

Report for Resolution

Report to Executive
8 April 2009

Report of Head of Procurement and Service Improvement

Subject Pre-Qualification criteria for the City Care services re-provisioning

16

Purpose

To consider the recommendations of the Contracts Working party for the Pre-Qualification Criteria for suppliers applying for the services currently supplied by City Care.

Recommendations

That the Executive approve

1. the use of the Office for Government Commerce Pre-Qualification Questionnaire Version 0.1 as at Appendix 1
2. the weightings described in this report and as detailed in the Office for Government Commerce Pre-Qualification Questionnaire Pre Qualification Questionnaire : Evaluation Methodology Version 0.1 as at Appendix 2 except that for voluntary disqualification items discretion is used as detailed in this report (Part G of the evaluation criteria).

Financial Consequences

There are no financial consequences to this report

Risk Assessment

The use of the Office for Government Commerce pre-qualification questionnaire ensures compliance with the Public Contracts Regulations 2006 and reduces the risk of challenge in the tender process by using a nationally recognised government standard pre-qualification questionnaire and evaluation methodology.

Strategic Priority and Outcome/Service Priorities

The report helps to meet the strategic priority “Aiming for excellence – ensuring the Council is efficient in its use of resources, is effective in delivering its plans, is a good employer and communicates effectively with its customers, staff and partners” and the service plan priority re-provision of the services currently provided by CityCare

Executive Member: Councillor Waters - Corporate Resources and Governance

Ward: Crome

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Background Documents

None

Report

1. Background

The first stage of the tender process after the Official Journal of the European Union (OJEU) notice is published is pre-qualification. This is an opportunity to reduce the number of suppliers invited to tender based on:

- a. any of the criteria for rejection items listed in the Regulation 23 of the Public Contracts Regulations 2006 such as convictions for conspiracy, fraud, bribery etc.
- b. Financial risk
- c. Contractual risk
- d. Technical or professional ability
- e. Project specific areas such as equality and diversity, health and safety, environmental management, quality assurance

The Office for Government Commerce has published a template Pre-Qualification Questionnaire along with guidance for the evaluation.

The evaluation criteria that will be used must be published with the questionnaire and sent to suppliers who request a questionnaire. This is to ensure that economic operators are treated equally and in a non discriminatory way and that there is transparency in the process. This is a requirement laid down in Regulation 4 of the Public Contracts Regulations 2006.

2. Pre-qualification criteria and weightings

The criteria are laid out as follows:

PQQ reference	Information requested	% of total points available
Part A	General Information	Not scored but Part A must be completed fully.
Part B	Financial Details	[25%]
Part C	Contractual Matters	[10%]
Part D	Technical or Professional Ability	[25%]
Part E	<u>Additional Project Specific Questions</u>	[30%]
Part G	Statement relating to Good Standing (Regulation 23)	Not scored but must be completed with no failures. Failure on mandatory = automatic disqualification Failure on voluntary =

		<p><u>automatic disqualification</u></p> <p>Please note: It is recommended that automatic disqualification is replaced with discretionary disqualification. Where a supplier can show that remedial action has been taken and there is little likelihood of a recurrence of the failure the supplier should not be disqualified.</p>
References/site visits	References/site visits	[10%]

3. Detailed questionnaire and guidance

For information the following documents are attached:

- **Appendix 1**

Office for Government Commerce Pre Qualification Questionnaire Template
Version 0.1

- **Appendix 2**

Office for Government Commerce Pre Qualification Questionnaire Evaluation
Methodology Version 0.1

Appendix 1

**Pre Qualification
Questionnaire Template**
Version 0.1

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PART A – GENERAL INFORMATION	壹拾伍
Company name	壹拾伍
Name	壹拾伍
Date of formation	壹拾伍
Consortium	壹拾六
Organisation	壹拾六
Potential conflicts of interest	壹拾九
PART B - FINANCIAL DETAILS	貳拾
Bank name	貳拾
Name of insurer	貳拾貳
PART C - CONTRACTUAL MATTERS	貳拾叁
Deductions for liquidated and/or ascertained damages	貳拾叁
Did the deduction exceed [£50,000]?	貳拾叁
Contract terminated / employment determined	貳拾叁
Failed to receive contract renewal	貳拾叁
Legal proceedings pending	貳拾叁
PART D –TECHNICAL OR PROFESSIONAL ABILITY	貳拾伍

PART E –ADDITIONAL PROJECT-SPECIFIC QUESTIONS	貳拾七
PART F - CHECKLIST OF ATTACHMENTS	參拾
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Organisation's name	參拾壹

[COLLABORATIVE PROCUREMENT PRE-QUALIFICATION QUESTIONNAIRE
TEMPLATE]

[PROJECT TITLE]

PRE-QUALIFICATION QUESTIONNAIRE (“PQQ”)

Note: This is a template document and, as such, should be amended to reflect the individual characteristics of your procurement. It has been drafted assuming that the EU Restricted Procedure will be used, if you are using another EU Procedure this template will NOT be appropriate and it is recommended that advice/guidance is sought in the first instance from your legal advisors, where appropriate.

This document should be completed and returned in accordance with the **Pre-Qualification Questionnaire** *Information and Instructions to Potential Provider/Potential Providers*.

Questionnaires to be submitted by: []

To: []

E-mail/ePortal address: []

Tel: []

Introduction

No information contained in this PQQ or in any communication made between [Name of the Authority] (“the Authority”) and any Potential Provider in connection with this PQQ shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this PQQ. The Authority reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the Authority incur any liability in respect of this PQQ or any supporting documentation.

Direct or indirect canvassing of any Minister, public sector employee or agent by any Potential Provider concerning this requirement, or any attempt to procure information from any Minister, public sector employee or agent concerning this PQQ may result in the disqualification of the Potential Provider from consideration for this requirement.

The information will be of specific interest to a range of Potential Providers that wish to deliver the requirement outlined in OJEU Notice [ref number of OJEU notice dated 20XX]. It will also be of interest to public sector organisations wishing to access any resulting agreements.

