

Instructions to Interested Organisations
and
Pre-Qualification Questionnaire (PQQ)
Core Questions

WBC Home to School and Adult Social Care
Transport Contracts

This Pre-Qualification Questionnaire ("PQQ") has been issued by the Council in connection with a competitive procurement conducted in accordance with the **Competitive Dialogue Procedure** under the Public Contract Regulations 2006 ("the Regulations").

OUTLINE REQUIREMENT

Suppliers must hold an Operators License issued by an appropriate Local or other Authority and operate a minimum of 3 licensed vehicles.

Notes for completion:

Please answer every question. Many procurements generate a great deal of interest from potential suppliers, so please ensure that you complete the questionnaire as requested and in the format set out in the PQQ document itself—failure to do so may result in disqualification. If you fail to give an answer to any relevant section, this will result in either zero points, or disqualification.

If you intend to return the Pre-Qualification Questionnaire (PQQ) for the provision of WBC Home to School and Adults Social Care Transport Contracts please read the following instructions carefully and prepare your PQQ accordingly.

Wokingham Borough Council will not be responsible for any costs or expenses you incur in preparing the PQQ nor for any costs or expenses that may be incurred during subsequent stages of the procurement should you be invited to tender.

We will make a search of your organisation with a credit reference agency. We would subsequently keep a record of that search and may share this information with other businesses. We may also make enquiries about the principal directors with a credit reference agency.

Prior to the date for return of PQQs, we may ask you to clarify, or add to the documents. A copy of each such alteration will be issued by the Council to every respondent and shall form part of the Instructions to Interested Organisations document. You may be asked to answer our queries on your PQQ or to submit further evidence to support the information contained in the PQQ.

You should treat all information contained in the Instructions to Interested Organisations (this document) as confidential except where you find it necessary to use quotes for the purposes of preparing your PQQ.

Where a mandatory requirement is not met or if your overall score does not meet Wokingham Borough Councils threshold the proposal will not proceed to tender.

We are under no obligation to invite any interested organisation to participate in a tender for these services.

Canvassing

Any Interested Organisation who directly or indirectly canvasses any member or official of the Council concerning the evaluation of the PQQs, or who directly or indirectly obtains, or attempts to obtain, information from a member or official concerning any other PQQ will be disqualified. If

at any stage during the process we discover canvassing has taken place, we will be entitled to disqualify that organisation from the process.

“Council” means the purchasing organisation that is seeking to award a contract.

“You”/ “Your” or “Potential Provider” means the business or company which is completing this PQQ.

Please return this form (***Candidates must submit one electronic copy of all submission documents, signed where required***) to:

Rebecca Coleman

Senior Contracts Officer

Corporate Transport Unit

Wokingham Borough Council

Tel: 0118 974 6744

Email: ctugroup@wokingham.gov.uk

Following the evaluation of all submissions we will contact you to let you know whether you have been successful. If so, you will then be invited to tender for the contract.

Verification of Information Provided:

The higher the risk of the procurement, the higher the level of verification is likely to be required. Not all questions require supporting documents up front at this stage (for example certificates, statements with this questionnaire.) **If and where requested these documents must be provided. However, the purchasing organisation may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues.

Sub Contracting Arrangements

Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor.

Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement, this will be reviewed by the Council.

It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, Potential Providers should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the Potential Provider to proceed with the procurement process or to provide the goods and/or services.

Consortia Arrangements

If the Potential Provider bidding for a requirement is a consortium, the following information must be provided:

- full details of the consortium; and
- the information sought in this PQQ in respect of each of the consortium's constituent members as part of a single composite response.

Potential Providers must provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the Council reserves the right to require a successful consortium to form a single legal entity in accordance with regulation 28 of the Public Contracts Regulations 2006.

