

## **UK-Shrewsbury: Vocational training services.**

UK-Shrewsbury: Vocational training services.

### Section I: Contracting Authority

#### I.1) Name and addresses

Shropshire Council

Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom

Tel. +44 1743252993, Fax. +44 1743253910, Email: [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk)

Contact: Procurement

Main Address: [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

NUTS Code: UKG22

#### I.2) Joint procurement

The contract involves joint procurement: No.

In the case of joint procurement involving different countries, state applicable national procurement law: Not provided

The contract is awarded by a central purchasing body: No.

#### I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.delta-esourcing.com/tenders/UK-UK-Shrewsbury:-Vocational-training-services./N8S9652M59>

Additional information can be obtained from: the abovementioned address

Tenders or requests to participate must be sent electronically via <http://www.delta-esourcing.com/tenders/UK-title/N8S9652M59> to the abovementioned address

Electronic communication requires the use of tools and devices that are not generally available.

Unrestricted and full direct access to these tools and devices is possible, free of charge, at:

<http://www.delta-esourcing.com/tenders/UK-title/N8S9652M59>

#### I.4) Type of the contracting authority

Regional or local authority

#### I.5) Main activity

General public services

### Section II: Object

#### II.1) Scope of the procurement

II.1.1) Title: RMCV 029 - Apprenticeship Training Provider Framework

Reference Number: RMCV 029

II.1.2) Main CPV Code:

80530000 - Vocational training services.

II.1.3) Type of contract: SERVICES

II.1.4) Short description: Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers. The framework will be for an initial period of 2 years commencing on 1st April 2019 with the option for a 2 year extension (maximum 4 years). A preferred provider will be awarded for each lot with a further 4 providers making 5 accepted for each lot onto the framework. Please see the tender documentation for full details of the operation of the framework.

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

II.1.5) Estimated total value:

Value excluding VAT: 8,000,000

Currency: GBP

II.1.6) Information about lots:

This contract is divided into lots: Yes

Tenders may be submitted for: maximum number of lots: 16

Maximum number of lots that may be awarded to one tenderer: 16

The contracting authority reserves the right to award contracts combining the following lots or groups of lots: Not provided

#### II.2) Description

II.2) Description Lot No. 1

II.2.1) Title: Agriculture, Environmental and Animal Care Apprenticeship Training

Lot No: 1

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Agriculture, Environmental and Animal Care

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 2

II.2.1) Title: Business and Administration Apprenticeship Training

Lot No: 2

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Business and Administration

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 3

II.2.1) Title: Care Services Apprenticeship Training

Lot No: 3

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Care Services

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 4

II.2.1) Title: Catering and Hospitality Apprenticeship Training

Lot No: 4

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Catering and Hospitality

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 5

II.2.1) Title: Construction Apprenticeship Training

Lot No: 5

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Construction

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 6

II.2.1) Title: Creative and Design Apprenticeship Training

Lot No: 6

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Creative and Design

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 7

II.2.1) Title: Digital Apprenticeship Training

Lot No: 7

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Digital

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes  
Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 8

II.2.1) Title: Education and Childcare Apprenticeship Training

Lot No: 8

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Education and Childcare

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 9

II.2.1) Title: Engineering and Manufacturing Apprenticeship Training

Lot No: 9

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:  
UKG22 Shropshire CC

II.2.4) Description of procurement: Engineering and Manufacturing

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds:  
No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 10

II.2.1) Title: Hair and Beauty Apprenticeship Training

Lot No: 10

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:  
UKG22 Shropshire CC

II.2.4) Description of procurement: Hair and Beauty

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds:

No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 11

II.2.1) Title: Health and Science Apprenticeship Training

Lot No: 11

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Health and Science

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds:

No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 12

II.2.1) Title: Legal, Financial and Accounting Apprenticeship Training

Lot No: 12

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Legal, Financial and Accounting

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents



II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: No

Description of renewals: Not provided

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 13

II.2.1) Title: Protective Services Apprenticeship Training

Lot No: 13

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Protective Services

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: No

Description of renewals: Not provided

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

## II.2) Description Lot No. 14

II.2.1) Title: Sales, Marketing and Procurement Apprenticeship Training

Lot No: 14

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Sales, Marketing and Procurement

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: No

Description of renewals: Not provided

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

## II.2) Description Lot No. 15

II.2.1) Title: Transport and Logistics Apprenticeship Training

Lot No: 15

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Transport and Logistics

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 30/04/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

II.2) Description Lot No. 16

II.2.1) Title: Degree level – Level 6 and 7 Apprenticeship Training

Lot No: 16

II.2.2) Additional CPV codes:

80530000 - Vocational training services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Degree level – Level 6 and 7

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 8,000,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2019 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 2 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds: No

Identification of the project: Not provided

II.2.14) Additional information: The estimated total value of this framework over its 4 year duration is £8M, please note it is not possible to estimate values for individual lots so the £8m figure given is for the whole framework and all lots combined.

### Section III: Legal, Economic, Financial And Technical Information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

See tender documentation.

III.1.2) Economic and financial standing

List and brief description of selection criteria:

See tender documentation.

Minimum level(s) of standards possibly required (if applicable) :

See tender documentation.

III.1.3) Technical and professional ability

List and brief description of selection criteria:

See tender documentation.

Minimum level(s) of standards possibly required (if applicable) :

See tender documentation.

III.1.5) Information about reserved contracts (if applicable)

The contract is reserved to sheltered workshops and economic operators aiming at the social and professional integration of disabled or disadvantaged persons: No

The execution of the contract is restricted to the framework of sheltered employment programmes:  
No

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision:

See tender documentation.

III.2.2) Contract performance conditions

See tender documentation.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: Yes

Section IV: Procedure

IV.1) Description OPEN

IV.1.1) Type of procedure: Open

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement - NO

In the case of framework agreements justification for any duration exceeding 4 years: Not Provided

IV.1.6) Information about electronic auction:

An electronic auction will be used: No

Additional information about electronic auction: Not provided

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure:

Notice number in the OJ S: Not provided

IV.2.2) Time limit for receipt of tenders or requests to participate

Date: 08/02/2019

IV.2.4) Languages in which tenders or requests to participate may be submitted: English,

IV.2.6) Minimum time frame during which the tenderer must maintain the tender:

Duration in month(s): 3

IV.2.7) Conditions for opening of tenders:

Date: 08/02/2019

Time: 12:00

Place:

Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Section VI: Complementary Information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 4 years

VI.2) Information about electronic workflows

Electronic ordering will be used No

Electronic invoicing will be accepted No

Electronic payment will be used No

VI.3) Additional Information: The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Shrewsbury:-Vocational-training-services./N8S9652M59>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/N8S9652M59>

VI.4) Procedures for review

VI.4.1) Review body:

Shropshire Council

, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom

Tel. +44 1743252993, Email: [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk)

Internet address: [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

VI.4.2) Body responsible for mediation procedures:

Not provided

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures:

Not Provided

VI.4.4) Service from which information about the lodging of appeals may be obtained:

Shropshire Council

Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom

Tel. +44 1743252993, Email: [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk)

VI.5) Date Of Dispatch Of This Notice: 07/01/2019

**Commissioning Development and  
Procurement  
Finance Governance and Assurance**  
Shirehall, Abbey Foregate  
Shrewsbury, SY2 6ND



Tel: (01743) [REDACTED]

Please ask for: [REDACTED]

Email: [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk)

7<sup>th</sup> January 2019

Dear Bidder

## **RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK**

### **SHROPSHIRE COUNCIL**

You have been invited to tender for the above requirement. With this letter please find copies of the following documents:

- Instructions to Tendering
- Tender Response Document
- Framework Agreement
- Draft Call Off Contract Document
- Draft Mini Competition Invitation to Quote (ITG) - for information only

Tenders should consist of the documents of a completed Tender response document. Your Tender Response Document must be completed, signed and returned through our Delta Tenderbox along with a signed copy of the Instructions for tendering.

Please pay particular attention to the points below concerning the returning of tenders.

#### Returning of Tenders

- The deadline for returning tenders is **noon on 8<sup>th</sup> February 2019** any tenders received after this time will not be accepted
- Tenders are to be submitted through Delta, our electronic tender portal
  - **Please ensure that you allow yourself at least two hours when responding prior to the closing date and time**, especially if you have been asked to upload documents. If you are uploading multiple documents you will have to individually load one document at a time or you can opt to zip all documents in an application like WinZip. Failure to submit by the time and date or by the method requested will not be accepted.
  - **Once you upload documentation ensure you follow through to stage three and click the 'response submit' button. Failure to do so, will mean the documents won't be viewable by the Council.**

Tenders **cannot** be accepted if:

- Tenders are received by post, facsimile or email
- Tenders are received after **12 noon on the given deadline**

### European Requirements

In accordance with the EU Procurement Directive, Shropshire Council will accept equivalent EC member or international standards in relation to safety, suitability and fitness for purpose. Where a particular brand of article or service has been referred to in the tender document, alternatives or equivalents which achieve the same result will be equally acceptable. In these cases Shropshire Council will take into account any evidence the tenderer wishes to propose in support of the claim that the product or service is equivalent to the named types.

All tender documents and any accompanying information must be submitted in English. A Contract Notice in respect of this requirement was dispatched on 7th January 2019 to appear in the Supplement to the Official Journal of the European Union.

### Freedom of Information

Under the provisions of the Freedom of Information Act 2000 from 1 January 2005, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. Information about your organisation, which Shropshire Council may receive from you may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.

Therefore if you provide any information to Shropshire Council in the expectation that it will be held in confidence, you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as “commercial in confidence” will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.

### Other Details


Please note that if supplementary questions are raised by any tenderer prior to the closing of tenders and Shropshire Council decides that the answers help to explain or clarify the information given in the Tender Documents, then both the questions and the answers will be circulated to all enterprises invited to submit a tender. Please raise all clarification questions before the deadline of **30<sup>th</sup> January 2019**

Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council's involvement

Please also note that Shropshire Council is committed to achieving Social Value outcomes through maximising the social, economic and/or environmental impact of all its procurement activity. Specific requirements for this contract are set out within the Tender Response Document and in addition for further information the council's Social Value Framework guidance can be found at [www.shropshire.gov.uk/doing-business-with-shropshire-council](http://www.shropshire.gov.uk/doing-business-with-shropshire-council).

If you have any queries relating to this invitation to tender, please contact us through the Delta e-tendering portal.

Yours faithfully



Commissioning Development and Procurement Manager  
Commissioning Development and Procurement  
Finance Governance and Assurance  
Shropshire Council





# **INSTRUCTIONS FOR TENDERING**

**RMCV 029 - A FRAMEWORK  
FOR THE PROVISION OF  
APPRENTICESHIP TRAINING**

## **Shropshire Council Instructions for tendering**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of its Apprenticeship Levy funds available across all of its service areas, whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers. It is anticipated that Shropshire Council will have over 100 apprenticeship training requirements (learners) each year.

It is a mandatory requirement for applicants that they are successful in being included onto the Register of Apprenticeship Training Providers (RoATP).

The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following lot categories:-

1. Agriculture, environmental and animal care
2. Business and administration
3. Care services
4. Catering and hospitality
5. Construction
6. Creative and design
7. Digital
8. Education and childcare
9. Engineering and manufacturing
10. Hair and beauty
11. Health and science
12. Legal, financial and accounting
13. Protective services
14. Sales, marketing and procurement
15. Transport and logistics
16. Degree level – Level 6 and 7

These Lots are aligned with those categories used by the ESFA/IFA with exception of Lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Lots 1-15 but will sit in this separate Lot.

Providers should be able to provide at least several of the apprenticeships in relation to the Lot or Lots which they are applying for and be able to demonstrate quality within these category areas.

We will allow a maximum of 5 providers in each Lot. The top five scoring providers for each Lot will be successful and be accepted onto the framework for that Lot. If there are equal 5<sup>th</sup> place tenders for any lot then 6 or more will be accepted onto the framework for that lot. If less than five providers tender for a Lot, those providers who have bid and met all pass/fail requirements and the minimum score will be appointed to the framework for that Lot.

The provider who scores highest in each Lot will become the 'preferred supplier' for that Lot. They will be approached when an apprenticeship need becomes apparent which falls within the parameters of that specified Lot. The preferred supplier will be provided with details of the Customer's requirements set out in the Order Form and will be asked to respond to confirm if they are able to deliver the Customer's specific apprenticeship requirement(s) and how this will be achieved. There is an expectation that the supplier will provide this information to the Customer within two working days. If they are able to deliver, and their response meets the Customer requirements then they will be awarded the Contract for that requirement specified in the Order Form. If, however they are unable to fulfil the Customer requirements, then the remaining Framework Providers for that Lot will be invited to bid to undertake a further competition for the apprenticeship training work set out in the Order Form by way of a mini-competition.

This further competition bid should be in line with the responses on the tender schedule, particularly regarding value for money. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The winning bid will be the one that best meets these requirements and the following criteria and weightings will be used:-

- Price – 20%
- Value for money – 25%
- Delivery of Requirements – 30%
- Quality – 25%

There is a 50% threshold for value for money and quality. Bids which do not reach the minimum score for either item will not be accepted

Where, following the further competition bids, no provider in that Lot is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the Customer's requirements, the Customer will invite all of the providers across all the remaining Lots in the framework to bid by way of a mini competition. Such bids will be evaluated against the same criteria and weightings as set out above for the further competition against the specific Lot providers.

Every Order awarded under the Framework will be governed by the Call-Off Terms and Conditions set out in the Framework Agreement as attached.

If the requirement cannot be met by the providers appointed to the Framework then the Customer is entitled not to award from the Framework but to approach providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the remaining providers in the relevant lot
3	Further competition bids will be invited from all remaining providers on the framework
4	Bids will be invited from providers from the RoATP who are registered as being able to deliver the specific requirement

An example of the document for use by the Customer for this further bid competition is enclosed with this Invitation to tender. We reserve the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council reserves the right to remove the 'preferred supplier' status from a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council reserves the right to remove any provider from the framework if the requirements of the Framework Agreement are breached, including where the provider is removed from the Register of Apprenticeship Training Providers (RoATP) or where the provider consistently fails to achieve value for money and quality delivery; this would be monitored and discussed at regular provider relationship management meetings

We are looking to contract with providers on the framework for an initial period of two years commencing on 1st April 2019, with the option to extend for up to two years.

## Index

<b><u>Section</u></b>	<b><u>Description</u></b>	<b><u>Page</u></b>
1.0	Invitation to Tender	5
2.0	Terms and Conditions	6
3.0	Preparation of Tenders	6
3.1	Completing the Tender Response Document	6
3.2	Tender Preparation and Cost	6
3.3	Parent Company Guarantee	7
3.4	Warranty	8
4.0	Tender Submission	8
5.0	Tender Evaluation	8
6.0	Clarifications	9
7.0	Continuation of the Procurement Process	9
8.0	Confidentiality	10
9.0	Freedom of Information	11
10.0	Disqualification	11
11.0	E-Procurement	12
12.0	Award of Contract	13
12.1	Award Criteria	13
12.2	Award Notice	13
12.3	Transparency of Expenditure	13
13.0	Value of Contract	13
14.0	Acceptance	13
15.0	Payment Terms	14
16.0	Liability of Council	14
17.0	Attendance at Committee	15
18.0	Declaration	15

## **1.0 Invitation to Tender**

- 1.1** You are invited to tender for a framework of service providers in specific Lots of apprenticeship training in line with ESFA/IFA funding rules utilising levy funding, who will be invited to quote/tender for individual requirements throughout the duration of the framework agreement as detailed in the Tender Response Document. The framework will be for an initial period of two years commencing on 1st April 2019 with the option to extend for up to two years. Within section C, tenderers are invited to indicate which Lot or Lots they are submitting a tender for. There is no maximum number of Lots that each tenderer can apply for.
- 1.2** Tenders are to be submitted in accordance with the Terms and Conditions provided and the instructions outlined within this document.
- 1.3** Tenders must be submitted in accordance with the following instructions. Tenders not complying in any particular way may be rejected by Shropshire Council (the Council) whose decision in the matter shall be final. Persons proposing to submit a Tender are advised to read the Invitation to Tender documentation carefully to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Tender is accepted.
- 1.4** The Invitation to Tender documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Invitation to tender document other than on an “in confidence” basis to those who have a legitimate need to know or who they need to consult for the purpose of preparing the tender as further detailed in these Instructions for Tendering.
- 1.5** Tenderers shall not at any time release information concerning the invitation to tender and/or the tender documents for publication in the press or on radio, television, screen or any other medium without the prior consent of the Council.
- 1.6** The fact that a Tenderer has been invited to submit a tender does not necessarily mean that it has satisfied the Council regarding the Tenderer’s financial stability, technical competence or ability in any way to carry out the required services. The right to return to any matter raised in the tender submitted as part of the formal tender evaluation is hereby reserved by the Council.
- 1.7** The Invitation to Tender is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a tenderer to submit a tender or enter into a Contract or any other contractual agreement.
- 1.8** Shropshire Council is purchasing on behalf of itself, its partners who utilise the framework as customers including any other public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council’s involvement

## **2.0 Terms and Conditions**

**2.1** Every Tender received by the Council shall be deemed to have been made subject to the call of Terms and Conditions provided and these Instructions for Tendering unless the Council shall previously have expressly agreed in writing to the contrary.

**2.2** The Tenderer is advised that in the event of their Tender being accepted by the Council, they will enter into a Framework Agreement in respect of the Lots for which they have been successfully appointed as a provider to form part of a framework of service providers with the top five scoring tenderers being ranked from 1 (top) to 5. The highest scoring tenderer will become the preferred supplier for that category and will be given the opportunity to deliver individual apprenticeship training in relation to the lots and sub categories for which they are accepted onto the framework when the need is identified in accordance with the contract throughout the duration of the framework agreement. Where the preferred supplier is unable to deliver the training the other providers (ranked 2-5) in the category will be required to provide quotes/tenders for individual apprenticeship training in relation to the lots and sub categories for which they are accepted onto the framework when the need is identified in accordance with the contract throughout the duration of the framework agreement.

## **3.0 Preparation of Tenders**

### **3.1 Completing the Tender Response Document**

**3.1.1** Tenders should be submitted using the 'Tender Response Document' following the instructions given at the front of the document. The Tenderer's attention is specifically drawn to the date and time for receipt of Tenders and that no submission received after the closing time will be considered.

**3.1.2** All documents requiring a signature must be signed;

- a) Where the Tenderer is an individual, by that individual;
- b) Where the Tenderer is a partnership, by two duly authorised partners;
- c) Where the Tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.

**3.1.3** The Invitation to Tender Documents are and shall remain the property and copyright of the Council

### **3.2 Tender Preparation and Costs**

**3.2.1** It shall be the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their Tender. No claim arising out of want of knowledge will be accepted. Any information supplied by the Council (whether in the Tender Documentation or otherwise) is supplied only for general guidance in the preparation of tenders.

**3.2.2** Any Tenderer considering making the decision to enter into a contractual relationship with the Council must make an independent assessment of the Tender opportunity after making such investigation and taking such professional advice as

it deems necessary.

- 3.2.3** Tenderers will be deemed for all purposes connected with their Tender submission where appropriate to have visited and inspected the Council, its assets, all the locations in respect of the delivery of the services/supplies/works and to have satisfied themselves sufficiently as to the nature, extent and character of the services supplies/works sought, and the human resources, materials, software, equipment, machinery, and other liabilities and other matters which will be required to perform the contract.
- 3.2.4** The Council will not be liable for any costs incurred by Tenderers in the preparation or presentation of their tenders.
- 3.2.5** Tenderers are required to complete all pricing schedules in the Invitation to tender documents. The terms “Nil” and “included” are not to be used but a zero or figures must be inserted against each item. Unit rates and prices must be quoted in pounds sterling and whole new pence.
- 3.2.6** It shall be the Tenderer’s responsibility to ensure that all calculations and prices in the Tender documentation are correct at the time of submission.
- 3.2.7** The Tenderer is deemed to have made him/herself acquainted with the Council’s requirements and tender accordingly. Should the Tenderer be in any doubt regarding the true meaning and intent of any element of the specification he is invited to have these fully resolved before submitting his Tender. No extras will be allowed for any loss or expense involved through any misunderstanding arising from his/her failure to comply with this requirement.
- 3.2.8** Any Tender error or discrepancy identified by the Council shall be drawn to the attention of the Tenderer who will be given the opportunity to correct, confirm or withdraw the Tender.
- 3.2.9** The Tender Documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Tender document other than on an In Confidence basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Tender.