The Authority, with the support of other Contracting Bodies, is leading this collaborative procurement. The Authority intends to realise the maximum possible benefits of this procurement but needs the resulting framework to be flexible and diverse enough to allow opportunities for public sector engagement with those Contracting Bodies identified in the OJEU Notice. Any resulting framework agreement must enable effective customer/provider relationships to develop within an ethos of continuous improvement and efficiency.

Whilst no business is guaranteed via a framework agreement, Contracting Bodies that have expressed an interest in using the new framework agreement are:

[List Contracting Bodies who are interested in using the framework together with some indication as to likely potential spend. You must ensure that both the description of Contracting Bodies and the figure given reflects what is said in the OJEU Notice.]

1. Purpose of this Pre-Qualification Questionnaire (PQQ)

This PQQ sets out the information which is required by the Authority in order to assess the suitability of Potential Providers in terms of its technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirement. During the PQQ stage, the intention is to arrive at a Short List of between [] and [] qualified providers for formal Invitation To Tender against the requirement as advertised in OJEU Notice 20XX/s XX-XXXXX dated 20XX. ***[Insert number of Potential Providers to be invited to tender as set out in the OJEU Notice]***

1.1 Structure of PQQ

Potential Providers must adhere to the format of this PQQ when answering the questions. Where questions cannot be answered fully, please provide relevant explanation and details. Please keep responses concise and, where practical, include electronic links to where additional relevant information can be found.

1.2 Background Information

In January 2007, HM Treasury, announced the publication of the [Transforming Government Procurement](#) report. This unveiled a range of public procurement reforms

to equip the UK with the capability to deliver world class public services in the face of growing challenges of global competition, changing demographics and increasing pressures on natural resources.

‘Collaborative Procurement’ is the term used to describe a procurement where two or more contracting bodies combine their individual needs into one larger public sector requirement. Any framework agreement created will also be made available to other appropriate Contracting Bodies to use. *[see the OJEU advertising ‘hints and tips’ for assistance in ensuring your OJEU Contract Notice is written in a way to facilitate this].*

[Insert background information on the requirement, for example: from where the requirement developed, strategic importance and links to policy initiatives and/or wider programmes, other organisations involved. This is a key section to the pre-qualification questionnaire. This information should build on the information within the OJEU Contract Notice.

Potential providers will need to decide how important this requirement is to them and compare it to other procurement opportunities (they only have a limited number of bid teams and you want to attract the best). You must, therefore, “sell” the importance in order to attract the right Potential Providers and maximise competition.]

1.3 The Requirement

[If the information you want to include in this section is extensive, you may prefer to issue an Information Note, which should contain details such as scope, value, approach to contract management, marketing etc. This will ensure the market understands the requirement at the earliest stage in the process and will discourage Potential Providers who have neither the capability nor capacity from applying]. or

[Insert broad details of the requirement. This information should be taken from project documentation such as the source plan and build on the information within the OJEU Contract Notice. You should go into enough detail to ensure only Potential Providers that are capable of providing the type of [service/commodity] you need respond]. It is crucial that details relating to the requirement are consistent with the information published in the OJEU Contract Notice.

1.4 Framework Agreement

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

In the event that several providers have been admitted to a framework agreement a Contracting Body, in accordance with the Public Procurement Regulations 2006, may need to hold a mini competition with providers for the provision of the call off order if they are not capable of identifying the most suitable provider to meet their requirements on the terms laid down in the framework agreement.

The Framework Agreement will be of *[specify number of years up to a maximum of 4]* duration.

[The source plan should define at the outset whether it is to be a single or a multiple provider framework and this must be stated in the OJEU Notice.]

1.5 Outline Timetable

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

Date or [Target Date]	Activity
[200*]	OJEU notice published with PQQ made available to Potential Providers.
[200*]	Potential provider Open Day [if appropriate].
[200*]	PQQ Return Date [see Public Procurement Regulations 2006 for timescales].
[200*]	Evaluation of pre-qualification questionnaires completed.
[200*]	Invitation to tender issued to selected providers.
[200*]	Tender Return Date.
[200*]	Evaluation of tenders completed.
[200*]	Contract Award.

1.6 Additional Information

Recipients are invited to complete the attached PQQ and to submit it, together with any requested supporting information, to the [contact point](#) detailed on the covering page by the due date for return.

All requests for clarification or further information in respect of this PQQ should be addressed to the named [contact point](#). *[If an e-tendering solution is being used you will need to review and revise this paragraph accordingly.]* No approach of any kind in connection with this PQQ should be made to any other person within, or associated with, the Authority.

This PQQ is being provided on the same basis to all Potential Providers.

The Authority expressly reserves the right to require a Potential Provider to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this PQQ.

The Authority will not reimburse any costs incurred by Potential Providers in connection with preparation of their responses to this PQQ.

1.7 Freedom Of Information

The Authority is committed to open government and to meeting their legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The Authority may also decide to include certain information in the publication scheme, which the Authority maintains under the Act.

If a Potential Provider considers that any of the information included in their PQQ is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

Potential providers should be aware that, even where they have indicated that information is commercially sensitive, the Authority might be required to disclose it under the Act if a request is received.

Potential providers should also note that the receipt of any material marked 'confidential' or equivalent by the Authority should not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking.

1.8 Instructions for Completion

Potential providers should follow the instructions outlined below when completing this PQQ.

Potential providers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Potential Provider's organisation, this should be indicated, with an explanation.

Questions should be answered in English.

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

Responses will be evaluated in accordance with the procedures set out in section 1.13 Provider Selection. In the event that none of the responses are deemed satisfactory, the Authority reserves the right to terminate the procurement.

Failure to furnish the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that a Potential Provider is not invited to participate further.

1.9 Submission of Completed Pre-Qualification Questionnaires

For paper tenders:

Two (2) copies of the completed pre-qualification questionnaire should be sent in a plain envelope with the following reference included in the bottom left corner *[insert reference]* and returned to the Authority. The Authority does not accept responsibility for the premature opening or mishandling of envelopes that are not submitted in accordance with these instructions.

