collection of passenger assistants (in most cases) from home, followed by the collection of learners from school, who are then taken home in line with an agreed schedule. The requirement is normally for the full school year, which comprises approximately 190 days per year.

Total expenditure on the taxi and minibus contracts for home to school travel is in the order of £5M per annum, with actual contract values varying considerably due to the nature or the route, distance travelled and specific needs of the learners being transported.

The transport contracts can provide a steady and reliable source of income for successful tenderers over the period of the contract, with payments being via BACS transfer payment.

The needs of the learners being transported varies considerably and in some cases disabled access vehicles will be required (including the provision of tail lifts on some minibuses) and drivers may in certain circumstances need special training in dealing with the individual learners, securing of wheelchairs etc.

In all cases, drivers and Escorts will need current Disclosure and Barring Service (DBS) clearance and in the case of hackney or private hire drivers, will need to be appropriately licensed via Transport Commissioning Department. Drivers will also be required to be cleanly and smartly dressed and to meet specified standards for being courteous and polite to passengers.

Individual Private Hire drivers tendering directly for the provision of services will be required, if successful, to obtain an Operator’s License. The Council will advise on and assist with the application process in respect of this where required.

All vehicles will need appropriate insurances, MOT certificates, registration documentation and (where appropriate) to have complied with the Council’s licensed vehicle checking requirements and any applicable Operating License / VOSA requirements. Vehicles will also need to meet specified standards in respect of presentation, quality and cleanliness.

The servicers required will for individual categories as follows:

|  |  |
| --- | --- |
| **Category:** | **Description** |
| Category 1 | Education and Children’s Social Care Taxis (Private Hire or Hackney) up to 8 passengers with driver |
| Category 2 | Wheelchair accessible vehicles (to carry wheelchairs in a forward facing position only). Licensed Vehicle, 8 seats or less with driver |
| Category 3 | Up to 16 passenger seat Minibus with Driver  |
| Category 4 | Up to 24 passenger seat Coach with driver |
| Category 5 | Wheelchair Adapted / Tail Lift 16 seat Minibus with driver**NOTE:** Actual vehicle configuration and seating to be confirmed depending on passenger requirements. |
| Category 6 | Ad-hoc travel. |
| Category 7 | Wheelchair Adapted/Tail Lift 16 Seat Minibus Only |
| Category 8 | Up to 24 passenger seat Minibus Only |

For the avoidance of doubt successful potential suppliers that meet the requirements as details in Parts 1,2 and 3 of this SSQ document will be admitted to the Framework agreement subject to a validation process which will confirm the validity of their financial information, policy, procedures, record keeping and vehicles that they have detailed in their SSQ submission.

The validation process must be completed before any Passenger Services are untaken by the successful suppliers

The successful providers shall be admitted to a DPS framework agreement. The call off element of the Framework Agreement shall be activated when the Authority or a Contracting Body raises a call off order (each call off order being a contract in its own right). Any specific requirements (within the confines of the scope of the OJEU Contract Notice) for any Contracting Body shall be annotated in the call off order.

The Framework Agreement will be for an initial period of 5 years, with the option to extend for a further 4 years in 2 yearly increments.

# GENERAL REQUIREMENTS IN RELATION TO THIS SSQ

## Before submitting a SSQ Response, Applicants should read all the Procurement Documents and supporting guidance and, in submitting a SSQ Response, confirm that they have done so.

## This SSQ is designed to ensure transparency and equal treatment of all Applicants and is being provided to all Applicants. Applicants must comply with the rules for this procurement as set out in this SSQ.

## By submitting a SSQ Response, Applicants confirm their acceptance of the terms and conditions and supporting guidance of this SSQ and all other associated Procurement Documents.

## Any failure to comply with these instructions will invalidate or result in an Applicant’s SSQ Response or Tender (should it be selected to take part in the ITT stage) being rejected.

## Where any question in the SSQ refers to relevant UK legislation, non-UK Applicants must answer on the basis of applicable laws in the Applicant’s own jurisdiction.

## All financial information must be provided in pounds sterling (£) and must be converted using the European Central Bank Euro foreign exchange reference rates at the date that the SSQ Response is submitted.

* 1. A strict word limit has been applied to Professional and Technical questions, to enable responses to be as concise and relevant as possible. Submissions must be kept to the maximum word limits of not more than 500 words per question. Any information that exceeds the word limits stated will be excluded from evaluation. For the absence of doubt, this means that evaluators will read the maximum word limit stipulated for each question answered and disregard anything beyond that limit. Unless requested, attachments should not be included as they will not be read or considered as part of the evaluation. This includes any policy and procedures that are referenced in the responses unless these have been explicitly requested in the relevant question to be presented at the point of submission.

## The Authority shall not be committed to any course of action as a result of:

## issuing the OJEU Notice or this SSQ;

## communicating with an Applicant, an Applicant’s representative or agent in respect of this procurement; or

## any other communication between the Authority (whether directly or through its agents or representatives) and any other party.

## The Authority may, in its absolute discretion and at any time prior to entering into the Contract:

## amend any of the Procurement Documents, cancel or withdraw from the procurement;

## elect not to award any Contract; or

## amend the terms and conditions of this procurement.

## Any part of an Applicant’s SSQ Response and/or Tender may form part of the Contract should that Applicant be successful and the Authority considers (in its absolute discretion) it appropriate.