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

We will evaluate the PQQs using the following evaluation criteria:

SECTION WEIGHTING		
Form Letter	Description	Percentage
A	Organisation and Contact Details	Not Scored
B	Grounds for Mandatory Rejection	Mandatory
C	Professional and Business Standing	Mandatory
D	Finance	Mandatory
E	Insurance	Mandatory
F	References	Mandatory
G	Technical Ability	30
H	Business Activities	30
I	Business Continuity	10
J	Quality Assurance	10
K	Health and Safety	10
L	Environmental Management	5
M	Equal Opportunities	5
N	Performance Bond	Mandatory
O	Undertaking	Mandatory
Total Must = 100		100

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FORM A – ORGANISATION AND CONTACT DETAILS – NOT SCORED

Full name of the organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted)

ORGANISATION DETAILS

Registered office address	Company or charity registration number	
	Date of registration	
	VAT registration number	
	Name of immediate parent company	
	Name of ultimate parent company	
Type of organisation	i) a public limited company	
	ii) a limited company	
	iii) a limited liability partnership	
	iv) other partnership	
	v) sole trader	
	vi) other—please specify:	

ORGANISATION CONTACT DETAILS

Contact details for enquiries about this PQQ:-

Name	
Job Title	
Address	
Post Code	
Country	
Phone	
Mobile	
Email	
Website Address	
Registered Address (if different from above)	

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Sub-Contracting and/or Consortia arrangements	a) Your organisation is bidding to provide the services required itself	
	b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	
	c) The Potential Provider is a consortium	

If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement. Refer to Instruction clauses for further details.

QUESTIONS d) and e) FOR COMPLETION BY NON-UK BUSINESSES ONLY		
d)	<p>Registration with professional body</p> <p>Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC) under the conditions laid down by that member state).</p>	
e)	<p>Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this.</p>	

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FORM B – GROUNDS FOR MANDATORY REJECTION – MANDATORY

Important Notice:

In some circumstances the Council is required by law to exclude you from participating further in the procurement. If you cannot answer No to every question in this section your application will not be accepted. You may contact us for advice before completing this section.

Please state Yes or No to each question.

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences as defined within Section 23 of the Public Contract Regulations 2006 (SI 5/2006): Answer yes only if they have been convicted.	Answer
a) Conspiracy	Yes / No
b) Corruption	Yes / No
c) Bribery	Yes / No
d) Fraud (including not paying taxes or social security contributions)	Yes / No
(i) the offence of cheating the Revenue;	Yes / No
(ii) the offence of conspiracy to defraud;	Yes / No
(iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	Yes / No
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	Yes / No
(v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;	Yes / No
(vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	Yes / No
(vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;	Yes / No
e) money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	Yes / No
f) any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State	Yes / No
<u>SCORE METHOD:</u> No = Pass Yes = Disqualification	

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FORM C – PROFESSIONAL AND BUSINESS STANDING – MANDATORY

The Council is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further.

If you cannot answer No to every question in this section it is possible that your application will not be accepted. In the event that you have answered Yes please provide (in the relevant box below) full details of the incident and any remedial action taken subsequently. The information provided will be taken into account by the Council in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state Yes or No to each question.

Is any of the following true of your organisation?	
a) <u>being an individual</u> , is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	Yes / No
b) <u>being a partnership constituted under Scots law</u> , has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or	Yes / No
c) <u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u> has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	Yes / No
If answering Yes to any of the above, please provide further details (200 words max per question)	
<p>SCORE METHOD:</p> <p>No = Pass (10 points)</p> <p>Yes but details provided and satisfactory evidence of action taken = Qualified Pass (6 points)</p> <p>Yes = Disqualification</p>	

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Has your organisation or any directors or partner or any other person who has powers of representation, decision or control:	
d) been convicted of a criminal offence relating to the conduct of your business or profession;	Yes / No
e) committed an act of grave misconduct in the course of your business or profession;	Yes / No
f) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	Yes / No
g) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or	Yes / No
h) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	Yes / No
i) have had an inspection/investigation conducted by any of Her Majesties Inspectorates and failed within the last three years	Yes / No
If answering Yes to any of the above, please provide further details (100 words max per question)	
<p>SCORE METHOD: No = Pass (10 points)</p> <p>Yes but evidence that incidents resolved and measures in place = Qualified Pass (6 points)</p> <p>Yes = Disqualification</p>	

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FORM D – FINANCE – MANDATORY

FINANCIAL INFORMATION

If your organisation is not required to produce Audited Accounts or an Annual Report then the Council's Finance Section will need to have visibility of your management accounts.

