

Supplier Selection Questionnaire

Contract	Children and Young Peoples Integrated Community Health Service in the Borough of Rochdale
Contract Reference	DN397379
Contract Period	1 st October 2019 – 30 th September 2024
Extension Options	Option to extend annually for a further 2 years
Procedure	Open
Issue Date	3 rd May 2019

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1. Introduction and Purpose of this Supplier Selection Questionnaire

- 1.1 Rochdale Council and Heywood, Middleton & Rochdale CCG (the "Contracting Authority") wishes to establish a Contract with one suitable Bidder for the provision of Children and Young Peoples Integrated Community Health Service in the Borough of Rochdale for a period of 5 Years with the option to extend up to a total maximum extension of 24 months in annual increments (the "[Contract]")
- 1.2 The Bidder's response to this Selection Questionnaire ("Response") will be used by the Contracting Authority's evaluation team to determine whether the Bidder satisfies what the Contracting Authority considers to be an appropriate level of experience, expertise and financial standing and that the Bidder's values and processes are consistent with those of the Contracting Authority. The Contracting Authority reserves the right to ask further questions relating to the suitability of the Bidder and any relevant consortium member and to undertake further investigative measures as may be required in this respect
- 1.3 The Contracting Authority will evaluate the Response in accordance with the criteria set out in (3) Evaluation of this Selection Questionnaire. Should the Response score a 'fail' in accordance with this criteria, the Bidder will be excluded from the tender process. Only a Response which scores a 'pass' in accordance with this criteria will be permitted to continue in the tender process. In the event that the Response is scored as a 'fail', the Contracting Authority shall provide the Bidder with feedback indicating the reasons why the Bidder has been excluded. If the Response is excluded, The Bidder's tender will not be evaluated
- 1.4 This Selection Questionnaire is issued in accordance with Regulation 56(3) of the Public Contracts Regulations 2015

2. Completion Guidance

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

- 2.1 The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (the Contracting Authority calls this self-cleaning)
- 2.2 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 the Contracting Authority requires 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-

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

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)

- 2.3 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
- 2.4 The Contracting Authority will accept submission of a completed European Single Procurement Document in lieu of Parts 1 and 2. Evaluation of such document submitted in the alternative will be in accordance with the evaluation criteria set out in paragraphs 3.1 to 3.5 below

Selection Questions: Part 3

- 2.5 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
- 2.6 If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay the Contracting Authority reserves the right to amend the contract award decision and award to the next compliant Bidder.

Consequences of misrepresentation

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

Notes for completion

- 2.8 The "Contracting 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
- 2.9 "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
- 2.10 The Response must be fully completed in English and must be concise, accurate, realistic, honest and unambiguous. All supporting information submitted must be clearly marked and cross

referenced to the relevant question. Should the provision of additional appendices to the Response be required, these should be clearly numbered clearly and listed as part of the Declaration. A template for providing additional information is provided at the end of this Selection Questionnaire

- 2.11 The Contracting Authority recognises that arrangements set out in section 1.2 of this 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 Contracting 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 Contracting Authority will make a revised assessment of the submission based on the updated information
- 2.12 For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration. The Contracting Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Contracting Authority as being necessary for the satisfactory performance of the contract
- 2.13 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. A separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for
- 2.14 The Contracting Authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Bidders should be aware that where information provided to the Contracting Authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Bidder to proceed with the procurement process or to provide the supplies and/or services required. Bidders should therefore notify the Contracting Authority immediately of any change in the proposed sub-contractor arrangements. The Contracting Authority reserves the right to exclude the Bidder from the procurement exercise prior to any award of contract, based on an assessment of the updated information
- 2.15 The Contracting 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

3. Evaluation of this Supplier Selection Questionnaire

- 3.1 The Contracting Authority will only progress a tender submission from Bidders which meet the pass criteria (defined below) for each of the sections of this Selection Questionnaire. Should a

Response score a 'fail', in accordance with the criteria set out below, in any one or more of the sections of this Selection Questionnaire, the Bidder's tender will not be progressed

- 3.2 The Contracting Authority reserves the right to exclude the Bidder or to reject a Response in any of the following circumstances:
- 3.2.1 In the event that the Response and/or supporting information is incomplete, inaccurate or misleading or otherwise not submitted in accordance with the requirements set out in this Selection Questionnaire;
 - 3.2.2 Where grounds for exclusions are indicated in the criteria detailed in respect of Parts 1 to 3 of this Selection Questionnaire;

