

**Reprographic Supply and Service Partner**

**Stage 1**

**Selection Questionnaire**

**Find a Tender Service (FTS)**

**Version 4.1 - FINAL**

**To be completed and returned with supporting documents by  
Midday on the Midday 8/05/2024**

**via the email address [tenders@deltatrust.org.uk](mailto:tenders@deltatrust.org.uk)**

**BASIS AND CRITERIA FOR ACCEPTANCE**  
**Reprographic Supply and Service Partner**  
**Stage 1**

**Summary**

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

**Section A** requires you to provide background information about your company.

**Section B** requires you to provide evidence that you satisfy the Trust's requirements to be considered for inviting to tender. Any items where the Trust at its sole discretion considers that you do not meet its requirements will preclude your company from being invited to tender.

**Section C** requires you to provide references that match the services to be provided under this contract as closely as possible. Referees will be asked to provide information about your performance and delivery of the service against the contract standard.

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

**Companies are advised that failure to respond to all the questions within the Selection 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 invited to receive the ITT from the Delta Academies Trust.**

**Information for bidders**

The purpose of this procurement is to:

- Elicit competitive tenders for evaluation;
- Enable Bidders to describe their approach and cost structure for the services to provide a suitable and cost-effective solution; and
- Enable the Academy/Trust to select the most economically advantageous tenderer taking into account experience, approach, commitment to quality and cost effectiveness.

**Confidentiality**

The information contained within this document is made available by the Trust on condition that Bidders shall not use the information for any purpose other than when preparing a bid or deciding whether to bid.

Bidders shall ensure that any Bidder Party who receives any of the information is made aware of, and complies with, the provisions herein as if they were a Bidder.

The Trust may disclose detailed information relating to bids to the Trust Directors, Officers, Employees, Agents or Advisers and they may make the bid available for inspection by the Trust Directors, Officers, Employees, Agents or Advisers.

The Trust also reserves the right to disseminate information that is materially relevant to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect any Bidder's commercial confidence in its bid.

The Trust will act reasonably in regard to the protection of commercially sensitive information relating to the Bidder, subject to the Trust's duties under the Freedom of Information Act (2000) and the Environmental Information Regulations (2004).

### **Accuracy of the information and Liability of the Trust and their Advisers**

Information provided to Bidders has been prepared by the Trust in good faith but does not purport to be comprehensive or to have been independently verified. Bidders should not rely on the detailed information contained in this document and should carry out their own due diligence checks and verify the accuracy of the detailed information contained within. Nothing in this document is, or should be construed as, a promise or representation as to the future.

Bidders considering whether to enter into a contractual relationship with the Trust should make their own enquiries and investigations of the Trust's requirements beforehand. The subject matter of this document shall only have contractual effect when and to the extent it is contained in the express terms of an executed contract.

None of the Trust's Directors, Officers, Employees, Agents or Advisers make any representation or warranty as to (save in the case of fraudulent misrepresentation) accept any liability or responsibility in relation to, the adequacy, accuracy, reasonableness or completeness of this information or any part of it (including but not limited to loss or damage arising as a result of reliance by the Bidder on this information or any part of it).

The Trust believes it is critical that Bidders shortlisted to submit to the second stage attend site visits to fully satisfy themselves as to the service requirements.

### **Conflicts of Interest**

The Trust requires all actual or potential conflicts of interest (including in particular those arising where a member of its supply chain or any adviser put forward by one Bidder is the same firm or company or is a member of the same group of companies as that put forward by another Bidder or is working for the Trust on this or similar schemes) to be resolved to the Trust's satisfaction prior to the delivery of the Bidders' submission. Failure to declare such conflicts and/or failure to address such conflicts to the reasonable satisfaction of the Trust could result in a Bidder being disqualified from the tender process.

In accordance with the rules of the Education Funding Agency, the Trust have adopted a policy of not procuring goods or services from any organisation which is itself a related party or wherein any person considered to be a Person of Significant Control is connected with the Trust or any Officer or Employee thereof.

Any Bidder which is concerned that it is or may be a related party should send a question through the Intend Education Portal and inform them of the nature of the relationship prior to submitting a bid. This information will remain confidential and will not be shared with other bidders.

Any Bidder that fails to disclose a relationship will be disqualified from the tender process.

### **Canvassing**

The Trust reserves the right to disqualify (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability which such conduct by a Bidder or a member of its supply chain may attract) any Bidder or a member of its supply chain who, in connection with this process:

- Offers any inducement, fee or reward to any Member or Officer of the Trust or any person acting as an adviser for the Trust in connection with this process;
- Does anything which would constitute a breach of the Prevention of Corruption Acts 1889 to 1916 or of the Bribery Act 2010;
- Canvasses any of the persons referred to above in connection with this process; or
- Contacts any Member or Officer of the Trust prior to the notification of a decision about any aspect of this process in a manner not permitted (including without limitation contact for the purposes of discussing the possibility of their future employment or engagement by the Bidder).