## Copyright in the Procurement Documents is vested in the Authority. The Procurement Documents may not be reproduced, copied or stored in any medium without the prior written consent of the Authority except for the purpose of preparation of a SSQ Response. All documentation supplied by the Authority in relation to this SSQ is and shall remain the property of the Authority and must be returned or destroyed on demand, without any copies being retained.

## The Authority may require the assignment or grant of a royalty free non-exclusive licence of all intellectual property relating to or in connection with any SSQ Response and/or Tender resulting in the award of the Contract.

## Failure to furnish the required information, make a satisfactory response to any question, or supply documentation referred to in responses within the specified timescale, may result in an Applicant not receiving an invitation to participate further in this procurement.

## The Authority is not bound to shortlist any organisation that submits a SSQ Response and reserves the right to discontinue the current process and/or processes pursuant to the successful completion of the prior, at any time at no cost to the Authority. Further, any action on the part of the Authority or the applicant which might be construed as creating a legal relationship will not be construed as such, save as may be inferred at law, or there is specific correspondence or agreement creating a contractual relationship.

## It is the responsibility of each Applicant to ensure that it has all the information needed to prepare its SSQ Response and Tender.

## Each Applicant agrees fully to indemnify the Authority, its employees, agents and advisers against all claims, damages, losses, costs and expenses (including legal fees) arising out of their breach of the terms of use of the Portal or any other liabilities arising out of the Applicant’s use of the Portal, including but not limited to the use by any third party accessing the Portal using the Applicant’s username and password.

## If considered appropriate by the Authority, a parent company guarantee, a performance bond or other suitable security(s) may be requested from the ultimate parent company (or some intermediary holding company) in respect of the obligations under the Contract.

## Without limitation to the generality of paragraphs 3.17, and 3.16, any Applicant relying on the financial robustness of capabilities of a third party (whether as part of a consortium bid or otherwise) must ensure that such other entity(s) offer unlimited financial support to the Successful Bidder in the event that a Contract is awarded to it.

## Notwithstanding paragraphs 3.15, 3.16 and 3.17, The Authority reserves the right to request financial accounts and/or other forms of evidence to assess the financial stability and capability and capacity to deliver the service of third party organisations (whether as part of a consortium bid or otherwise) which are considered to be relied upon by the Successful Bidders to meet the minimum selection criteria.

# OUTLINE TIMETABLE

Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Authority does not intend to depart from the timetable it reserves the right to do so at any stage.

|  |  |
| --- | --- |
| **Target Date** | **Activity** |
| 02/12/2016 | OJEU notice published with SSQ and Procurement Documents made available to Applicants |
| 12/12/16 | Commence Applicants Briefing Sessions |
| 03/01/17 | Deadline for SSQ queries (12 noon) |
| 06/01/17 | SSQ return date (12 noon) |
| 13/01/17 | Evaluation of SSQ’s completed  |
| 03/12/16 | ITT issued to Applicants |
| 16/01/17 | Commence E-Auction training sessions |
| 06/01/17 | Tender return date |
| 13/01/17 | Evaluate SSQs completed and letters issued  |
| 30/01/17 | E Auctions commence |
| 13/02/2017 | Provisional Contract award subject to validation |
| 17/02/2017 | Commence Validation and Audit Visits |
| 20/02 – 1/03/17 | Standstill Period |
| 17/04/17 | Contract Mobilisation |

# CLARIFICATIONS

## The Authority will not enter into detailed discussion of the requirements at this stage.

## Any questions about the procurement must be submitted in writing via the Portal’s messaging system. No approach of any kind in connection with this SSQ or procurement shall be made to any other person within, or associated with, the Authority.

## If the Authority considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all Applicants.

## All SSQ Responses received will be treated in confidence but will be subject to the Authority’s statutory obligations under the Freedom Of Information Act (FOIA) 2000 in accordance with paragraph 6 below and the Environmental Information Regulations 2004 (EIR).

## The Authority will endeavour to answer any questions or requests for clarification, received in accordance with the specified clarification period as set out within the procurement timetable provided (see paragraph 4), and provided the Authority considers any such request to be appropriate for reply.

# FOIA & EIR

## The Authority is committed to meeting their legal obligations of, and is subject to the provisions of FOIA and EIR, both of which allow for a general right of access to information held by Public Authorities. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under these Acts the Authority may also decide to include certain information in the publication scheme, which the Authority maintains under the FOIA.

## If an Applicant considers that any of the information included in its SSQ, or any request for clarification, is commercially sensitive, it must identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity in accordance with paragraph 7.5 below.

## Applicants must be aware that, even where they have indicated that information is commercially sensitive, the Authority might be required to disclose it under the Act if a request is received and that this is entirely at the discretion of the Authority.

## Applicants must also note that the receipt of any material marked ‘confidential’ or equivalent by the Authority shall not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking.