Parts 1 & 2 – Potential Supplier Information & Exclusion Grounds

- 3.3 Bidder information will be used by the Contracting Authority to gather the necessary details to understand the nature of the Bidder's organisation and the legal entity participating in the procurement exercise, and the composition of its supply chain. The answers provided in your Response will not be scored as the answers to the Bidder information questions are for information only. However, the provision of insufficient or false information and/or any responses that leads the Contracting Authority, acting reasonably, to conclude (considering the risk that the relevant answer concerns the Bidder's ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, will result in exclusion
- 3.4 Exclusion grounds may apply at any point in the procurement process up to the award of contract

Part 3 – Selection Questions

Sections 4 and 5 – Economic and Financial Standing

- 3.5 The information provided in response to Section 4 will be used by the Contracting Authority to assess the Economic & Financial Standing of Bidders. An Bidder that is unable to provide trading accounts for the previous 2 years shall provide evidence to support that it has bank accounts and shall provide a balance sheet and income statement to enable the Contracting Authority to access its Economic & Financial Standing. In addition, the Contracting Authority will obtain a Mint UK² Credit Report for the Bidder
- 3.6 The Mint UK Credit Report, where available, together with the information provided by the Bidder in response to Section 4, will be used by the Contracting Authority to undertake detailed financial due diligence. Where the Contracting Authority concludes that there is insufficient information to assess the Bidder's Economic & Financial Standing, or the information leads to the Contracting Authority to conclude that the information provided is not acceptable, the Bidder will be excluded

² <http://www.bvdinfo.com/en-gb/our-products/company-information/national-products/mint-uk>

Section 6 – Technical and Professional Ability

- 3.7 The answers provided in your Response will be evaluated on the basis of pass/exclude. If the Contracting Authority receives no response, or if any information provided by the Bidder in response to this Section leads the Contracting Authority, acting reasonably, to conclude (considering the risk that the relevant answer suggests about the Bidder's ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, then the Contracting Authority reserves the right to exclude the Bidder
- 3.8 The Contracting Authority may take up references from the information provided by the Bidder. On taking up such references, if the Contracting Authority receives no responses, or if any information obtained from referees leads the Contracting Authority, acting reasonably, to conclude (considering the risk that the relevant response indicates the Bidder's ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, then the Contracting Authority reserves the right to exclude the Bidder from the procurement process

Section 7 – Modern Slavery

- 3.9 The answers provided in your Response will be evaluated on the basis of pass/exclude. Bidders who self-certify that they do not meet the requirements of this section will be excluded. The provision of insufficient or false information and/or any responses that leads the Contracting Authority, acting reasonably, to conclude (considering the risk that the relevant answer concerns the Bidder's ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, will result in exclusion. Exclusion grounds may apply at any point in the procurement process up to the award of contract
- 3.10 In respect of question 7.3, where you have stated "agree", your response shall constitute a pass. Where you have stated "disagree", your response shall constitute a fail.

Section 8 – Additional Questions (Generally)

- 3.11 The answers provided in your Response will be evaluated on the basis of pass/exclude. Bidders who self-certify that they do not meet the requirements of these additional questions will be excluded. The provision of insufficient or false information and/or any responses that leads the Contracting Authority, acting reasonably, to conclude (considering the risk that the relevant answer concerns the Bidder's ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, will result in exclusion. Exclusion grounds may apply at any point in the procurement process up to the award of contract

Section 8.2 – Health and Safety

- 3.12 The Contracting Authority will require evidence from the successful Applicant(s) of their health and safety arrangements relevant to the service or work for which they are applying, e.g. policies, procedures, risk assessments, safe systems of work, method statements, monitoring, training etc.
- 3.13 A response of 'yes' to question 8.2(a) without satisfactory evidence of SSIP accreditation within the last twelve months will result in the Applicants exclusion from the procurement exercise