### **Non-Collusion**

The Trust reserves the right to disqualify (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability which such conduct by a Bidder may attract) any Bidder who, in connection with this procurement:

- Fixes or adjusts the amount of their bid by or in accordance with any agreement or arrangement with any other Bidder (other than a member of its own consortium or own supply chain members);
- Enters into any agreement or arrangement with any other Bidder or that Bidder's supply chain members to the effect that they shall refrain from making a bid, or they agree the amount of any bid to be submitted;
- Causes or induces any person to enter such agreement as is mentioned or to inform the Bidder or any member of that Bidder's supply chain of the amount or approximate amount of any rival bid;
- Offers or agrees to pay or give, or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done, any act or omission in relation to any other bid or proposed bid for this procurement; or
- Communicates to any person other than the Trust the amount or approximate amount of their proposed bid (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of a bid).

### **Publicity**

Bidders and all members of the Bidder's supply chain shall not undertake (or permit to be undertaken) at any time, whether at this stage or after finalisation of the tender process, any publicity activity with any section of the media in relation to this procurement other than with the prior written agreement of the Trust. Such agreement shall extend to the content of any publicity. In this paragraph, the word "media" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large, and the representatives of such media.

### **The Trust's Right to Reject Bids**

The Trust reserves the right to reject or disqualify a Bidder and/or a member of its supply chain where:

- A bid is completed incorrectly, is materially incomplete or fails to meet the Trust's submission requirements which have been notified to Bidders;

## **DELTA – Stage 1: Selection Questionnaire (SQ)**

- The Bidder and / or a member(s) of its supply chain are unable to satisfy the terms of Public Contracts Regulations (2015) at any stage during the tender process where such terms are applicable to the tender process;
- The Bidder and/or a member(s) of its supply chain are guilty of material misrepresentation in relation to information provided by the Bidder during the selection stage and/or in connection with any bid;
- The Bidder and/or a member(s) of its supply chain contravene any of the terms and conditions of this procurement; or
- There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder and/or a member(s) of its supply chain.

The disqualification of a Bidder will not prejudice any other civil remedy available to the Trust and will not prejudice any criminal liability that such conduct by a bidder may attract.

### **Right to Cancel or Vary the Process**

The Trust reserves the right:

- to cancel or withdraw from the tender process at any stage;
- to alter the timetable to contract award;
- not to award a contract;
- to require a Bidder and/or a member(s) of its supply chain to clarify their submission in writing and/or provide additional information (failure to respond adequately may result in a Bidder not being successful); and/or
- amend the terms and conditions of the tender process.

### **Provision of Further Information by Bidders Prior to Submitting a Bid**

The Trust may rely on the information provided by Bidders during their appointment (including but not limited to information concerning the members and structure of any consortium). If, at any time during this tender process there are any material changes to the same, the Bidder must advise the Trust in writing as soon as practicable providing full details of the change (even if this is prior to the submission of a bid).

The Trust reserves the right to request further information about the Bidder and/ or its supply chain at any time during the procurement.

Upon receipt of such information, the Trust shall be entitled to revisit the selection and/or evaluation of the Bidder and exclude the Bidder, if necessary, as a result of that process.

### **Freedom of Information**

The Freedom of Information Act (2000) and the Environmental Information Regulations (2004) impose duties of openness on the Trust that will have an effect upon how they treat procurement information.

Bidders should satisfy themselves as to the implications of the Freedom of Information Act (2000) and the Environmental Information Regulations (2004) and seek legal advice as necessary.

### **Governing Law**

All communications will be conducted, and all documents will be prepared, in the English language. The communications and all subsequent contracts executed will be subject to English law and the exclusive jurisdiction of the English courts.

## **DELTA – Stage 1: Selection Questionnaire (SQ)**

### **Contact Information**

Point of contact for this procurement process:

The point of contact for Bidders will be via the email [tenders@deltatrust.org.uk](mailto:tenders@deltatrust.org.uk). All communication must be provided through this e-mail address to ensure a thorough and transparent auditable process.

Please ensure that all emails contain reference **DELTA\_REPRO\_0424** Clarification.

### **Complaints regarding the procurement process**

Any complaints regarding the procurement process should be made in writing and directed as follows:

Mark Willett  
Director of Facilities  
Delta Academies Trust,  
0345 196 0033  
[tenders@deltatrust.org.uk](mailto:tenders@deltatrust.org.uk)

### **Costs and Expenses**

Any costs or expenses incurred by any Bidder, or other person throughout the process, will not be reimbursed by the Trust and neither the Trust nor any of their representatives will be liable in any way to any Bidder or other person for any costs, expenses or losses incurred by any Bidder or other person in connection with this tender process including the possibility of being required to formally present their bid or if the Trust decides to abort or vary the tender process.