The responses must be sent to the Authority, no later than *[insert time and date]* at the address below. Please note that completed PQQs received after the closing date may be rejected.]

[Insert name and address of where PQQs should be submitted]

[Alternatively]

For submission via electronic systems:

You must submit your completed PQQ via the Authority's eSourcing tool at *[insert address of eSourcing tool]* no later than *[insert time and date]*. Completed PQQs may be submitted at any time before the closing date. Please note that completed PQQs received after the closing date may be rejected. Potential providers must keep their contact details on the e-sourcing tool up to date or they will be unable to receive communications from the Authority.

1.10 Consortia and sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided (as indicated in the PQQ) in respect of consortium members or sub-contractors who will play a significant role in the delivery of the requirements under any ensuing framework agreement. *[Important – questions should only be asked of the sub-contractor/named supply chain member where they are relevant to the ability of the Potential Provider to perform the requirement. The PQQ refers to both sub-contractors and named supply chain members. The term sub-contractor will normally apply where services are required and the term named supply chain*

member will normally apply where goods are required. The appropriate terms should be used for goods and services contracts.] Responses must enable the Authority to assess the overall consortia or core supply base.

Where the proposed prime contractor is a special purpose vehicle or holding company, information should be provided of the extent to which it will call upon the resources and expertise of its members.

The Authority recognises that arrangements in relation to consortia and sub-contracting may (within limits) be subject to future change. Potential providers should therefore respond in the light of the arrangements as currently envisaged. Potential providers are reminded that any future change in relation to consortia and sub-contracting must be notified to the Authority so that it can make a further assessment by applying the selection criteria to the new information provided.

1.11 Queries about the procurement

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

Any questions about the procurement should be submitted in writing by ***[insert method e.g. ePortal email, letter or fax]*** for the attention of ***[insert name]*** at the address given in paragraph 1.6 above.

If the Authority considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all Potential Providers who have responded; have expressed an interest; or those that show an interest before the closing date for the submission of the PQQ.

All responses received and any communication from Potential Providers will be treated in confidence but will be subject to paragraph 1.7 above.

1.12 Provider contact point

Potential providers are asked to include a single point of contact in their organisation for their response to the PQQ. The Authority will not be responsible for contacting the Potential Provider through any route other than the nominated contact. The Potential Provider must therefore undertake to notify any changes relating to the contact promptly.

1.13 Provider selection

The objective of the qualification process is to assess the responses to the PQQ and select Potential Providers to proceed to the next stage of the procurement.

The Authority may disqualify any Potential Providers who fails to:

- (i) comply with the requirements of Regulation 23 and/or fails to certify at Part G that it has fulfilled these requirements
- (ii) provide a satisfactory response to any questions in the PQQ or inadequately or incorrectly completes any question
- (iii) submit its completed PQQ after the deadline

The Potential Providers who comply with the above grounds shall be evaluated on the qualification criteria listed in the PQQ which takes into account the economic and financial standing and the technical or professional ability of the Potential

Provider and will be in accordance with Regulations 23-25 of the Public Contracts Regulations 2006 (as amended). A shortlist of Potential Providers will be drawn up and invited to tender.

The Authority may seek independent financial and market advice to validate information declared or to assist in the evaluation. The Authority reserves the right to conduct Reference site visits; ask for demonstrations; and/or presentations as part of the PQQ process. *[see site visit questionnaire]*

Evaluation of tenders at the award stage will be undertaken in accordance with the high-level evaluation criteria that will be published in the invitation to tender documentation.

PART A – GENERAL INFORMATION

1 Full name, address and website of the Potential Provider:

Company Name	
Address	
Town/City	
Postcode	
Country	
Website	

2 Name, position, telephone number and e-mail address of main contact for this project.

Name	
Position	
Telephone Number	
Fax Number	
E-mail	

3 Current legal status of the Potential Provider (e.g. partnership, private limited company, etc.)

	Please (tick one box)	
Sole Trader		
Partnership		
Public Limited Company		
Private Limited Company		
Other (<i>please state</i>)		

4 Date and place of formation of the Potential Provider, registration under the Companies Act, please provide copies of Certificate of Incorporation and any changes of name, registered office and principal place of business.

Date of formation	
Place of formation	

Date of registration	
Registration number	
Certificates enclosed	YES / NO <i>(please delete)</i>
Registered Office	
Brief Description of the Potential Provider's primary business and main products and services.	
Brief history of the Potential Provider's organisation, no more than 400 words, including details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures etc which are currently in the public domain.	

- 5 Is the Potential Provider a consortium joint venture or other arrangement? If so, and if it is available, please provide details of the constitution and percentage shareholdings.

Consortium	YES / NO <i>(please delete)</i>
<i>If yes please complete the table below</i>	

Organisation	Percentage shareholding

- 6 Please provide a one-page chart illustrating the ownership structure of the Potential Provider including relations to any parent or other group or holding companies.

Ownership structure enclosed (please ✓)	
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7 **Registration with professional body**

Where applicable, is the Potential Provider registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex IX B of Directive 2004/18/EC) under the conditions laid down by that member state*).

Evidence of registration with appropriate professional/trade body <i>Either insert required details or state 'None'</i>

- 8 Please indicate by ticking the appropriate box what type of Potential Provider you are (please refer to paragraph 1.10 [\(Consortia and subcontracting\)](#)).

	Please (tick one box)
Type A Potential Provider A Potential Provider able to provide the requirements (as stated in Para 1.3 [or Information note]) itself or, if unable to do so, is bidding in the role of prime contractor and has the complete supply chain (sub-contractors) already in place to deliver those requirements.	
Type B Potential Provider A Potential Provider able to provide the requirements as prime contractor (as stated in Para 1.3 [or Information note]) but is unable to confirm all sub-contractors (complete supply chain) at this stage. This Potential Provider will need to demonstrate a satisfactory methodology and track record of delivering a supply chain.	

- 9 **To be completed by Type A Potential Providers only:** Please indicate in the table below (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider itself or solely be the Potential Provider) will be responsible for which element of the requirement.