- 3.14 Applicants are required to provide evidence to the Contracting Authority of any remedial action or changes to procedures they have made to prevent future breaches as a result of any enforcement notices or prosecutions. The Contracting Authority shall, at its absolute discretion, consider whether any such remedial action is satisfactory. A response of 'yes' to question 8.2(b) without satisfactory explanation will result in the Applicants exclusion from the procurement exercise
- 3.15 Applicants are required to have a signed and dated health and safety policy which is regularly reviewed (question 8.2c)
- 3.16 Applicants are required to have access to competent health and safety advice (question 8.2d). The Contracting Authority will require the successful Applicant(s) to provide details of the individual(s) health and safety qualifications, training and experience
- 3.17 Applicants are required to have procedures in place for the reporting, recording and investigation of accidents and must comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) (question 8.2e)
- 3.18 Applicants are required to have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements (question 8.2f). The Contracting Authority will require the successful Applicant(s) to provide two examples of risk assessments relevant to the service or work for which they are applying
- 3.19 Applicants are required to have training arrangements in place for their workforce to ensure they have the necessary skills and understanding to discharge their duties (question 8.2g)
- 3.20 Applicants are required to have arrangements in place for consulting with their workforce on health, safety and welfare issues (question 8.2h)
- 3.21 Applicants are required to monitor and review their arrangements, and where necessary improve their health and safety performance (question 8.2i)
- 3.22 Applicants are required to have arrangements in place for appointing competent sub-contractors and for monitoring their health and safety performance (question 8.2j)
- 3.23 Applicants are required to comply with health and safety legislation relevant to their business (question 8.2k). The Contracting Authority will require evidence from the successful Applicant(s) of their arrangements for complying with statutory requirements and best practice for the service or work for which they are applying
- 3.24 A response of 'no' to questions 8.2(c) to 8.2(k) without satisfactory explanation will result in the Applicant(s) exclusion from the procurement exercise

Section 8.3 – Health and Safety

- 3.25 Applicants are required to have arrangements in place for assessing the risks to service users and for developing and implementing safe systems of work. The Contracting Authority will require

evidence from the successful Applicant(s) of their procedures for managing such risks, including two examples of risk assessments and/or support plans relevant to the service for which they are applying (question 8.3a).

- 3.26 Applicants are required to have arrangements in place to ensure lifting equipment is maintained by a competent person as required by the Provision and Use of Work Equipment Regulations and thoroughly examined as required by the Lifting Operations and Lifting Equipment Regulations (question 8.3b)
- 3.27 A response of 'no' to questions 8.3(a) and 8.3(b) without satisfactory explanation will result in the Applicant(s) exclusion from the procurement exercise

Section 8.4 Care Quality Commission

- 3.28 Applicants are required to have CQC Registration (Question 8.4a)
- 3.29 If Applicants use sub-contractors, they must have processes in place to check whether CQC requirements apply to their organisation

Section 8.5 Clinical Governance

- 3.30 A response of 'no' to question 8.5 (a) without satisfactory explanation will result in the Applicant(s) exclusion from the procurement exercise

Section 8.6 Patient Safety

- 3.31 A response of 'no' to question 8.6 (a) without satisfactory explanation will result in the Applicant(s) exclusion from the procurement exercise

Section 8.7 Information Governance

- 3.32 A response of 'no' to questions 8.7 (a to d) without satisfactory explanation will result in the Applicant(s) exclusion from the procurement exercise

Section 8.8 Business Continuity

- 3.33 A response of 'no' to question 8.8 (a) without satisfactory explanation will result in the Applicant(s) exclusion from the procurement exercise

Section 8.9 Safeguarding

- 3.34 A response of 'no' to question 8.9 (a , b, d, e and f) without satisfactory explanation will result in the Applicant(s) exclusion from the procurement exercise
- 3.35 A response of 'Yes' to question 8.9 (H) without satisfactory explanation will result in the Applicant(s) exclusion from the procurement exercise

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		Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) (i)	Registered office address (if applicable)	
1.1(b) (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	

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		Response
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?	Choose an item.
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?	Choose an item.
1.1(j) (ii)	If you responded yes to 1.1(j) (i), please provide additional details of what is required and confirmation that you have complied with this	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ³ ?	Choose an item.

³ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

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		Response
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate:⁴</p> <ul style="list-style-type: none"> - 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, 6 April 2016 should be used); - Which conditions for being a PSC are met:- <ul style="list-style-type: none"> - Over 25% up to (and including) 50% - More than 50% and less than 75% - 75% or more⁵ <p>(Please enter N/A if not applicable)</p>	

⁴ 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](#)

⁵ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award

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		Response
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	

Please note

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

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

Section 1		Bidding model
Question	Response	
1.2(a) (i)	Are you bidding as the lead contact for a group of economic operators?	<p>Choose an item.</p> <p>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</p> <p>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</p>
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?	<p>Choose an item.</p>

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

Section 1

Bidding model

Question

Response

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: the Contracting Authority 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 Contracting 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	Response	
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

The following appendices form part of our submission:

Appendix No.	Section/Question of the Selection Questionnaire to which the appendix refers