**DELTA – Stage 1: Selection Questionnaire (SQ)**

**Background**

Delta Academies Trust is made up of 57 academies, including 36 primaries, 18 secondaries, 1 all-through and 2 alternative provision academies also a head office in Knottingley and an environment centre in North Yorkshire. Predominantly based around Yorkshire and the Humber, we meet regularly, share resources and ideas and employ a large team of specialist primary and secondary experts who work and teach across our schools. This approach has given staff great resources and allowed pupils and students to flourish and achieve.

The Head Office is based in Knottingley. The Trust Website is <https://deltatrust.org.uk>

Since August 2019 the Trust has standardised its printing model as much as possible in terms of both devices and also print management software.

The Trust has also moved away from the traditional model of leasing devices to outright purchase of equipment thus separating the capital cost to purchase from the ongoing service.

We centrally procure all reprographic devices and associated services.

All devices were installed with a one year service contract on a 30 day cancellation.

All devices were purchased with papercut MF and a 5 year support contract. Each academy has its own Papercut license and virtual server.

Our 5 year projected spend on reprographics hardware and servicing is £ 5 Million

We have averaged for the last 5 years over 20 Million copies a year with an approximate mono to colour breakdown of 3:1

We currently have the following approximate device breakdown

	Speed/Model	Quantity
Kyocera	80	1
Kyocera	60	206
Kyocera	50	1
Kyocera	40	8
Epson	Workforce Pro	58
HP	Pagewide	25

All academies have different age devices approximate ages below

Purchase Date	Quantity
2019	36
2020	20
2021	103
2022	112
2023	25
2024	4

Our current Standard Solution Design (SSD)

### **Secondary**

2x 60 PPM MFD with Booklet maker and finisher. Card reader  
6-10 (Depending on pupil numbers and school layout) 60 PPM devices with stapling  
2-4 A4 printers for low volume in admin offices  
Papercut MF + 5 year support

### **Primary**

1-2 60 PPM MFD with booklet maker and stapling  
1-2 60 PPM MFD with stapling  
1-2 A4 Printer for Admin  
Papercut MF + 5 year support

## **TENDER SCOPE**

The core requirements of the tender shall include but shall not be limited to:

- Service all current and new Trust purchased devices detailed above while within the manufacturers published lifecycles.
- Provide New (not refurbished or reconditioned) Mono, colour and colour capable MFDs, digital copiers, mono and colour network printers and reprographic room devices (including various print finishing accessories), all with standard network interfaces.
- Software to enable process improvements and print management e.g. papercut
- You must provide the facility to scan to email
- You must integrate with the trust print management software of choice, this may include a document management solution, Current solution is Papercut
- Site surveys of new academies joining the trust and recommendations of SSD
- Secure printing options and accessories i.e.ID Badge Scanner.
- Duplex printing and/or copying shall be provided as standard for all devices where applicable.
- Consumables including toner, staples, and other Customer Replaceable Units (CRU).
- Auditing Software/reporting tool for account management purposes.
- Maintenance and support services, including help desk and the provision of training.
- Print Audits/Surveys – Ideally providing efficiency recommendations / proposals to the Individual Schools to support with the reduction of costs and the Trusts sustainability strategy (to be carried out following award of the Contract).
- Management information reports to facilitate active fleet management
- All Equipment, Software and services shall comply with relevant legislative requirements.

The core requirements shall not include the provision of paper



## DELTA – Stage 1: Selection Questionnaire (SQ)

The current academies and locations are as follows. Note Head office for Delta is located at De Lacy Academy and we also have an environment centre at Dallogill

