**Invitation to Tender**

**Liverpool City Region**

**Local Growth Hub Broker Partners**

**ITT Response**

This ITT response form is in 4 Parts;

All parts must be answered in full; omissions will result in the submission being disqualified.

Part 1 - [Potential Supplier Information](#Part1)

Part 2 - [Exclusion Grounds](#Part2)

Part 3 - [Supplier Selection Questions](#Part3)

Part 4 – [Award Questions](#Part4)

**Part 1 and Part 2 - Potential Supplier Information and Exclusion Grounds**

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

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion’s 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.

**Part 3 - Supplier Selection Questions**

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

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

**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.

**Notes for completion**

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

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

**Part 1: Potential supplier Information**

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

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| **Section 1** | **Potential supplier information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information | Click or tap here to enter text. |
| 1.1(b) – (i) | Registered office address (if applicable) | Click or tap here to enter text. |
| 1.1(b) – (ii) | Registered website address (if applicable) | Click or tap here to enter text. |
| 1.1(c) | Trading status | Choose an item. |
|  |  | Click or tap here to enter text. |
| 1.1(d) | Date of registration in country of origin | Click or tap to enter a date. |
| 1.1(e) | Company registration number (if applicable) | Click or tap here to enter text. |
| 1.1(f) | Charity registration number (if applicable) | Click or tap here to enter text. |
| 1.1(g) | Head office DUNS number (if applicable) | Click or tap here to enter text. |
| 1.1(h) | Registered VAT number | Click or tap here to enter text. |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Choose an item. |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). | Click or tap here to enter text. |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Choose an item. |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. | Click or tap here to enter text. |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement | Click or tap here to enter text. |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual | Choose an item. |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | Choose an item. |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:[[3]](#footnote-3)  Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.[[4]](#footnote-4)  (Please enter N/A if not applicable) | Click or tap here to enter text. |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) | Click or tap here to enter text. |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) | Click or tap here to enter text. |

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

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

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| **Section 1** | **Bidding model** | |
| **Question number** | **Question** | **Response** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Choose an item.  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) | Click or tap here to enter text. |
| 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. | Click or tap here to enter text. |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Choose an item. |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  | | --- | --- | --- | | Name | Click or tap here to enter text. | Click or tap here to enter text. | | Registered address | Click or tap here to enter text. | Click or tap here to enter text. | | Trading status | Choose an item. | Choose an item. | | Click or tap here to enter text. | Click or tap here to enter text. | | Company registration number | Click or tap here to enter text. | Click or tap here to enter text. | | Head Office DUNS number (if applicable) | Click or tap here to enter text. | Click or tap here to enter text. | | Registered VAT number | Click or tap here to enter text. | Click or tap here to enter text. | | Type of organisation | Click or tap here to enter text. | Click or tap here to enter text. | | SME (Yes/No) | Choose an item. | Choose an item. | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables | Click or tap here to enter text. | Click or tap here to enter text. | | The approximate % of contractual obligations assigned to each sub-contractor | Click or tap here to enter text. | Click or tap here to enter text. | | |

**Contact details and declaration**

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

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

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

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

I am aware of the consequences of serious misrepresentation.

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| **Section 1** | **Contact details and declaration** | |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name | Click or tap here to enter text. |
| 1.3(b) | Name of organisation | Click or tap here to enter text. |
| 1.3(c) | Role in organisation | Click or tap here to enter text. |
| 1.3(d) | Phone number | Click or tap here to enter text. |
| 1.3(e) | E-mail address | Click or tap here to enter text. |
| 1.3(f) | Postal address | Click or tap here to enter text. |
| 1.3(g) | Signature (electronic is acceptable) | Click or tap here to enter text. |
| 1.3(h) | Date | Click or tap here to enter text. |

**Part 2: Exclusion Grounds**

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

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| **Section 2** | **Grounds for mandatory exclusion** | |
| **Question number** | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Choose an item.  If Yes please provide details at 2.1(b) |
|  | Corruption. | Choose an item.  If Yes please provide details at 2.1(b) |
|  | Fraud. | Choose an item.  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Choose an item.  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Choose an item.  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Choose an item.  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. | Click or tap here to enter text. |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Choose an item. |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Choose an item. |
| 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. | Click or tap here to enter text. |