### **3.3 Parent Company Guarantee**

It is a condition of contract that if the tendering company is a subsidiary then its Ultimate Group/Holding Company must guarantee the performance of this contract and provide a letter to that effect signed by a duly authorised signatory of the Ultimate Group/Holding Company if requested to do so by the Council. Where the direct parent company cannot provide an adequate guarantee in the opinion of the Council, the Council will look to another group or associate company, with adequate assets, to be the guarantor. In cases where the contract is with a Joint Venture Company (JVC) or a Special Purpose Vehicle (SPV) company, which may have two or more parent companies and which may not be adequately capitalised or have sufficient financial strength on its own to support the risk and obligations it has under the contract, ‘joint and several’ guarantees / indemnities from the parent companies of the JVC or SPV may be sought.



### **3.4 Warranty**

The Tenderer warrants that all the information given in their Tender and if applicable their Request to Participate Questionnaire is true and accurate. The information provided will be deemed to form part of any contract formed under this contract.

The Tenderer warrants that none of their current Directors have been involved in liquidation or receivership or have any criminal convictions

### **4.0 Tender Submission**

**4.1** Tenders must be submitted strictly in accordance with the letter of instruction accompanying this Invitation to Tender. Tenders must be submitted by the deadline of **noon, Friday 8<sup>th</sup> February 2019**.

**4.2** No unauthorised alteration or addition should be made to the Specification and Tender Response Document, or to any other component of the Tender document. If any such alteration is made, or if these instructions are not fully complied with, the Tender may be rejected.

**4.3** Qualified tenders may be submitted, but the Council reserves the right not to accept any such tender. The Council's decision on whether or not a Tender is acceptable will be final.

**4.4** Tenderers should note that their Tender must remain open and valid and capable of acceptance for a period of at least 90 days.

**4.5** Tenderers should note that Tenders and supporting documents must be written in English and that any subsequent contract, which may or may not be entered into, its formation, interpretation and performance, shall be subject to and in accordance with the laws of England and subject to the jurisdiction of the Courts of England and Wales.

**4.6** Where Tender submissions are incomplete the Council reserves the right not to accept them.

### **5.0 Tender Evaluation**

**5.1** The Tenderers may be called for interview to seek clarification of their tender or additional or supplemental information in relation to their tender. The presentations will not carry any weighting to the final score achieved by Tenderers, but will be used to clarify and moderate issues raised in the Tenderer's submissions. Any areas of discrepancy between submissions and information gained from the presentations will be reviewed and scores previously awarded will be amended if necessary.

**5.2** If the Council suspects that there has been an error in the pricing of a Tender, the Council reserves the right to seek such clarification, as it considers necessary from the Tenderer in question.

## **6.0 Clarifications**

- 6.1** Tenderers are responsible for clarifying any aspects of the tendering process and/or the Invitation to Tender documents in the manner described below.
- 6.2** If you are unsure of any section and require further clarification, please contact via our Delta Tenderbox.
- 6.3** Where appropriate, the Authorised Officer named above may direct the Tenderer to other officers to deal with the matter.
- 6.4** All queries should be raised as soon as possible (in writing), in any event not later than **30<sup>th</sup> January 2019**.
- 6.5** All information or responses that clarify or enhance the tendering process will be supplied to all Tenderers on a uniform basis (unless expressly stated otherwise). These responses shall have the full force of this Instruction and where appropriate the Conditions of Contract. If a Tenderer wishes the Council to treat a question as confidential this must be expressly stated. The Council will consider such requests and will seek to act fairly between the Tenderers, whilst meeting its public law and procurement duties in making its decision.
- 6.6** Except as directed in writing by the Authorised Officer, and confirmed in writing to a Tenderer, no agent or officer or elected Member (Councillor) of the Council has any express or implied authority to make any representation or give any explanation to Tenderers as to the meaning of any of the Tender Documents, or as to anything to be done or not to be done by a Tenderer or to give any warranties additional to those (if any) contained in the ITT or as to any other matter or thing so as to bind the Council in any way howsoever.

## **7.0 Continuation of the Procurement Process**

- 7.1** The Council shall not be committed to any course of action as a result of:
- i) issuing this Invitation to Tender;
  - ii) communicating with a Tenderer, a Tenderer's representative or agent in respect of this procurement exercise;
  - iii) any other communication between the Council (whether directly or through its agents or representatives) and any other party.
- 7.2** The Council reserves the right at its absolute discretion to amend, add to or withdraw all, or any part of this Invitation to Tender at any time during the tendering stage of this procurement exercise.
- 7.3** At any time before the deadline for receipt of tender returns the Council may modify the Invitation to Tender by amendment. Any such amendment shall be numbered and dated and issued by the Council to all participating tenderers. In order to give prospective Tenderers reasonable time in which to take the amendment into account in preparing its Tender return, the Council may in its sole discretion, extend the deadline for submission of the tender returns. The Council

reserves the right to amend, withdraw, terminate or suspend all or any part of this procurement process at any time at its sole discretion.

## **8.0 Confidentiality**

- 8.1** All information supplied by the Council in connection with or in these Tender Documents shall be regarded as confidential to the Council unless the information is already within the public domain or subject to the provisions of the Freedom of Information Act 2000.
- 8.2** The Contract documents and publications are and shall remain the property of the Council and must be returned upon demand.
- 8.3** Tenderers shall ensure that each and every sub-contractor, consortium member and/or professional advisor to whom it discloses these papers complies with the terms and conditions of this ITT.
- 8.4** The contents of this Invitation to Tender are being made available by the Council on condition that:
- 8.4.1** Tenderers shall at all times treat the contents of the Invitation to tender and any related documents as confidential, save in so far as they are already in the public domain and Tenderers shall not, subject to the provisions relating to professional advisors, sub-contractors or other persons detailed below, disclose, copy, reproduce, distribute or pass any of the contents of the Invitation to tender to any other person at any time or allow any of these things to happen;
- 8.4.2** Tenderers shall not use any of the information contained in this Invitation to tender for any purpose other than for the purposes of submitting (or deciding whether to submit) the tender; and
- 8.4.3** Tenderers shall not undertake any publicity activity within any section of the media.
- 8.5** Tenderers may disclose, distribute or pass this Invitation to tender to their professional advisors, sub-contractors or to another person provided that:
- 8.5.1** this is done for the sole purpose of enabling an Invitation to tender to be submitted and the person receiving the Information undertakes in writing to keep the Invitation to Tender confidential on the same terms as if that person were the Tenderer; or
- 8.5.2** the Tenderer obtains the prior written consent of the Council in relation to such disclosure, distribution or passing of the Invitation to Tender; or
- 8.5.3** the disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract(s) which may arise from it; or
- 8.5.4** the Tenderer is legally required to make such a disclosure.
- 8.6** The Council may disclose detailed information relating to the Invitation to Tender to its officers, employees, agents, professional advisors or Governmental organisations and the Council may make any of the Contracts and procurement documents available for private inspection by its officers, employees, agents,

professional advisors, contracting authorities or Governmental organisations.

## **8.7 Transparency of Expenditure**

Further to its obligations regarding transparency of expenditure, the Council may be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act to be determined at the absolute discretion of the Council.

## **9.0 Freedom of Information**

**9.1** Please note that under the provisions of the Freedom of Information Act 2000, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. One of the consequences of those new statutory responsibilities is that information about your organisation, which Shropshire Council may receive from you during this tendering process may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.

**9.2** In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the Act, Shropshire Council may consider it appropriate to ask you for your views as to the release of any information before we make a decision as to how to respond to a request. In dealing with requests for information under the Act, Shropshire Council has to comply with a strict timetable and it would therefore expect a timely response to any such consultation within five working days.

**9.3** If, at any stage of this tendering process, you provide any information to Shropshire Council in the expectation that it will be held in confidence, then you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as “commercial in confidence” will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.

**9.4** Shropshire Council will not be able to accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.

**9.5** In certain circumstances where information has not been provided in confidence, Shropshire Council may still wish to consult with you as to the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. However the decision as to what information will be disclosed will be reserved to Shropshire Council.

For guidance on this issue see: <http://www.ico.gov.uk>

## **10.0 Disqualification**

**10.1** The Council reserves the right to reject or disqualify a Tenderer's Tender

submission where:

- 10.1.1** The tenderer fails to comply fully with the requirements of this Invitation to tender or is in breach of any Term and Condition relating to Bribery and Corruption or is guilty of a serious or intentional or reckless misrepresentation in supplying any information required; or
- 10.1.2** The tenderer is guilty of serious or intentional or reckless misrepresentation in relation to its tender return and/or the procurement process.
- 10.1.3** The tenderer directly or indirectly canvasses any member, official or agent of the Council concerning the award of the contract or who directly or indirectly obtains or attempts to obtain information from any such person concerning any other Tender or proposed Tender for the services. The Canvassing Certificate must be completed and returned as instructed.
- 10.1.4** The Tenderer :
- a) Fixes or adjusts the amount of his Tender by or in accordance with any agreement or arrangements with any other person; or
  - b) Communicates to any person other than the Council the amount or approximate amount of his proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for preparation of the Tender for insurance purposes); or
  - c) Enters into an agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
  - d) Offers or agrees to pay or give or does pay or gives 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 in relation to any Tender or proposed Tender for the services any act or omission.
- 10.2** Any disqualification will be without prejudice to any other civil remedies available to the Council and without prejudice to any criminal liability which such conduct by a Tenderer may attract. The Non-Collusive Tendering Certificate must be completed and returned as instructed.
- 10.3** The Council reserves the right to disqualify an Applicant from further participating in this procurement process where there is a change in the control or financial stability of the Tenderer at any point in the process up to award of a contract and such change of control or financial stability has a materially adverse effect on the Tenderer's financial viability or ability to otherwise meet the requirements of the procurement process.
- 11.0** **E-Procurement**

As part of its procurement strategy Shropshire Council is committed to the use of technology that can improve the efficiency of procurement. Successful Tenderers will be required to send or receive documents electronically. This may include

further competitions, purchase orders, acknowledgements, invoices, payment advices, or other procurement documentation. These will normally be in the Council's standard formats, but may be varied under some circumstances so as not to disadvantage small and medium suppliers.

## **12.0 Award of Contract**

### **12.1 Award Criteria**

The Award Criteria has been set out within the Tender Response Document accompanying this invitation to tender. The Council is not bound to accept the lowest or any Tender.

### **12.2 Award Notice**

The Council will publish the name and addresses of the successful Tenderers in the Official Journal of the European Union (OJEU) where appropriate. The Contracting Authority reserves the right to pass all information regarding the outcome of the Tendering process to the Office of Fair Trading to assist in the discharge of its duties. Additionally, the Council will adhere to the requirements of the Freedom of Information Act 2000 and Tenderers should note this statutory obligation.

### **12.3 Transparency of Expenditure**

Further to its obligations regarding transparency of expenditure, the Council may also be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act to be determined at the absolute discretion of the Council.

## **13.0 Value of Contract**

Shropshire Council cannot give any guarantee in relation to the value of this contract to be awarded under this framework arrangement. Additionally, there is no guarantee that an individual framework supplier will be awarded any business under this agreement.

## **14.0 Acceptance**

### **14.1 Tenders must be submitted strictly in accordance with the terms of the Council's Invitation to Tender documentation and acceptance of the tender shall be conditional on compliance with this Tender Condition.**

- 14.2** If accepted, the Contractor will form part of a framework of service providers who will be asked to quote as appropriate for apprenticeship training throughout the duration of this framework arrangement. Once a quotation is accepted, an individual contract will be formed which will be subject to the terms of the documents described above.
- 14.3** All successful Tenderers accepted onto the framework will be required to work to strict quality standards and deadlines, as detailed in individual purchase orders, failure to meet such quality standards or deadlines will result in a breach of a condition of contract and remedies will be sought, as appropriate, by the Council.
- 14.4** Please also note that the Council will monitor the quality of services supplied and delivery of such services under the framework and reserve the right to remove any successful Tenderer from the framework where they fail to meet reasonable standards in these areas.
- 14.5** The Tenderer shall be prepared to commence the provision of the supply and services on the start date of the framework arrangement being **1<sup>st</sup> April 2019**.

**15.0** **Payment Terms**

**In relation to payments to be made outside of the levy funding, directly to the tenderer, tenderers should particularly note** that the principles governing public procurement require that, as far as is reasonably possible, payments for Goods, Works or Services are made after the provision. Therefore any indication of a pricing strategy within a Tender which provides for substantial payments at the outset of the Contract will be examined carefully to decide whether or not a Tender in such form can be accepted. If in the opinion of the Council such substantial payments appear excessive in relation to the requirements of the Contract the Council reserves, without prejudice to any other right to reject any Tender it may have, the right to require the Tenderer to spread such proportion of the costs as are considered excessive over the duration of the Contract.

**16.0** **Liability of Council**

- 16.1** The Council does not bind himself to accept the lowest or any tender.
- 16.2** The Council does not accept any responsibility for any pre-tender representations made by or on its behalf or for any other assumptions that Tenderers may have drawn or will draw from any pre-tender discussions.
- 16.3** The Council shall not be liable to pay for any preparatory work or other work undertaken by the Tenderer for the purposes of, in connection with or incidental to this Invitation to Tender, or submission of its Tender response or any other communication between the Council and any other party as a consequence of the issue of this Invitation to Tender.
- 16.4** The Council shall not be liable for any costs or expenses incurred by any Tenderer in connection with the preparation of a Tender return for this procurement exercise, its participation in this procurement whether this procurement is completed,

abandoned or suspended.

- 16.5** Whilst the Tender Documents have been prepared in good faith, they do not purport to be comprehensive nor to have been formally verified. Neither the Council nor any of its staff, agents, elected Members, or advisers accepts any liability or responsibility for the adequacy, accuracy or completeness of any information given, nor do they make any representation or given any warranty, express or implied, with respect to the Tender Documents or any matter on which either of these is based (including, without limitation, any financial details contained within the Specification and Contract Documentation). Any liability is hereby expressly disclaimed save in the event of fraud, or in the event of specific warranties provided within the Contract Documentation.

**18.0** **Attendance at committee**

The Contractor agrees that where requested in writing during the term of any Agreement for the supply Goods Works or Services it will ensure that an appropriately authorised representative of the Contractor shall attend a Committee meeting of the Council upon being invited to do so by the Council

**18.0** **Declaration**

We, as acknowledged by the signature of our authorised representative, accept these Instructions to Tender as creating a contract between ourselves and the Council. We hereby acknowledge that any departure from the Instructions to Tender may cause financial loss to the Council.





**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**Arden University Limited**

Please also add your company name to the footer of each page of the returned document

**Shropshire Council Tender Response Document**

## **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who are registered as being able to deliver the specific requirement

An example of the document which we intend to use for this further bid

competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

### **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.

4. Where copies of certificates and other details are requested a **copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be

part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

**Financial viability:** Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

**Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

<b>Section / Question No.</b>	<b>Award Criteria</b>	<b>Weighting / Max Marks Available</b>	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

**Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.**

**Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

<b>Assessment</b>	<b>Mark</b>	<b>Interpretation</b>
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	
<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.

Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.

### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.

## **Section A:** **1. Form of Tender**

Form of Tender

### **Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.



**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

**Section A:**  
**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

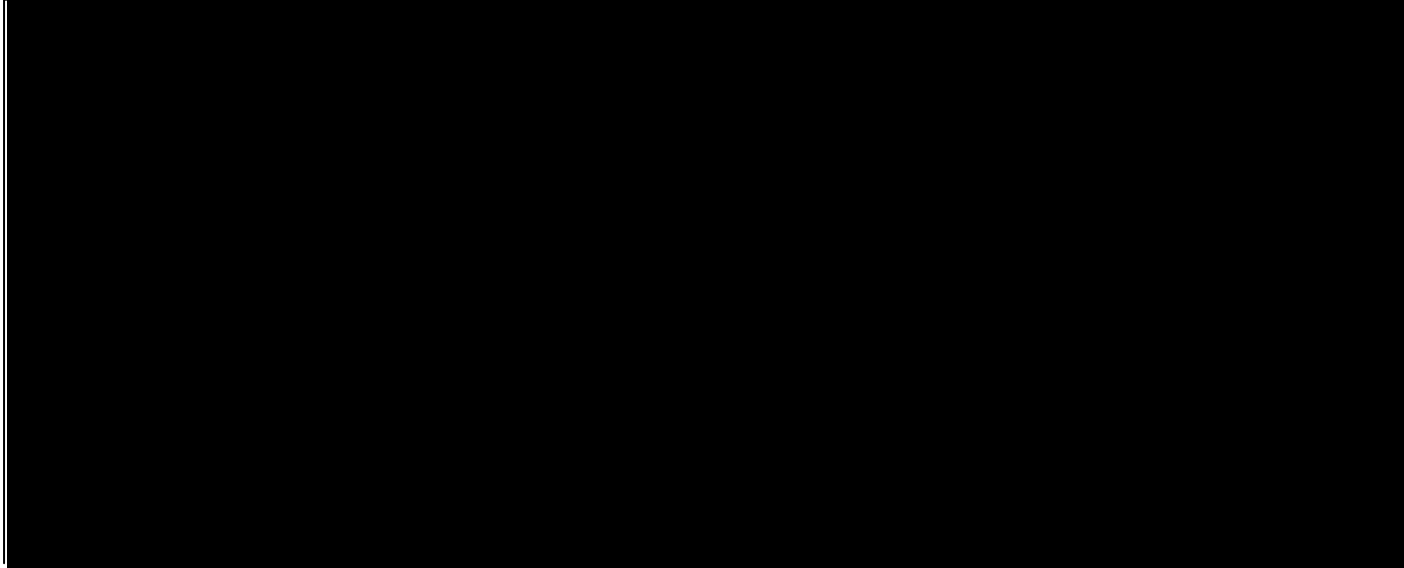
**No**

If yes, please give details:

Name	Relationship

**Please note:**

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*



## **SECTION B**

### **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. 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). 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)

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**

This document provides 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership	

	e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	Arden University Limited
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	N/A
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?	
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: 3 - Name; - Date of birth; - Nationality;	N/A

	<ul style="list-style-type: none"> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met;</li> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> </ul> (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company: <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	

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.

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

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.