* In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the candidate is carrying on business in the trade in question in the UK at a specific place of business and under a specific trading name.

Requirement	Company / Organisation	How much of the requirement and what will they directly deliver (%)
[Insert details from paragraph 1.3 [or Information Note]]		
[Insert details from paragraph 1.3 [or Information Note]]		
[Insert details from paragraph 1.3 [or Information Note]]		
[Insert details from paragraph 1.3 [or Information Note]]		
[Insert details from paragraph 1.3 [or Information Note]]		

- 10 **To be completed by Type B Potential Providers only:** Please complete the following table to indicate whether or not a supply chain member (sub-contractor) is already identified as providing part of the requirement. If identified, please insert the relevant company/organisation name (which may include the Potential Provider itself).

Requirement	Company / Organisation	How much of the requirement (%) and what will be directly delivered by them
[Insert details from paragraph 1.3 [or Information Note]]		
[Insert details from paragraph 1.3 [or Information Note]]		
[Insert details from paragraph 1.3 [or Information Note]]		

1.3 [or Information Note]]		
[Insert details from paragraph 1.3 [or Information Note]]		
[Insert details from paragraph 1.3 [or Information Note]]		

- 11 **To be completed by Type B Potential Providers only:** Please explain your methodology for procuring a supply chain leading to a successful solution. Please support this with details of relevant experience of this type of procurement and issues you have taken into account in selecting previous supply chain members (sub-contractors).

Methodology for procuring supply chain (300 words or fewer)

- 12 **To be completed by Type A and B Potential Providers:** If details are available then please list any other identified members of your supply chain (sub-contractor).

Organisation name	Organisation address and contact details	Responsibility / Role and percentage of overall project they will be responsible for	Length of time as a sub-contractor to the prime contractor.

Note - If a supply chain member (sub-contractor) is to be responsible for more than 25% of the delivery of the overall requirement then the sub-contractor should complete and submit, as part of the overall PQQ documentation, a questionnaire giving full details about their organisation.

- 13 Does the Potential Provider and/or any of its named supply chain members (sub-contractors) have any potential conflicts of interest that may arise if selected to deliver this project (as outlined in paragraph 1.3 [or Information Note])?

Potential conflicts of interest	YES / NO <i>(please delete)</i>
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PART B - FINANCIAL DETAILS

- 14 Name and address of principal banker together with banker's reference.

Bank Name	
Address	
Town/City	
Postcode	

Banker's reference enclosed (please ✓)	
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- 15 **Accounts information** — please provide a copy of the full report and audited accounts for the last *[x]* financial years. If the accounts you are submitting are for a year ended more than 10 months ago please also enclose the latest set of management accounts. *[The number of years of accounts asked for must relate to the requirement and the type of potential provider likely to be interested. For example 2 years may be more appropriate if primarily dealing with SMEs. Conversely if dealing with multi-nationals 4 or 5 years may be appropriate.]*

	Please ✓ or state 'N/A'
Profit and Loss Accounts	
Balance Sheet	
Full accompanying notes	
Director's/Managing Partner's Report <i>(if available)</i>	
Auditor's Report	

16 Please supply the following information for the last **[x]** financial years:

	Amount (£K) 20xx/20xx	Amount (£K) 20xx/20xx	Amount (£K) 20xx/20xx
Overall turnover for last [x years]			
Turnover in relevant services			
Operating Profit			
Profit in relevant services			
Current Assets			
Current Liabilities			
Long Term Liabilities			
Net Assets			
Numbers of Staff working in relevant services			

If the information you are submitting is for a financial year-end more than 10 months ago, please submit the latest available information or a statement signed by the Finance Director detailing any major changes in the current financial position since the date of the latest information provided.

Potential Providers who do not have **[x]** years of audited accounts should provide whatever audited accounts they may have. Newly formed Potential Providers should provide a statement of the Potential Provider's turnover, profit & loss account and cash flow for the most recent year of trading and / or a statement of the Potential Provider's cash flow forecast for the current year and a letter from the Potential Provider's bank outlining the current cash and credit position.

17 **Insurances** - Please provide evidence of the employers' liability, public liability insurance [and professional liability or indemnity] insurance held by the Potential Provider. The evidence should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.

Name of insurer	
Address	
Type of insurance	
Policy numbers	
Expiry date	
Limits of indemnity <i>(per occurrence and aggregate)</i>	
Excess <i>(if any)</i>	

- 18 Please provide a statement of any material pending or threatened litigation or other legal proceedings [\(where not otherwise reported\)](#) where the claim is of a value in excess of £XXXX [\[by way of example, this value could be £50,000 or 20% of the contract value \(whichever is greater\)\]](#).

Disclosure of legal proceedings (300 words or fewer) <i>Either insert required details or state 'None'</i>

PART C - CONTRACTUAL MATTERS

Please answer the following questions regarding contracts. **If the answer to any of the questions is 'Yes', please provide a full explanatory statement below.**

- 19 Has the Potential Provider or any of its named supply chain members ever suffered deductions for liquidated and/or ascertained damages in respect of any contract within the last two years?

	<i>Please delete</i>
Deductions for liquidated and/or ascertained damages	YES / NO
<i>If yes, please answer the following two questions:</i>	
Did the deduction exceed [£50,000]?	YES / NO
Was the deduction greater than [10%] of the whole life value of the contract?	YES / NO

- 20 Has the Potential Provider or any of its named supply chain members (sub-contractors) ever had a contract terminated or its employment determined under the terms of the contract in the last three years?

Contract terminated / employment determined	YES / NO <i>(please delete)</i>
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- 21 Has the Potential Provider or any of its named supply chain members (sub-contractors) ever failed to receive a contract renewal on the basis of unsatisfactory performance in the last three years?

Failed to receive contract renewal	YES / NO <i>(please delete)</i>
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- 22 Is there any material pending or threatened litigation or other legal proceedings connected with similar projects against the Potential Provider and/or any of its named supply chain members (sub-contractors) that may affect delivery of this project?