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

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| **Section 3** | **Grounds for discretionary exclusion** | |
|  | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Choose an item.  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Choose an item.  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Choose an item.  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? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Choose an item.  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements;  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.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Choose an item.  If Yes please provide details at 3.2  Choose an item.  If Yes please provide details at 3.2  Choose an item.  If Yes please provide details at 3.2  Choose an item.  If Yes please provide details at 3.2 |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Click or tap here to enter text. |

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

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| **Section 4** | **Economic and Financial Standing** | |
|  | **Question** | **Response** |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Choose an item. |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Choose an item. |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Choose an item. |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Choose an item. |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Choose an item. |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | |
| **Name of organisation** | | Click or tap here to enter text. |
| **Relationship to the Supplier completing these questions** | | Click or tap here to enter text. |

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| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Choose an item. |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Choose an item. |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Choose an item. |

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

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|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Point of contact in the organisation** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Position in the organisation** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **E-mail address** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Description of contract** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Contract Start date** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Contract completion date** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Estimated contract value** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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

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| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  | Click or tap here to enter text. |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Choose an item. |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes  Please provide the relevant url …  Click or tap here to enter text.  No  Please provide an explanation  Click or tap here to enter text. |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

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| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| a. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Choose an item.  Employer’s (Compulsory) Liability Insurance = £Click or tap here to enter text.  Public Liability Insurance = £Click or tap here to enter text. Professional Indemnity Insurance = £Click or tap here to enter text.  Product Liability Insurance = £Click or tap here to enter text.  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

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| **8.2** | **Skills and Apprentices[[6]](#footnote-6) – (please refer to supplier selection guidance)** | |
| **a.** | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.  Please confirm if you will be supporting apprenticeships and skills development through this contract. | Choose an item. |
| **b.** | If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Choose an item. |
| **c.** | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Choose an item. |

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| **8.3** | | **Steel[[7]](#footnote-7) – (please refer to supplier selection guidance)** | |
| **a.** | | Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management | |
| Click or tap here to enter text. | | | |
| **b.** | | Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel. | |
| Click or tap here to enter text. | | | |
| **c.** | | Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:  (i) Your company  Click or tap here to enter text.  (ii) All your supply chain members involved in the production or supply of steel.  Click or tap here to enter text. | |
| **8.4** | | **Suppliers’ Past Performance[[8]](#footnote-8) - (please refer to supplier selection guidance - this question should only be included by central government contracting authorities)** | | |
| **a.** | | Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years? | | Choose an item. |
| **b.** | | On request can you provide a certificate from those customers on the list. | | Choose an item. |
| **c.** | | If you cannot obtain a certificate from a customer can you explain the reasons why? | | Choose an item. |
| **d.** | | If the certificate states that goods and/or services supplied were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it? | | Choose an item. |
| **e.** | | Can you supply the information in questions a. to d. above for any sub-contractors [or consortium members] who you are relying upon to perform this contract? | | Choose an item. |

**Part 4 - Award Questions**

Lot – Please tick all lots that this response relates to.

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| Halton | Knowsley | Liverpool | Sefton | St Helens | Wirral | Specialised |
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**Supplier Information**

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| --- | --- |
| Supplier Name | Click or tap here to enter text. |
| Supplier Address | Click or tap here to enter text. |
| Main Contact Name | Click or tap here to enter text. |
| Main Contact Position | Click or tap here to enter text. |
| Main Contact Telephone Number | Click or tap here to enter text. |
| Main Contact Email Address | Click or tap here to enter text. |

**Contract Management**

|  |  |
| --- | --- |
| Strategic Lead Name | Click or tap here to enter text. |
| Strategic Lead Email | Click or tap here to enter text. |
| Project Lead Name | Click or tap here to enter text. |
| Project Lead Email | Click or tap here to enter text. |

**General Data Protection Regulation (GDPR)**

|  |  |  |
| --- | --- | --- |
| The person with overall responsibility for GDPR in your organisation? | Name | Click or tap here to enter text. |
| Job Title | Click or tap here to enter text. |

**Quality Submission**

To enable Growth Platform to evaluate the quality element of the Award Criteria we require Suppliers to provide a response to the delivery of the Scope of Works outlined in the OJEU Notice and the Requirements section of the Invitation to Tender.

There is a 700 word limit on each of the questions; anything beyond this will be disregarded.