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

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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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)	N/A																																																												
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.	N/A																																																												
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																																																												
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.																																																													
	<table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
Name																																																														
Registered address																																																														
Trading status																																																														
Company registration number																																																														
Head Office DUNS number (if applicable)																																																														
Registered VAT number																																																														
Type of organisation																																																														
SME (Yes/No)																																																														
The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables																																																														
The approximate % of contractual obligations assigned to each sub-contractor																																																														

**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.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	Arden University Limited
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	[REDACTED]
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	[REDACTED]

## Part 2: Exclusion Grounds

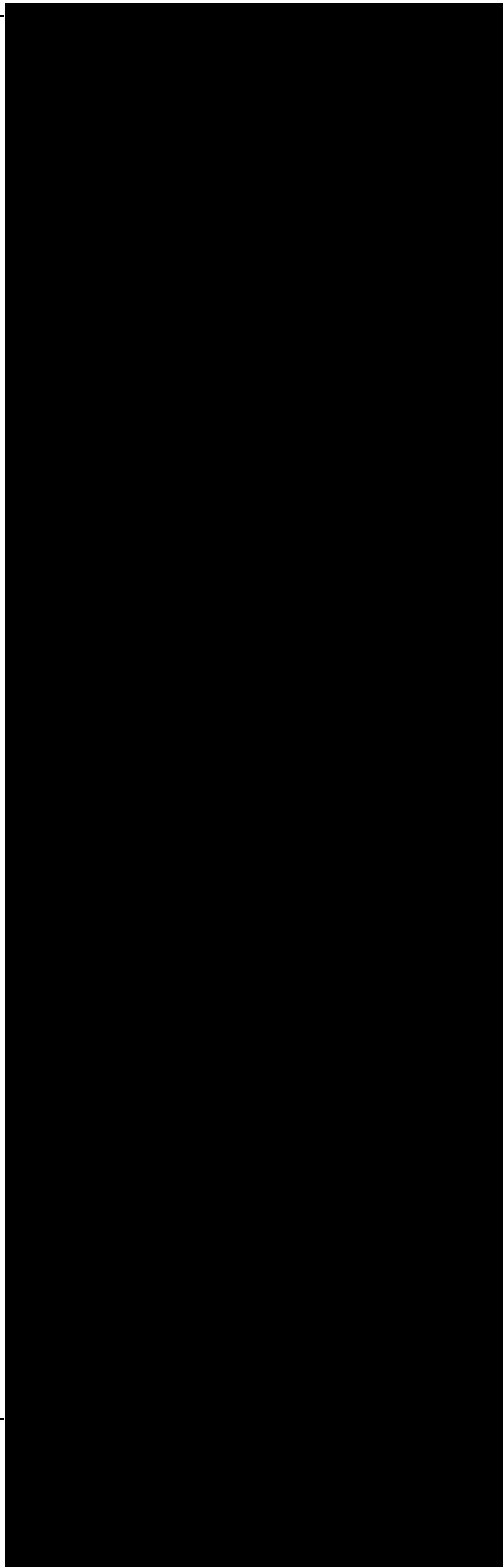
Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)

	Corruption.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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.	N/A
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)	N/A
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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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.	N/A

2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4(a)	<p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>○ to maintain records of personal data processing activities; and</li> <li>○ to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>	

--	--



--	--	--

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b></p>	
-----	--	--

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b>  The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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	N/A
-----	---	-----

Section 4	Economic and Financial Standing	
Question number	Question	Response



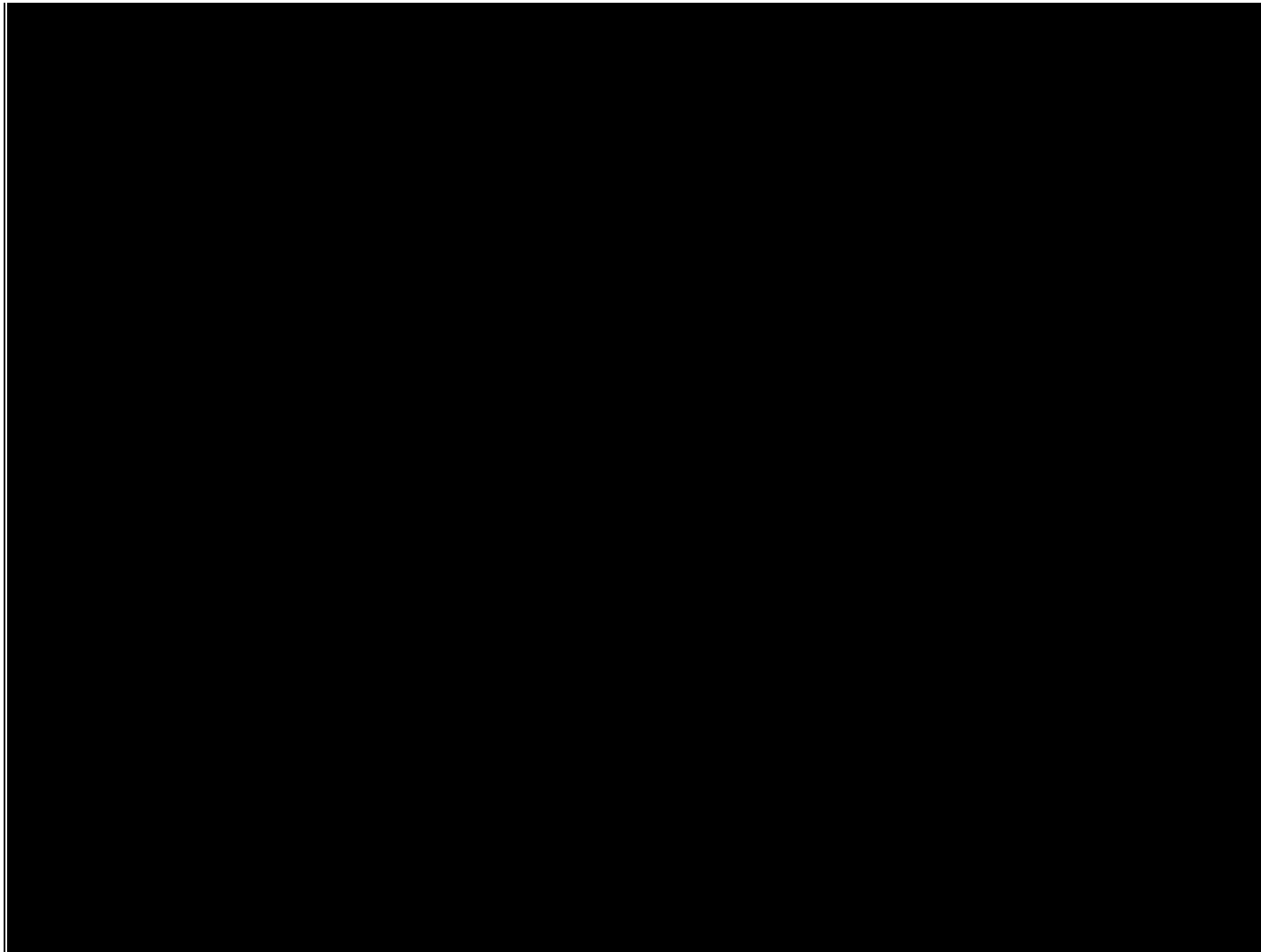
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes ✓ No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes ✓ No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes ✓ No <input type="checkbox"/>
	(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).	Yes ✓ No <input type="checkbox"/>
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.	Yes ✓ No <input type="checkbox"/>

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	Global University Systems	
Relationship to the Supplier completing these questions	Parent Company	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes ✓ No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes ✓ No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes ✓ No <input type="checkbox"/>

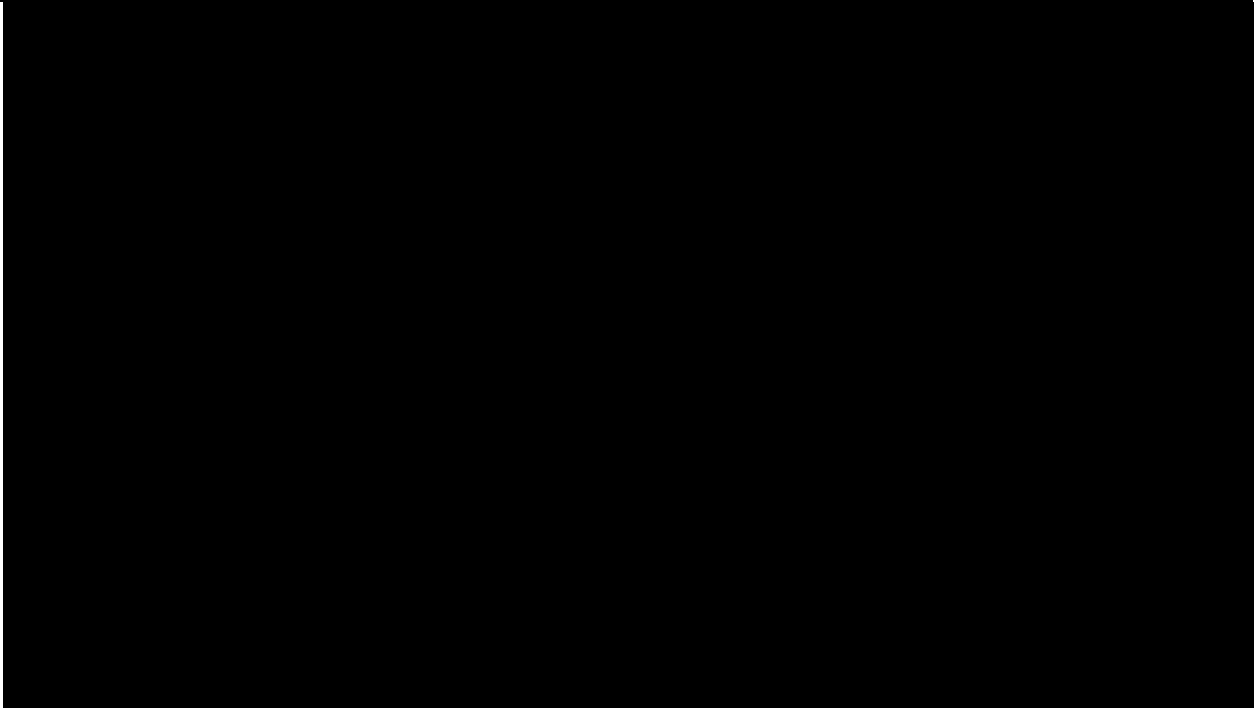
Section 6	<b>Technical and Professional Ability</b>	
6.1	<b>Relevant experience and contract examples</b>  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. 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.	

	<p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>
--	---



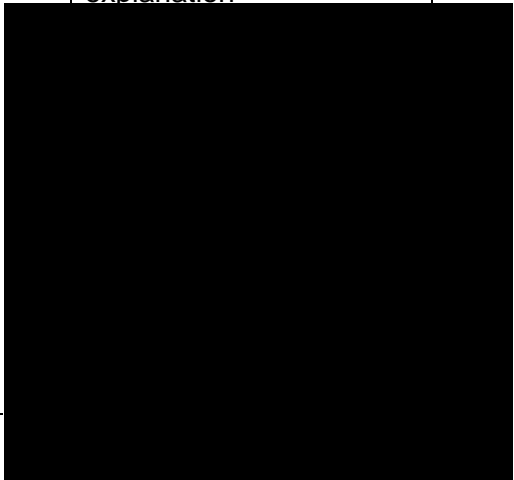
6.2	Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)
-----	--

	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)
	N/A

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.
	

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
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 <input type="checkbox"/> Please provide the relevant url to view the statement ...

		No ✓ Please provide an explanation
--	--	---------------------------------------



**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.

Section 8	Additional Questions	
8.1	Insurance	
	<p>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:</p> <p>Employer’s (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p> <p>Professional Indemnity Insurance = £2 Million</p> <p>*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.</p>	

8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes ✓ No ☐
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?	Yes ✓ No ☐

4 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	N/A

### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

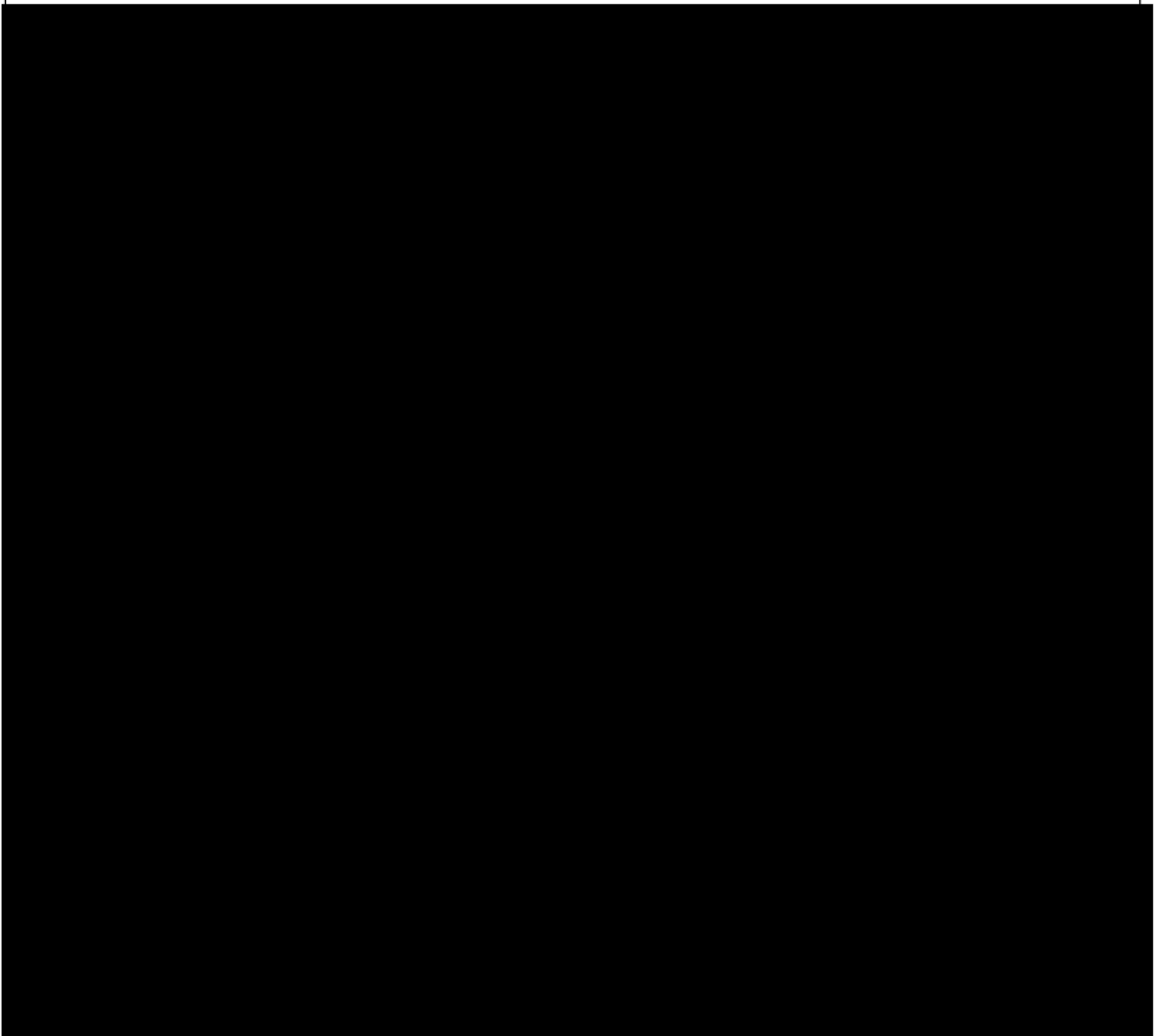
## 8.5 – Health & Safety

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## SECTION C – TENDER SCHEDULE

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:



The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

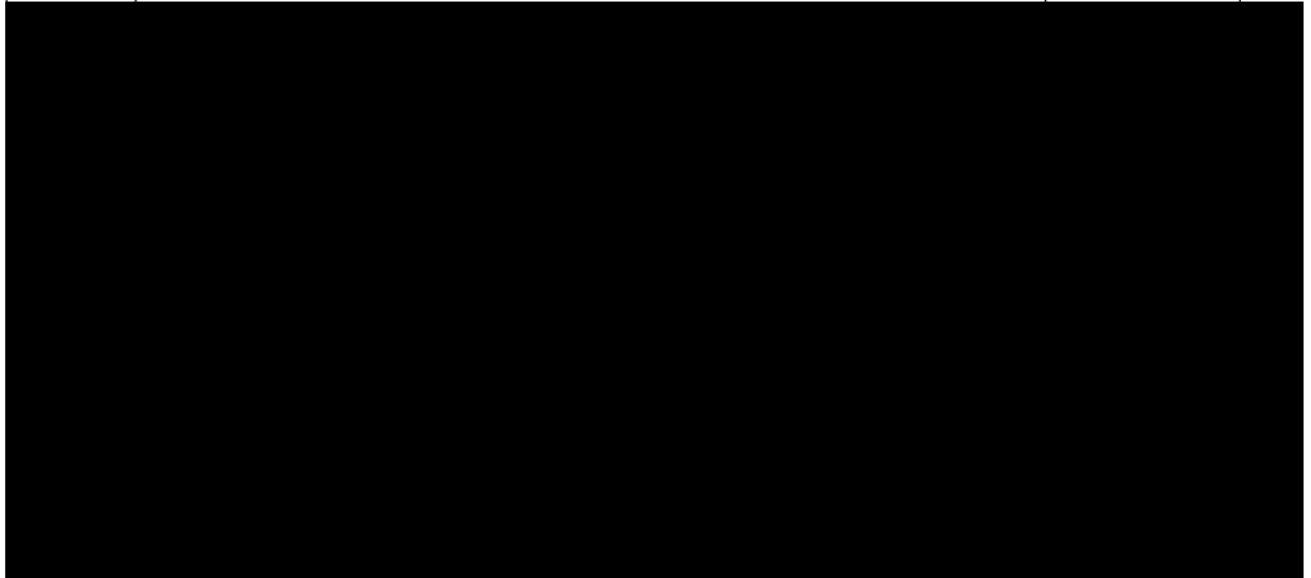
Each lot you apply for will be marked against the same criteria and questions below

In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

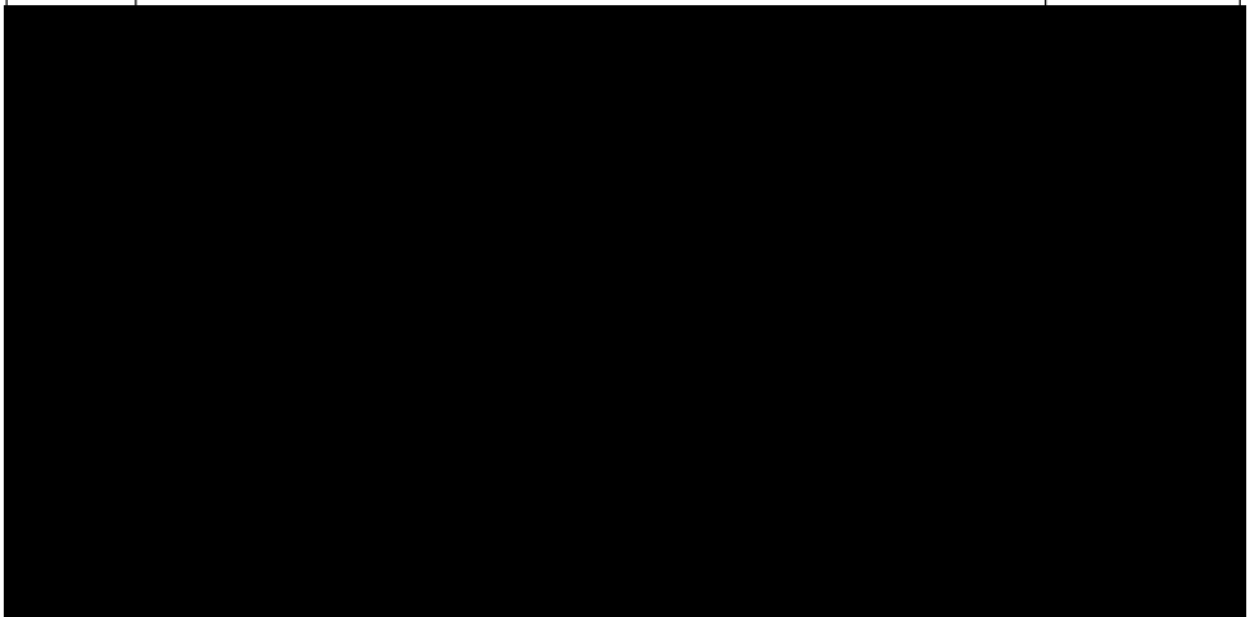
1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.	3 / 30 max marks
1.2	Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.	3 / 30 max marks
1.3	Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?	3 / 30 max marks



	Arden University will deliver all academic delivery days on site or at a convenient location subject to a minimum cohort size of 10 learners per apprenticeship degree or postgraduate programme being trained at the same time.	
--	--	--

