

**Saint Francis Xavier Catholic 6<sup>th</sup> Form College**

**SELECTION QUESTIONNAIRE**

**Find a Tender Service (FTS)**

**V2.0**

**ICT Managed Service Procurement**

**To be completed and returned with supporting documents by  
Midday on the 29<sup>th</sup> April 2024**

To: Graham Thompson  
E-mail to [g.thompson@sfx.ac.uk](mailto:g.thompson@sfx.ac.uk)

To: Geoff Chandler  
E-mail to [geoff.chandler@moxton-education.com](mailto:geoff.chandler@moxton-education.com)

Electronic Submission will be acceptable at this stage

## BASIS AND CRITERIA FOR ACCEPTANCE

### ICT Managed Service

#### SHORT- LISTING PROCESS

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

The SQ template includes a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply<sup>1</sup>. If any of the grounds for exclusion do apply, there is an opportunity to explain any measures you have taken to demonstrate your reliability notwithstanding the existence of a ground for exclusion (we call this self-cleaning).

We require all the organisations that form part of your bidding group/consortium and each subcontractor that you are relying on to meet the selection criteria (or provides more than 30% of the solution) to provide a completed part 1 and part 2. This means that where you are joining a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Subcontractors that you rely on to meet the selection criteria, must also complete a self-declaration (although subcontractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact points given above.

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

##### **Consequences of misrepresentation**

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

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<sup>1</sup> See Annex D for full list of exclusions

## **Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e., the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A.’ Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of subcontractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed part 1 and part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For part 1 and part 2 every member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
6. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:
  - members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
  - the second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies

who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It is not necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, providing one composite response and declaration.

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

7. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in Schedule 1 of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, read the terms and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

**This qualification questionnaire is divided into three sections.**

**Part 1** - Your Information & the Bidding Model requires you to provide background information about your company.

**Part 2** - Exclusion Grounds requires you to declare any criteria that may be grounds for exclusion to take part in this procurement. .

**Part 3** - Selection Questions requires you to provide evidence that you satisfy the College's requirements to be considered for inviting to tender, including references that match as closely as possible the services to be provided under this contract. Referees will be asked to provide information about your performance and your delivery of the service to the contract standard.

Preference will be given to companies who can provide references from organisations of a similar context and size to the College.

These responses will be ranked by the College and a minimum of the top 5 companies shall form the basis of the shortlist of companies invited to tender for a 5-year College-wide Managed service, provided that they continue to express an interest to do so.

Should applicants have any questions regarding this pre-qualification process or the information provided please submit them to Mr Geoff Chandler via e-mail, [geoff.chandler@moxton-education.com](mailto:geoff.chandler@moxton-education.com) and cc [g.thompson@sfx.ac.uk](mailto:g.thompson@sfx.ac.uk) or by telephone on 07960661087. The closing date for applicants to submit questions is

Midday on the 17<sup>th</sup> April 2024. The College will provide an electronic response to any questions and to all applicants who have expressed an interest by 5pm on the 19<sup>th</sup> April 2024 **or before**.

Completed Qualification Questionnaires, with all relevant additional information, must be submitted to the College by **Midday on the 29<sup>th</sup> April 2024**. Submissions received after this date and time may not be accepted.

Please make sure that the subject line used in your submission email is exactly as follows, but substituting your company name for [Company Name]. Moxton Education will send a confirmation email on receipt.

***SFX – MSP SQ Submission for [Company Name]***

**Companies are advised that failure to respond to all the questions within the Qualification Questionnaire and / or failure to submit the necessary supporting documents and / or failure of referees to respond to reference requests may render their submission non-compliant and as such they may not be considered to be included in the shortlist to continue to the next phase and receive the ITT from Saint Francis Xavier Catholic 6<sup>th</sup> Form College**

# Background

## College

St. Francis Xavier Sixth Form College encompasses 1,269 pupils/150 staff and located near Clapham in London

<https://www.sfx.ac.uk>

St. Francis Xavier Sixth Form College is a fantastic place to learn and study. Our students enjoy being part of a highly inclusive, diverse and vibrant community. One which attracts like-minded individuals who have a thirst for learning and a desire to challenge themselves to achieve the best they can. The College has a reputation for excellence with student achievement among the highest of any college across London and we have an enviable record of student progression into higher education, further training and employment.