Legal proceedings pending	YES / NO <i>(please delete)</i>
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- 23 If you have answered 'Yes' to any of questions 20 to 22 please give an explanatory statement:

Brief statement (300 words or fewer)

Either insert required details or state 'None'

24 Please provide details of the number of staff currently involved directly in the provision of similar requirements to those outlined in paragraph 1.3[or Information Note]:

25 Please provide details of requirements similar to those to be provided under the framework agreement (paragraph 1.3 [or Information Note] refers) that the Potential Provider has delivered in the past two years. Please include dates or period on which the requirements were provided, the contract values and the details of the recipient of the requirements.

26 Please provide details of three major recent private sector contracts that the Potential Provider (but not any envisaged supply chain member (sub-contractor)) has been awarded for the provision of requirements similar to those outlined in

paragraph 1.3 [or Information Note]. The Authority reserves the right to contact any or all of these companies for a reference and may wish to visit their premises. Potential providers should ensure that companies listed would be willing to provide a reference for them and be willing to discuss the Potential Provider's performance with the Authority.

Customer name and address	Contact name, telephone number and email address	Date contract awarded plus, start and finish dates	Contract reference and brief description of requirements undertaken (and value of contract)	Names of supply chain members (sub contractors) and/ or consortium members and their role
1.				
2.				
3.				

- 27 Please provide details of three major recent contracts that the Potential Provider (but not any envisaged supply chain member (sub-contractor)) has been awarded by the public sector including but not limited to, central government departments, agencies, local authorities or NHS Trusts for the provision of requirements similar to those outlined in paragraph 1.3 [or Information Note]. The Authority reserves the right to contact any or all of these organisations for a reference and may wish to visit their premises. Potential providers should ensure that organisations listed would be willing to provide a reference for them and be willing to discuss the Potential Provider's performance with the Authority.

Customer name and address	Contact name, telephone number and email address	Date contract awarded plus, start and finish dates	Contract reference and brief description of requirements undertaken (and value of contract)	Names of supply chain members (sub contractors) and/ or consortium members and their role
1.				
2.				
3.				

PART E – ADDITIONAL PROJECT - SPECIFIC QUESTIONS

Note: Authority to consider whether any of the following questions are relevant to the procurement in question and take independent legal advice before they are included.

- 28 Please provide details of any Quality Assurance systems operated by the Potential Provider, both internally and externally through the supply chain.

QA Systems (300 words or fewer)

- 29 Please describe the internal controls used by the Potential Provider to manage the delivery of this type of [supplies/services/supplies and services] to ensure that the requirements are met fully in terms of quality and timely delivery.

Internal Controls (300 words or fewer)

- 30 Please provide details of any quality assurance certification relevant to provision of the [supplies/services/supplies and services] as set out in paragraph 1.3 [or Information Note] that the Potential Provider and any envisaged supply chain member (sub-contractor) or consortium member holds e.g. ISO 9001:2000 or equivalent standard. Please include a copy of relevant certificates.

- 31 Please provide details of any quality assurance certification relevant to provision of the [supplies/services/supplies and services] as set out in paragraph 1.3 [or Information Note] for which the Potential Provider and any envisaged supply chain member (sub-contractor) or consortium member has applied

Details of quality assurance certification which have been applied for (300 words or fewer)

Either insert required details or state 'None'

- 32 Health and Safety

Is it the policy of the Potential Provider and/or any of its named supply chain members to require its staff to receive training on health and safety?

YES / NO *(please delete)*

- 33 Within the last **[five years]**, has the Potential Provider been subject to any prosecutions, infringement notices or other actions by the Health and Safety Executive or Environment Agency in respect of any breach or suspected breach by the Potential Provider of health and safety or environmental or equivalent legislation? If 'yes', please enclose full details here of the nature of the notice or action (etc.) and of any remedial steps subsequently taken by the Potential Provider.

Health and Safety Breaches <i>Either insert required details or state 'None'</i>

- 34 Equal Opportunities

Does the Potential Provider have an equal opportunities and/or race relations policy? If 'yes', please enclose a copy	YES / NO <i>(please delete)</i>
Does the Potential Provider and/or its named supply chain members (sub-contractors) require its staff to receive training on equal opportunities?	YES / NO <i>(please delete)</i>
Is it the policy of the Potential Provider and/or its named supply chain members (sub-contractors) as employers to comply with their statutory obligations under the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Disability Discrimination Act 1995 and the Equality Act 2006?	YES / NO <i>(please delete)</i>
In the last [three] years has any finding of unlawful discrimination in the employment field been made against the Potential Provider and/or its named supply chain members (sub-contractors) by the employment tribunal, the employment appeal tribunal, or any court or in comparable proceedings in any other jurisdiction?	YES / NO <i>(please delete)</i>
If the answer to the previous question is yes, what steps have been taken by the Potential Provider and/or its named supply chain members (sub-contractors) as a result of that finding?	

- 35 e-business experience and capability *(if relevant)*

	<i>Please delete</i>
Does the Potential Provider have e-business experience and capability?	YES / NO
<i>If yes, please answer the following:</i>	
Is more that [25%] of the Potential Provider's business conducted electronically?	YES / NO

36 Please provide details of any environmental management certification that the Potential Provider and any envisaged supply chain member (sub-contractor) or consortium member holds e.g. ISO 14001 or equivalent standard. Please include a copy of applicable certificates.

37 Do you operate a documented environmental management system?

If you do which of the following statements best describes it? (Please tick box)	
A) It has effective management processes and procedures to manage the significant environmental impacts of our business.	
B) It defines the significant environmental impacts of our business but only has plans for the introduction of effective management processes and procedures.	
C) It only identifies the environmental impacts of our business.	
D) None of the above.	