# CONFIDENTIALITY

## For the purpose of this procurement “Authority Confidential Information” refers to all information (written or otherwise) provided by the Authority in the conducting of this and any other procurement exercise. This includes without limitation, all information contained within this SSQ and all other documents and information provided during the course of this procurement, whether provided orally or in writing and information learnt by the Tenderer as a result of participation in interviews or meetings with the Authority and its Partners.

## Applicants must keep all information (whether written or oral) concerning the business and affairs of the Authority which it receives or obtains as a result of this procurement, or any other procurement conducted by the Authority, confidential unless that information already exists within the public domain other than by breach of this obligation or other act or omissions of the Applicant.

## An Applicant which does not keep the Procurement Documents and any other such information confidential may (without prejudice to any other remedies that the Authority may have in relation to such breach of confidentiality) have its SSQ Response or Tender rejected.

## Applicants must not disclose that they have been invited to tender, nor discuss the tender requirements or their intended submission nor canvass for its acceptance, other than with professional advisers who need to be consulted. In particular, Tenders/SSQ Responses shall not be canvassed or discussed with any other Applicant/Bidder or member or officer of the Authority.

## When providing information in relation to technical and professional ability as part of the SSQ Response, Applicants agree:

## to waive any contractual or other confidentiality rights and obligations associated with these contracts; and

## that the Authority may contact the named customer contact. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

## The requirements of paragraph 7.1 shall apply equally to any sub-contractor or professional advisor consulted by Applicants. It is the responsibility of Applicants to ensure that any such sub-contractor or professional advisor abides by the terms of this SSQ.

## During the course of this procurement, Applicants may disclose to the Authority information which they would like to remain confidential (“Applicant Confidential Information”).

## Notwithstanding paragraph 6, the Authority will not disclose Applicant Confidential Information clearly communicated as such. 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.

## Applicant Confidential Information should therefore be clearly identified in a separate annex detailing what harm may result from its disclosure and the time period applicable to that sensitivity.

# CONFLICT OF INTEREST

## In accordance with question 3.1(g), the Authority may exclude the Applicant 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 Applicant to inform the Authority, 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 the Authority should not represent a conflict of interest for the Applicant.

# LIABILITY OF THE AUTHORITY

## The Authority does not accept any responsibility for any pre-tender representations made by it or on its behalf or for any other assumptions that Applicants may have drawn or will draw from any pre-tender discussions.

## The Authority shall not be liable to pay for any preparatory work or other work undertaken by Applicants for the purposes of, in connection with or incidental to this SSQ, or submission of its SSQ Response, Tender or any other communication between the Authority and any other party as a consequence of this procurement. Accordingly, Applicants are responsible for all of their own costs and expenses in connection with or arising out of their Response to the SSQ, any other requirements of the SSQ, and their participation in any later stages of the procurement, regardless of whether the procurement is completed, abandoned or suspended.

## Whilst the information in this SSQ has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.

## Neither the Authority nor its advisors, or their respective directors, officers, members, partners, employees, other staff or agents:

## makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the SSQ or any other Procurement Documents; or

## accepts any responsibility for the information contained in the SSQ (or any other Procurement Documents) or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

## Any persons considering submitting a SSQ Response or entering into a Contract with the Authority should make their own investigations and their own independent assessment of the Authority and its requirements for the Services and should obtain their own professional financial and legal advice.

## Nothing in this SSQ or in any other communication made between the Authority, or its agents and an Applicant, constitutes a contract, agreement or representation between the Authority and an Applicant (except where the Authority enters into a Contract in writing in accordance with this procurement).

# INSTRUCTIONS FOR SUBMISSION

## Applicants must follow the instructions outlined below when compiling SSQ Responses.

## Guidance Notes detailing how to download the documents, upload your responses and raise questions regarding the SSQ, can be found within the ‘Help’ section on the ‘Suppliers Area’ of ProContract:

<https://supplierhelp.due-north.com/>]

## Applicants should register their intent to respond by clicking on ‘Register interest in this opportunity’ on ProContract.

## All submissions and questions relating to this procurement are to be made via the Portal.

## To complete an online form, Applicants should use the ‘Response Wizard’. This will open up the response wizard that will take you through each stage of the process.

## Applicants must answer all questions as accurately and concisely as possible in the same order as the questions are presented in paragraph 16. Where an Applicant believes that a question is not relevant to its organisation this should be indicated, with an explanation.

## Applicants shall ensure that any documents comprising the SSQ Response which require a signature are signed by hand, scanned and included within your submission.

## Applicants are reminded that Consortium primary members, key parties to joint ventures, partnership arrangements and Special Purpose Vehicles (SPV), are now also required to submit responses to Part 1 and 2 of this SSQ.

## Notwithstanding paragraph 10.8 applicants are further reminded that essential subcontractors and any other legal entity relied upon by the Applicant to meet the selection criteria are now also required to submit responses to Part 1 and 2 of this SSQ.

## The information supplied will be checked for completeness and compliance before responses are evaluated.

## SSQ Responses must be completed in English or accompanied by a complete and accurate English translation. If a translation is being provided the assessment will be carried out on the basis of the English translation.