We are specialists in post-16 education offering a wide range of A level and vocational courses taught by teachers who are experts in their fields. In addition, we offer an unrivalled programme of enrichment activities providing our students with opportunities to learn outside of the classroom, develop new skills, make new friends and realise their ambitions.

At St. Francis Xavier Sixth Form College we 'count in ones', so our students are well supported by outstanding teachers and a strong pastoral team who guide them through all aspects of their student journey, from providing the best information advice and guidance at enrolment to helping them navigate the application processes for university or employment. Here, we work together with our students, and every member of the College community is invested in helping them to achieve their goals and aspirations.

Our community is one based on gospel values, mutual respect and spiritual well-being as evidenced by the core college values of Kindness, Service, Faith, Inclusion, Courage, Honesty, Respect and Forgiveness. Matthew's gospel exhorts us to "be the light that gives light to the world" and that requires high expectations and the unlocking of students' potential so that they can become not merely successful learners but also ethical leaders of the future. These are the attributes that make St. Francis Xavier Catholic Sixth Form College a unique community and a great place to study.

The ICT Support at the College is currently provided in house and this is predominantly a reactive service to 'keep the lights on'. The College is at a stage where a forward thinking vision, direction of travel and whole College strategy is needed, that is informed by the Colleges needs now and in the future.

As such, the College is taking the opportunity to go to market to identify a forward-looking partner to support them in the delivery and development of their ICT provision over the next five years.

## Going forward - This procurement

This procurement encompasses the items noted below. In essence, this procurement is all about identifying a single supplier to provide a fully outsourced ICT managed service.

Further details regarding bid timescales are noted below but in terms of the managed service this is advertised as a 60 month contract with a maximum 5 year managed service with start and end dates as follows:

Service start date – 19<sup>th</sup> July 2024

Service end date – 18<sup>th</sup> July 2029

The new Managed Service Provider may also be required to deliver a range of technology and change management projects.

The companies identified from these shortlisting questions to receive the ITT for the Managed Service will then receive a detailed set of requirements. For the purposes of this shortlisting stage bidders should assume that the ITT will include, but is not be limited to;

- strategic advice and direction to the College regarding ICT
- a core onsite service 52 weeks per year minus Bank Holidays
- service desk
- local staffing that bidders deem necessary to deliver the SLA
- responsibility for design, specification, installation, and management of all ICT infrastructure
- supply of goods and services based on an agreed Best Value (BV) approach
- management of all ICT against an agreed SLA
- management of 3<sup>rd</sup> parties
- relevant monitoring, management, patching and reporting
- training – technical and curriculum as necessary
- expectation that the provider will drive innovation
- risk registers and inventory management
- collective partnership targets aligned to the College's objectives

Bidders should note the following:

- The College will provide a standard contract as part of the ITT Pack
- There is likely to be TUPE requirement for the existing employees.

Further details about the solution requirements will be provided to those bidders who are shortlisted to receive the ITT pack.

The value of this procurement has been set with an upper limit of **£1.4m** over a maximum 60 month period.

## Selection Criteria

The objective of the evaluation process is to assess the responses to this questionnaire and select potential contractors to proceed to the next stage of the procurement. Shortlisting will be based on the matters set out below.

- Economic and Financial Standing – contractors must be in a sound financial position and able to demonstrate appropriate financial viability to perform the service to participate in a procurement of this size. (Please answer questions as the bidding company, but if the bidding company is part of a Group please provide 3 years of Group accounts in addition to your own as part of the responses below).
- Contractor Track Record - contractors must be able to demonstrate a successful track record of providing similar works to those required by this procurement.
- Supplier technical capacity and capability – assessment of the technical ability and core competences of contractors.

### Stage 1

The information supplied by applicants will first be checked for completeness and compliance with eligibility/exclusion requirements before responses are evaluated. The College reserves the right to reject/disqualify any application that is incomplete or non-compliant.