Please insert further rows into the above table, where required to reference all appendices submitted

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

Response

2.1(a)

Regulations 57(1) and (2)

The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](#), 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](#)

Participation in a criminal organisation

Choose an item.

if Yes, please provide details at 2.1(b)

Corruption

Choose an item.

if Yes, please provide details at 2.1(b)

Fraud

Choose an item.

if Yes, please provide details at 2.1(b)

Terrorist offences or offences linked to terrorist activities

Choose an item.

if Yes, please provide details at 2.1(b)

Money laundering or terrorist financing

Choose an item.

if Yes, please provide details at 2.1(b)

Part 2: Exclusion Grounds

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

Section 2		Grounds for mandatory exclusion
Question	Response	
	Child labour and other forms of trafficking in human beings	Choose an item. if Yes , please provide details at 2.1(b)
2.1(b)	If you have answered Yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, identity of who has been convicted. If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents	
2.2	If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self Cleaning)?	Choose an item.
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?	Choose an item.

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

Response

2.3(b)

If you have answered Yes to question 2.3(a), please provide further details

Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines

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

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 3 Grounds for discretionary exclusion

Question		Response
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions</p> <p>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</p>	
3.1(a)	Breach of environmental obligations?	<p>Choose an item.</p> <p>if Yes, please provide details at 3.2</p>
3.1(b)	Breach of social obligations?	<p>Choose an item.</p> <p>if Yes, please provide details at 3.2</p>
3.1(c)	Breach of labour law obligations?	<p>Choose an item.</p> <p>if Yes, please provide details at 3.2</p>
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?	<p>Choose an item.</p> <p>if Yes, please provide details at 3.2</p>

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 3 Grounds for discretionary exclusion

Question		Response
3.1(e)	Guilty of grave professional misconduct?	Choose an item. if Yes , please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Choose an item. 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?	Choose an item. if Yes , please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Choose an item. 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?	Choose an item. if Yes , please provide details at 3.2

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 3 Grounds for discretionary exclusion

Question		Response
3.1(j)	Please answer the following statements	Choose an item.
3.1(j) (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria	if Yes , please provide details at 3.2
3.1(j) (ii)	The organisation has withheld such information	Choose an item. if Yes , please provide details at 3.2
3.1(j) (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015	Choose an item. if Yes , please provide details at 3.2
3.1(j) (iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award	Choose an item. if Yes , please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self Cleaning)?	

Part 3: Selection Questions ⁶		
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 Yes , Please submit this Document	Choose an item. if No , can you provide one of the following: answer with Y/N in the relevant box below?
	(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	Choose an item.
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	Choose an item.
	(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)	Choose an item.
4.2	Where the Contracting Authority has 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	Choose an item.

⁶ [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

Part 3: Selection Questions

Section 5 If you have indicated in the Selection Questionnaire questions 1.1(o) and 1.1(p) 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?	Choose an item.
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Choose an item.
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Choose an item.

Part 3: Selection Questions

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. If you cannot provide examples see question 6.3

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

	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			

Part 3: Selection Questions

Section 6

Technical and Professional Ability

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

6.4

Please provide a statement of the technicians and technical services available to you including a statement of your average annual staffing and number of managerial staff over the past three years, broken down according to discipline where relevant. Please include details of the managerial structure you propose for this Contract, together with details of the educational and professional qualifications of those within the proposed structure

Part 3: Selection Questions

Section 6 Technical and Professional Ability

6.5

Please provide details of your measures for ensuring quality, details of your quality attestation registrations (if any; for example under ISO 9001 or equivalent), details of your approach to contract and project management, service delivery and complaints. Please also provide details of the person within your organisation who is responsible for quality standards

Part 3: Selection Questions		
Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	<p>Are you, or is a company in your supply chain, a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p> <p>If you are unsure whether this question relates to you, please read the guidance provided on our website</p>	Choose an item.
7.2	<p>If you have answered Yes to question 7.1 are you, or is the company in your supply chain, compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p> <p>If you have answered Yes to question 7.2, please provide the relevant URL in the box below</p> <p>If you have answered No to question 7.2, please provide an explanation in the box below</p>	Choose an item.
7.3	<p>Regardless of Turnover, please confirm on behalf of your organisation that:</p> <ul style="list-style-type: none"> i) You will comply with the requirements of the Act; ii) You will ensure your sub-contractors shall comply with the requirements of the Act; iii) You have, or will adopt within 3 months of the date of this contract, a policy related to working practices that includes consideration of modern slavery; iv) You will ensure that your sub-contractors shall have a policy related to working practices including modern slavery; v) You agree to adhere to Article 4 of the European Convention on Human Rights concerning the prohibition of slavery and forced labour; vi) You have, or will adopt within 3 months of the date of this contract, a whistle-blowing system for staff to blow the whistle on any suspected 	Choose an item.