Academy	Address	Pupil Numbers	Phase
Ash Hill Academy	Hatfield, Doncaster, DN7 6JH	785	Secondary
Craven Primary Academy	New Bridge Road, Hull, HU9 2DR	233	Primary
Crookesbroom Primary Academy	Crookesbroom Lane, Doncaster, DN7 6JP	225	Primary
DallowGill	Kirkby Malzeard, Ripon, North Yorkshire, HG4 3RB	N/A	N/A
Darton Academy	Ballfield Lane, Darton, Barnsley, S75 5EF	1155	Secondary
De Lacy Academy (HQ & WFELA)	Middle Lane, Knottingley, WF11 0BZ	830	Secondary
De Warrene Academy	Gardens Lane, Conisbrough, Doncaster, DN12 3JY	752	Secondary
Don Valley Academy	Jossey Lane, Scawthorpe, Doncaster, DN5 9DD	1099	Secondary
East Garforth Primary Academy	Aberford Road, Garforth, Leeds, LS25 2HF	247	Primary
Estcourt Primary Academy	Escourt Street, Hull, HU9 2RP	346	Primary
Garforth Academy	Lidgett Lane, Garforth, Leeds, LS25 1LU	1902	Secondary
Goldthorpe Primary Academy	Doncaster Road, Goldthorpe, Rotherham, S63 9HY	289	Primary
Goole Academy	Centenary Road, Goole, DN14 6AN	1122	Secondary
Grange Lane Primary Academy	Grange Lane, Rossington, Doncaster, DN11 0QY	247	Primary
Green Lane Primary Academy	Ribblesdale Avenue, Garforth, Leeds, LS25 2JX	459	Primary
Greengates Primary Academy	Stockhill Road, Greengates, Bradford, BD10 9AX	218	Primary
Hanson Academy	Swain House Rd, Sutton Ave, Bradford BD2 1JP	1659	Secondary
Hatfield Woodhouse Primary Academy	Main Street, Hatfield Woodhouse, Doncaster, DN7 6NH	241	Primary
Highfields Primary Academy	Coppice Road, Highfields, Doncaster, DN6 7JB	119	Primary
Hull Trinity House Academy	Beverly Road, Hull	900	Secondary
Ingleby Manor Free School	Welwyn Road, Ingleby Barwick, Stockton-on-Tees, TS17 0FA	632	Secondary
John Whitgift Academy	Crosland Road, Grimsby, DN37 9EH	925	Secondary
Kingston Park Academy	Long Lane, Carlton-in-Lindrick, Workshop, S81 9AW	207	Primary
Lower Fields Primary Academy	Fenby Avenue, Bradford, BD4 8RG	420	Primary
Macaulay Primary Academy	Macaulay Street, Grimsby, DN31 2ES	430	Primary
Manor Croft Academy	Old Bank Road, Dewsbury, WF12 7DW	1014	Secondary
Melior Community Academy	Chandos Road, Scunthorpe, DN17 1HA	860	Secondary
Mersey Primary Academy	Derwent Street, Hull, HU8 8TX	227	Primary
Montagu Academy	Park Road, Mexborough, S64 9PH	326	Primary
Morley Place Academy	Old Road, Conisbrough, Doncaster, DN12 3LZ	295	Primary
Norbridge Primary Academy	Stanley Street, Worksop, S81 7HX	495	Primary
Park View Primary Academy	Harlech Road, Leeds, LD11 7DG	261	Primary
Pheasant Bank Academy	West End Lane, Rossington, Doncaster, DN11 0PQ	354	Primary
Rossington All Saints Academy	Bond Street, Rossington, Doncaster, DN11 0BZ	829	Secondary
Rowena Primary Academy	Gardens Lane, Conisbrough, Doncaster, DN12 3JY	295	Primary
Ryecroft Primary Academy	Kesteven Close, Holme Wood, Bradford, BD4 0LS	224	Primary
Serlby Park Academy	Whitehouse Road, Bircotes, Doncaster, DN11 8EF	918	Thru
Simpsons Lane Academy	Sycamore Avenue, Knottingley, WF11 0PJ	385	Primary
Southmere Primary Academy	Ewart Street, Bradford, BD7 3NR	382	Primary
St Wilfrids Academy	St Wilfrid's Road, Doncaster, DN4 6AH	121	AP
Strand Primary Academy	Strand Street, Grimsby, DN32 7BE	167	Primary
The Elland Academy	118 Gelderd Road, Leeds, LS12 6DQ	103	AP
The Laurel Academy	Maple Road, Mexborough, S64 9SD	670	Secondary
The Parks Academy	Courtway Road, Hull, HU6 9TA	359	Primary
The Vale Academy	Atherton Way, Brigg, DN20 8AR	780	Secondary
Vale Primary Academy	Ferrybridge Road, Knottingley, WF11 8JF	243	Primary
Weelsby Academy	Weelsby Street, Grimsby, DN32 7PF	371	Primary
Whetley Academy	Whetley Lane, Bradford, BD8 9HZ	519	Primary
Willoughby Rd	Willoughby Road, Scunthorpe, DN17 2NF	312	Primary
Willow Green Academy	Hampden Close, Ferrybridge, Knottingley, WF11 8PT	230	Primary
Willows Academy	Queensway, Grimsby, DN37 9AT	192	Primary
Worlaby Academy	Low Road, Worlaby, Brigg, DN20 0NA	61	Primary
Wybers Wood Academy	Timberley, Grimsby, DN37 9QZ	393	Primary
Carlton Le Willows	Wood Lane, Gedling, Nottingham, NG4 4AA	2125	Secondary
Lincoln Castle Academy	Riseholme Road, Lincoln, LN1 3SP	1041	Secondary
Heckmondwike Primary	Cawley Lane, Heckmondwike, WF16 0AN	464	Primary
Eastborough Primary	Rockley Street, Dewsbury, WF13 1NS	234	Primary

## **DELTA – Stage 1: Selection Questionnaire (SQ)**

The Trust was established in 2010

Our Mission Statement is to improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment. This mission statement is underpinned by the following key strategies and core values.

In line with the government White Paper, the Trust expects to grow in the lifetime of the contract to a total of 70 schools (maximum)

### **Going forward - This procurement**

Bidders should ensure that bids are submitted in good time to prevent delays caused by technology failures.