PART F - CHECKLIST OF ATTACHMENTS

Please ensure that the following attachments are included within your response:

Document	Applicable Question	Included
Certificate of Incorporation	4	Y / N
Ownership Structure	6	Y / N
Banker's Reference	14	Y / N
Accounts Information	15	Y / N
Insurances	17	Y / N
Part G – Statement Relating to Good Standing		Y / N
<i>[Consider whether the documents below have been requested under Part F]</i>		
<i>[ISO 9001 Certificate or equivalent]</i>	30	Y / N
<i>[ISO 14001 Certificate or equivalent]</i>	36	Y / N

PART G — STATEMENT RELATING TO GOOD STANDING
STATEMENT RELATING TO GOOD STANDING — GROUNDS FOR OBLIGATORY
EXCLUSION (IN ELIGIBILITY) AND CRITERIA FOR REJECTION OF CANDIDATES in
accordance with Regulation 23 of the Public Contracts Regulations 2006 (as amended)

PROJECT TITLE: *[Insert project title]*

We confirm that, to the best of our knowledge, the Potential Provider is not in breach of the provisions of Regulation 23 of the Public Contracts Regulations 2006 (as amended) and in particular that:

Grounds for mandatory rejection (ineligibility)

The Potential Provider (or its directors or any other person who has powers of representation, decision or control of the named organisation) has not been convicted of any of the following offences:

- (a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);
- (b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);
- (c) the offence of bribery;
- (d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:
 - (i) the offence of cheating the Revenue;
 - (ii) the offence of conspiracy to defraud;
 - (iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;
 - (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985;
 - (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;
 - (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or
 - (vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;
- (e) money laundering within the meaning of the Money Laundering Regulations 2003; or
- (f) any other offence within the meaning of Article 45(1) of the Public Sector Directive.

Organisation's name	
Signed	
Position	
Date	

38 Discretionary grounds for rejection

The Potential Provider (or its directors or any other person who has powers of representation, decision or control of the named organisation) confirms that it:

- (a) being an individual is not bankrupt or has not had a receiving order or administration order or bankruptcy restrictions order made against him or has not made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or does not appear unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other state;
- (b) being a partnership constituted under Scots law has not granted a trust deed or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of its estate;
- (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has not passed a resolution or is not the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, nor had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is not the subject of similar procedures under the law of any other state;
- (d) has not been convicted of a criminal offence relating to the conduct of his business or profession;
- (e) has not committed an act of grave misconduct in the course of his business or profession;
- (f) has fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the organisation is established;
- (g) has fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;
- (h) is not guilty of serious misrepresentation in providing any information required of him under this regulation;
- (i) in relation to procedures for the award of a public services contract, is licensed in the relevant State in which he is established or is a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member.

Organisation's name	
Signed	
Position	
Date	

Appendix 2

**Pre Qualification
Questionnaire: Evaluation
Methodology**
Version 0.1

1	Purpose.....	参拾伍
2	Evaluation Team.....	参拾六
3	Evaluation Process	参拾七
4	Approval	四拾
5	Summary of PQQ Scoring	四拾壹
6	Evaluation Timetable	四拾貳
7	Guidance for PQQ Evaluators when scoring the PQQ Response	四拾参

1 Purpose

The purpose of the PQQ stage is to enable the Authority to assess Potential Providers in accordance with its minimum requirements so that only those Potential Providers, that meet or exceed those minimum requirements, are taken forward to the ITT stage of the process. The PQQ is designed to elicit from Potential Providers sufficient information that will allow the Authority to make such an assessment.

This document will describe how PQQs are to be assessed and will provide as a minimum the following details:

- Resources and skills required (Evaluation Team)
- Proposed guidance to evaluators on the interpretation and marking of responses
- Moderation of scores

2 Evaluation Team

2.1 The Evaluation Team consists of the individuals detailed below:

[Insert Details of evaluation team]

[Name Department Role in Team]

2.2 The evaluation exercise is to be conducted at [details of where evaluation will take place and details of any propriety software to be used i.e. BravoSolution/Award etc].

3 Evaluation Process

- 3.1 **Stage 1 - Questionnaire return.** Responses will be formally logged upon receipt in accordance with [INSERT DETAILS]. Any PQQ response that is received at the designated point after [INSERT DETAILS] shall be rejected and therefore not considered for evaluation if it is evident from the post mark on the envelope or from the delivery documentation that the PQQ could not have been received by the due date and time.

[An e-tendering administrator may undertake this if electronic tendering systems are used for the receipt of the PQQs.]

- 3.2 **Stage 2 – Checking responses.** All responses should be checked to ensure that all Yes/No questions have been addressed and that all documents requested have been attached. In the event that a Potential Provider is unable to provide a positive response to any of the questions, or a detailed reason as to why a positive response cannot be given, the Contracting Authority may either exclude the Potential Provider from further participation in the selection process or, at its discretion, may seek clarification. In the case of the latter, a failure by the Potential Provider to provide a satisfactory response within the deadline specified in the request for clarification may result in its disqualification from the selection process.

Note – if particular standards or conditions must be met responses associated with these standards or conditions should be assessed at Stage 2.

PQQ Part G (Statement Relating to Good standing): The checking process will also determine that none of the circumstances described in Regulation 23 of the Regulations, apply. Regulation 23 sets out the "mandatory" and "voluntary" criteria, under which a Contracting Authority must, or may, determine that a Potential Provider is ineligible to participate in a procurement process. Where there is any doubt concerning a Potential Provider's eligibility to qualify legal opinion should be sought and the PQQ treated as incomplete until confirmation of eligibility has been secured.

- 3.3 Complete responses are to be then issued to the rest of the PQQ Evaluation Team for assessment [this may be via an eTendering portal.]

NOTE - If eTendering is used some questions can be set up for automatic scoring therefore evaluators need only evaluate subjective questions. The checking of Yes/No questions is particularly important if an e-portal is used as a 'No response' could eliminate the Potential Provider.

- 3.4 **Stage 3 - Individual Evaluations.** All PQQs that have passed the initial checks are to be evaluated in accordance with the following:

NOTE - For the purposes of this guidance document percentage scores have been included in [%] to illustrate how the scoring could work. When creating a methodology the percentages allocated to each Part of the PQQ should reflect the importance of these areas of the PQQ to the individual requirement.