The Council will seek more information from independent credit reference agencies as part of the financial evaluation and reserves the right to undertake credit checks at each stage of the procurement process.

NB: We will not accept applications from more than one company forming part of the same Group

a)	Please provide one of the following set out below:- OR Please indicate which of the following you would be willing to provide:- (please indicate which one by ticking the relevant box)		
	A copy of your audited accounts for the most recent two years	Attached: <input type="checkbox"/>	
	A statement of your turnover, profit & loss account and cash flow for the most recent year of trading, to include current Days Sales Outstanding (DSO).	Provided <input type="checkbox"/>	Will provide <input type="checkbox"/>
	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position	Provided <input type="checkbox"/>	Will provide <input type="checkbox"/>
	Alternative means of demonstrating financial status if trading for less than a year	Provided <input type="checkbox"/>	Will provide <input type="checkbox"/>
b)	<p>If your latest audited accounts are more than 18 months old, please send the latest unaudited or management accounts.</p> <p>If your organisation is not required to produce Audited Accounts or an Annual Report then the Council's Finance Section will need to have visibility of your management accounts, please state the reasons for this.</p>		
c)	What was your turnover in the last two years?	GBP(£) for year ending / /	GBP(£) for year ending / /

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SCORE METHOD:

- Low Risk = Pass (10 points)
- Medium Risk = Qualified Pass (5 points)
- High Risk = Disqualification

HOW RISK IS ASSESSED:

Overall financial risk to the Council will be determined initially by carrying out the following:

- Past and Present Credit Rating of greater than 51
- Turnover check (the amount that you are bidding for should represent a reasonable value in relation to your annual turnover. contract value must not represent over 50% of total turnover per annum)

Where any of the above indicates a higher than average risk to the Council, the following areas, taken from the Company's most recent financial statement, will be considered when making an overall assessment of the organisation's financial stability:

- Profitability over 3 years
- Working Capital levels
- Liquidity – levels of cash and other liquid assets held on Balance Sheet
- Group structure (credit check to be sought from a suitable independent company if applicable)

The Council reserves the right to deem an organisation to be high risk if any of the above areas causes major concern in terms of financial capacity to deliver the goods or services described in the Outline Requirement.

Rating	Description
71-100	Very Low Risk of Default
51-70	Low Risk of Default
30-50	Moderate Risk of Default
1-29	High Risk of Default
Not Rated	Please see Event History

FORM E – INSURANCE – MANDATORY

Please provide evidence that you currently have all required insurance levels in place by way of a copy of your insurance certificate, brokers letter, quotation etc.

If you do not currently have the level of required insurance, you must provide written confirmation (below) that you would be prepared to obtain these.

Please Note: Failure to provide one of the above, will result in the PQQ being disqualified

		SCORE METHOD:
Employers Liability = GBP(£) 5 million	Yes / No Attached: Yes / No	Yes = Pass No = Disqualification

Public Liability = GBP(£) 5 million	Yes / No Attached: Yes / No	Yes = Pass No = Disqualification
Motor Insurance = To cover 3 rd party risks Copy of certificate, schedule and policy to be provided	Yes / No Attached: Yes / No	Yes = Pass No = Disqualification
Please state your written confirmation below:-		

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FORM F – REFERENCES – MANDATORY

EXPERIENCE AND REFERENCES - CONTRACT EXAMPLES

Please provide details of three contracts from either the public or private sector (or both), that are relevant to the Council's entire Outline Requirement.

Contracts for the supply of goods or services should have been performed during the past **three** years and should be of **similar value and nature** to the Outline Requirement. Works contracts may be from the past five years.

We will take up references as part of this initial PQQ evaluation, therefore please provide the relevant details for 3 companies whom we may approach to obtain a reference.

The Council reserves the right to take up additional references at each stage of the procurement process.

If a referee does not provide a response to the Council after a number of attempts/requests **within 10 working days**, then for scoring purposes this will be deemed an unsatisfactory reference. It is therefore your responsibility to ensure that you provide appropriate referees, and ensure the accuracy of the contact details provided.