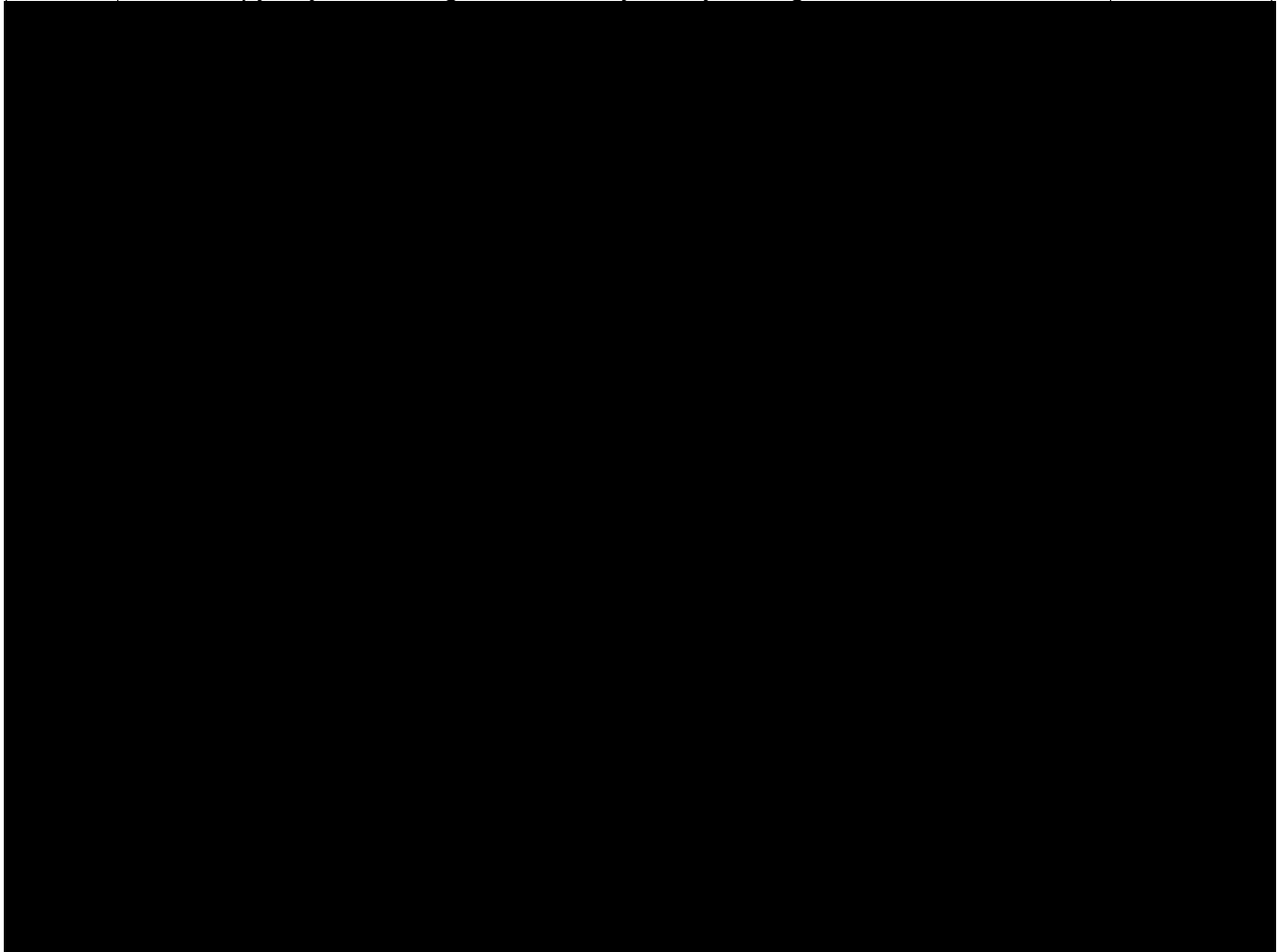


1.4	If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?	1 / 10 max marks

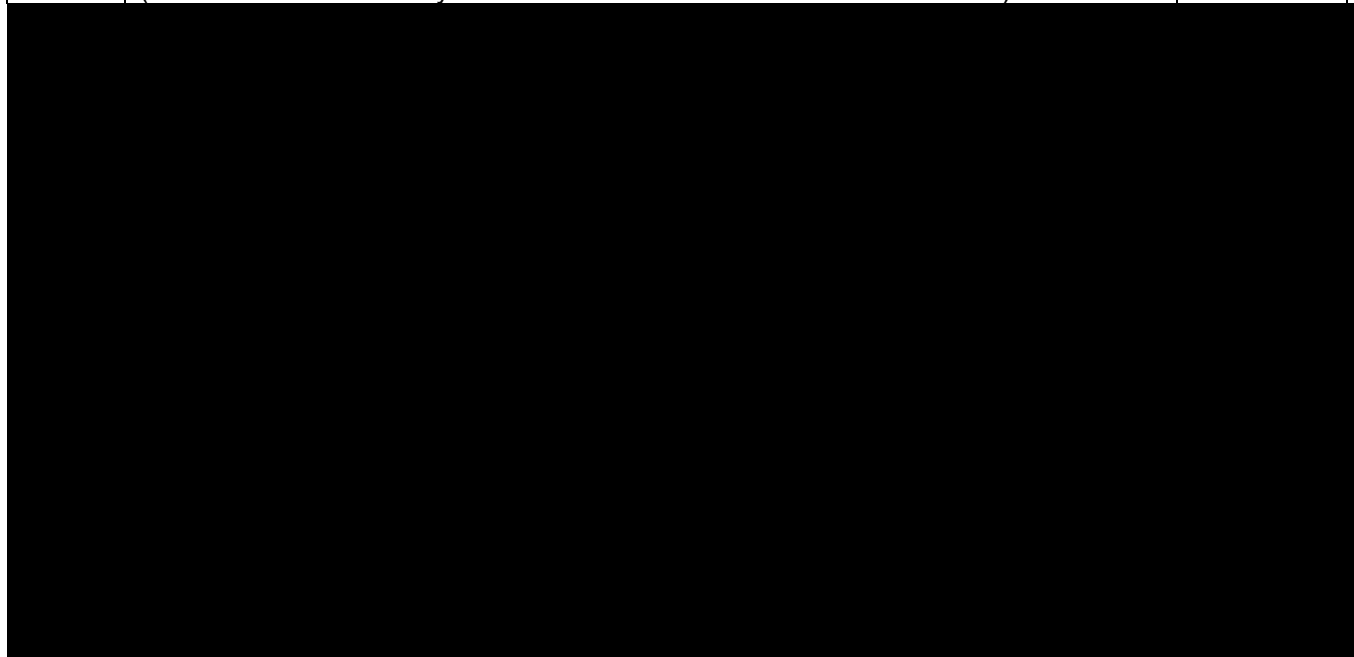


<b>2.</b>	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>

2.1.1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:	5 / 50 max marks
-------	--	------------------

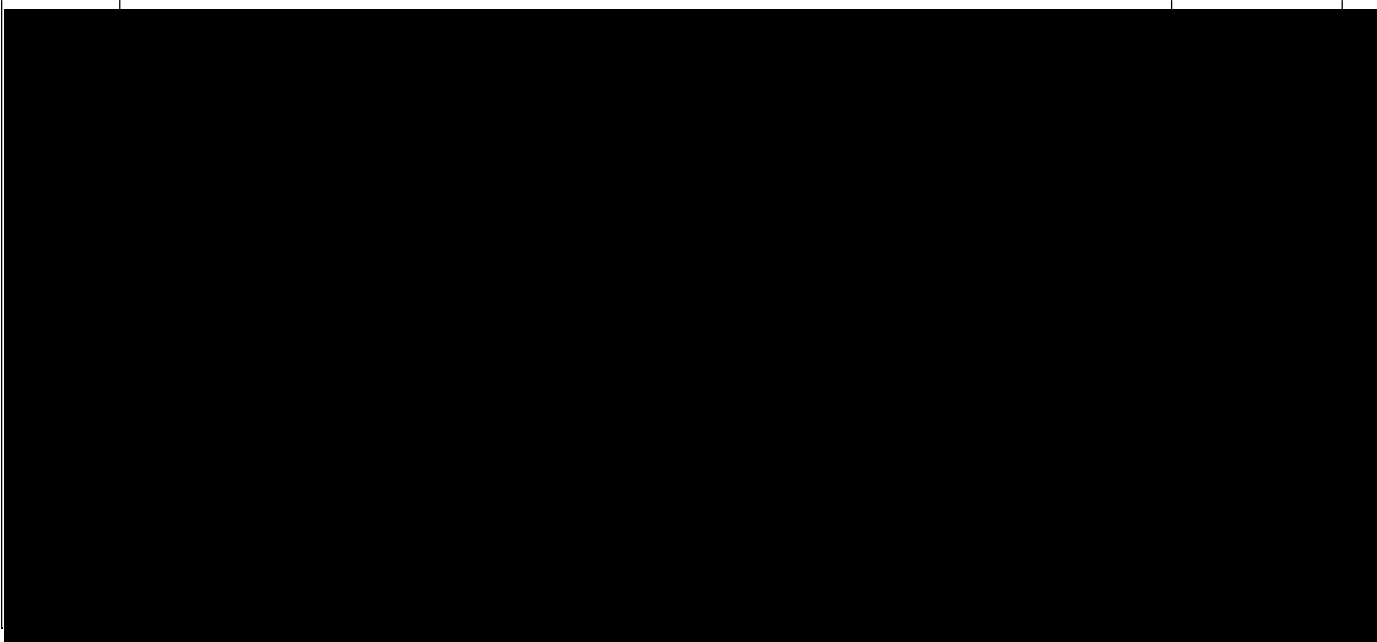
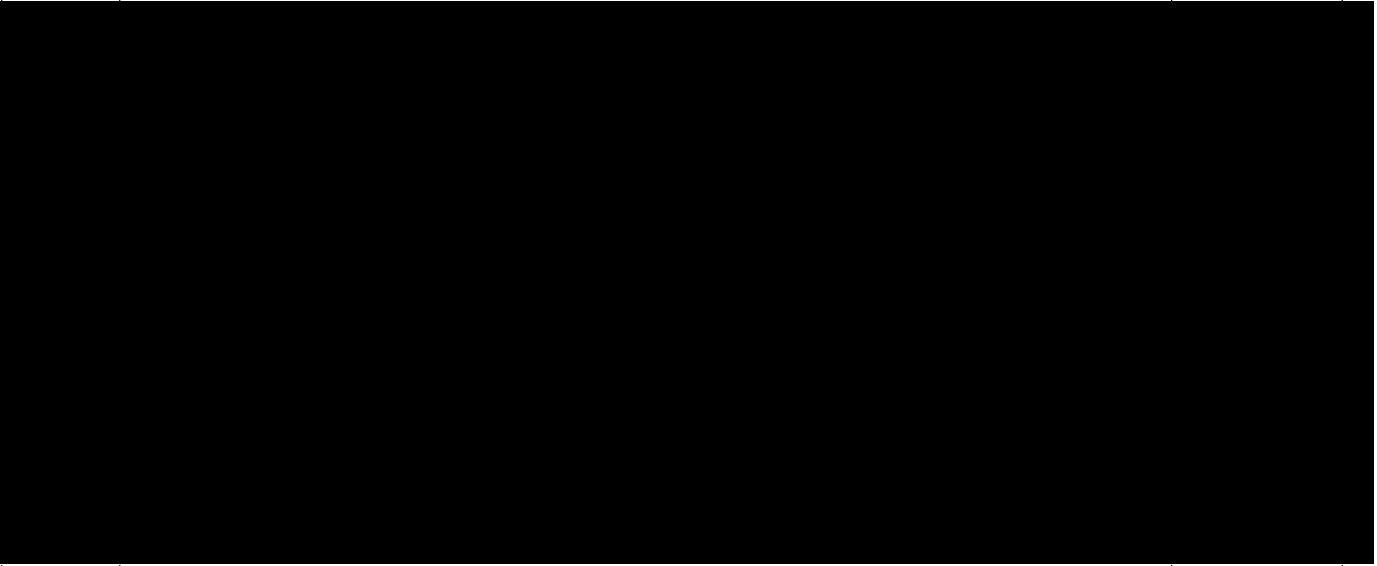


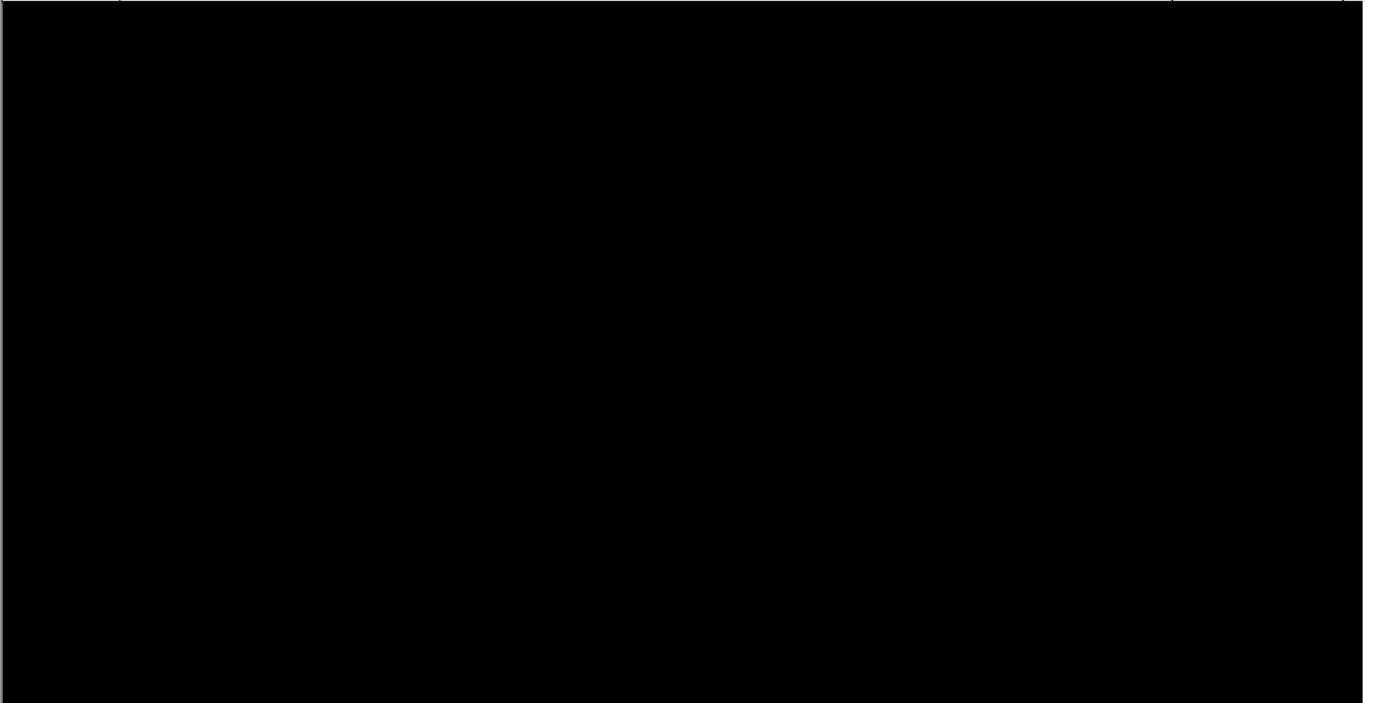
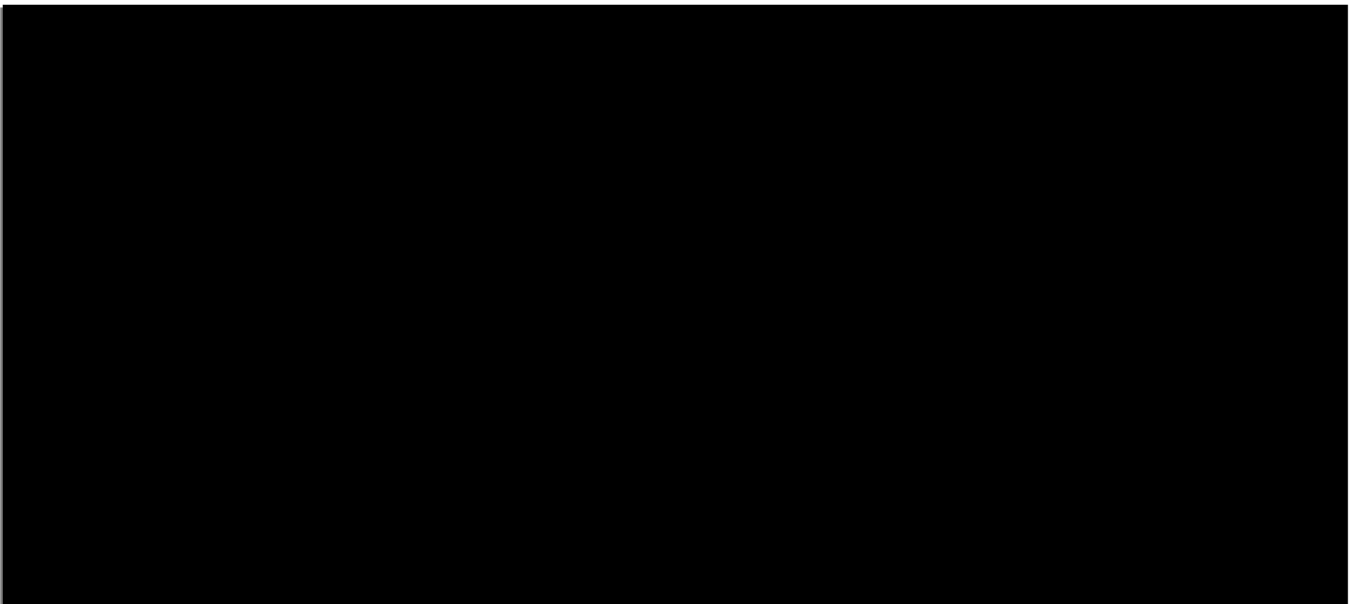
2.1.2	Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).	1 / 10 max marks
-------	---	------------------