It is becoming common to get a large number of suppliers expressing interest by submitting an SQ. As such, completeness and compliance **will** be strictly enforced and suppliers may **not** be contacted for missing information.

### Stage 2

Selection for inclusion within the tender list will be based on evaluation of the SQ questions on the following criteria.

#### *Technical capacity*

1. Evidence of at least 5 years' experience in the provision of Managed Services to the Education sector along with appropriate in-house systems, technical capability, and key personnel with good technical knowledge. This includes evidence of ability to deliver to contract standards drawn from references.

#### *Economic and financial standing*

- Evidence of economic and financial standing in respect of viability to perform the services including the submission and evaluation of three year's detailed financial accounts **including turnover and profit before tax**, the latest not more than 18 months old.

**Failure to provide this information will result in automatic exclusion from**



## **the shortlist.**

The College will apply the following financial test to a bidder's submission  
- annual turnover must be 4 times the annual value of the contract (If a bidder does not meet this criteria, then (at the College's discretion) they may not be shortlisted for inclusion in Stage 2

### *Other criteria*

2. Suitable insurance cover. Public Liability to a minimum of £5,000,000 per occurrence, Employer's Liability to a minimum of £5,000,000 (or statements that these will be obtained if awarded the relevant contract(s).

**Failure to provide evidence/assurance of this cover will result in automatic exclusion from the shortlist.**

3. A sound record of and clear policies of quality standards including, health & safety, e-safety, equality and safeguarding.

**Failure to provide this information will result in automatic exclusion from the shortlist.**

The College reserves the right not to select a potential contractor who has been assessed as having material weaknesses in one particular area covered by these initial selection questions, notwithstanding acceptable or even strong responses in all other areas.

The College gives no guarantee of the volume of work to be awarded under the contract and reserves the right to carry out work in-house.

## Timescales

We expect the following timeframes to be adhered to following the submission of the Initial selection questions. These timeframes are provided as indication only to support bidder planning and cannot be guaranteed.

<b>St Francis Xavier 6th Form College</b>	
SQ available - FTS Published	<b>27th March</b>
SQ Clarifications open	27th March
SQ Clarifications close	17th April
Latest date for last clarification responses	19th April
<b>SQ Submission date</b>	<b>29th April</b>
<b>Indicative Timescales</b>	
<b>ITT Stage meeting for shortlisted bidders</b>	<b>17th May</b>
Issue of ITT	17th May
Clarifications open	17th May
Clarifications close	5th June
Latest date for last clarification responses	12th June
<b>ITT Submission</b>	<b>17th June</b>
Bidder Presentations – Management Team	<b>21st June</b>
School Authorisation Process	24th June
Award decision notice sent to bidders	25th June
Alcatel Period	10 Days
<b>Transition Period inc TUPE if necessary</b>	
Service Starts	<b>2nd week of Summer Break - Friday 19th July</b>

**Note:** The College reserves the right to award the contract following ITT stage presentations and full review if it deems that no negotiation phase is needed.

## Selection Questionnaire Response

### Part 1: Your Information & the Bidding Model

- A. Please answer the following questions in full. You must answer all questions in parts 1, 2 and 3.
- B. Applicants must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2.

Section 1	Your information	
Question number	Question	Response
1.1(a)	Name (if registered, please give the registered name)	
1.1(b) – (i)	Registered address (if applicable) or head office address	
1.1(b) – (ii)	Registered website address (if applicable)	URL:
1.1(c)	Trading status a) - public limited company b) - private limited company c) - limited liability partnership d) - other partnership e) - sole trader f) - third sector g) - other (please specify your trading status)	
1.1(d)	Date of registration (if applicable) or date of formation.	
1.1(e)	Registration number (company, partnership, charity, etc., if applicable).	
1.1(f)	Registered VAT number.	
1.1(g) - (i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement in the country where your organisation is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(g) - (ii)	If you responded yes to 1.1(g) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide - the website address, - issuing body - reference number.	
1.1(h) - (i)	For procurements for services only, is it a legal requirement in the country where you are established for you to: a) possess a particular authorisation, or	Yes <input type="checkbox"/> No <input type="checkbox"/>