	Contract 1	Contract 2	Contract 3
Name of Organisation:			
Referee contact name			
Referee phone number			
Referee email address			
Contract start date			
Contract completion date			
Annual Contract Value			
Brief description of contract (max 150 words) including evidence as to your technical capability in this market.			
Did TUPE apply to this contract (Yes/No)			

If you cannot provide 3 references, please briefly explain why (100 words max):

<u>SCORE METHOD for provision of references:-</u>	<u>SCORE METHOD for referee responses:-</u>
3 references = Pass (10 points)	3 satisfactory responses = Pass (10 points)
2 references and satisfactory explanation provided = Qualified Pass (7 points)	2 satisfactory responses = Qualified Pass (6 points)
Fewer than 2 references = Disqualification	Fewer than 2 satisfactory responses or no response = Disqualification

In the last 3 years, have you had any contracts:			
a)	That have incurred contract penalties, default notices or payment of liquidated damages	Yes / No	<u>SCORE METHOD:</u> No = Pass (10 points) Yes but information provided and assessed as low risk = Qualified pass (6 points) Yes and assessed as high risk = Disqualification
b)	Where you have withdrawn from the contract either before or after the award of contract?	Yes / No	<u>SCORE METHOD:</u> No = Pass (10 points) Yes but information provided and assessed as low risk = Qualified pass (6 points) Yes and assessed as high risk = Disqualification
If answered yes to a) or b) above, please give further details (200 words max per question):			
c)	Terminated by the client earlier than the originally intended due to poor performance?	Yes / No	<u>SCORE METHOD:</u> No = Pass Yes = Disqualification

FORM G – TECHNICAL ABILITY – SCORED

(a)	Provide details below of your organisation's ability to deliver the services described in the outline requirement (max 300 words):	<p><u>SCORE METHOD:</u></p> <p>Comprehensive response includes articulate examples detailing the ability to fully deliver required services = Pass (10 points)</p> <p>Satisfactory response includes reasonable examples detailing the ability to deliver required services = Pass (6 points)</p> <p>Unsatisfactory response includes poor/no assurances of the ability to meet the service requirements = Fail (zero points)</p>	
(b)	<p>LICENSING</p> <p>Provide details and a copy of your license to operate as a transport provider.</p>	Attached: Yes / No	Yes = Pass No = Disqualification
<p>Licenses issued by which Local Authority?</p> <p>Operators Licence No:</p> <p>Expiry Date:</p> <p>Maximum permitted number of vehicles operated:</p>			
Provide details of vehicles are that are currently in your fleet. Attach a separate sheet with full details if necessary.			
Vehicle Type (Minibus, MPV, saloon etc)	Seating Capacity (ex driver)	Specification (Wheelchair access, tail lift etc.)	

(c)	Has your organisation, or sub-contractors, been involved in any hearings with the Traffic Commissioner or Licensing Authority within the past 12 months?	Yes /No	
	Did this result in fine(s) or suspension(s) of licence(s).	Yes /No	
	If yes, provide full details.		
	<u>SCORE METHOD:</u> No = Pass (10 points) Up to 1 but satisfactory explanation and evidence of measures implemented low risk = Qualified Pass (6 points) More than 1 and unsatisfactory explanation provided = Fail (zero points)		
(d)	MAINTENANCE Describe the maintenance arrangements for your vehicles/fleet, and what arrangements you have for servicing specialised equipment, e.g. tail lift inspections (if applicable)?		
	Attach copies of any forms or reports used as part of your daily/routine vehicle inspections/checks.	Attached: Yes / No	
	<u>SCORE METHOD:</u> Comprehensive response includes maintenance arrangements in place with reputable provider with good examples of daily check recording and monitoring systems in place = Pass (10 points) Satisfactory response includes maintenance arrangements in place with reputable provider but limited evidence of daily check recoding and monitoring systems in place. = Pass (6 points)		