- **Part A (General information)** will not be scored but MUST be completed (Stage 2 check)

- **Part B (Financial Details)** will be assessed by [xxx] to see if the financial position of the Potential Provider will present the Contracting Authority with potential financial risks. The assessment will rank the potential Provider into one of three categories –
 - Assessed as financially sound for the purposes of this PQQ exercise [25% of overall score]
 - Assessed as a potential risk for the purposes of this PQQ exercise [5% of overall score]
 - Assessed as a major risk for the purposes of this PQQ exercise [excluded from PQQ process]
- **Part C (Contractual Matters)** will account for [10%] of the overall score
- **Part D (Technical or Professional Ability)** will account for [25%] of the overall score
- **Part E (Additional Project specific Questions)** will account for [30%] of the overall score
- **Part G (Statement Relating to Good Standing)** is not scored but MUST be completed. (Stage 2 check) *[Any problems with this section and the potential Provider will be excluded from the PQQ process.]*

3.5 Stage 4 – References including Site Visits/Customer Site Visits. As a minimum references must be followed up either in writing/by telephone and/or selected members of the evaluation team will conduct actual site visits of both the Potential Provider and of their referees (Customers). References/site visits will account for [10%] of the overall score.

3.6 Stage 5 – Consensus. Evaluators need to attend a consensus meeting where every evaluator's score is compared with the scores of the other evaluators and a consensus view is to be taken. This meeting will also include the incorporation of the financial assessment and any scores secured through references. Following completion of the scoring exercise consensus needs be reached regarding the formal scores to be recorded against each of responses evaluated and if not the project lead should moderate.

3.7 Stage 6 - Shortlist production. Taking account of all of the above a shortlist of Potential Providers is to be produced. It is very important that all scores and decisions are clearly articulated, as this will form the basis of any de-briefing process.

NOTE – The OJEU Notice will articulate the maximum and minimum number of providers expected to receive an Invitation To Tender. It is very important for Contracting Authorities to have considered the following:

In accordance with regulation 19(6) of The Public Contracts Regulations 2006; where the Contracting Authority establishes a multi-provider framework, the minimum number of providers should be 3 (insofar as there is sufficient numbers of providers to meet the PQQ (selection) criteria or admissible tenders which meet the award criteria).

Although there is no limit on the maximum number of participants, Contracting Authorities should consider as part of their procurement strategy how call-off contracts are to be awarded under the Framework Agreement. Where Framework Agreements are awarded to several providers the award of a call-off contract is undertaken by:

- applying the terms of the framework agreement; or
- where the terms laid down in the framework agreement are not precise enough or insufficient, by holding a mini-competition.

Further guidance on both of these approaches is available at:
http://www.ogc.gov.uk/documents/guide_framework_agreements.pdf

The Contracting Authority's strategy in relation to lots should also be considered when determining the maximum number of participants to the framework.

In the event that numbers are over specified this will result in the Contracting Authority having to evaluate more ITT responses than necessary, it will give providers a false hope, it wastes their time and resources, and can make debriefing difficult. If numbers are under specified the Contracting Authority will have insufficient providers to fulfill the requirement and may need to issue a new OJEU Notice and begin the process again.

4 Approval

- 4.1 Approval of the Evaluation Methodology must be obtained from either [Senior Responsible Officer, Project Board, Contracting Authority, CPD Director] before any assessment begins.
- 4.2 In instances where the Collaborative Procurement Directorate is leading the procurement, approval of the strategy should be obtained via the appropriate CPD Director.

5 Summary of PQQ Scoring

Note: This table summaries the scoring percentages for each part of the PQQ and reflects the percentages shown under Stage 3 above. Each requirement may be different and the [Senior Responsible Officer, Project Board, Contracting Authority, CPD Director] will need to satisfy themselves that the methodology is correct for their particular requirement

PQQ reference	Information requested	% of total points available
Part A	General Information	Not scored but Part A must be completed fully.
Part B	Financial Details	[25%]
Part C	Contractual Matters	[10%]
Part D	Technical or Professional Ability	[25%]
Part E	<u>Additional Project Specific Questions</u>	[30%]
Part G	Statement relating to Good Standing (Regulation 23)	Not scored but must be completed with no failures. Failure on mandatory = automatic disqualification Failure on voluntary = automatic disqualification
References/site visits	References/site visits	[10%]

6 Evaluation Timetable

Milestone	To be achieved no later than:
Deadline for receipt of completed PQQs	
Compliance check of individual response by the PQQ team	
PQQ Evaluation Team notifies individual Potential Providers of missing information and requests references where required	
PQQ Evaluation Team carry out assessment	
PQQ Evaluation Team carry out collation of results	
PQQ Evaluation Report issued to the [Senior Responsible Officer, Project Board, Contracting Authority, CPD Director] for approval	

7 Guidance for PQQ Evaluators when scoring the PQQ Response

Note: This guidance illustrates how to score the PQQ. It is given for illustrative purposes only. The points allocated in this example reflect the percentages shown in Stage 3 above. Each and every requirement will be different and the [Senior Responsible Officer, Project Board, Contracting Authority, CPD Director] will need to satisfy themselves that the scoring is correct for their particular requirement.

Parts A & G should have been checked for completeness and to get to the scoring of responses stage there should be no incomplete areas.

[IMPORTANT – only the information supplied by potential providers on their PQQ is to be assessed. Prior knowledge of a potential provider is not valid for this exercise. If information is ‘incomplete’ or ‘not yet known’ it is to be assessed as ‘incomplete’ or ‘not yet known’ and marked down.]