	b) be a member of a particular organisation, to provide the requirements specified in this procurement?	
1.1(h) - (ii)	If you responded yes to 1.1(h) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number.	
1.1(i)	Relevant classifications (state whether you fall within one of these, and if so which one)  a) Voluntary Community Social Enterprise (VCSE).  b) Sheltered Workshop.  c) Public service mutual.	
1.1(j)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (k)	Details of Persons with Significant Control (PSC) <sup>3</sup> , where appropriate <sup>4</sup> :  - Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives - Service address - The date he or she became a PSC in relation to the company. - Which conditions for being a PSC are met: - Over 25% up to (and including) 50% - More than 50% and less than 75% - 75% or more (Please enter N/A if not applicable)	N.A <input type="checkbox"/>
1.1(l)	Details of your immediate parent company:  - Full name of immediate parent	

<sup>2</sup> See definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](#). Overseas bidders are required to provide equivalent information.

<sup>4</sup> Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only.

	company, - Registered or head office address, - Registration number (if applicable), - VAT number (if applicable), Please enter N/A if not applicable)	
1.1(m)	Details of ultimate parent company: - Full name of ultimate parent company, - Registered or head office address, - Registration number (if applicable), - VAT number (if applicable), (Please enter N/A if not applicable)	N.A <input type="checkbox"/>
Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above).		

Please provide the following information about your approach to this procurement:		
Section 1 (cont.)	Bidding model	
Question number	Question	Response
1.2	<p>Please indicate if you are bidding as a single supplier or as part of a group or consortium?</p> <p><i>If you are bidding as a single supplier, please go to Q 1.3.</i></p> <p>If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:</p> <p>a) The name of the group/consortium.</p> <p>b) The proposed structure of the group/consortium, including the legal structure where applicable.</p> <p>c) The name of the lead member in the group/consortium.</p> <p>d) Your role in the group/consortium (e.g., lead member, consortium member, subcontractor).</p> <p>e) If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e., are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for</p>	
1.3	If you are proposing to use subcontractors, please provide the	

	<p>details for each one<sup>5</sup>.</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Registration number</li> <li>- Registered or head office address,</li> </ul> <p>Trading status</p> <ol style="list-style-type: none"> <li>a. Public limited company</li> <li>b. Private limited company</li> <li>c. Limited liability partnership</li> <li>d. Other partnership</li> <li>e. Sole trader</li> <li>f. Third sector</li> <li>g. Other (please specify your trading status)</li> </ol> <ul style="list-style-type: none"> <li>- Registered VAT number</li> <li>- SME (Yes/No)</li> </ul> <p>The role each subcontractor will take in providing the works and /or supplies e.g., key deliverables - if known</p> <ul style="list-style-type: none"> <li>- The approximate % of contractual obligations assigned to each subcontractor, if known</li> <li>- Is the subcontractor being relied upon to meet the selection criteria (i.e., are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for?</li> </ul>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
1.4	<p><b>Lots</b></p> <p>Where applicable, please tell us which lot(s) you wish to bid for?</p>	N/A

<sup>5</sup> This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18.

Part 2: Exclusion Grounds		
Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2.		
Section 2	Grounds for mandatory exclusion	
Question number	Question	Declaration
2.1 (a)	<p>Within the past five years, anywhere in the world, have you or any person who:</p> <ul style="list-style-type: none"> <li>is a member of the supplier's administrative, management or supervisory body or</li> <li>has powers of representation, decision or control in the supplier<sup>6</sup>,</li> </ul> <p>been convicted of any of the offences within the summary below and listed in full in Annex D?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Participation in a criminal organisation.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Corruption.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Terrorist offences or offences linked to terrorist activities.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Money laundering or terrorist financing.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Child labour and other forms of trafficking in human beings.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction <u>outside</u> England, Wales or Northern Ireland.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.1(b)	<p><b>If you have answered yes to any part of question 2.1(a), please provide further details, including:</b></p> <ul style="list-style-type: none"> <li>date of conviction and the jurisdiction,</li> <li>which of the grounds listed the</li> </ul>	