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	Unsatisfactory response includes poor/no maintenance arrangements in place and/or poor daily checking and monitoring systems in place = Fail (zero points)
e)	<p>STAFF TRAINING</p> <p>Describe the training you provide to your Drivers and Escorts/Passenger Assistants to meet the needs of passengers with additional mobility, sensory impairment, physical and/or learning disability and mental health needs.</p>
<p>SCORE METHOD:</p> <p>Comprehensive response includes MIDAS/PATS training provided with articulate examples detailing a comprehensive training programme in place = Pass (10 points)</p> <p>Satisfactory response includes MIDAS/PATS training provided with reasonable examples detailing a training programme is in place = Pass (6 points)</p> <p>Unsatisfactory response includes no MIDAS/PATS training and/or poor/no evidence of a training programme being in place = Fail (zero points)</p>	

FORM H – BUSINESS ACTIVITIES – SCORED		
a)	What are the main business activities of your organisation (Max 300 words):	<p>SCORE METHOD:</p> <p>Sufficient business activity inline with the outline requirement and good examples to ensure ability for immediate start on contract = Pass (10 points)</p> <p>Adequate business activity with satisfactory examples to establish potential for service provision to start on contract start date = Qualified Pass (6 points)</p> <p>Inadequate business activity = Fail (zero points)</p>

b)	How many staff does your organisation (including consortia members or named sub-contractors where appropriate) employ relevant to the carrying out of services and/or delivery of goods similar to those required under this contract?	<p><u>SCORE METHOD:</u></p> <p>Adequate staffing resources to ensure immediate service provision on contract = Pass (10 points)</p> <p>Inadequate staffing resources to establish limited service provision on contract = Qualified Pass (6 points)</p> <p>Wholly inadequate staffing resources to provide service provision on contract date = Fail (zero points)</p>
c)	How many of your total staff, stated above are controllers, drivers or escorts involved in home to school or community transport?	<p>Controllers:</p> <p>Drivers:</p> <p>Escorts:</p>
	Do you have a staff Code of Conduct and do all staff receive a copy?	<p>Attached:</p> <p>Yes / No</p>
	Describe how you make employees aware of acceptable behaviour towards their passengers?	
<p><u>SCORE METHOD:</u></p> <p>Comprehensive response includes Code of Conduct in place and articulate examples detailing how behaviour towards passengers is communicated to staff = Pass (10 points)</p> <p>Satisfactory response includes Code of Conduct in place and reasonable examples detailing how behaviour towards passengers is communicated to staff = Pass (6 points)</p> <p>Unsatisfactory response includes no Code of Conduct in place and/or poor examples detailing how behaviour towards passengers is communicated to staff = Fail (zero points)</p>		

Describe your procedures for ensuring that your personnel are enhanced CRB checked and hold the appropriate driving licences and identification badges required for this contract? (max 300 words)

SCORE METHOD:

Comprehensive response includes articulate description of robust monitoring/check systems in place = Pass (10 points)

Satisfactory response includes reasonable examples of adequate monitoring/check system in place = Pass (6 points)

Unsatisfactory response includes poor/no assurances of adequate monitoring/check system being in place = Fail (zero points)

FORM I – BUSINESS CONTINUITY – SCORED

a)	<p>Does your organisation have a Business Continuity / Disaster Recovery / Risk Management plan that ensures that services described within the Outline requirement are delivered in the event of a disruption affecting your business, ensuring continuity of supply from your critical suppliers</p> <p>If yes, please include a copy within your return</p>	<p>Yes / No</p> <p>Attached: Yes / No</p>
b)	<p>If no, briefly describe what key actions your organisation will take to ensure continued provision to customers should there be a major event; for example, should there be adverse weather, or a pandemic flu which results in loss of staff or a fire or utility failure resulting in loss of your building (300 words max):</p>	

SCORE METHOD:

Yes and satisfactory copy provided = Pass (10 points)

No, but information provided and assessed as satisfactory = Qualified Pass (6 points)

No and unsatisfactory information provided = Fail (zero points)

NB: If Form I – Business Continuity has not scored a qualified pass on both sections Form H will fail.

c)	<p>Describe what you do if a regular driver/escort is unable to work on a particular day e.g. due to holiday or sickness, and how you manage the impact this might have on vulnerable passengers (300 words max)?</p>	
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SCORE METHOD:

Comprehensive response includes articulate examples fully describing contingency arrangements and effective communication with passengers/carers = Pass (10 points)

Satisfactory response includes reasonable examples providing evidence of contingency arrangements in place including communication with passengers/carers = Pass (6 points)

Unsatisfactory response includes poor/no assurances of forward planning and/or communication the passengers = Fail (zero points)

NB: If Form I – Business Continuity has not scored a qualified pass on both sections Form H will fail.

c)	Have there been any occasions when your business operation has been disrupted within the last 3 years?	Yes / No
<p>If yes what were the circumstances, what was the effect on your customers and how did you overcome it? (Max 200 words):</p>		
<p>SCORE METHOD: No = Pass (10 points) Yes but explanation provided and assessed as satisfactory = Qualified Pass (6 points) Yes and unsatisfactory or no explanation = Fail (zero points) NB: If Form I – Business Continuity has not scored a qualified pass on both sections Form H will fail.</p>		

FORM J – QUALITY ASSURANCE – SCORED

a)	Does the relevant section of your organisation hold a recognised quality management certificate, for example ISO 9001 or equivalent? If yes, please enclose a copy of the certificate	Yes / No Attached: Yes / No
b)	If no, please describe any actions you take to ensure quality is consistently monitored and maintained throughout your organisation (300 words max):	

SCORE METHOD:

Yes = Pass (10 points)

No but satisfactory explanation/measures in place = Qualified Pass (6 points)

No and unsatisfactory or no explanation = Fail (zero points)

FORM K – HEALTH AND SAFETY – SCORED

a)	Does the relevant section of your organisation hold a recognised health and safety management systems certificate, for example OHSAS 18001 or equivalent? If yes, please enclose a copy of the certificate.	Yes / No Attached: Yes / No
If No, please provide additional information below (max 200 words):		

SCORE METHOD:

Yes = Pass (10 points)

No but satisfactory explanation/ measures in place = Qualified Pass (6 points)

No and unsatisfactory or no explanation = Fail (zero points)

b)	<p>Do you have a company Health and Safety policy?</p> <p>If yes, please enclose a copy within your response.</p>	<p>Yes / No</p> <p>Attached: Yes / No</p>
c)	<p>If no, please describe what arrangements you have made to manage Health and Safety within your organisation and any actions you take to ensure health and safety is consistently monitored and maintained throughout your organisation (300 words max):</p>	
<p><u>SCORE METHOD:</u> Yes = Pass (10 points) No but satisfactory explanation = Qualified Pass (6 points) No and unsatisfactory or no explanation = Fail (zero points)</p>		
d)	<p>Have you been the subject of any Improvement or Prohibition Notice or prosecution or been a defendant in any case brought under Health and Safety legislation within the last three years?</p>	<p>Yes / No</p>
e)	<p>If yes, please provide details (Max 200 words):</p>	
<p><u>SCORE METHOD:</u> No = Pass (10 points) Up to 1 but satisfactory explanation and evidence of measures implemented low risk = Qualified Pass (6 points) More than 1 and unsatisfactory explanation provided = Fail (zero points)</p>		

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FORM L – ENVIRONMENTAL MANAGEMENT – SCORED

a)	<p>Does the relevant section of your organisation hold a recognised environmental management systems certificate, for example ISO 14001 or equivalent?</p> <p>http://www.wokingham.gov.uk/council/plans/key-strategies/environmental-policy/?locale=en</p> <p>If yes, please enclose a copy of the certificate.</p>	<p>Yes / No</p> <p>Attached: Yes / No</p>
b)	<p>If no, please describe the actions your organisation consistently undertakes to demonstrate a responsible attitude towards environmental management (max 300 words):</p>	

SCORE METHOD:

Yes = Pass (10 points)

No but satisfactory explanation/ measures in place = Qualified Pass (6 points)

No and unsatisfactory or no explanation = Fail (zero points)

FORM M – EQUAL OPPORTUNITIES – SCORED

a)	<p>Does your organisation have an Equal Opportunities policy?</p> <p>If yes, please enclose a copy of the policy.</p>	<p>Yes / No</p> <p>Attached: Yes / No</p>
	<p>If No, describe what arrangements you have made to manage Equal Opportunities within your organisation (max 300 words):</p>	