## Responses will be evaluated in accordance with the procedures set out in paragraph 17.

## Applicants must answer all questions truthfully, accurately and as fully as possible.

## The Authority may require further information to check the validity of the information contained in an Applicant’s SSQ Response at any time throughout the procurement. Applicants should respond to all clarifications raised by the Authority as if such clarification request were a question in this SSQ and in accordance with the timescales specified in the relevant clarification request. Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in or required by any questions/responses, within the specified timescale, may mean that Applicants will not be invited to participate further. The provision of fraudulent, false or misrepresented information will result in an Applicant's SSQ Response or Tender being rejected.

## Where a question is not relevant to the Applicant, the Applicant must confirm this in its response to the SSQ, with an explanation as to why this is the case. If you do not know the answer to a question, please write “not known”.

## Any information and/or documents submitted in response to this SSQ must relate to the Applicant only and no marketing or promotional material should be submitted.

## Applicants may modify their SSQ Responses prior to the deadline for receipt. No SSQ Response may be modified after the deadline for receipt of SSQs.

## Only SSQ Responses that are submitted by the deadline will be accepted by the Authority. It is the Applicant’s responsibility to ensure submissions are uploaded on time.

## Acceptance of late SSQ Responses will be considered by the Authority, in its absolute discretion and only where an Applicant identifies, to the absolute satisfaction of the Authority (whose decision shall be absolute and final), that extraordinary circumstances beyond the reasonable management and control of the Applicant prevented the SSQ Response from being submitted on time.

## Where any information supplied to the Authority becomes inaccurate or significantly changes after the submission of a SSQ Response, the Applicant must notify the Authority as soon as practicable along with a full explanation of the changes and reasons for the changes. The Applicant might not be invited to tender if relevant information and records have not been provided by the return date. Following notice of any such changes, the Authority may decide that the Applicant should not participate in this procurement as a result of any such change in information.

# CONSORTIA ARRANGEMENTS AND SUB-CONTRACTING

## The Authority reserves the right to require a successful group of economic operators to form a single legal entity in accordance with regulation 19(6) of the 2015 Regulations.

## The Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Applicants should therefore respond in the light of the arrangements as envisaged at the point of submission. Applicants are reminded that any future changes proposed in relation to consortia must be notified to the Authority so that it can make a further assessment by applying the selection criteria to the new information provided.

## Newly formed legal entities may, at the Authority’s discretion, be required to provide further evidence (from the successful tenderer(s)) of similar contract/service undertakings in support of their submission.

## Where a sub-contracting approach is proposed and where sub-contractor(s) play a significant role in the delivery of the Service(s), the Applicant must indicate this in the required section(s) of the SSQ (Section(s) 1.2 & 5.1) by inserting the relevant company/organisation details, the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the tender requirement.

## Where the lead Applicant relies on subcontractors to meet the selection criteria, such essential subcontractors will be required to submit responses to Parts 1 and 2 of this SSQ.

## It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, Applicants should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the Applicants to proceed with the procurement process or to provide the Services. Therefore, if any of these circumstances changes in a significant way the Applicant is required to inform the Authority without delay. The Authority reserves the right to deselect the Applicant, prior to any award of a Contract, based on an assessment of the updated circumstances.

# NON-COLLUSION, CANVASSING AND ANTI-BRIBERY

## The Authority may disqualify (without limiting any other civil remedies available to the Authority and without limiting any criminal liability which such conduct by an Applicant or consortium member may attract) any Applicant or organisation comprising part of an Applicant who, in connection with this procurement:

## offers any inducement, fee or reward to any member or officer of the Authority or any person acting as an adviser for the Authority in connection with this SSQ;

## commits any act which would constitute a breach of the Bribery Act 2010;

## canvasses any officer or member of the Authority or any person acting as an advisor to the Authority in connection with this SSQ; or

## contacts any officer of the Authority prior to conclusion of the Contract with the Successful Bidder about any aspect of the SSQ in a manner not permitted by this SSQ (including, without limitation, contact for the purposes of discussing the possible transfer to the employment of the Applicant of such officer).

## The Authority may disqualify (without limiting any other civil remedies available to the Authority and without limiting any criminal liability which such conduct by an Applicant may attract) any Applicant who, in connection with this procurement:

## fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other Applicant or consortium member of an Applicant (other than a member of its own consortium or supply chain);

## enters into any agreement or arrangement with any other Applicant or consortium member of an Applicant to the effect that it shall refrain from submitting a SSQ Response or (if applicable) a Tender or as to the amount of any Tender to be submitted;

## causes or induces any person to enter such agreement as is mentioned in either paragraph 12.3.1 or 12.3.2 or to inform the Applicant or consortium member of an Applicant of the amount or approximate amount of any rival Tender;

## canvasses any of the persons referred to in paragraph 12.3.1 in connection with this procurement;

## offers or agrees to pay, or gives or does pay or give, any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done any act or omission relating to any other tender or proposed tender; or

## communicates to any person other than the Authority the amount or approximate amount of its proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of a Tender).

## Applicants are required to complete fully and return all declaration(s) set out at paragraph 16. as part of their SSQ Response.

# EVALUATING SSQ RESPONSES

## The objective of this SSQ is to evaluate responses with a view to selecting Applicants to proceed to be admitted on to the DPS Framework .