<sup>6</sup> see Notes for Completion

	<p>conviction was for,</p> <ul style="list-style-type: none"> <li>● the reasons for conviction,</li> <li>● the identity of who has been convicted.</li> </ul> <p>If the relevant documentation is available electronically, please provide:</p> <ul style="list-style-type: none"> <li>● the web address,</li> <li>● issuing authority,</li> <li>● precise reference of the documents.</li> </ul>	<p>URL:</p>
2.1(c)	<p>If you have answered yes to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self-cleaning).</p>	



Section 3	Mandatory and discretionary grounds relating to the payment of taxes and social security contributions	
<p>The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex D, and should be referred to before completing these questions.</p>		
Question number	Question	Declaration
3.1(a)	<p>Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.</p> <p>If documentation is available electronically, please provide:</p> <ul style="list-style-type: none"> <li>● the web address,</li> <li>● issuing authority,</li> <li>● precise reference of the documents</li> </ul>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>URL:</p>
3.1(b)	<p>If you have answered no to 3.1(a), please provide further details including the following:</p> <ul style="list-style-type: none"> <li>● Country concerned,</li> <li>● what is the amount concerned,</li> <li>● how the breach was established, i.e., through a judicial or administrative decision or by other means.</li> <li>● if the breach has been established through a judicial or administrative decision please provide the date of the decision,</li> <li>● if the breach has been established by other means please specify the means.</li> </ul>	
3.2	<p>Please also confirm whether you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions</p>		

Section 4	Grounds for Discretionary Exclusion	
The detailed grounds for discretionary exclusion of an organisation are set out in Annex D, and should be referred to before completing these questions.		
Question number	Question	Declaration
4.1	Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in Annex D applied to you?	
4.1(a)	Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. See Annex D.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(b)	Breach of social law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(d)	Bankruptcy or subject of insolvency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(f)	Distortion of competition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(g)	Conflict of interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(i)	Prior performance issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j)	Do any of the following statements apply to you?	
4.1(j) - (i)	You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) - (ii)	You have withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) –(iii)	You are not able, without delay, to submit documents if/when required under Regulation 59.	Yes <input type="checkbox"/> No <input type="checkbox"/>

4.1(j)-(iv)	<p>You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
4.2	<p>You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.</p> <p>If you are a relevant commercial organisation, please -</p> <ul style="list-style-type: none"> <li>● confirm that you have published a statement as required by Section 54 of the Modern Slavery Act.</li> <li>● confirm that the statement complies with the requirements of Section 54.</li> </ul>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
4.3	<p>If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning)</p>	

Part 3: Selection Questions		
Section 5	Economic and Financial Standing	
Question number	Question	Response
5.1	<p>If documentary evidence of economic and financial standing is available electronically (e.g., financial statements filed with Companies House), please provide:</p> <ul style="list-style-type: none"> <li>● the web address(es)</li> <li>● issuing authority</li> <li>● precise reference of the documents</li> </ul>	
5.2	<p>If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).</p> <p>Also, for any other person or entity on whom you are relying on to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).</p>	
5.3	<p>If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.</p> <p>A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.</p> <p>Alternative information to evidence economic and financial standing (e.g., forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p>	
5.3(a)		
5.3(b)		
5.4	<p>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.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
5.5	<p>Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please</p>	

	confirm that the relevant person or entity is willing to provide a guarantee or other security if required	
5.6	Please record the annual turnover and Profit before Tax from the last 3 available years of accounting.	202_ Turnover: £ Profit before Tax: £  202_ Turnover: £ Profit before Tax: £  202_ Turnover: £ Profit before Tax: £

Section 6	Technical and Professional Ability
Question number	Question
.1	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/particular member/subcontractors have 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 members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.</p> <p><b>For each contract, please provide the following information</b></p> <p>If you cannot provide examples see question 6.2</p>