	<p>examples of modern slavery and the whistle-blowing system / policy is published to their staff and is designed to make it easy for workers to make disclosures, without fear of retaliation to enable them to blow the whistle on any suspected examples of modern slavery;</p> <p>vii) Your workers are free to join a trade union and are not to be treated unfairly for belonging to one;</p> <p>viii) STAR Procurement or the Contracting Authority may conduct investigations, vetting, and other assessment and due diligence exercises on your supply chain with regards to performance measures as well as social, labour, and modern slavery issues and you shall co-operate fully, at no cost to the Contracting Authority / STAR Procurement in these exercises;</p> <p>ix) You, STAR Procurement and/or the Contracting Authority will work in the spirit of collaboration in mitigating and reducing the risk of modern slavery; STAR Procurement and/or the Contracting Authority will support suppliers that have been identified (either through STAR/Contracting Authority led due diligence activities or Supplier led activities) that fall below the required standards and agree to make improvements;</p> <p>x) STAR Procurement or the Contracting Authority may refer for investigations via the National Crime Agency's national referral mechanism any of its suppliers identified as a cause for concern regarding modern slavery and where the incident occurs within the borough, to our colleagues in Community Protection, who are our direct link with the local Serious and Organised Crime Board that has a responsibility for modern slavery;</p> <p>xi) The Contracting Authority may terminate the agreement as a potential sanction for non-compliance with the Modern Slavery Act, or for failure to comply with this Modern Slavery Statement.</p>	
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Part 3: Selection Questions

Section 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

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:

Employer's (Compulsory) Liability Insurance = £10 Million (not less than)

Public Liability Insurance = £5 Million (not less than)

Professional Indemnity Insurance = £2 Million (not less than)

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

Choose an item.

8.2

Health and Safety

(a)

Has your organisation within the last twelve months successfully met the assessment requirements of a registered member of the Safety Schemes in Procurement (SSIP) forum? **If 'Yes', please provide details and evidence of accreditation.**

Note: If you have answered "Yes" and have provided details and evidence of accreditation, **do not complete the remainder of this questionnaire**

Choose an item.

(b)

Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?

If your answer to this question is Yes, in a separate appendix, please provide details of any enforcement / remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Contracting Authority will exclude Applicant(s) that have been in receipt of enforcement/remedial action orders unless the Applicant(s) can demonstrate to the Contracting Authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches

Choose an item.

Part 3: Selection Questions

Section 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

(c)	<p>Does your organisation have a written Health and Safety Policy that complies with current legislative requirements?</p> <p>Note: If you employ less than five people you are not legally required to have a written health and safety policy. However in order to satisfy the Contracting Authority that you have arrangements in place to manage health and safety you should either have a written health and safety policy or complete the HSE's Health and Safety Policy Template which can be found in INDG449 (Health and Safety Made Simple) http://www.hse.gov.uk/pubns/indg449.pdf</p>	Choose an item.												
(d)	Do you have access to competent health and safety advice as required by the Management of Health and Safety at Work Regulations?	Choose an item.												
(e)	<p>Do you have arrangements in place for accident reporting and investigation, including RIDDOR reportable incidents?</p> <p>Please provide the total number of accidents, including RIDDOR reportable, within the last 3 years?</p> <table border="1" data-bbox="284 1285 1066 1599"> <thead> <tr> <th>Financial Year</th><th>Non-RIDDOR reportable</th><th>RIDDOR reportable</th></tr> </thead> <tbody> <tr> <td>Year 1 (current financial year)</td><td></td><td></td></tr> <tr> <td>Year 2</td><td></td><td></td></tr> <tr> <td>Year 3</td><td></td><td></td></tr> </tbody> </table>	Financial Year	Non-RIDDOR reportable	RIDDOR reportable	Year 1 (current financial year)			Year 2			Year 3			Choose an item.
Financial Year	Non-RIDDOR reportable	RIDDOR reportable												
Year 1 (current financial year)														
Year 2														
Year 3														
(f)	Do you have arrangements in place for carrying out risk assessments leading to a safe system of work relevant to the service or work for which you are applying?	Choose an item.												
(g)	Do you have a programme of health and safety training for your workforce to ensure they are competent to carry out their duties, including refresher training?	Choose an item.												