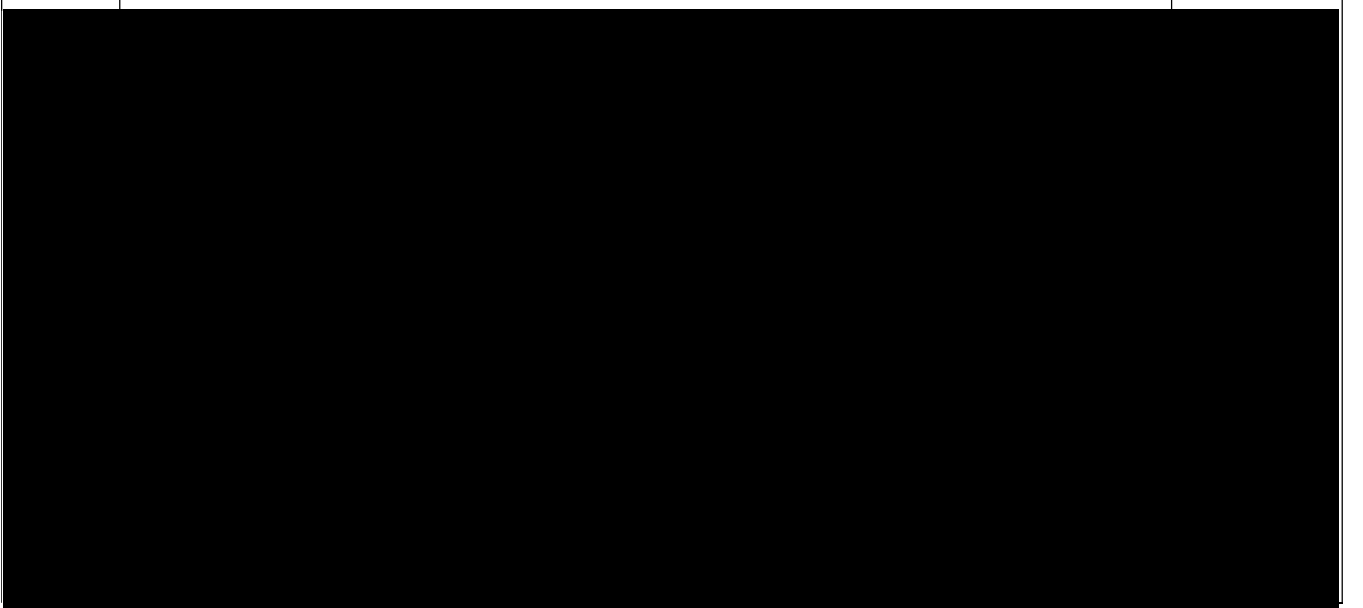


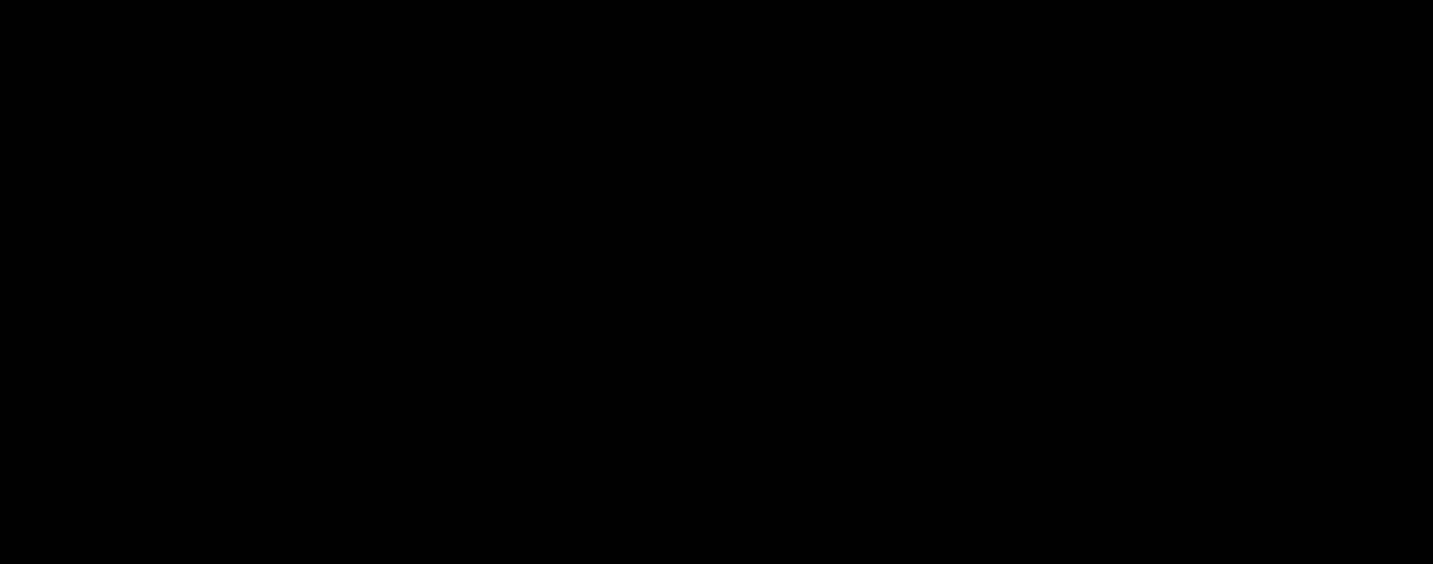
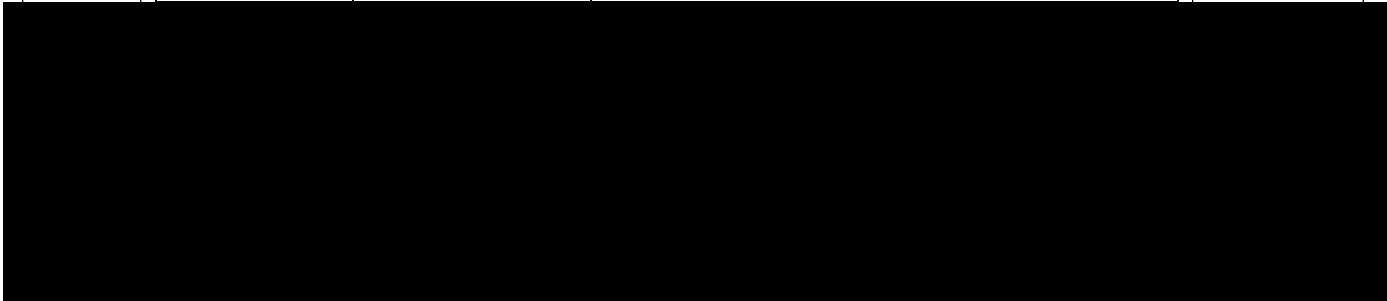
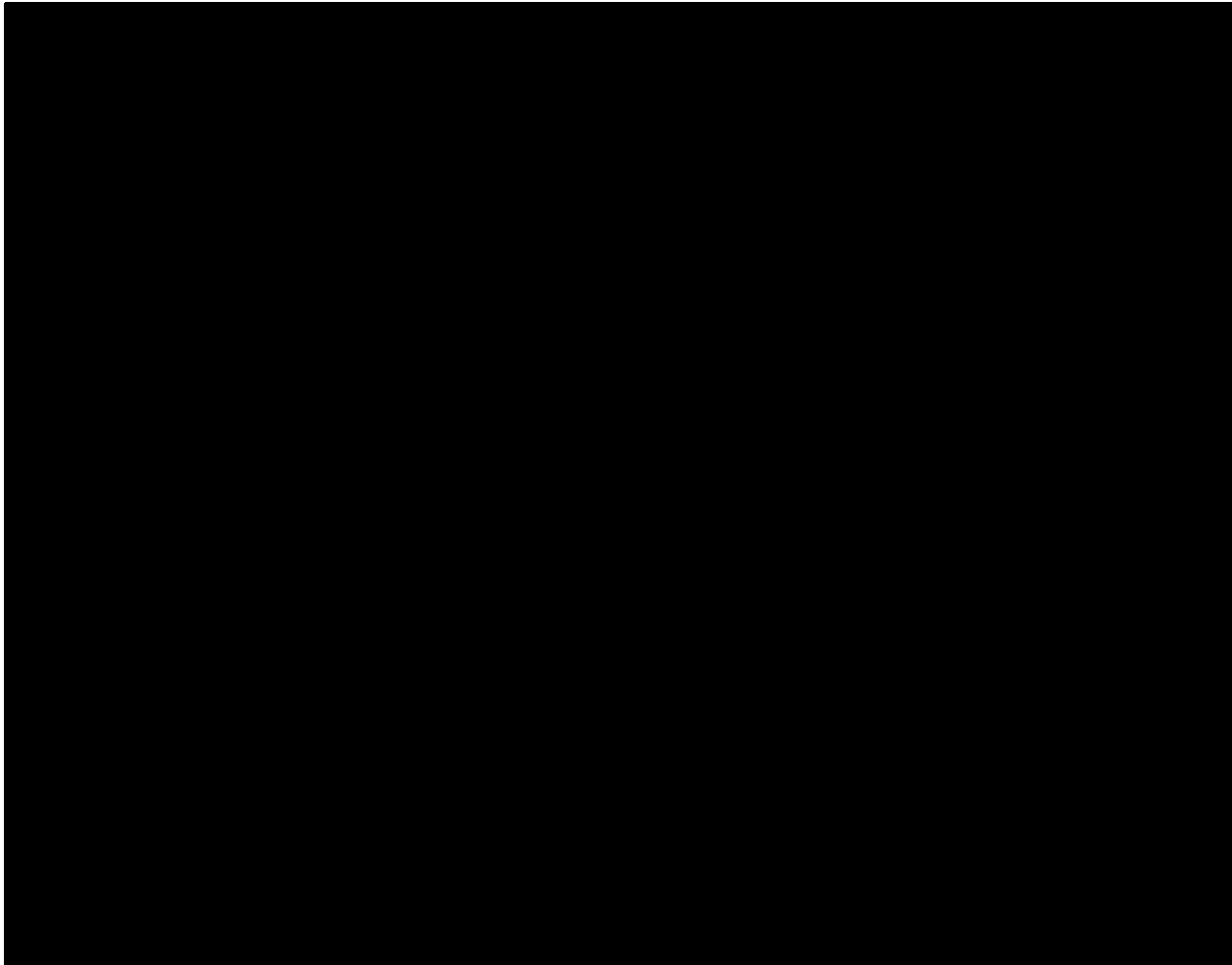


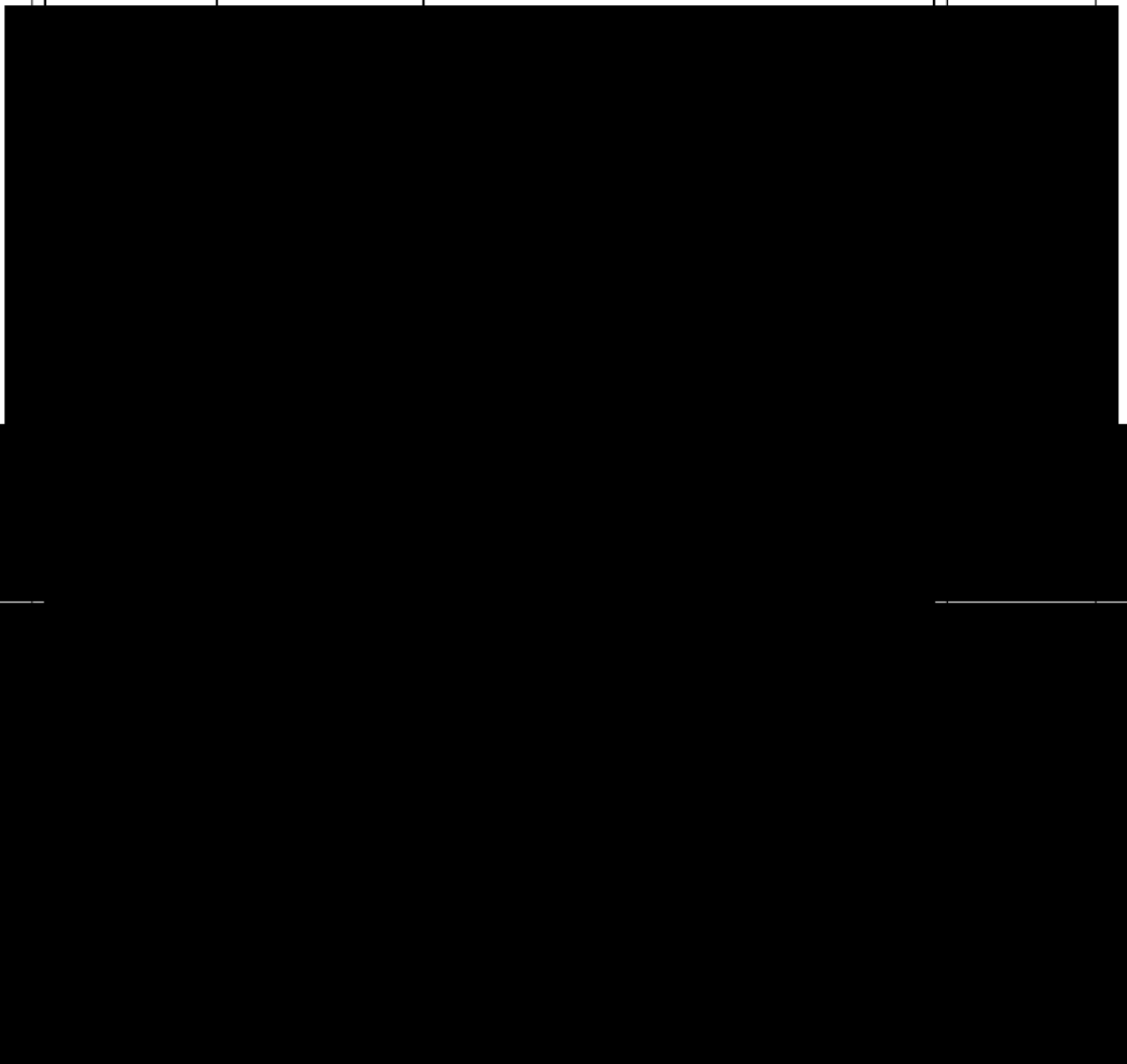
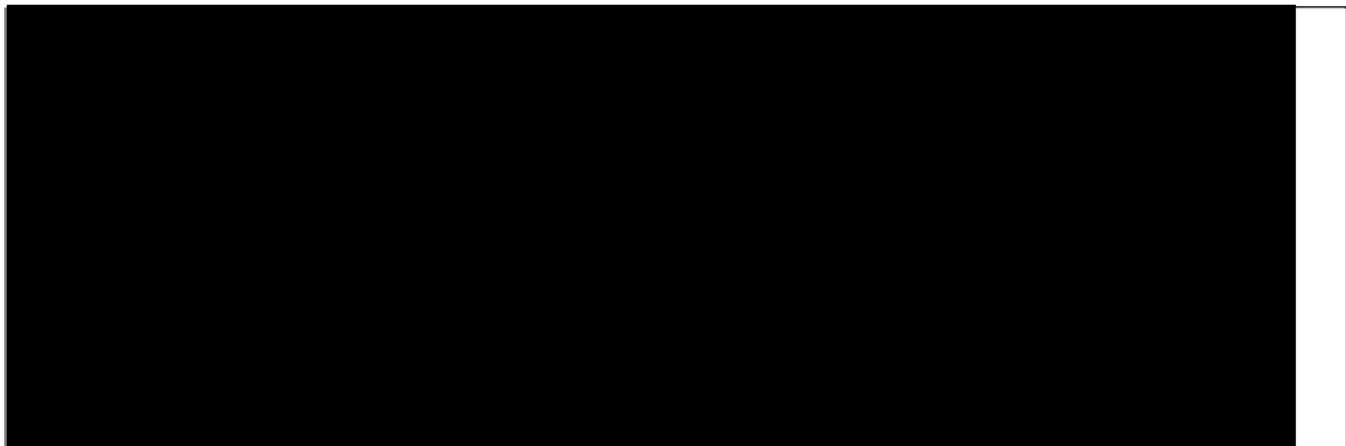
2.1.3	Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.	4 / 40 max marks
-------	--	------------------





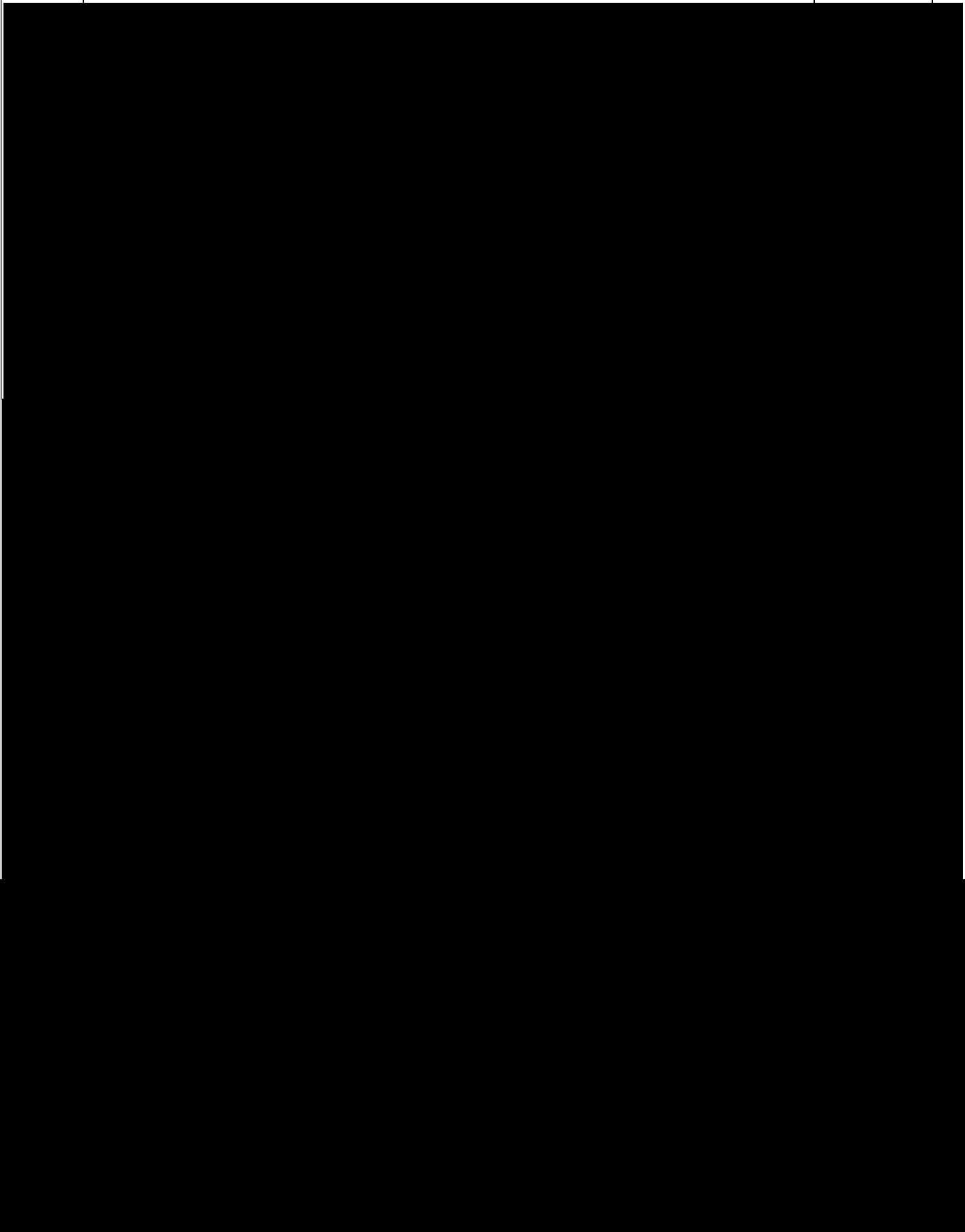




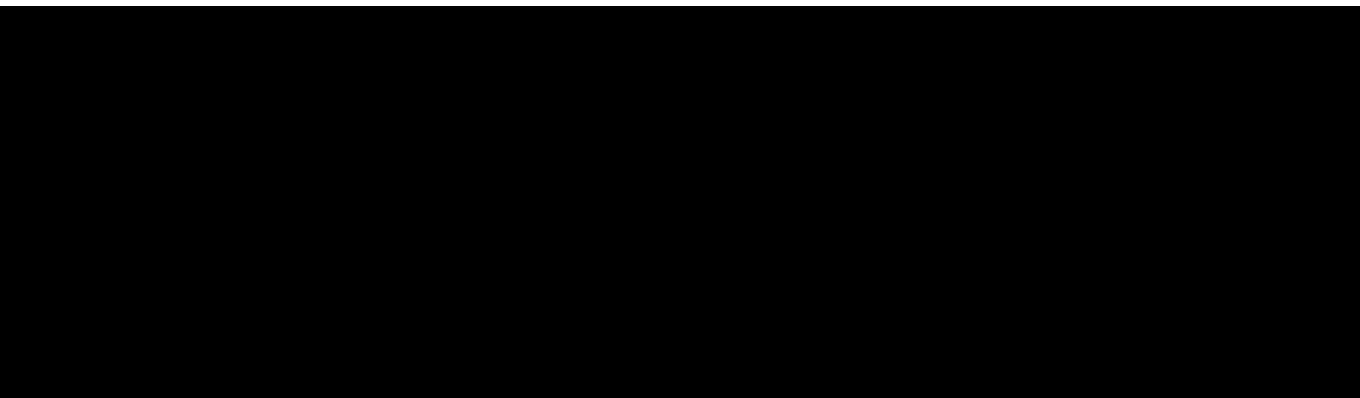


2.2	Delivery	Weighting and Max Marks
-----	----------	-------------------------

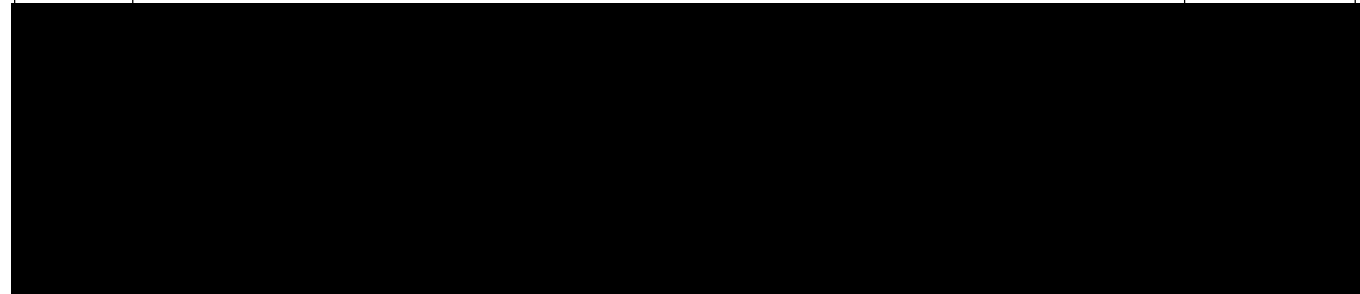
2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks
-------	---	------------------