## The Authority is using the standardised form of SSQ issued by the Crown Commercial Service as the basis for SSQ Responses, and these standardised questions are set out in paragraph 16.

## Paragraph 17 sets out the scoring and evaluation methodology to be used by the Authority in evaluating the SSQ Questions. The methodology is designed to ensure that each Applicant receives equal and non-discriminatory treatment which is proportionate to the Contract and Service provision.

## In order to progress to the ITT stage, Applicants must:

## comply with all requirements of this SSQ, and provide all information and responses required;

## Self-certify your organisations eligibility and suitability to participate in the procurement and fulfil the requirements,

## Sign and fully complete all declarations to Parts 1, 2 & 3 of the SSQ at paragraph 16, and submit the response via the portal by the specified deadline.

## not be disqualified (where the Authority has an express right to disqualify an Applicant in accordance with the terms of this SSQ);

## Only the successful Applicant(s) will be required to provide to the Authority, upon successful completion of the ITT stage but prior to formal contract award, all necessary evidence in support of self-certification(s) made; and provide suitable justification of self-cleaning (undertaken to remedy or “make good” on elements giving rise to grounds for either mandatory and/or discretionary exclusion) within the specified timeframe.

## Evidence required in accordance with paragraph 13.5 should be provided to the Authority within the timeframe specified within paragraph 4.

## The evaluation criteria for this SSQ are a combination of both financial and non-financial factors in accordance with Regulations 57 and 58 of the 2015 Regulations.

## The Authority may seek independent financial and other advice and information to assist in the evaluation process.

## Without prejudice to paragraph 10.13 the Authority may seek clarification from Applicants following submission of their SSQ Responses and take any response to such clarifications into account when evaluating the SSQ Responses.

# TAKING ACCOUNT OF APPLICANTS’ PAST PERFORMANCE

## In accordance with question 3.1(j), the Authority may assess the past performance of an Applicant (through a Certificate of Performance provided by a Customer or other means of evidence). The Authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Applicant completing this SSQ. The Authority may also assess whether specified minimum standards for reliability for such contracts are met.

## In addition, the Authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Applicant selection, tender evaluation, contract award stage etc.). Applicants 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).

# ‘SELF-CLEANING’

## Any Applicant that answers ‘Yes’ to questions 2.1, 2.2 and 3 should provide sufficient evidence, in a separate Appendix, 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 Applicant has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

## If such evidence is considered by the Authority (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 Applicant 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; and

## taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

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

# SSQ RESPONSE TEMPLATE

## As part of the SSQ Response, Applicants should answer the questions set out in this paragraph 16.

**Standard Selection Questionnaire**

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

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

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

Potential Suppliers are required to fully complete Part 1 and Part 2 regardless of which Lot they are bidding for.

**Supplier Selection Questions: Part 3**

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

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

Potential Suppliers are required to completed all additional questions that are applicable to the category or categories they are bidding for. Please refer to the ITT and Appendix A – General Specification

**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.

**Passenger Transport and related Services using taxis, minibuses and coaches**

**DN181203**

**DYNAMIC PURCHASING SYSTEM (Restrictive Procedure)**

# 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 |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number  |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes [ ] No [ ] N/A [ ]  |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes [ ] No [ ]  |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | Yes [ ] No [ ]  |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-3) - 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. [[4]](#footnote-4)(Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

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

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

|  |  |
| --- | --- |
| **Section 1** | Bidding model |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes [ ] No [ ]  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes [ ] No [ ]  |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

 |

**Contact details and declaration**

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

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

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

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

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| **Section 1** | Contact details and declaration |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address  |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature  |  |
| 1.3(h) | Date |  |

# Part 2: Exclusion Grounds

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

|  |  |
| --- | --- |
| **Section 2** | Grounds for mandatory exclusion |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
|  | Participation in a criminal organisation.  | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Corruption.  | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Fraud.  | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes [ ] No [ ] If Yes please provide details at 2.1(b)  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |
| 2.1(b) |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes [ ] No [ ]  |
| 2.3(a) | **Regulation 57(3)**Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes [ ] No [ ]  |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |
| 2.3(b) |

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 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 3.1(a) | Breach of environmental obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes [ ]  No [ ] If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(j)3.1(j) - (i)3.1(j) - (ii)3.1(j) –(iii)3.1(j)-(iv) | Please answer the following statementsThe organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.The organisation has withheld such information.The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2 |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |
| 3.2 |

Part 3: Selection Questions[[5]](#footnote-5)

|  |  |
| --- | --- |
| **Section 4** | Economic and 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 [ ] No [ ]  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes [ ]  No [ ]  |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes [ ] No [ ]  |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes [ ] No [ ]  |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes [ ] No [ ]  |

|  |  |
| --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 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 [ ] No [ ]  |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes [ ] No [ ]  |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Yes [ ] No [ ]  |

|  |  |
| --- | --- |
| **Section 6** | Technical and Professional Ability |
| **6.1** | **Relevant experience and contract examples**Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.If you cannot provide examples see question 6.3 |