	<p><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"> <li>• Contracts should have been performed during the past three years or be currently ongoing.</li> <li>• The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided. Please ensure you have gained their approval to put their organisation and name forward.</li> <li>• We may not take up references at SQ stage, but reserve the right to contact references at a later stage before any Preferred Bidder decision is made.</li> <li>• Please ensure your referees are aware they will be contacted by us.</li> <li>• Please provide references which are as similar in nature to the service which is being procured by NHGS. Please also ensure references are obtained from distinct organisations, i.e., not from under the same umbrella.</li> <li>• References will be given a score from 1 to 10 based on their context in comparison to NHGS i.e. References from organisations that are similar in size and makeup to the College will score higher than those that are different, for example private businesses or non-education.</li> </ul>
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<b>Section 6.1</b>	<b>Technical and Professional Ability – Relevant Experience and Contract Examples</b>	
<b>Contract 1 Details</b>		
Organisation Name:		
Contact Name:		
Address:		
Telephone No:		
Email Address:		
Description: Please provide a brief description of the type of organisation, the services provided and purpose of the contractual arrangement that is/has been in place between your organisation and the Client. Please limit this to 250 words.		
Start Date	End Date	Value (£)

<b>Contract 2 Details</b>		
Organisation Name:		
Contact Name:		
Address:		
Telephone No:		
Email Address:		
Description: Please provide a brief description of the type of organisation, the services provided and purpose of the contractual arrangement that is/has been in place between your organisation and the Client. Please limit this to 250 words.		

Start Date	End Date	Value (£)

Contract 3 Details		
Organisation Name:		
Contact Name:		
Address:		
Telephone No:		
Email Address:		
Description: Please provide a brief description of the type of organisation, the services provided and purpose of the contractual arrangement that is/has been in place between your organisation and the Client. Please limit this to 250 words.		
Start Date	End Date	Value (£)

6.2	If you cannot provide at least one example for question 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g., your organisation is a new start-up or you have provided services in the past but not under a contract.
Response	
6.3	Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).  The description 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 and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes).
Response	

Section 7	Additional Questions including Project Specific Questions	
Question number	Question	Response
7.1	<p><b>Insurance</b> Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5million (for each and every claim)</p> <p>Public Liability Insurance = £5million (for each and every claim)</p> <p>Professional Indemnity Insurance = £2million (for each and every claim)</p> <p>Product Liability Insurance = £2million (for each and every claim)</p> <p>Cyber Liability Insurance = £2million (for each and every claim)</p> <p>*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: <a href="http://www.hse.gov.uk/pubns/hse39.pdf">http://www.hse.gov.uk/pubns/hse39.pdf</a></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>



Section 8	Mandatory requirements - max of 500 words per section	
Please confirm each of the following and provide the required information in the boxes below each question:		
a.	That you have systems in place to acquire <b>Enhanced</b> DBS clearance checks (including Barred List checks) for your personnel and that you would be confident at completing the safeguarding checklist (see Annex A) for each individual <b>prior to contract commencement date</b> – staff will not be allowed on site without the correct documentation being sent to sites beforehand	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p style="text-align: center;"><b>Please confirm that you understand the requirement above and have procedures in place to undertake clearance checks.</b></p> <p style="text-align: center;"><b>What is the average time taken to obtain an enhanced DBS clearance and Barred List Check at your organisation?</b></p> <p style="text-align: center;">Response:</p>		
b.	That you have a means to provide your personnel with company logo'd <b>photo id</b> badges to be worn at all times whilst on education site(s).	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p style="text-align: center;"><b>It is a requirement that all contractors wear an ID badge whilst on site. You must confirm that you will ensure that this requirement is adhered to.</b></p> <p style="text-align: center;"><b>Please also confirm that your badge can also incorporate a DBS clearance number and date this was issued as this is our requirement.</b></p> <p style="text-align: center;">Response:</p>		
c.	That your organisation has the following accreditations: ISO 27001 (ISO) & Cyber Essentials (CE)	ISO: Yes <input type="checkbox"/> No <input type="checkbox"/>  CE: Yes <input type="checkbox"/> No <input type="checkbox"/>
d.	That your organisation has recent experience of delivering a 6 <sup>th</sup> Form College Managed Service  Response:	