SCORE METHOD:

Yes = Pass (10 points)

No but satisfactory explanation/ measures in place = Qualified Pass (6 points)

No and unsatisfactory or no explanation = Fail (zero points)

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b)	Briefly describe how your organisation ensures that it remains compliant and up to date with the Equality Act 2010 (300 words max):
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SCORE METHOD:
 Comprehensive response, robust mechanisms to update legislations = Pass (10 points)
 Adequate response, inconsistent mechanisms to update legislations = Qualified Pass (4 points)
 Poor response, no awareness to update legislations and no communication = Fail (zero points)

c)	Do you provide staff with training on Equal Opportunities, please describe how and when this is performed throughout an individual's employment (300 words max):	Yes / No
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SCORE METHOD:
 Comprehensive response, robust methods of training and communication = Pass (10 points)
 Initial training in place but no evidence of ongoing communication = Qualified Pass (5 points)
 Poor response, little awareness or evidence of any training or communication = Fail (zero points)

d)	Does your company have a procedure for employees to raise issues of discrimination or harassment?	Yes / No
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e)	If yes, please provide details (200 words max):
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SCORE METHOD:
 Comprehensive policy, clearly communicated to employees = Pass (10 points)
 Policy in place but no evidence of communicating to employees = Qualified Pass (5 points)
 Poor response, little awareness or evidence of any communication to employees = Fail (zero points)

f)	Have any Employment Tribunal or other Legal cases (pending or otherwise) relating to equality issues been brought against your organisation within the last three years?	Yes / No
g)	If yes, please provide details (Max 200 words per case):	
<p>SCORE METHOD: No = Pass (10 points) Minor issues raised, details provided and assessed as low risk = Qualified Pass (6 points) Significant issues, assessed as high risk = Fail (zero points)</p>		

FORM N – PERFORMANCE BOND – MANDATORY		
Performance Bonds		
<p>In the event of your organisation being awarded contracts, you may be required to produce a Performance Bond or other suitable security. For all contracts exceeding a total value of £300,000 it is required that the contractor shall provide security for due performance of the contract. This will normally be achieved with a Performance Bond or other suitable Financial Standing security, provided by the contractor through a Bank or leading Insurance Company to secure the performance and execution of the contract. Please answer the following questions:</p>		
a)	Would your organisation be prepared to produce a performance bond if required to do so for this contract?	Yes / No
b)	Would your organisation be prepared to produce other suitable security checks if a performance bond is unobtainable, if required to do so for this contract?	Yes / No
c)	Details of the bank/insurance company with whom the bond/security would be placed:	
<p>SCORE METHOD: Yes = Pass No = Disqualification</p>		

FORM O – UNDERTAKING – MANDATORY

UNDERTAKING

I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the Council's requirement and I am signing on behalf of my organisation. I understand that the Contracting Council may reject this PQQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information

I/We declare that to the best of our knowledge the answers given in this PQQ (and any supporting information we submit) are correct. I/We understand that the information will be used in the evaluation process to assess my organisation's suitability to be invited to tender for this contract.

I/We further understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant or public body and that any such action will empower the Council to cancel any contract currently in force and will result in rejection of our application to tender.

I/We warrant that there is no potential conflict of interest – unless stated below – between a director, partner, associate or senior manager of this organisation and a councillor or employee of the Council.

Declare any conflicts of interest here:

FORM COMPLETED BY

This (is/not) a joint submission comprising the following parties:

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

and the signature below represents all the members of the joint submission, consortium or similarly constitute body.

a)	Name:	
b)	Date:	
c)	Signature:	<p>This signature may be electronic but should be accompanied by a .pdf or jpg of this page including the signature.</p> <p>We may require a physical signature on a hard copy in due course.</p>

SCORE METHOD:

Undertaking complete with no significant conflicts of interest stated = Pass = (10 points)

Undertaking complete and stated conflicts of interest explained and deemed to be low risk – Qualified Pass (6 points)

Undertaking not completed OR stated conflicts of interest (high risk) = Disqualified