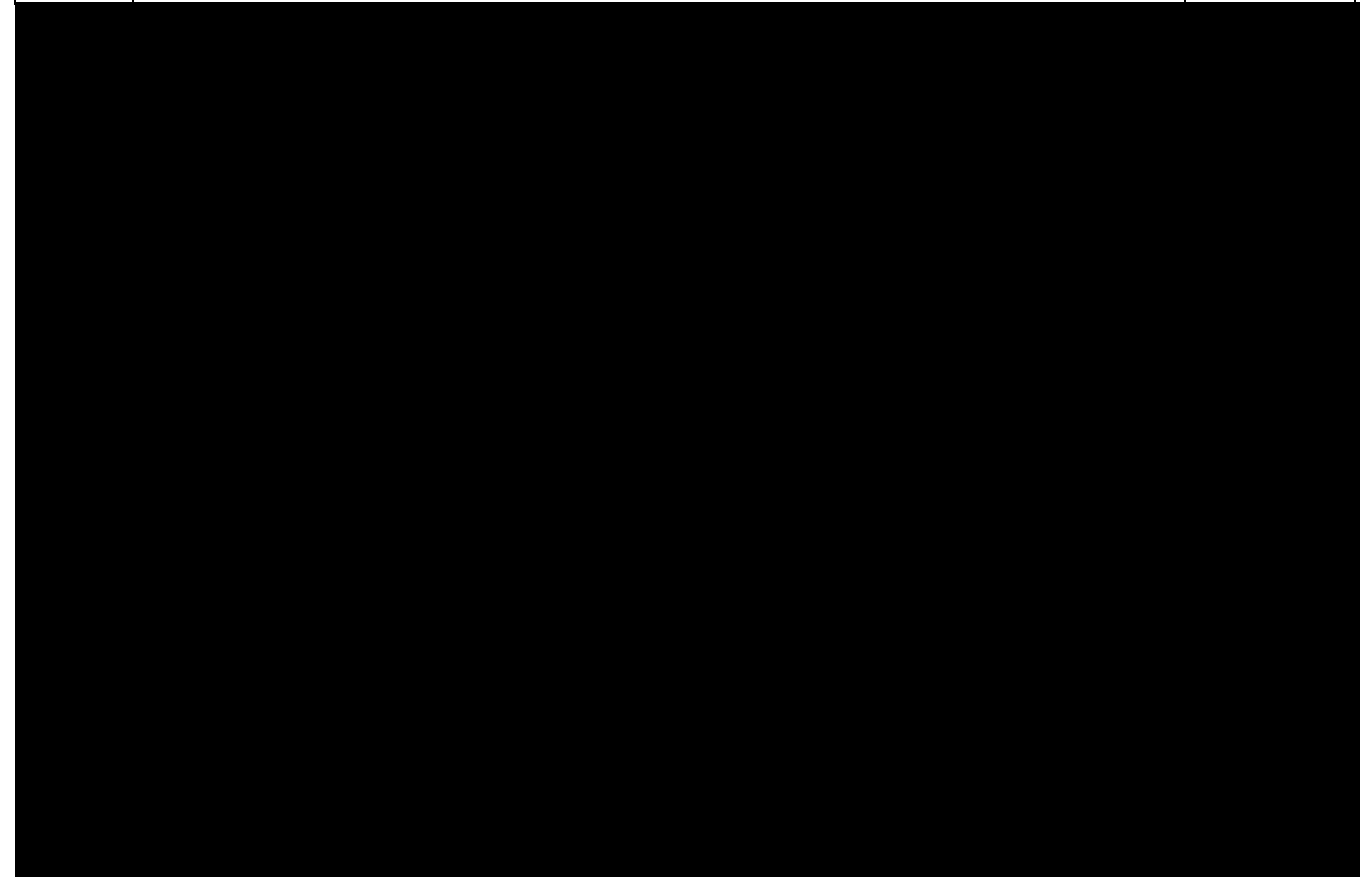


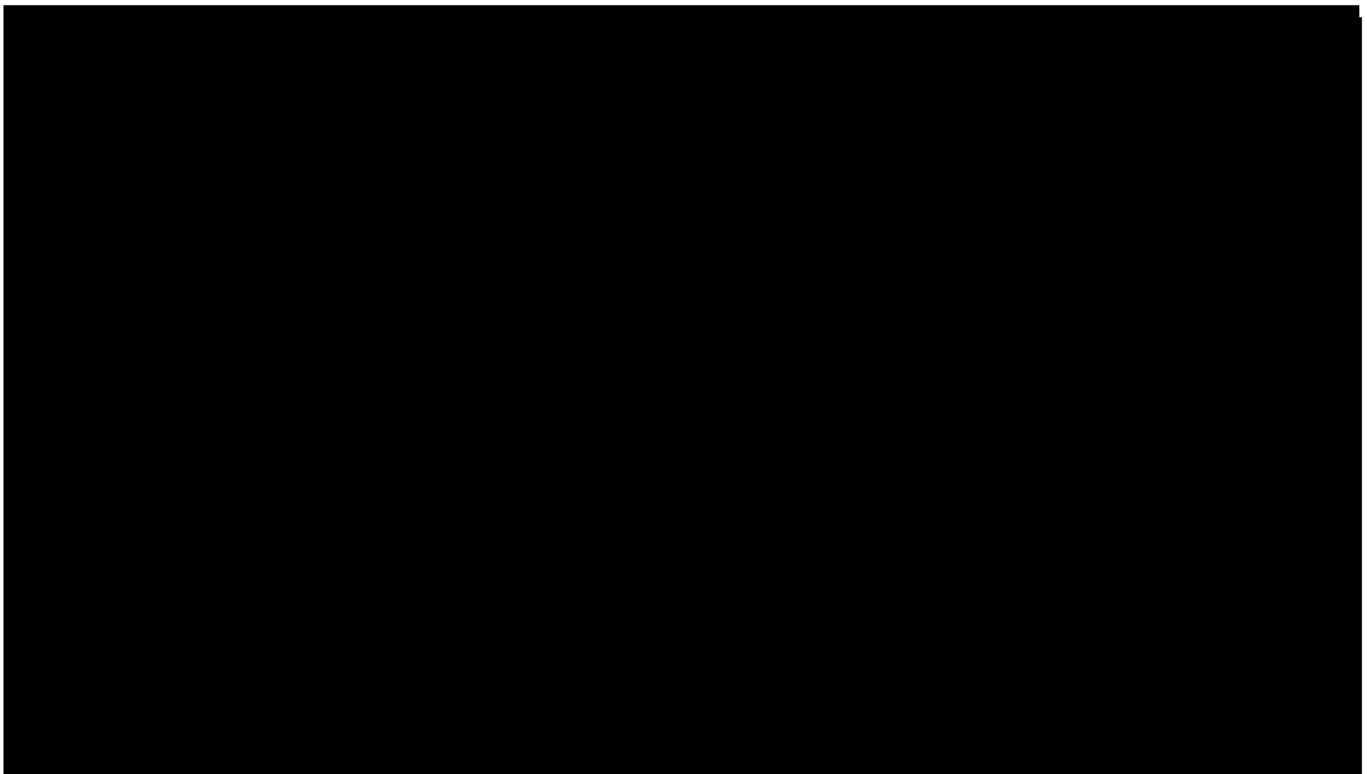


2.2.2	How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?	4 / 40 max marks
-------	--	------------------

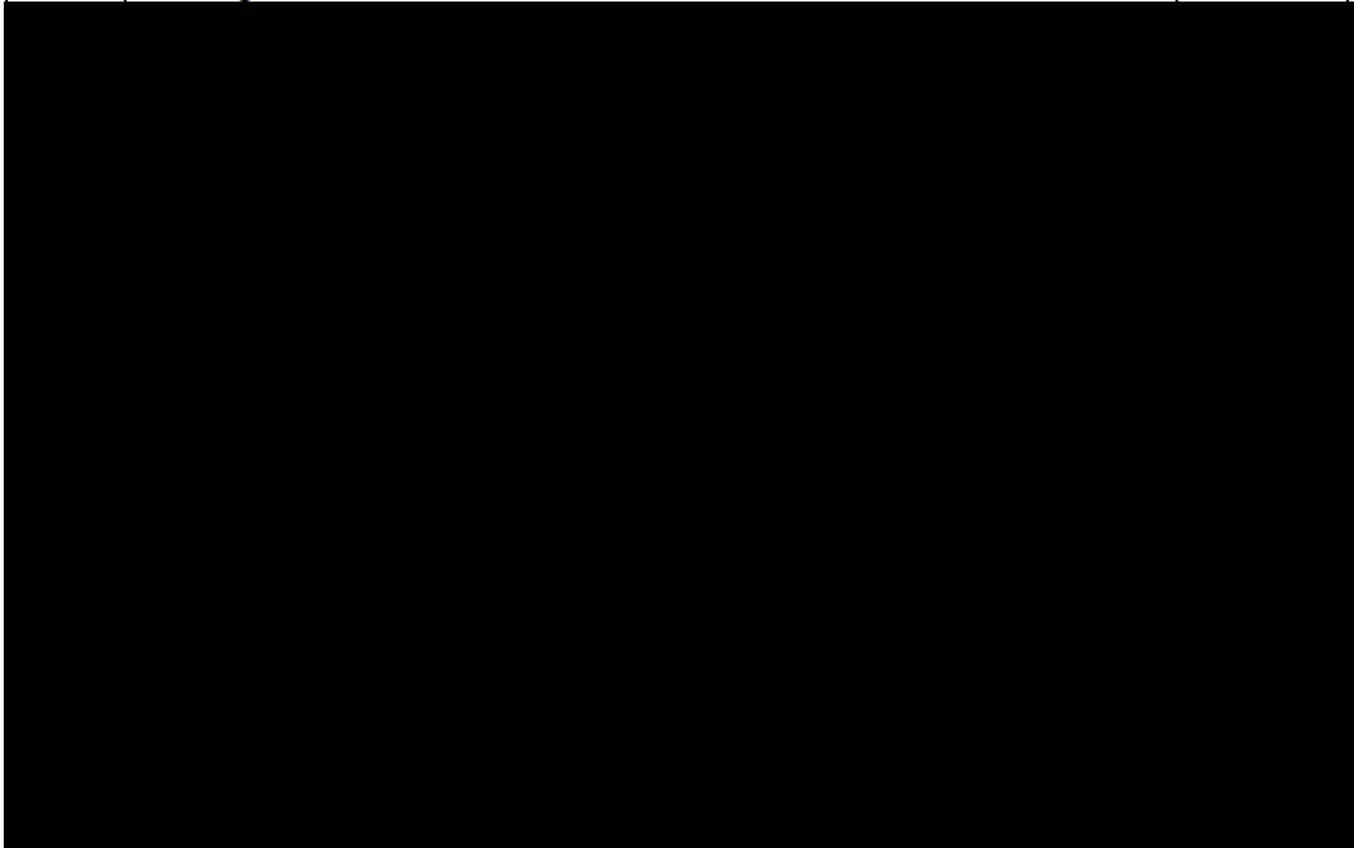


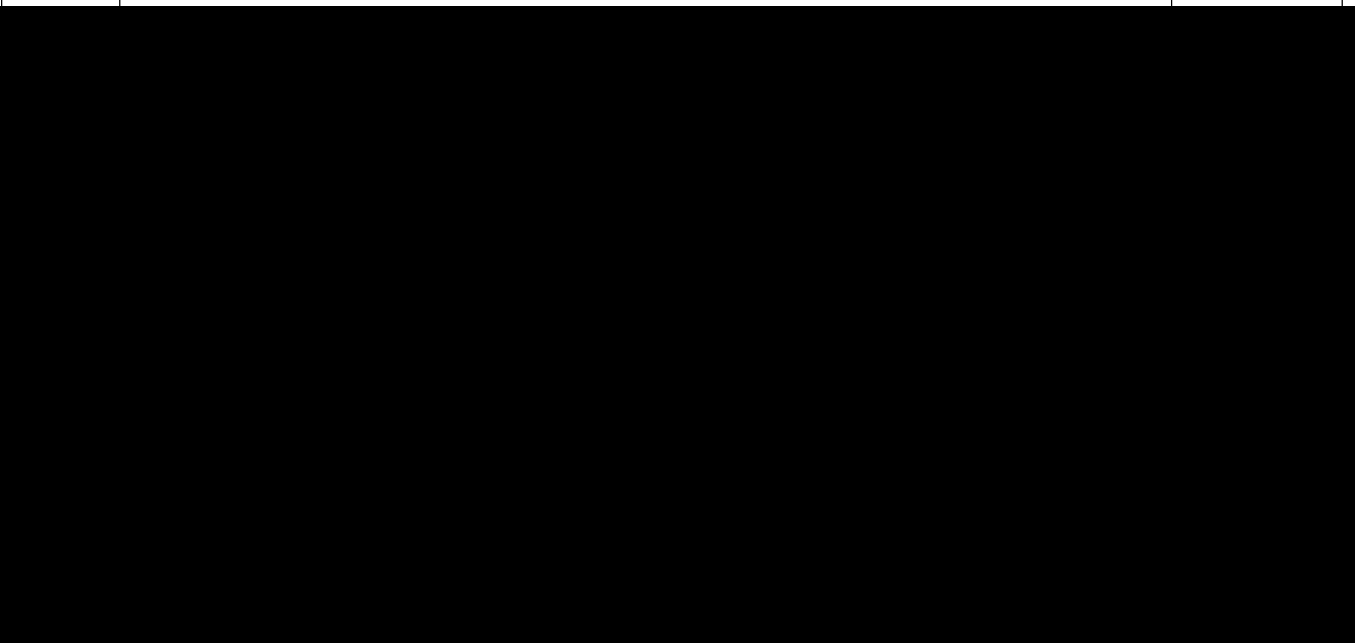
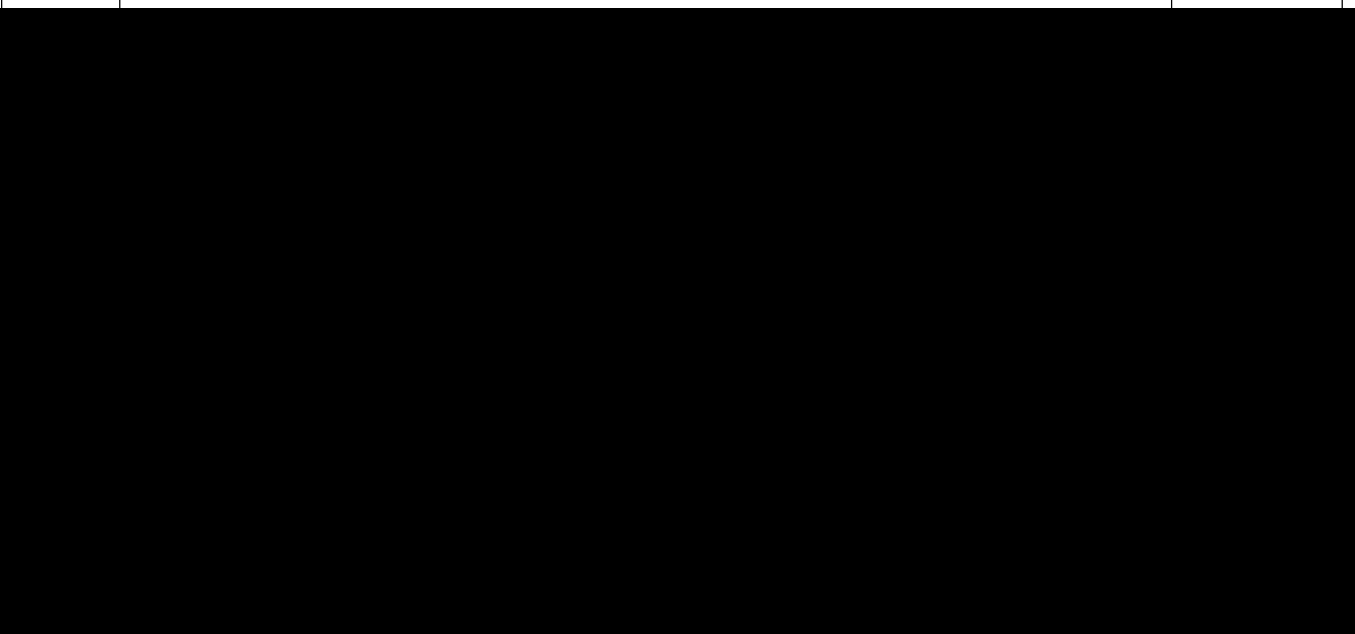
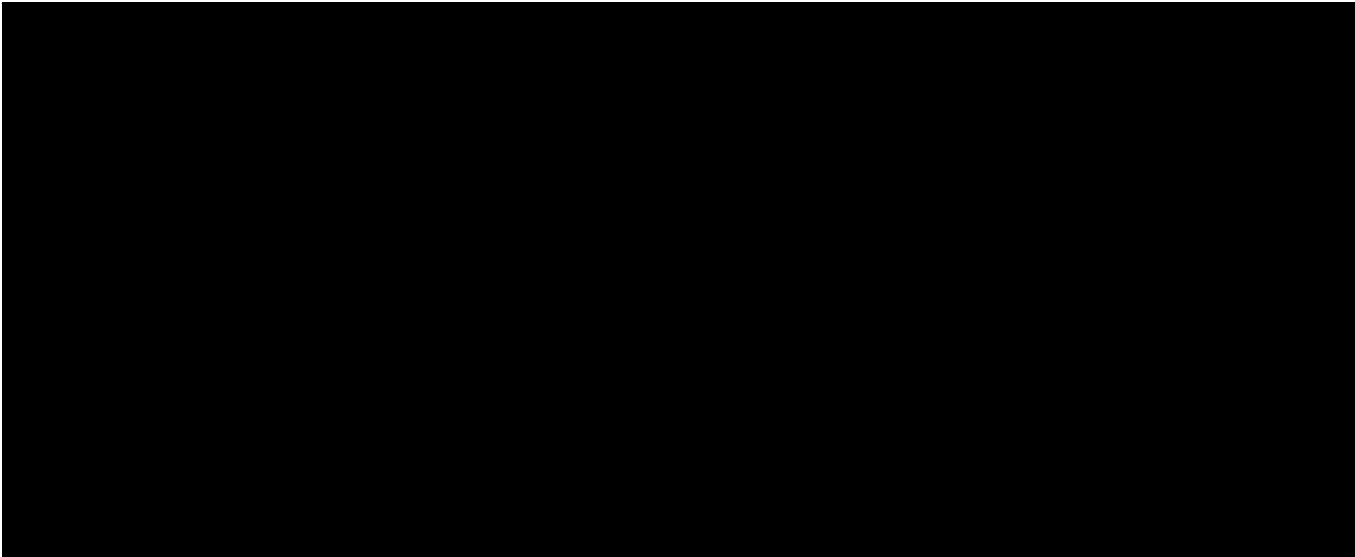
2.2.3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks
-------	--	------------------

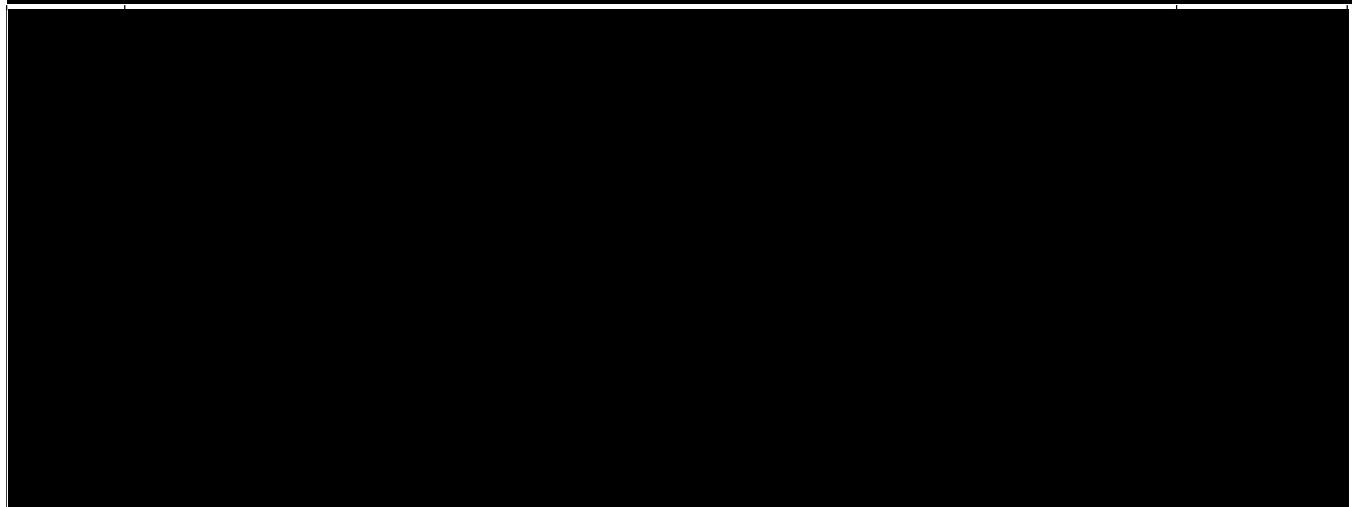
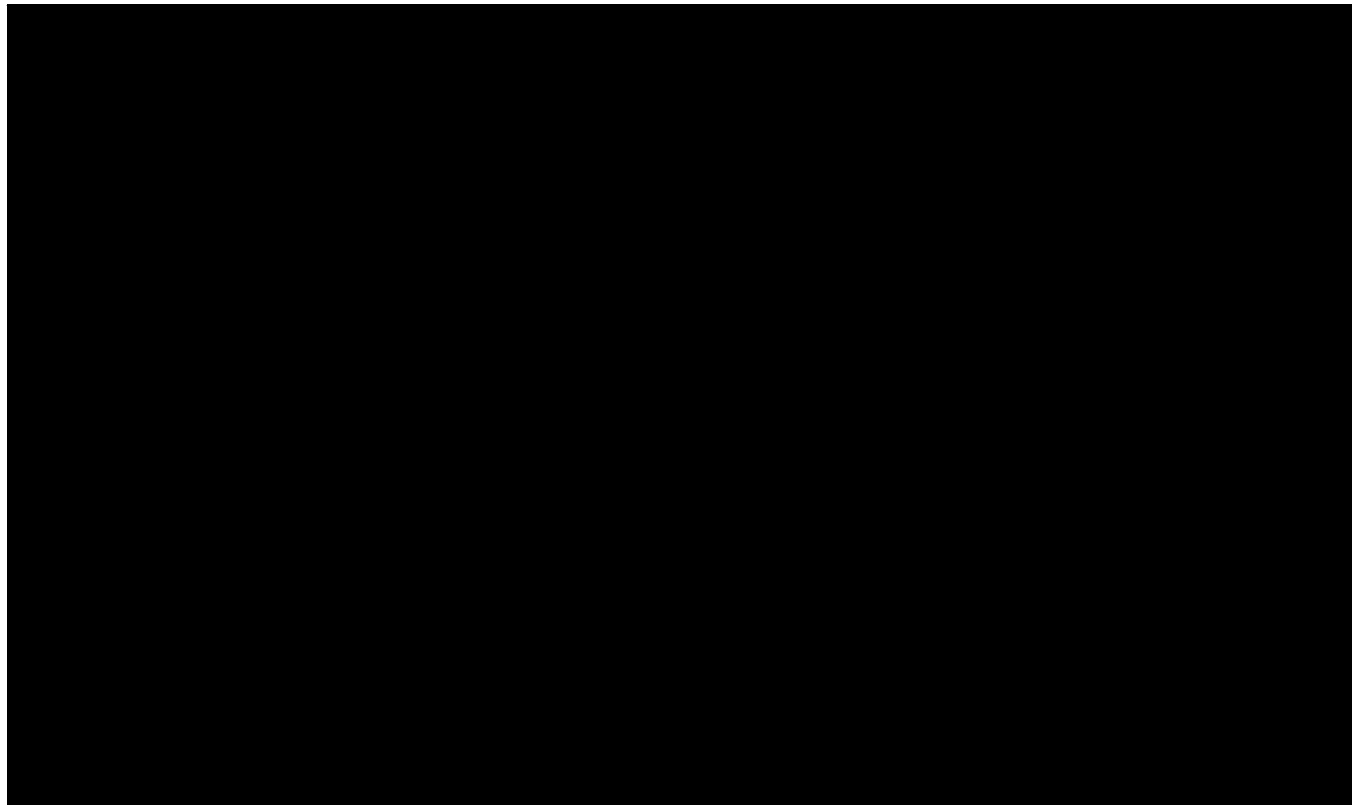