e.	<p>That your organisation has recent experience in a College context including moving from a local College servers to one which is predominantly serverless in a single site environment</p> <p>Response:</p>	
f.	<p>That your organisation has recent experience in implementing transformative projects such as implementing a cloud based collaboration and teaching &amp; learning environment.</p> <p>Response:</p>	
g.	<p>That your organisation has experience of working with Colleges at a strategic level to deliver a technical solution that meets and adapts to the needs of a College in relation to elements including (but not limited to Teaching &amp; Learning strategies, pedagogical approaches, curriculum delivery and safeguarding strategy.</p> <p>Response:</p>	
h.	<p>That your organisation has experience managing formal contracts, including service reporting, project planning and programme management holistically across multiple workstreams and sites.</p> <p>Response:</p>	
i	<p>That your organisation has experience of effective safeguarding policies and how they are managed and applied when staff interact with the College though online systems and physically when visiting Colleges</p> <p>Response:</p>	

## Scoring Guide

This section will be marked in 2 ways:

### 1. Mandatory Requirements (8a – 8c)

Pass/Fail	Score allocated
Positive responses to all of the above	Pass
Negative responses to any of the above	If you answer negatively to any of these questions, your bid will be rejected.

### 2. Worded responses (8d – 8h)

Please do not exceed the 500 word per section word limit – any words after 500 will not be considered. This section of scoring is only applicable if you obtain a pass in the scoring section above. The scoring is applied for each question in this section.

Depth and quality of responses overall	Score allocated
Relevant and succinct and a clear understanding and experience of requirements	100
Good relevance and a clear understanding and experience of requirements	80
Average and a basic understanding and experience of requirements	40
Poor and weak understanding and experience of requirements	5

Section	Completed, Pass/Fail, Yes/No and/or Maximum Score
1	Completed
2	Completed + All responses should be <b>No</b>
3	Completed + Discretion
4	Completed + Discretion
5	Completed + Discretion
6	Completed – Score out of 30/Fail if statement not provided (if relevant)
7	Pass/Fail
8	Mandatory Questions: Pass/Fail Scored questions out of 600/Fail if statement not provided

**Summary of Scoring Guide** - Maximum score overall = 630 All scores indicated are for guidance purposes – Evaluators will be free to apply intermediate scoring for any of the evaluation criteria

**Contact details and declaration**

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

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

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

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

I am aware of the consequences of serious misrepresentation.

Signature (electronic is acceptable)

Date

**Contact details of those making the declaration**

Response	
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	

**Please note that all correspondence relating to this Selection Phase and future phases of the procurement (should the supplier be successfully shortlisted) will be sent to the email address given in this table. It is the bidder's responsibility to ensure this address is monitored.**

# Annex D - Exclusion Grounds : Public Procurement

## **Mandatory Exclusion Grounds**

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

### **Participation in a criminal organisation**

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

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

### **Corruption**

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

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

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

### **Money laundering or terrorist financing**

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

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

- An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004.
- An offence under section 59A of the Sexual Offences Act 2003
- An offence under section 71 of the Coroners and Justice Act 2009.
- An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51

of the Drug Trafficking Act 1994

- An offence under section 1, 2 or section 4 of the Modern Slavery Act 2015.

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

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

#### **Other offences**

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

#### **Discretionary Exclusions Grounds**

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

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

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

Act 2006.

- Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006.
- Where the organisation has been in breach of the National Minimum Wage Act 1998.

**Bankruptcy, insolvency**

- Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State.

**Grave professional misconduct**

- Guilty of grave professional misconduct

**Distortion of competition**

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

**Conflict of interest**

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

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

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

**Prior performance issues**

- Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.

**Misrepresentation and undue influence**

- The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award, or withheld such information or is not able to submit supporting documents required under regulation 59.

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

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

## **Additional grounds**

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

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

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

## **Consequences of misrepresentation**

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

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