Suppliers should refer to Sections 12 and 13 contained within the Invitation to Tender document as to the relevant weighting of each question and the scoring framework that will be used within the evaluation.

**Please ensure your answers outline how you will deliver the requirement only, do not focus on work previously delivered or previous experience as this will be disregarded.**

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| 1. What internal processes will you put in place to ensure successful delivery of the outputs and KPIs?   As part of your answer we expect to see;   * Identification of appropriate and sufficient staffing resource * Project management systems * How you will proactively engage with the Local Authority’s Growth Director and the respective Economic Development team   (**Max 700 words) Weighting 5%** |
| Click or tap here to enter text. |

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| 1. How will you ensure you remain engaged with businesses already known to the Growth Hub (existing businesses) and how will you ensure they are aware of all the services and benefits offered?   As part of your answer we expect to see;   * Innovative ideas for increased engagement * Marketing strategy   **(Max 700 words) Weighting 15%** |
| Click or tap here to enter text. |

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| 1. A key objective of the Growth Platform is to introduce new businesses to the service. It is vital that the Local Growth Hub service is reaching new companies. How do you propose to engage businesses who have not been engaged with the Local Growth Hub service previously and how will you ensure you meet the contracted target?   As part of your answer we expect to see;   * Innovative ideas to encourage new engagement, including working with the Local Authority’s Growth Director and the respective Economic Development team * The methods you will use to reach new companies and how you believe this will help you reach the targets specified * How you intend to stimulate demand   **(Max 700 words) Weighting 15%** |
| Click or tap here to enter text. |

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| 1. Describe how you will identify and target businesses suitable for ‘high intensity’ Growth Platform support and how you will ensure a continued relationship with these businesses.   **(Max 700 words) Weighting 15%** |
| Click or tap here to enter text. |

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| 1. Provide details of the local business need for support with Covid 19 related challenges and activities you intend to deliver to support businesses specifically with these issues.   As part of your answer we expect to see;   * The need for you to provide specific Covid 19 related support * How you propose to deliver items list in Section 3 (Requirement) * Innovative approaches to support Covid affected businesses * How you will manage the need to be flexible in the light of the evolving impact of Covid-19   **(Max 700 words) Weighting 15%** |
| Click or tap here to enter text. |

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| 1. It is essential that the Local Growth Hub CRM Portal is utilised in ‘real time’.  * Can you explain how you will ensure the Portal will be used on a day to day basis and how you propose to record interactions in real time. * Indicate how many users you anticipate will use this portal from your team.   **(Max 700 words) Weighting 15%** |
| Click or tap here to enter text. |

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| **Price (max budget £83,334)**  **Weighting 20%** |
| **£** Click or tap here to enter text. |

**Declaration**

I declare that to the best of my knowledge the information provided in this response is correct. I understand that the information will be used in the evaluation process to assess my organisations suitability to provide the Works and I am signing on behalf of my organisation. I understand that the LEP LCR may reject this Tender or terminate any subsequent agreement if there is a failure to answer all relevant questions fully or if I provide false/ misleading information.

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| --- | --- |
| Signed |  |
| Date |  |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |

**Conflict of Interest Declaration**

The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the LEP.

**Please only sign one option.**

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| --- | --- | --- | --- |
| **OPTION 1**  **I do not** have any conflicts of interest that prevent my full and unprejudiced participation in this procurement exercise.  I also declare that I will inform the LEP immediately, should my circumstances change in any way that effects this declaration. | | | |
| Signed |  | Dated |  |
| **OPTION 2**  **I do** have a conflict of interest that may prevent my full and unprejudiced participation in this procurement exercise. The nature of this conflict of interest is detailed below: | | | |
| Click or tap here to enter text. | | | |
| I also declare that I will inform the LEP as soon as practicable, should my circumstances change in any way that effects this declaration | | | |
| Signed |  | Dated |  |

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-3)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-4)
5. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-5)
6. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-6)
7. [Procurement Policy Note 16/15– Procuring steel in major projects](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/473545/PPN_16-15_Procuring_steel_in_major_projects.pdf) [↑](#footnote-ref-7)
8. [Procurement Policy Note 04/15 Taking Account of Suppliers’ Past Performance](https://www.gov.uk/government/publications/procurement-policy-note-0415-taking-account-of-suppliers-past-performance) [↑](#footnote-ref-8)