Bidders should be aware that there is a size limit of 50 MB for submissions and it may not be possible to upload all of the documentation in one submission. To avoid this, bidders should consider uploading documents separately and zipping files where required.

Should any technical support on the system be required, please utilise the following contact details:

- **tenders@deltatrust.org.uk**
- Telephone: 0345 196 0033

If bidders experience issues with uploading their documentation, they must contact [helen.ellis@deltatrust.org.uk](mailto:helen.ellis@deltatrust.org.uk) at the Trust.

Late submissions or submissions via any other means will not be accepted.

This procurement encompasses the deliverables noted below. In essence, this procurement is all about identifying a single supply partner for the majority of ICT related goods. At the sole discretion of the Trust any future schools that the Trust may incorporate will also be added to the Reprographic Supply and Service Partner IT contract. Any additional schools will co-terminate to the same end date as the initial contract.

Further details regarding timescales are noted below but in summary this is advertised as a maximum 5 year service with start and end dates as follows:

- Service start date – 01 August 2024
- Service end date – 31<sup>st</sup> July 2029

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

### **Equipment**

- All hardware supply on a project and ad-hoc basis
- Maintenance and service of supplied equipment
- Maintenance and service of existing Trust equipment
- Equipment disposal
- Software e.g. support for print management
- Technical training as necessary
- Technical delivery if necessary

## DELTA – Stage 1: Selection Questionnaire (SQ)

### General

- Standard Solution Design proposals in line the trust methodology
- Order management processes including multi-site delivery
- Innovation & ongoing input into SSD (Standard Solution Design)
- Collective partnership (CSR) targets aligned to the Trust objectives

Bidders should note the following:

- The Trust will **not** provide a standard contract as part of the ITT Pack. We expect to adopt your terms of service but will issue a set of conditions that supersede this.
- There will NOT be a requirement for TUPE

Further details about the requirements will be provided to those bidders who are shortlisted to receive the Stage 2 ITT pack.

The value of this procurement has been set with an upper limit of **£5m** over a maximum 5-year period. This also includes provision for any purchases made by the Trust on behalf of other schools that may or may not be required.

**Note:** The above value is purely indicative and no commitments are made on the basis of this being a guaranteed spend value. The value has been calculated as the maximum possible spend through the contract lifetime.

To give bidders an indication of how the spend is expected to be apportioned the Trust is expecting the following breakdown.

### ITT (Stage 2) Model

At the next stage shortlisted bidders will receive:

- A copy of the SSD
- The Delta Service Conditions
- Details of requirements for 2 initial schools that will form the standard for a primary and secondary academy
- Exact dates upon which any existing contracts finish and will therefore be subsumed into this contract

Bidders should expect that the ITT will include a range of Quality based questions and then Pricing based questions, not only on the two types schools, but also on a range of commitments to ensure ongoing price certainty.

As well as the fixed pricing for the initial requirements, bidders will be expected to provide a Rate Card for other services.

## **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.

- a. 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. (Note - Please answer questions as the bidding company, but if the bidding company is part of a Group please provide three years of Group accounts in addition).
- b. Contractor Track Record - contractors must be able to demonstrate a successful track record of providing similar works to those outlined
- c. 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 requirements before responses are evaluated. The Trust reserves the right to reject/disqualify any application that is incomplete or non-compliant.

## **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 experience in the provision of supply and installation of concurrent ICT projects into schools. The schools must also ideally be in the state sector and part of a group.
2. Evidence of 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

3. 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, the latest not more than 18 months old. **Pass/Fail**
4. Suitable insurance cover. Public Liability to a minimum of £10,000,000 per occurrence, Employer's Liability to a minimum of £10,000,000 and Professional Indemnity Insurance to a minimum of £10,000,000 per occurrence (or statements that these will be obtained if awarded the relevant contract(s)). **Pass/Fail**
5. A sound record of and clear policies of quality standards including, health & safety, e-safety, GDPR and equality. **Pass/Fail**

## DELTA – Stage 1: Selection Questionnaire (SQ)

The Trust 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 Trust 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 may be subject to change at the discretion of the Trust.

Activity	Indicative dates
Published in FTS	19/04/2024
SQ available	19/04/2024
SQ Clarifications	19/04/2024
SQ clarifications Close	02/05/2024
Last date for clarification responses	03/05/2024
<b>SQ submission date</b>	<b>Midday 8/05/2024</b>
Indicative timescales	
SQ shortlist	13/05/2024
ITT Stage meeting for Shortlisted suppliers	20/05/2024
Issue of ITT	20/05/2024
Clarifications open	20/05/2024
Clarifications close	03/06/2024
Last date for clarification responses	05/06/2024
<b>ITT submission</b>	<b>17/06/2024</b>
Bidders presentations if required	24/06/2024
<b>Award</b>	<b>25/06/2024</b>
Standstill Period	09/07/2024
Contract award notice published	End of July

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

**Reprographic Supply and Service Partner**

**Standard Selection Questionnaire**

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

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

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

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

**Supplier Selection Questions: Part 3**

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

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

**Consequences of misrepresentation**

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

---

<sup>1</sup> For the list of exclusion please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

**PROCUREMENT PROCEDURE**

Competitive with negotiation with the right to appoint without negotiation.