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

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

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

# 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 contract award stage.

|  |  |
| --- | --- |
| **Section 8**  | Additional Questions |
| **8.1** | **Insurance** |
| a. | 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: Y/N Employer’s (Compulsory) Liability Insurance = £5mPublic Liability Insurance = £10m\*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. | Yes [ ] No [ ] Yes [ ] No [ ]  |

|  |
| --- |
| 8.2 - Compliance with Equalities Legislation  |

|  |
| --- |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. |
| 1. | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes [ ] No [ ]  |
| 2. | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination? If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.You may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.  | Yes [ ] No [ ]  |
| 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes [ ] No [ ]  |

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| 8.3 - Environmental Management  |

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| --- | --- | --- |
|  | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Yes [ ] No [ ]  |
| 2. | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes [ ] No [ ]  |  |

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| 8.4 - Health and Safety |

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| --- | --- | --- |
| 1. | Does your organisation have a Health and Safety Policy that complies with current legislative requirements? | Yes [ ] No [ ]   |
| 2. | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.  | Yes [ ] No [ ]  |
| 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes [ ] No [ ]  |

Potential Suppliers responses to the following questions are subject to validation and audit in order for suppliers to be admitted to the DPS framework (see Section 16 above)

For Categories 7 and 8, some questions may not be relevant. If you are only bidding for these categories then please note the grid below for guidance

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Question No** | **Cat 1** | **Cat 2** | **Cat 3** | **Cat 4** | **Cat 5** | **Cat 6** | **Cat 7** | **Cat 8** |
| 1 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 2 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 3 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 4 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 5 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 6 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 7 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 8 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 9 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 10 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 11 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 12 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 13 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 14 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 15 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 16 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 17 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 18 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 19 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 20 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 21 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 22 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 23 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 24 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 25 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 26 | **√** | **√** | **√** | **√** | **√** | **√** | **N/A** | **N/A** |
| 27 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |
| 28 | **√** | **√** | **√** | **√** | **√** | **√** | **√** | **√** |

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| 8.5 - Project Specific Questions |
| 1. | Is your organisations main business transportation and passenger services? Briefly describe the main activities of your organisation (for information only)This question rates to all categories |  Yes ☐ No ☐ |
| 2. | Please confirm that you will employ a sufficient number of staff involved directly in the provision of Services similar to those required by the Council, as detailed in the tender documentsThis question rates to all categories | Yes ☐ No ☐ |
| 3. | Please confirm that your drivers are sufficiently qualified to carry out the service required by the Council This question relates to Categories 1 to 6. | Yes ☐ No ☐ |
| 4. | 1. Please confirm that your organisation has a Business Continuity and disaster recovery policy that enable your business to continue operating, in the event of a major disruption or emergency.
2. please provide details that cover the following areas:
* Flu Epidemic
* IT failure
* Terrorism
* Fire or Flood to Offices/Vehicle
1.

This question rates to all categories | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 5. | Does your organisation ensure your drivers are legally entitled to work within the UK?This question relates to Categories 1 to 6. | Yes ☐ No ☐ |
| 6. | Does your organisation comply with Disclosure and Barring Service requirements in terms of pre-employment checks, updating and making referrals where appropriate to the Disclosure and Barring Service? This question relates to Categories 1 to 6. | Yes ☐ No ☐ |
| 7. | Please self-certify that your organisation has an Adult at Risk Policy (and any associated procedures or guidelines which support the evidencing of minimum standards).This question relates to Categories 1 to 6. | Yes [ ]  No [ ]  |
| 8. | Please self-certify that your organisation has a Child Protection Policy (and any associated procedures or guidelines which support the evidencing of minimum standards).This question relates to Categories 1 to 6. | Yes [ ]  No [ ]  |
| 9. | Has your organisation had any penalties, default notice(s) or liquidated damages awarded against it during the last three years in respect of comparable services?This question rates to all categories | Yes [ ]  No [ ]  |
| 10. | Where your organisation intends to sub-contract or use partners for any part of the contract, your organisation must take overall responsibility for the managing of any sub-contractor and/or partner and must underwrite or provide financial guarantees for any sub-contractors and/or partners utilised by your organisation for this contract.This question rates to all categories | Yes [ ]  No [ ]  |
| 11. | Can you confirm that your organisation will have appropriate and robust procedures in place to respond to a vehicle breakdown/road traffic collision with vulnerable passengers on board?Please also confirm in relation to your response:* A Communication policy is in place
* Vehicle replacement policy is place
* Driver replacement policy is in place

This question rates to all categories | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 12. | Can a replacement vehicle be sent out within 45 minutes? This question rates to all categories | Yes ☐ No ☐ |
| 13. | Do your contingency arrangements cover the following: -* Driver absence, for example sickness, holiday etc.
* Vehicle breakdown prior to the start of a run.

This question rates to all categories | Yes ☐ No ☐Yes ☐ No ☐ |
| 14. | Will you ensure that drivers are familiar with their routes and vehicles are appropriate prior to commencement of a new route?Please can you also confirm: -* Whether you carry out a dry run of the route prior to starting the service to identify any hazard or discrepancy on the route details as provided by the Passenger Transport Team?
* If you check seating arrangements and equipment are appropriate for the route (minibuses)

This question relates to Categories 1 to 6. | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 15. | The safety and wellbeing of our passengers is of paramount importance. The Council issues general and specific information and messages to operators that is required to be read by all staff which could be about rule changes, changes in the law, changes to specific routes etc. The Council also runs contractor liaison meetings three per year to disseminate information to suppliers.* Can you confirm that your staff (where applicable) are able to keep abreast of the information flowing from the Council?
* Will you be able to prove to the Council that you and your staff (where applicable) have received and understood messages from the Council?