PART B - FINANCIAL DETAILS [25%]

Question No	Detail	Answered	Comments
14	Name and address of Bank - Reference enclosed	Yes/No	
15	Accounts information	Yes/No	
16	The last three financial years information	Yes/No	
17	Insurances	Yes/No	
18	Statement of any material pending or threatened litigation	Yes/No	
<u>Overall Summary for Part B</u>			
Guide			
<ul style="list-style-type: none">Assessed as financially sound for the purposes of this PQQ exercise [150 points]Assessed as a potential risk for the purposes of this PQQ exercise [30 points]If any of the information is not provided – particularly if there has been a further request the Potential Provider should be assessed as a major risk for the purposes of this PQQ exercise [disqualified from PQQ process]			

PART C - CONTRACTUAL MATTERS [10%]

Question No	Detail	Answered	Guidance	Score	Comments
19	Deductions for liquidated and/or ascertained damages	Yes/No	<p>[If Yes explanation needed at Q23 No = 15 points – go to Q20</p> <p>If yes, next 2 questions are to be answered Yes, Yes, Yes = 0 point Yes, No, No = 3 points Yes, Yes, No = 1 point Yes, No, Yes = 1 point]</p>		
	Did the deduction exceed £50,000?	Yes/No			
	Was the deduction greater than 10% of the whole life value of the contract?	Yes/No			
20	Contract terminated / employment determined	Yes/No	[No = 15 points Yes = 0 points]		
21	Failed to receive contract renewal	Yes/No	[No = 15 points Yes = 0 points]		
22	Legal proceedings pending	Yes/No	[No = 15 points Yes = 0 points]		
23	Q19-22 explained	Yes/No	Use any explanation given to re-examine your previous points and see if any adjustment is necessary]		

Overall Summary for Part C

Maximum points available = [60]

Points awarded =

Comments:

PART D –Technical or Professional Ability [40%]

Question No	Detail	Answered	Guidance	Score	Comments
24	Details of staff numbers	Yes/No	[Do they have a staff structure in place that looks sufficient to fulfil the requirement if yes 30 points, partial response making it unclear 10 points, No = 0 points]		
25	Similar Services	Yes/No	[If Yes score as follows: If full response given with details = 40 points Partial response some gaps = 20 points Limited response = 5 points If No details = 0 points]		
26	Private sector contracts	Yes/No	[If Yes score as follows: If full response given with details = 40 points Partial response some gaps = 20 points Limited		

Question No	Detail	Answered	Guidance	Score	Comments
			response = 5 points If No details = 0 points]		
27	Public sector contracts	Yes/No	[If Yes score as follows: If full response given with details = 40 points Partial response some gaps = 20 points Limited response = 5 points If No details = 0 points]		
<p align="center"><u>Overall Summary for Part D</u></p> <p>Maximum points available = [150]</p> <p>Points awarded =</p> <p>Comments:</p>					

PART E – Additional Project Specific Questions [30%]

Question No	Detail	Answered	Guidance	Score	Comments
28	QA Systems	Yes/No	[If Yes score as follows: If full response given with details = 20 points Partial response some gaps = 10 points Limited response = 5 points If No details = 0 points]		
29	Internal Controls	Yes/No	[If Yes score as follows: If full response given with details = 20 points Partial response some gaps = 10 points Limited response = 5 points If No details = 0 points]		
30	ISO 9001:2000	Yes/No	[If Yes score as follows: If full response given with details = 20 points Partial response some gaps = 10 points Limited response = 5 points If No details = 0 points]		
31	Details of quality assurance certification -	Yes/No	[If details given score = 5 points If No = 0]		

Question No	Detail	Answered	Guidance	Score	Comments
	applied for		points]		
32	Health & Safety	Yes/No	[If details given score = 5 points If No = 0 points]		
33	Health & Safety Breaches	Yes/No	[If Yes score as follows: If full response given with detail and evidence of remedial action = 10 points Limited or no response = 0 points If No = 10 points]		
34	Equal opportunities and/or race relations policy	Yes/No	[If Yes score as follows: If full response given with detail and evidence = 20 points Partial response some gaps = 10 points Limited response = 5 points If No = 0 points]		
	Equal opportunities training?	Yes/No	[If Yes score as follows: If full response given with detail and evidence = 20 points Partial response some gaps = 10 points Limited response = 5 points If No = 0 points]		

Question No	Detail	Answered	Guidance	Score	Comments
	Compliance with Acts	Yes/No	[If Yes score = 5 points If No = 0 points]		
	Unlawful discrimination	Yes/No	[If Yes score = 0 points If No = 5 points]		
35	e-business experience and capability	Yes/No	[If Yes score = 5 points If No = 0 points]		
	Is more than 25%	Yes/No	[If Yes score = 5 points If No = 0 points]		
36	ISO 14001	Yes/No	[If Yes score as follows: If full response given with detail and evidence = 20 points Partial response some gaps = 10 points Limited response = 5 points If No = 0 points]		
37	Documented EMS?	Yes/No	[If Yes A = 20 points If Yes B = 15 points If Yes C = 10 points If Yes D = 0 points If No = 0 Points]		

Question No	Detail	Answered	Guidance	Score	Comments
<p style="text-align: center;"><u>Overall Summary for Part E</u></p> <p>Maximum points available = [180]</p> <p>Points awarded =</p> <p>Comments:</p>					

References/ [Provider Site Visits](#) and [Customer Site Visits](#) guidance

<u>Private Sector Reference</u>	<u>Maximum Points Available</u>	<u>Score</u>	<u>Comments</u>
<u>1</u>	<u>[10]</u>		
<u>Site Visit Yes/No</u>			
<u>2</u>	<u>[10]</u>		
<u>Site Visit Yes/No</u>			
<u>3</u>	<u>[10]</u>		
<u>Site Visit Yes/No</u>			
<u>Public Sector Reference</u>			
<u>1</u>	<u>[10]</u>		
<u>Site Visit Yes/No</u>			
<u>2</u>	<u>[10]</u>		
<u>Site Visit Yes/No</u>			
<u>3</u>	<u>[10]</u>		
<u>Site Visit Yes/No</u>			
<u>Totals</u>	<u>[60]</u>		

Total Summary

	<u>Max Score Possible</u>	<u>Score Achieved</u>
<u>Part A</u>	<u>N/A</u>	<u>N/A</u>
<u>Part B</u>	[150]	
<u>Part C</u>	[60]	
<u>Part D</u>	[150]	
<u>Part E</u>	[180]	
<u>Part G</u>	<u>N/A</u>	<u>N/A</u>
<u>Site visits</u>	[60]	
<u>Totals</u>	[600]	

Overall Comments

Signed

Dated