**Notes for completion**

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

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



Questions should be answered in the name of the applying company, not a parent or holding company (unless indicated to do so in the questions).

Supporting documents should be included where applicable.

Part 1 - Supplier details	
Question	Response
1.1 (a) Full name of the potential supplier submitting the information	Mandatory Response
1.1 (b) - (i) Registered office address (if applicable)	Mandatory Response
1.1 (b) - (ii) Registered website address (if applicable)	
1.1 (c) Please check the relevant box to indicate your trading status	i) a public limited company <input type="checkbox"/> Yes
	ii) a limited company <input type="checkbox"/> Yes
	iii) a limited liability partnership <input type="checkbox"/> Yes
	iv) other partnership <input type="checkbox"/> Yes
	v) sole trader <input type="checkbox"/> Yes
	vi) third sector <input type="checkbox"/> Yes
	vii) other (please specify) <input type="checkbox"/> Yes
1.1 (d) Date of registration in country of origin	Mandatory Response
1.1 (e) Company registration number (if applicable)	Mandatory Response
1.1 (f) Charity registration number (if applicable)	Mandatory Response
1.1 (g) Head office DUNS number (if applicable)	
1.1 (h) Registered VAT number	
1.1 (i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No



**DELTA – Stage 1: Selection Questionnaire (SQ)**

	<input type="checkbox"/> Not Applicable
1.1 (i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	<input type="checkbox"/>
1.1 (j) - (i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1 (j) - (ii) If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	<input type="checkbox"/>
1.1 (k) Trading name(s) that will be used if successful in this procurement	<input type="checkbox"/>
1.1 (l) Please check the relevant boxes to indicate whether you fall within any of these classifications	i) Voluntary, Community and Social Enterprise (VCSE) <input type="checkbox"/> Yes
	ii) Sheltered workshop <input type="checkbox"/> Yes
	iii) Public service mutual <input type="checkbox"/> Yes
1.1 (m) Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1 (n) Details of Persons of Significant Control (PSC), where appropriate <sup>3</sup> :  - Name; - Date of birth; - Nationality; - Country, state or province where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more <sup>4</sup> .	<input type="checkbox"/> Not Applicable

**DELTA – Stage 1: Selection Questionnaire (SQ)**

<p>1.1 (o) Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address <i>(if applicable)</i></li> <li>- Registration number <i>(if applicable)</i></li> <li>- Head office DUNS number <i>(if applicable)</i></li> <li>- Head office VAT number <i>(if applicable)</i></li> </ul>	<p><input type="checkbox"/> Not Applicable</p>
<p>1.1 (p) Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address <i>(if applicable)</i></li> <li>- Registration number <i>(if applicable)</i></li> <li>- Head office DUNS number <i>(if applicable)</i></li> <li>- Head office VAT number <i>(if applicable)</i></li> </ul>	<p><input type="checkbox"/> Not Applicable</p>
<p>Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.</p>	

Part 1 - Bidding model	
<b>Please check the relevant box to indicate whether you are;</b>	
1.2 (a) - (i) Are you bidding as the lead contact for a group of economic operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please provide details listed in questions 1.2 (a) (ii), (a) (iii) and to 1.2 (b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2 (a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.
1.2 (a) - (ii) Name of group of economic operators <i>(if applicable)</i>	<input type="checkbox"/>
1.2 (a) - (iii) Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	<input type="checkbox"/>
1.2(b) - (i) Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2 (b) - (ii) If you responded “Yes” in 1.2 (b) – (i), please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.	
Name <input type="checkbox"/>	
Registered Address <input type="checkbox"/>	
Trading status <input type="checkbox"/>	
Company registration number <input type="checkbox"/>	
Head Office DUNS number <i>(if applicable)</i> <input type="checkbox"/>	
Registered VAT number <input type="checkbox"/>	
Type of organisation <input type="checkbox"/>	
SME <input type="checkbox"/> Yes <input type="checkbox"/> No	
The role each sub-contractor will take in providing the supplies e.g. key deliverables <input type="checkbox"/>	

The approximate % of contractual obligations assigned to each sub-contractor

**Exclusion Grounds (Self-certification)**

Please answer the following questions in full.

Please check the relevant box to indicate a “Yes” or a “No” response.