This question relates to Categories 1 to 6. | Yes ☐ No ☐Yes ☐ No ☐ |
| 16. | Please confirm that there will be two-way communication between the operating base and your drivers and between the operator and LBE transport team during the times the route is operating?Please also confirm: -* Radio system or mobile phone, or text based system etc.
* Protocols for use of communication equipment
* Vehicle tracking and monitoring

This question relates to Categories 1 to 6. | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 17. | Can you please confirm that your organisation is open during normal business hours (Mon – Fri 9am to 5pm Excluding Bank Holidays)?During these times will council officers be able to contact you to revise routines and pickup details sometimes at short notice? Can you also please confirm the following: - * That telephone, email, text messaging etc. will be available to use by Council officers?
* If by telephone are calls logged?
* If you use email or text message, are these frequently checked and responded to?
* That details of a named contact person and contact details along with back up arrangements in the absence of that person

This question rates to all categories | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 18. | If you would successful in winning at least 1 lot for the contract, would you ensure that only ‘LBE Badged’ drivers are allocated to routes operating under this contract?Please also confirm the following: -* That any software system that you use to log which drivers are approved that would prevent non-approved drivers being allocated to driving on a contracted route.
* If all your drivers are approved ‘LBE badge’ holders

This question relates to Categories 1 to 6 | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 19. | It is a requirement of the service that drivers apply to renew their LBE two months prior to expiry date. Will you ensure that you have systems in place?Please also confirm the following: * If you have a software system that can alert you with reminders
* If you use a spreadsheet to record the information
* If you use a diary to plan this.
* Do you have systems in place to ensure that drivers apply in time?

This question relates to Categories 1 to 6 | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 20. | Do you have a safeguarding policy for Vulnerable Adults and Children?Do you provide training to:-Office StaffDrivers If you are a sole trader, please tell us if you have received any training on safeguarding.This question relates to all categories | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 21. | Please confirm that if you are successful in winning a contract with the authority and in relation to drivers providing the service: -That: -* Pre-employment checks are undertaken (including references, passport and right to work in the UK)
* Insurance and Driving licences
* Passenger lift certificates
* Operator’s licences and/or permits

This question relates to Categories 1 to 6 | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 22. | Do you propose to implement a complaints procedure to investigate complaints, if you are successful?Please also confirm the following:* If yes, does your organisation have a named person to investigate and respond to complaints?
* If you will be monitoring complaints to ensure improvements are made as a result to avoid repeat incidents

This question relates to all categories | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 23. | Do you undertake (or your approved contractor) preventative vehicle maintenance safety checks for both Taxis and Minibuses?Are the safety checks undertaken on a regular basis?Do the checks carried out include passenger lifts?Do you have a reporting log?Do the checks conform to a relevant stand? This question relates to all categories | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 24. | Do you (or will you) investigate and respond to Health & Safety incidents?Please advise on the following, in relation to Health and Safety incidents:* If you have a named person to investigate and respond to health and safety incidents?
* If you were successful would you monitor health and safety incidents to ensure improvements are made? to avoid repeat incidents and continuously improve Health and safety?

This question relates to all categories | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 25. | Do you have currently in place or will you have in place, a risk assessment and management process for the safe carriage of vulnerable passengers on your vehicles? Does your policy and procedures cover the following key areas: -* That hazards are identified and that measures put in place to eliminate or reduce these.
* That you frequently undertake risk assessments and record and retain the information
* Is the person undertaking the risk assessments suitability qualified in Health and Safety?

This question relates to Categories 1 to 6 | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 26. | Please confirm that drivers are fully trained in the correct use of wheelchair ramps/lifts/restraint systems? Please also confirm the following in relation to training of drivers: -* If you have in-house trainers?
* Do you use or will be using external trainers?
* Do drivers receive refresher training on a lease an annual basis?
* Do managers/supervisors ensure **all** drivers are fully trained before undertaking the routes that require the use of wheelchair ramps/lifts/restraint systems?

This question relates to Categories 1 to 6 | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ |
| 27. | Does your organisation subscribe to paying the ‘London Living Wage’ or plan to introduce the ‘London Living Wage’ during the term of the contact if you are successful in one or more Category?This question relates to all categories | Yes ☐ No ☐ |
| 28. | Can you accept BACS payments?Are you able to invoice us electronically?Are you able to provide performance returns and other Management Information electronically?Do you have access to receive and respond to emails during normal contract operating hours?This question relates to all categories | Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ]  |

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| 8.6. Public Service Vehicle (PSV) This section needs to be completed if applying for Lot 4 (up to 24 passenger seat Minibus with driver), Lot 3 (up to 16 passenger seat Minibus with driver), or Lot 5 (wheelchair Adapted / Tail Lift 16 seat Minibus with driver). Please refer to Appendix A – General Specification for information regarding category |
| 1. | Do you hold a PSV Operators licence? | Yes [ ]  No [ ]   |
| 2. | If you hold a PSV Operators licence, can you provide licence number(s) | Yes [ ]  No [ ]  |
| 3. | If you hold a PSV Operators licence, how many do you hold?  |  |

#

# SCORING MECHANISM

## Responses to Question 4 (economic and financial standing) and Question 6 (technical and professional ability) will be scored in accordance with this paragraph 17.