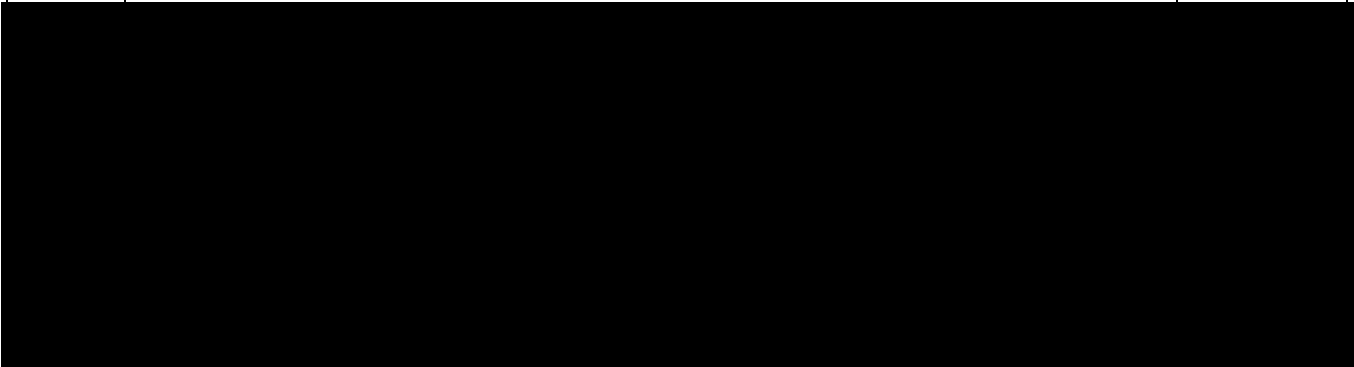
2.3	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks

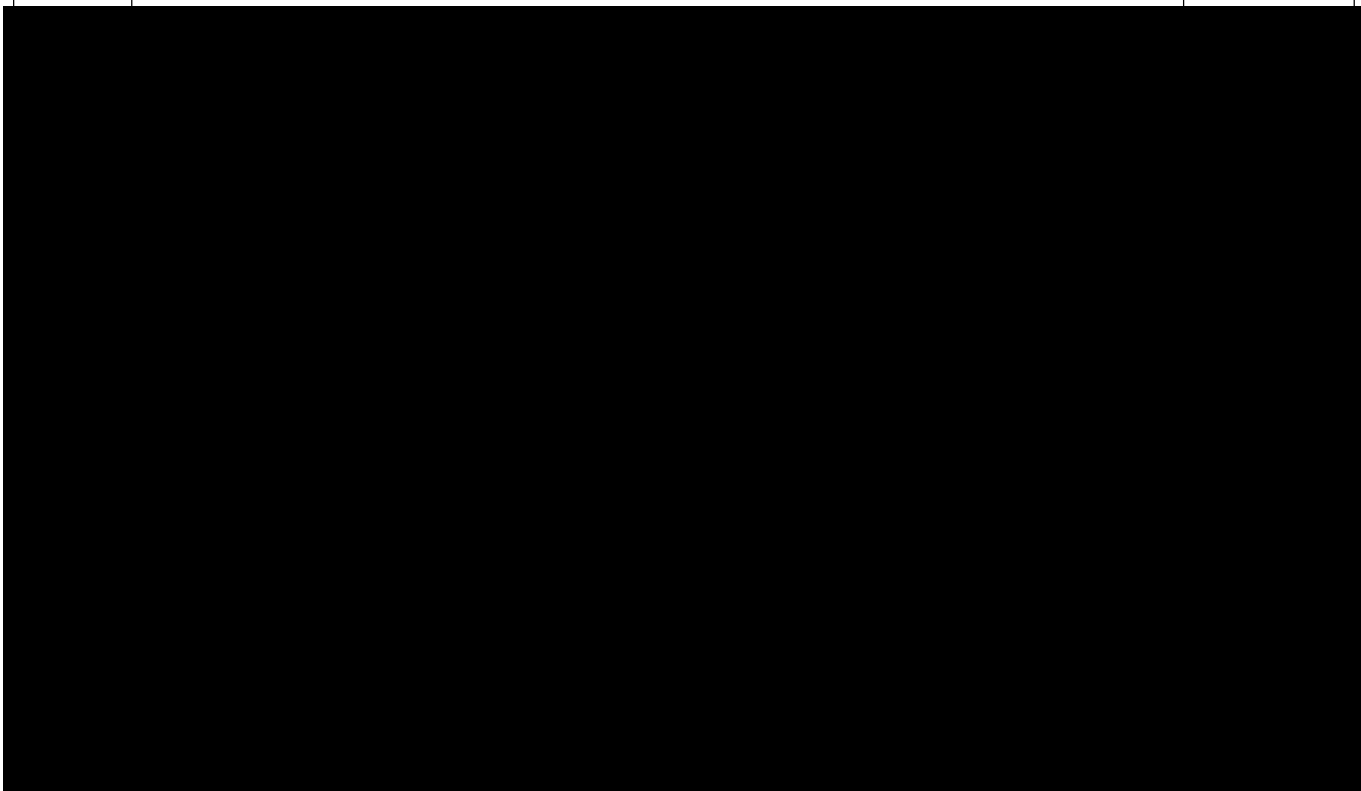
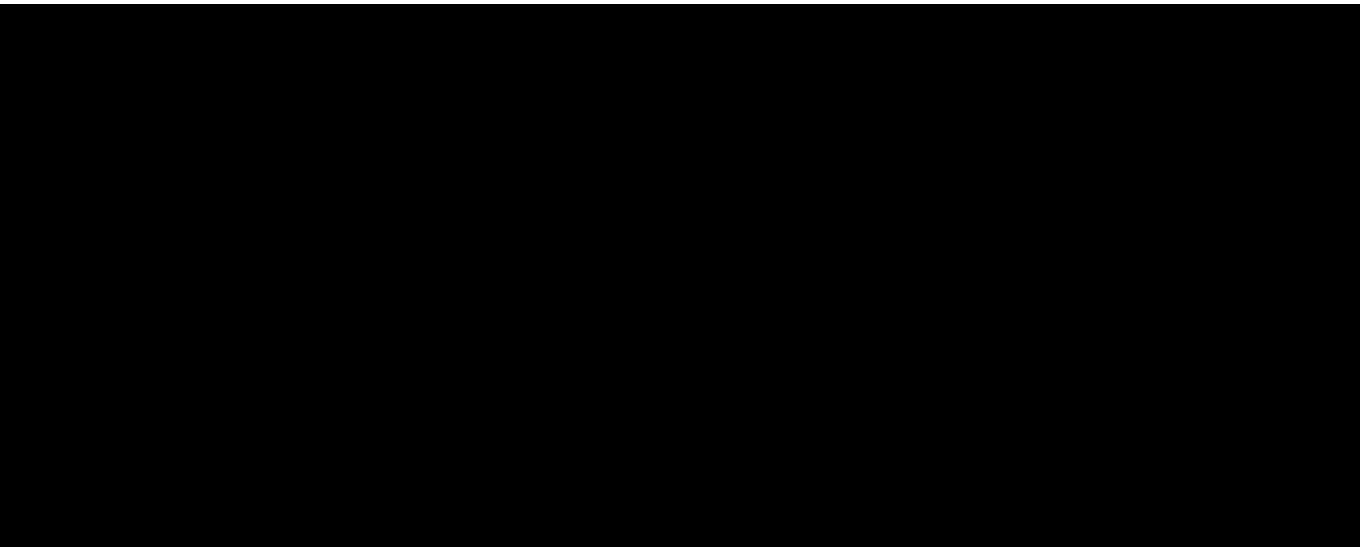




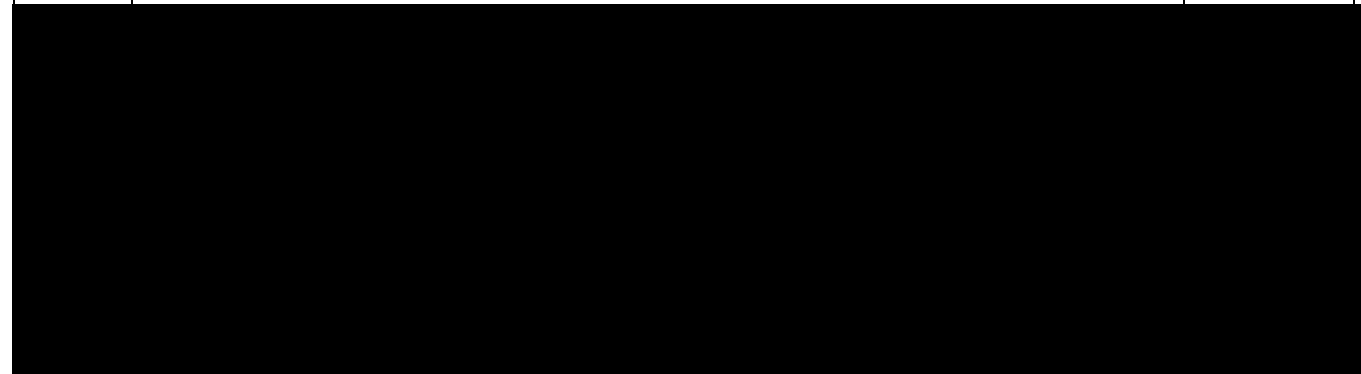


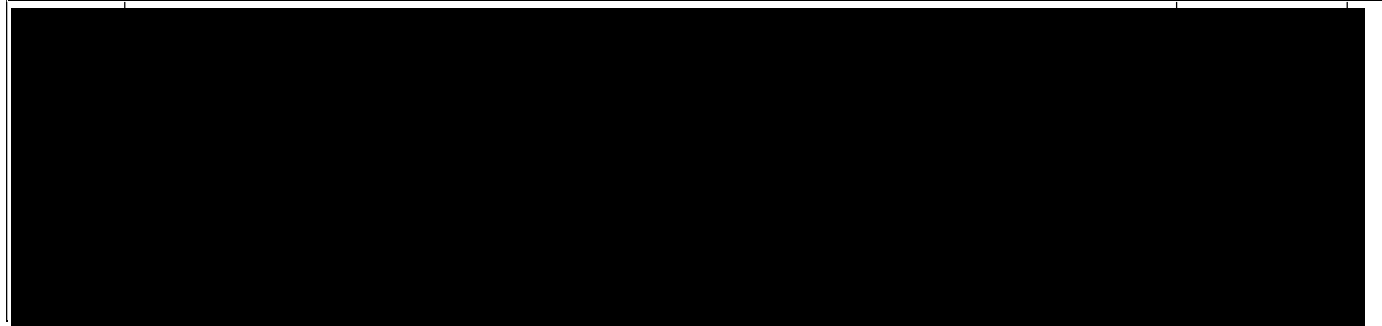
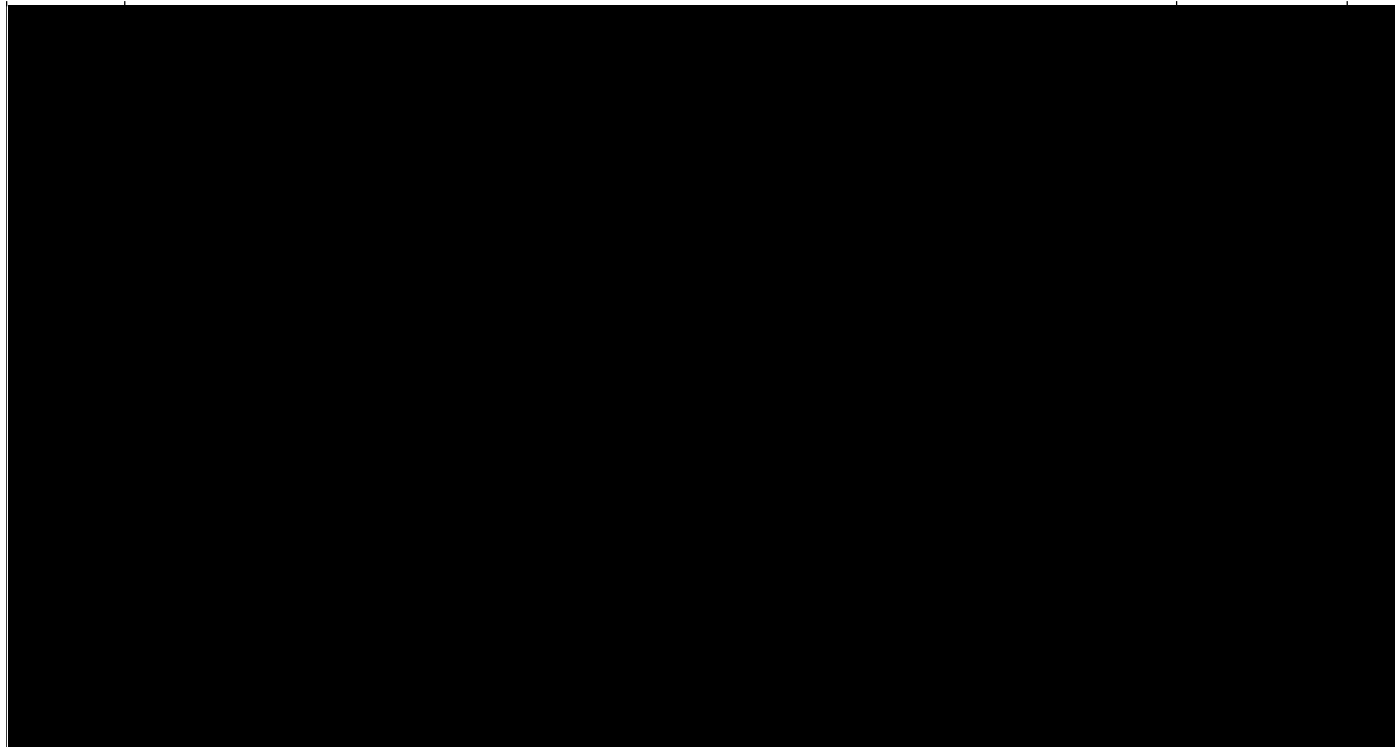
2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max marks





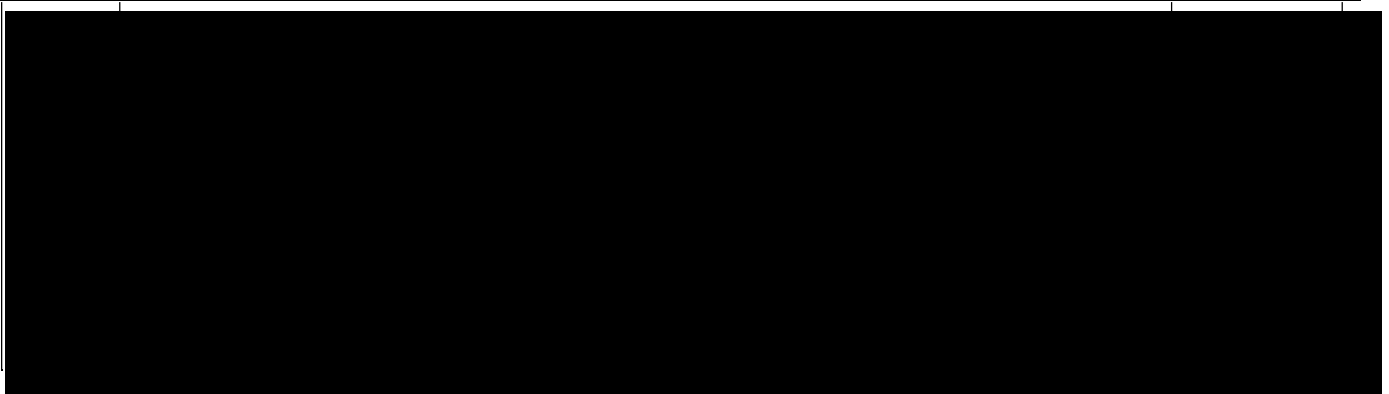
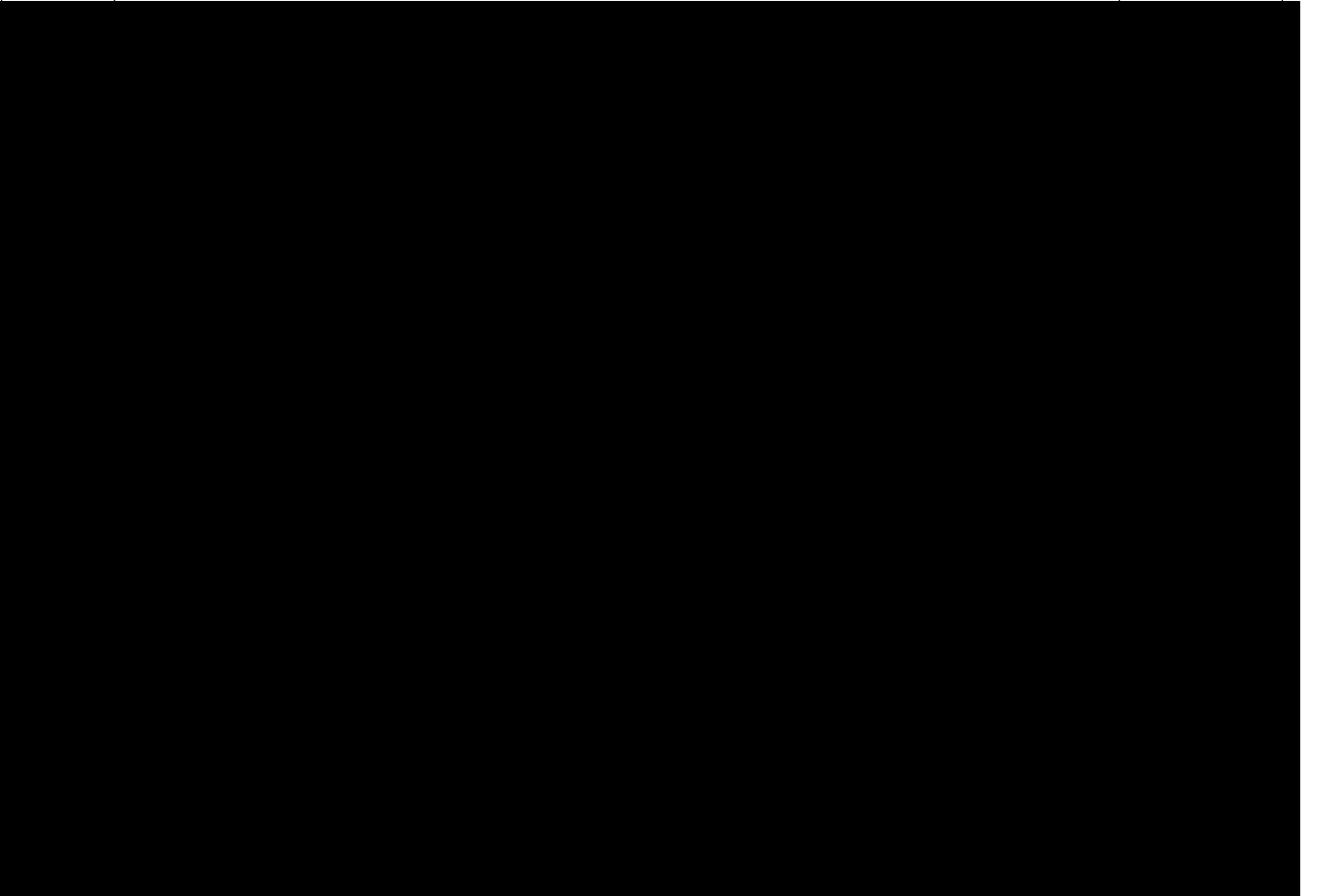
2.3.3	How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc.	3 / 30 max marks
-------	---	------------------