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

**DELTA – Stage 1: Selection Questionnaire (SQ)**

If Yes, please provide details at 2.1(b)		
<p>2.1 (b) If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p> <p>█</p>		
<p>2.2 If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2.3 (a) <b>Regulation 57(3)</b> Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2.3 (b) If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p> <p>█</p>		
<p><b>Please Note:</b> The Trust 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.</p>		

Grounds for discretionary exclusion		
	Question	Response
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	Yes <input type="checkbox"/>

**DELTA – Stage 1: Selection Questionnaire (SQ)**

3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2

3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	
-----	---	--

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

Service and Data Protection		
5.1	Do you use in house logistics for delivery and collections (No 3 <sup>rd</sup> Party)	Yes <input type="checkbox"/>  No <input type="checkbox"/> If No detail:
5.2	Do you use in house engineers	Yes <input type="checkbox"/>  No <input type="checkbox"/> If No detail:
5.3	Is your support desk/Call centre in house and UK based	Yes <input type="checkbox"/>  No <input type="checkbox"/> If no detail:
5.4	Do colour copies count as 1 Copy NOT 3	Yes <input type="checkbox"/>  No <input type="checkbox"/> If no detail:
5.5	Are all Scans free and do not count in volumes	Yes <input type="checkbox"/>  No <input type="checkbox"/> If no Detail:
5.6	Please state your overall approach towards the UK General Data Protection Regulation and UK Data Protection Act 2018	
5.7	Do you use any sub-processors to deliver the service? If so, how do you select them and obtain assurances on the data protection and information security practices and are these sub-processors inside or outside the UK or EEA?	Yes <input type="checkbox"/> If Yes Explain:   No <input type="checkbox"/>



Part 3 - Trust Specific Questions / Evidence	
<p><b>6.1 Key Personnel</b></p> <p>Please name the key personnel who would be involved in this contract if your company were to be awarded the contract, and outline their technical qualifications and length of relevant experience</p> <p>??</p>	
<p><b>6.2 Accounts</b></p> <p>Please submit copies of audited or approved accounts (including group consolidated accounts if the company is part of a group) for the last three financial years,</p> <p>Please note that all companies who submit will be subject to a Credit Check</p> <p>The Trust will apply its financial tests to your accounts including the requirement that turnover should be at least four times the average annual value of the advertised contract.</p>	
<p><b>6.3 Conflicts of Interest</b></p> <p>Please detail what measures are in place to avoid any conflict of interest that could prejudice independence and objectivity during the tendering process and performance of the contract.</p> <p>??</p>	
<p><b>6.4 Insurance</b></p> <p>The Trust requires all of its contractors to maintain;</p> <p>(a) Employer’s Liability insurance to a minimum value of £10,000,000;                      Proof of insurance Enclosed? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> If not, explain why?</p> <p>(b) Public Liability insurance to a minimum of £5,000,000 per claim;                      Proof of insurance Enclosed? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> If not, explain why?</p> <p>(c) Professional Indemnity Insurance to a minimum value of £10,000,000;                      Proof of insurance Enclosed? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> If not, explain why?</p> <p>Please submit copies of cover notes showing that such insurance policies are in place or provide a statement confirming that your company would take out such insurance cover if awarded the contract.</p>	
<p><b>6.5 Health &amp; Safety</b></p> <p>(a) Please enclose a copy of your Health and Safety Policy (covering General Policy, Organisation and Arrangements) and any codes of safe work practices issued to employees.</p>	

**DELTA – Stage 1: Selection Questionnaire (SQ)**

Enclosed? **YES**  **NO**

**(b)** Please enclose details of prosecutions or notices served on your firm by the Health and Safety Executive (or otherwise) in the last three years

Enclosed? **YES**  **NO**  **N/A**

**6.6 Eligibility to Work**

Please enclose a copy of your procedures which should include:-

- (a)** assurance of checks on the eligibility of prospective employees to work in the UK;
- (b)** requirements for employees to disclose criminal convictions; and
- (c)** requirement for employees to undertake an Enhanced DBS Check if they are to visit schools

Enclosed? **YES**  **NO**

**6.7 Environmental Policy**

Please enclose a copy of your environmental policy

Enclosed? **YES**  **NO**

**6.8 Other Policies**

Please enclose a copy of your policies for the following

- (a)** Data Protection Policy
- (b)** Data Security
- (c)** E-safety

Enclosed (3 Policies) ? **YES**  **NO**

**6.9 Your Company**

Please provide an overview of your company including any relevant partnerships and associations

??

**Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015**

**DELTA – Stage 1: Selection Questionnaire (SQ)**

<p><b>7.1</b></p>	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p><b>7.2</b></p>	<p>If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p>	<p>Yes <input type="checkbox"/></p> <p>Please provide the relevant URL ... <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Please provide an explanation <input type="checkbox"/></p>

**INFORMATION ABOUT CURRENT OR RECENT SIMILAR CONTRACTS PERFORMED BY YOUR COMPANY AND REFERENCES**

**8.0 OUTLINE OF COMPANY’S EXPERIENCE**

Please provide details of your company’s experience in the last five years of providing ***schools/academy focussed reprographic and printing goods and software supply relating, where possible, to the sort of environment that the Delta Academies Trust is tendering for.***

Please do not submit additional ‘flyers and leaflets’.