Part 3: Selection Questions		
Section 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	
(h)	Do you have arrangements in place for consulting your workforce on health, safety and welfare issues?	Choose an item.
(i)	Do you have arrangements in place for monitoring and reviewing your health and safety performance?	Choose an item.
(j)	If you use sub-contractors, do you have arrangements in place for appointing competent sub-contractors and for monitoring their health and safety performance?	Choose an item.
(k)	Do you have management arrangements in place to ensure that you comply with all areas of health and safety legislation and best practice relevant to your business?	Choose an item.
8.3	Health and Safety (Social Care Providers Only)	
(a)	Do you have management arrangements/procedures in place for assessing and controlling the risks to service users, e.g. moving and handling, bathing, medication, dealing with challenging behaviour, bed rails etc.?	Choose an item.
(b)	Do you have arrangements in place to ensure lifting equipment, e.g. hoists, slings etc. is maintained by a competent person as required by the Provision and Use of Work Equipment Regulations and thoroughly examined as required by the Lifting Operations and Lifting Equipment Regulations?	Choose an item.
8.4	Care Quality Commission	
(a)	Please self-certify that your organisation is registered with the 'Care Quality Commission' (CQC)	Choose an item.
(b)	If yes, please provide the registration number(s) relating to the delivery of the service in respect of the contract service model	
(c)	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Choose an item.

8.5	Clinical Governance	
(a)	Please confirm your organisation is committed to operating in accordance with good clinical practice and will practice national minimum standards, guidelines issued by Health and Safety Executive guidance, Care Quality Commission and/or any relevant professional body.	Choose an item.

8.6	Patient Safety	
(a)	Please confirm your organisation is has a policy and implements procedures to monitor the management of patient safety incidents, including serious untoward incidents	Choose an item.

8.7	Information Governance	
(a)	Please confirm your organisation is has a policy and implements procedures to monitor the management of patient safety incidents, including serious untoward incidents	Choose an item.
(b)	Please confirm your organisation is understands its responsibilities under Data Protection, IGOSC (www.connectionforhealth.nhs.uk/systemandservices/infogov/gsoc) and IG Toolkit requirement (https://www.igt.connectingforhealth.nhs.uk/).	Choose an item.
(c)	Please confirm your organisations IT Systems are compliant with NHS requirements	Choose an item.
(d)	Please confirm your organisation is registered with the Information Commissioner's Office (ICO) as a data controller	Choose an item.
(e)	If yes. Please provide the registration number in the next column	

8.8	Business Continuity	
(a)	<p>The Civil Contingencies Act 2004 requires local authorities to ensure through their procurement activities that all suppliers have business continuity plans in place to enable them to deliver essential and critical services and products in the event of an emergency or business continuity incident.</p> <p>In the case of a consortium / partnership, the Supplier must also describe the procedure for ensuring business continuity across the membership. Details of how the consortium / partnership will manage changes to the membership to fulfil their contractual obligations should be provided.</p>	Choose an item.

	Please self-certify that your organisation has a Business Continuity Plan and attach this plan to your response	
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8.9	Safeguarding	
(a)	Does your organisation have a Safeguarding Vulnerable Children's Policy? Providers will be asked to provide their policies if selected.	Choose an item.
(b)	Does your organisation ensure all checks with the Disclosure Barring Service (DBS) are undertaken on all staff (both those working directly with vulnerable people and those who do not work directly with vulnerable people such as office staff) prior to working for your organisation?	Choose an item.
(c)	How often are DBS (Disclosure and Barring Service) checks undertaken on individual staff members?	
(d)	Please confirm whether your organisation undertakes enhanced DBS checks on individual staff members	Choose an item.
(e)	Do all your staff have up to date knowledge of Safeguarding Procedures and know how to raise safeguarding alerts?	Choose an item.
(f)	In the last three years, has any finding of unlawful acts been made against any individual employed within your organisation or working voluntarily for your organisation?	Choose an item.
(g)	If "Yes" to 8.9 (f) please provide details: Response:	
(h)	In the last three years, has your organisation been the subject of formal investigation under the Criminal Justice and Court Services Act?	Choose an item.
(i)	If "Yes" to 8.9 (h) please provide details: Response:	

Supplier Selection Questionnaire Appendix		Appendix No:	
Selection Questionnaire Part & Section:		Question No:	
Information provided:			

Repeat this Appendix Template for each separate element of additional information submitted