## Question 4 has a weighting of 30%, and Question 6 has a weighting of 70%. The scores for each question will therefore be multiplied by .3 and .7 respectively, and then be added to give an aggregate score out of 100% for each SSQ Response.

**Scoring of economic and financial standing**

## Responses to Question 4 will be scored in accordance with the criteria and sub-weightings below. This means that a score for each sub-criterion will be awarded, and then such scores aggregated to produce a score out of 100. As noted in paragraph 13.2, this score out of 100 will then be multiplied by .3 to give a weighted score.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Sub-criterion** | **Sub-weighting %** | **Scoring Mechanism** |
| a) | Turnover | 40 | If actual turnover meets or exceeds 1.5 times the value of the routes awarded then the maximum score of 40 will be awarded.The maximum score will be reduced by 2 for each percentage point that the actual annual turnover falls below the STL (e.g. - an Applicant with 90% of STL will score 20, and an Applicant with 80% or less of the requested STL will score 0) |
| b) | Gearing(long-term borrowings + short term loans + overdraft) / shareholders fund | 12 | Scores will be allocated as follows:Ratio of <20% = 12 Ratio of 20% or greater but <30% = 9.6Ratio of 30% or greater but <40% = 7.2Ratio of 40% or greater but <50% = 4.8Ratio of 50% or greater but <60% = 2.4Ratio of 60% or more = 0 |
| c) | Liquidity Ratio(current assets – stock) / current liabilities | 12 | Scores will be allocated as follows:Ratio of 1.5 or greater = 12Ratio of 1.2 or greater but <1.5 = 9.6Ratio of 1.0 or greater but <1.2 = 7.2Ratio of 0.8 or greater but <1.0 = 4.8Ratio of 0.6 or greater but <0.8 = 2.4Ratio of <0.6 = 0 |
| d) | Return on Capital Employed (ROCE)profit before tax / (total assets – current liabilities) x 100% | 12 | Scores will be allocated as follows:Ratio of 15% or greater = 12Ratio of 12.5% or greater but <15% = 9.6Ratio of 10% or greater but <12.5% = 7.2Ratio of 7.5% or greater but <10% = 4.8Ratio of 5% or greater but <7.5% = 2.4Ratio of <5% = 0% |
| e) | Positive Net Shareholders Fund at date Accounts Signed | 12 | Scores will be allocated as follows:Yes, all 3 accounts positive = 121 sets a/c’s negative = 7.22 sets a/c’s negative = 4.83 sets a/c’s negative = 0 |
| f) | Net Profit Margin(profit before tax / turnover) x 100% | 12 | Scores will be allocated as follows:Ratio of 7.5% or greater = 12Ratio of 6.0% or greater but <7.5% = 9.6Ratio of 5.0% or greater but <6.0% = 7.2Ratio of 3.5% or greater but <5.0% = 4.8Ratio of 2.5% or greater but <3.5% = 2.4Ratio of <2.5% = 0 |

**Scoring of technical and professional ability**

## Responses to Question 6 will be awarded in accordance with the table below and the criteria which most closely matches the quality of the response.

|  |  |  |
| --- | --- | --- |
| **Score**  | **Score description** | **Criteria for award of that score** |
| **Pass** | Excellent response | The response: * demonstrates no deficiencies in the expertise and technical capacity required to deliver the services
* demonstrates significant, directly relevant experience of delivering services which are similar to the Services
* provides a very high level of confidence that the Applicant has the technical and professional ability to deliver the Services
 |
| **Pass** | Good response | The response:* demonstrates only minor deficiencies in the expertise and technical capacity required to deliver the services
* demonstrates significant and relevant experience of delivering services which are similar to the Services
* provides confidence that the Applicant has the technical and professional ability to deliver the Services
 |
| **Pass** | Acceptable response | The response:* demonstrates only minor deficiencies in the expertise and technical capacity required to deliver the services
* demonstrates relevant experience of delivering services which are similar to the Services. However, this experience is less compelling than that indicated by “Good” or “Excellent” responses
* provides confidence that the Applicant has the technical and professional ability to deliver the Services, but with some reservations
 |
| **Fail – may require clarification** | Poor response | The response:* demonstrates material deficiencies in the expertise and technical capacity required to deliver the services
* demonstrates experience of delivering services which are similar to the Services, but with significant concerns about the depth or relevance of the experience
* provides some confidence that the Applicant has the technical and professional ability to deliver the Services, but with significant reservations
 |
| **Fail** | Very poor response | Any response not meeting the criteria for a “Poor” response will be given a notional score of 0. However, this is academic given that a minimum score of 60 out of 100 is required in order to progress to the ITT stage of this procurement because score of 40 would fall below the minimum threshold of 60%.  |

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-3)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-4)
5. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-5)