1000 Words

**9.0 REFERENCES**

Referring to the information provided above, please provide the names, full addresses and telephone numbers of two organisations, for which your company is or have within the last 3 years provided services relevant to the Trust’s requirements and to whom reference can be made as to the standards provided by, and the performance of, your company.

**Referee 1**

<b>Name of Organisation</b>	<b>Contact name</b>	<b>Contract Deliverables</b>	<b>Postal &amp; E-mail address</b>	<b>Telephone number</b>
Duration of contract				
Value of contract				

**Referee 2**

<b>Name of Organisation</b>	<b>Contact name</b>	<b>Contract Deliverables</b>	<b>Postal &amp; E-mail address</b>	<b>Telephone number</b>
Duration of contract				
Value of contract				

Contact details and Declaration	
<p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.</p> <p>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.</p> <p>I am aware of the consequences of serious misrepresentation.</p>	
1.3 (a) Contact Name	Mandatory Response
1.3 (b) Name of Organisation	Mandatory Response
1.3 (c) Role in Organisation	Mandatory Response
1.3 (d) Phone Number	Mandatory Response
1.3 (e) E-mail Address	Mandatory Response
1.3 (f) Postal Address	Mandatory Response
1.3 (g) Signature (electronic is acceptable)	Mandatory Response
1.3 (h) Date	Mandatory Response

**The table above must be fully completed for your submission to be considered**

---

**SQ Scoring Guide**

Intermediate scoring will be allowed for each section.

If you have indicated that you are part of a wider group and are unable to answer ‘Yes’ to at least one of these questions, your submission will be rejected.

**Company Service and data protection**

<b>Service and Data Protection</b>	<b>Score per Question</b>	<b>Max score</b>
Organisation has shown that they have a full understanding of the topic and/or requirement related to each question and the answer meets expectations	10	70
Answers are not complete but the organisation should be able to improve in this area with not too much effort	5	35
Insufficient, irrelevant information provided	0	0

The Trust compliance team will assess this section and if it is deemed to be inadequate, your submission will require remedial action before ITT submission should your organisation be taken through to this stage.

**Trust Specific Questions/Evidence**

<b>Question</b>	<b>Guide</b>
6.1	No score applied – informative
6.2	Pass/Fail dependent on our finance departments evaluation of accounts and credit checks
6.3	No score applied – informative. However, if it is found at a later date that you have not declared a conflict (including if you are taken forward to the next stage), your participation in the process will be terminated immediately
6.4	If you cannot answer ‘Yes’ or commit to the levels of insurance, your submission will be rejected
6.5	No score applied – information however, if the documents submitted are inadequate or the Trust are not content with them and you cannot rectify, your submission will be rejected  The Trust central team will assess this section and if it is deemed to be inadequate, your submission will require remedial action before ITT submission should your organisation be taken through to this stage.
6.6	No score applied – information however, if the documents submitted are inadequate or the Trust are not content with them and you cannot rectify, your submission will be rejected  The Trust central team will assess this section and if it is deemed to be inadequate, your submission will require remedial action before ITT submission should your organisation be taken through to this stage.

**DELTA – Stage 1: Selection Questionnaire (SQ)**

6.7	<p>No score applied – information however, if the documents submitted are inadequate or the Trust are not content with them and you cannot rectify, your submission will be rejected</p> <p>The Trust central team will assess this section and if it is deemed to be inadequate, your submission will require remedial action before ITT submission should your organisation be taken through to this stage.</p>
6.8	<p>No score applied – information however, if the documents submitted are inadequate or the Trust are not content with them and you cannot rectify, your submission will be rejected</p> <p>The Trust central team will assess this section and if it is deemed to be inadequate, your submission will require remedial action before ITT submission should your organisation be taken through to this stage.</p>
6.9	<p>No score applied – information however, if the detail submitted is inadequate or the Trust are not content with them and you cannot rectify, your submission will be rejected.</p>

**Modern Slavery**

If you are a relevant commercial organisation, you must be able to answer ‘Yes’ to question 7.1 and provide a statement. If not, your submission will be rejected.

If you have answered ‘No’ to question 7.1 then a statement is not required but you may provide one should you wish to.

**Company Information**

<b>Outline of the company’s experience</b>	<b>Score</b>
Company / Partnership experience highly relevant, i.e. shows considerable synergies to the Trust requirements and experience of similar delivery of concurrent projects	40
Partially relevant experience but can demonstrate that they have the capacity and partners to undertake the works	20
Insufficient, irrelevant experience	0

**References**

Type of contract reference given, e.g., we will look at the information provided and description of the contract to determine relevance.

<b>Contract and Reference Detail</b>	<b>Score per reference detail</b>	<b>Max score</b>
Contract detail highly relevant, i.e. shows considerable synergies to the Trust	10	20
Contract detail partially relevant	5	10
Insufficient, irrelevant or inadequate contract detail provided, or reference details not provided or incorrect e-mail address	0	0

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

**END OF DOCUMENT**