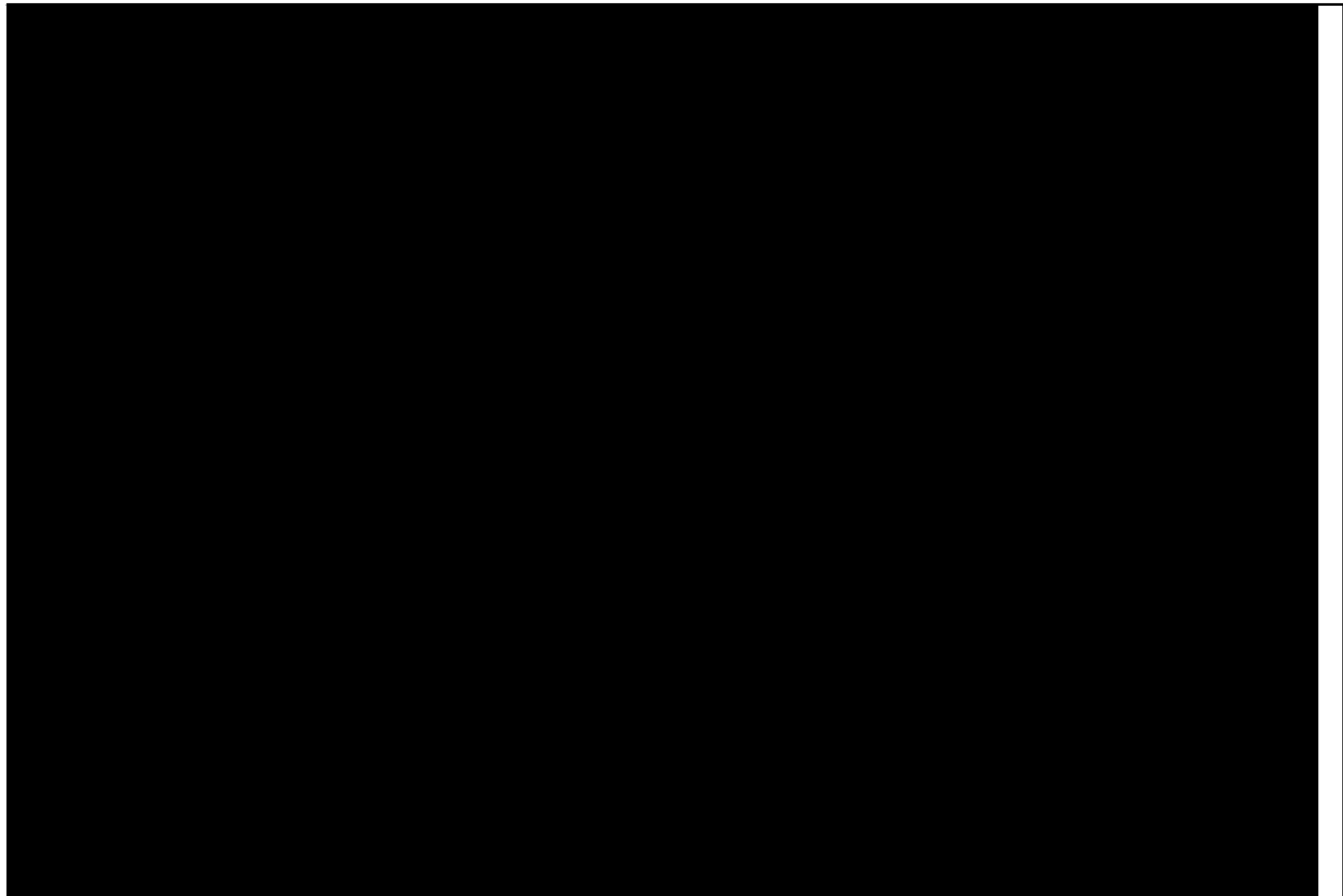




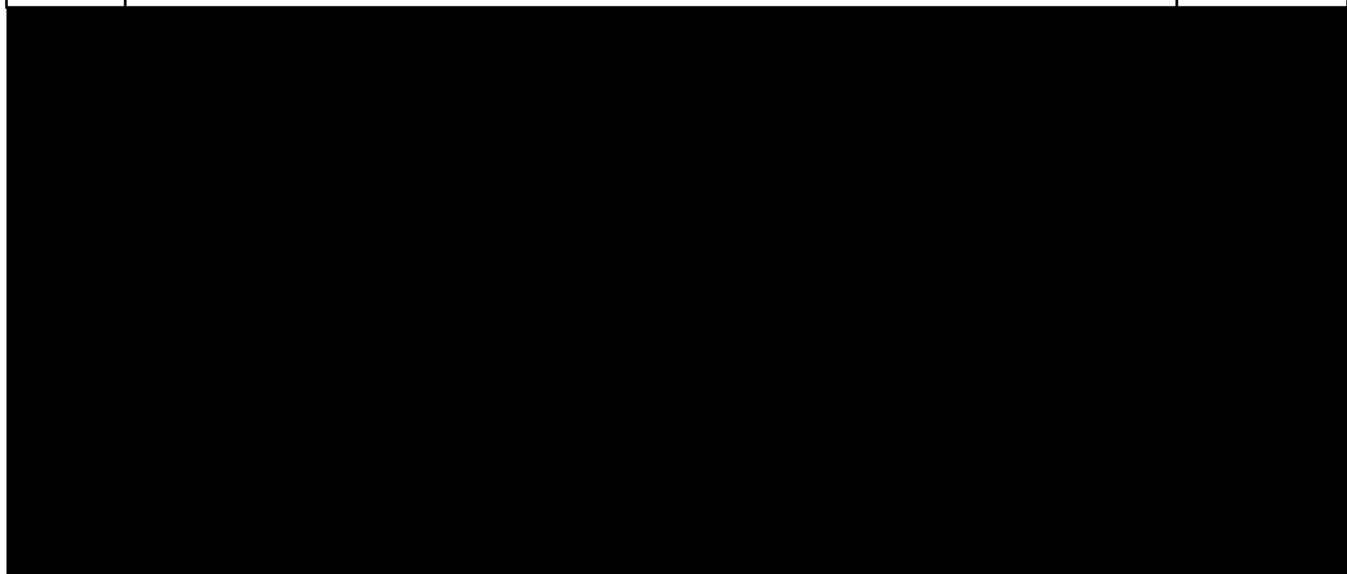


2.3.4	How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?  Please provide examples of where this has been successful.	2.5 / 25 max marks

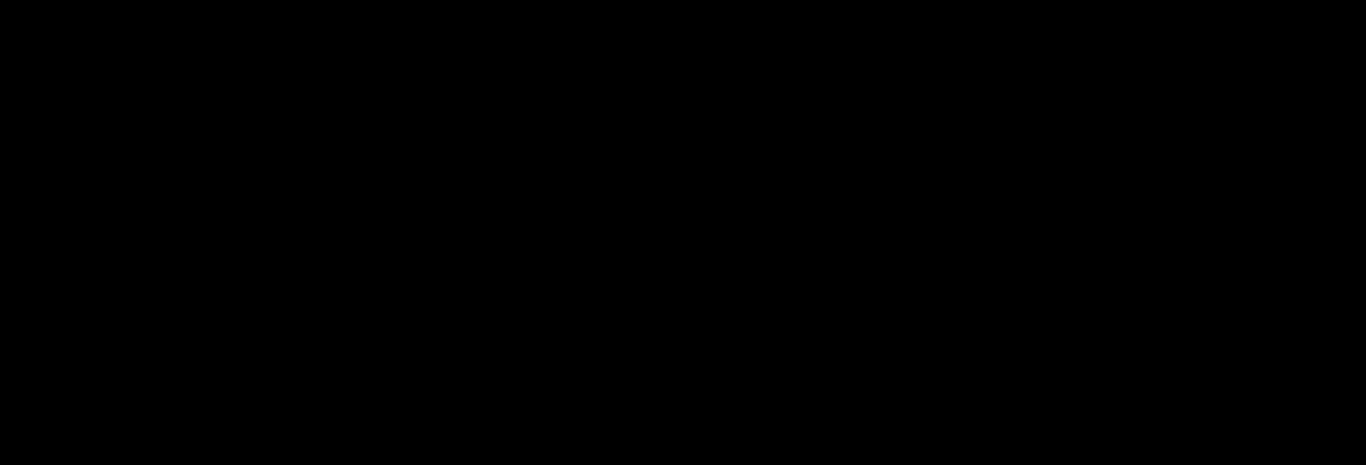
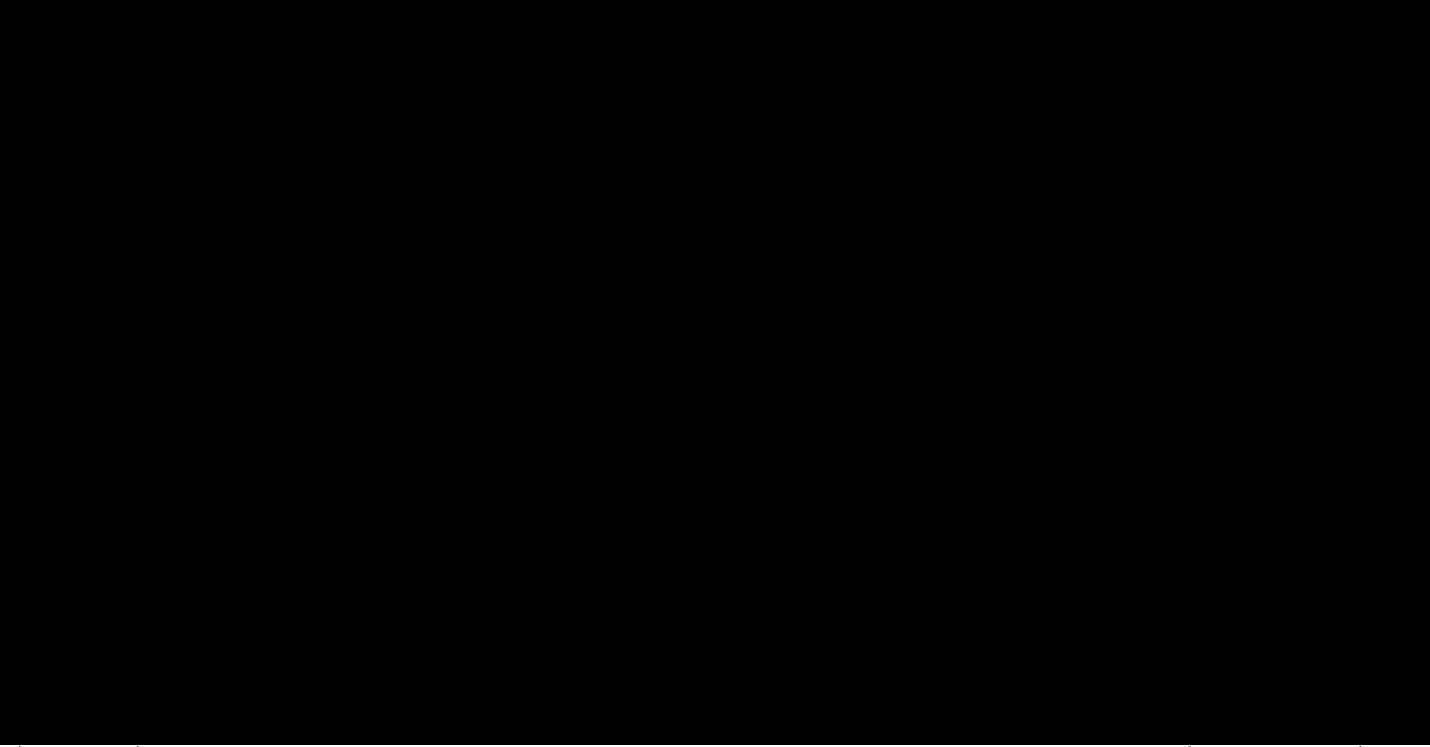
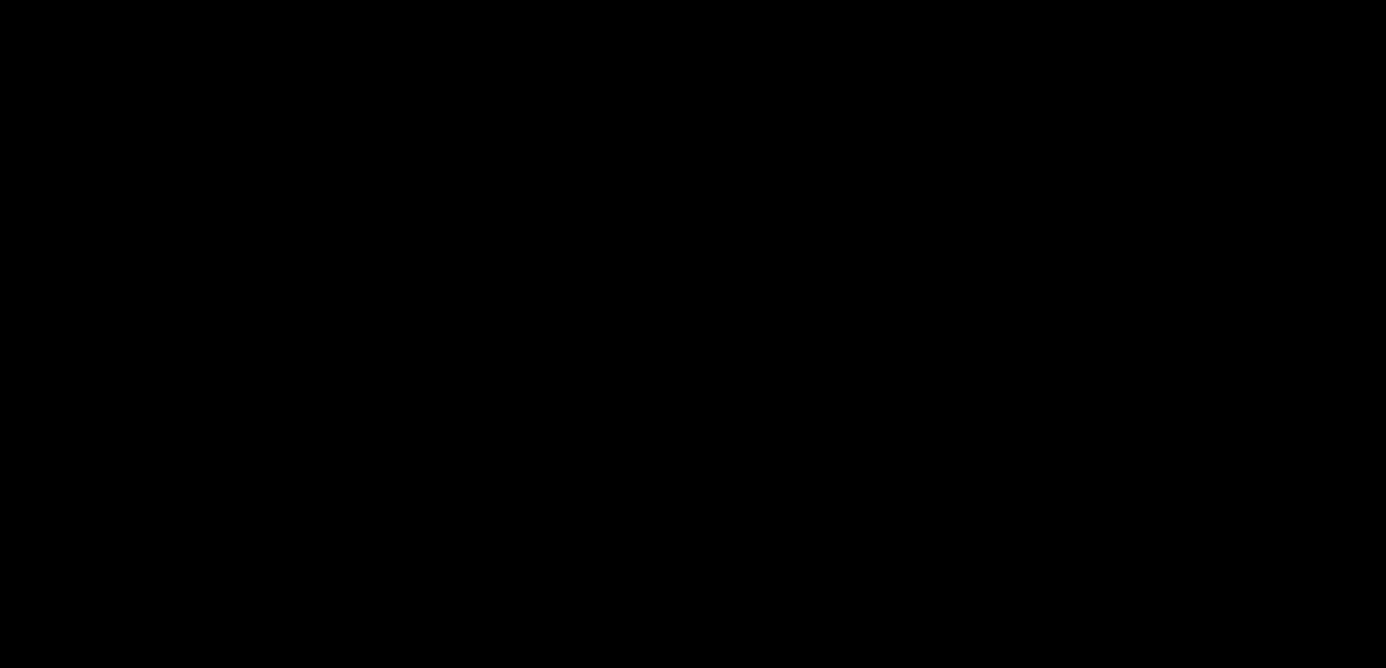


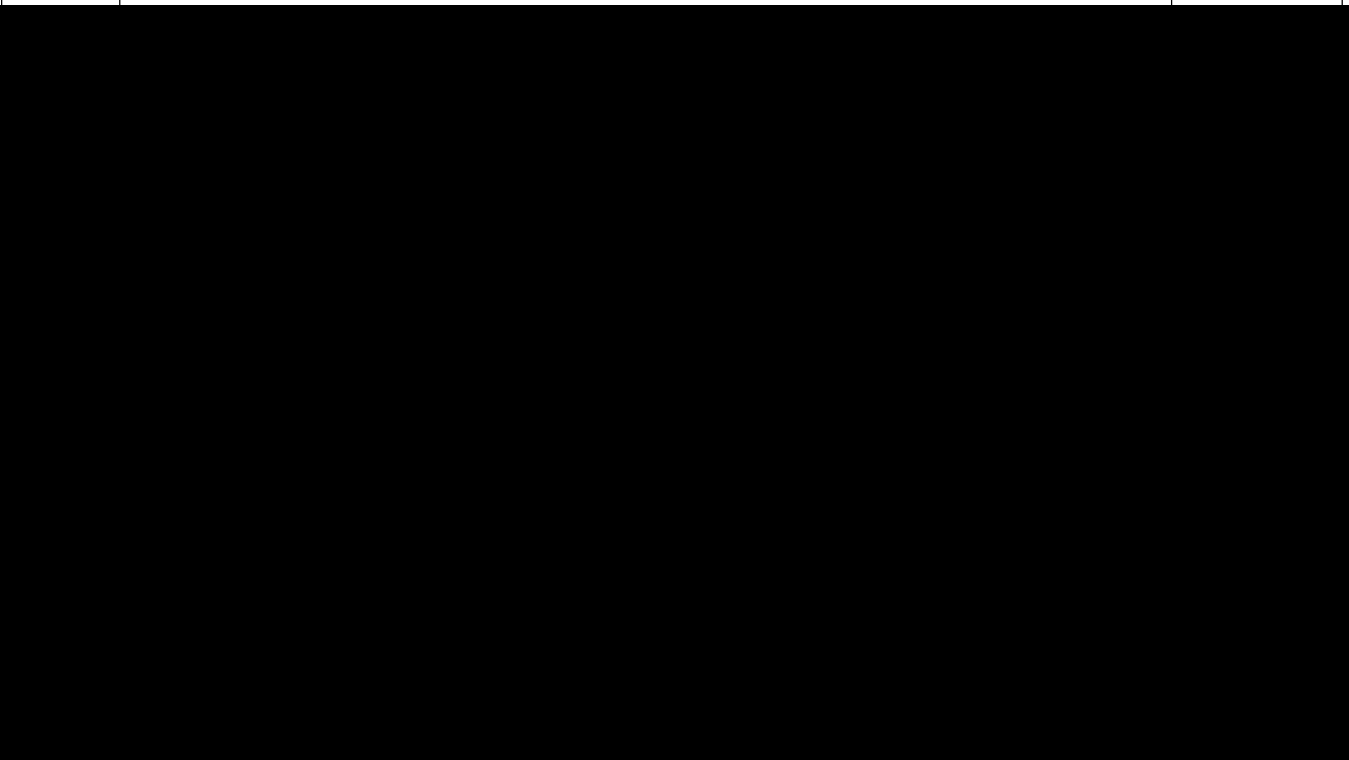
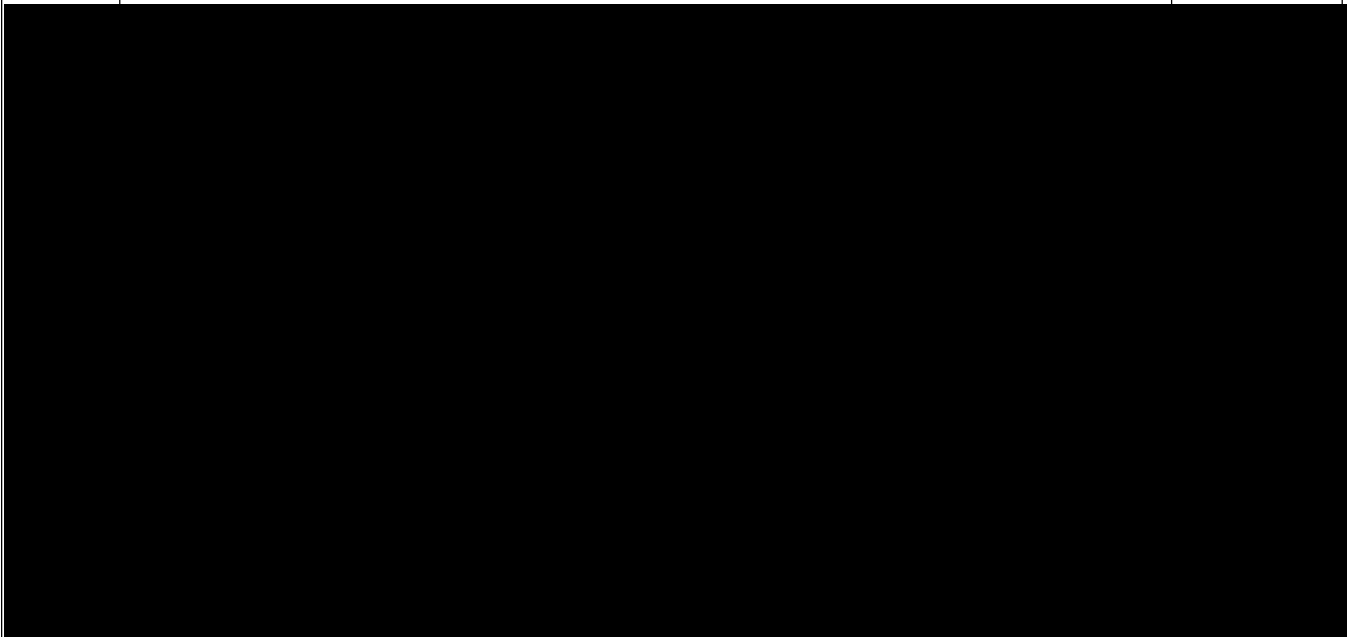
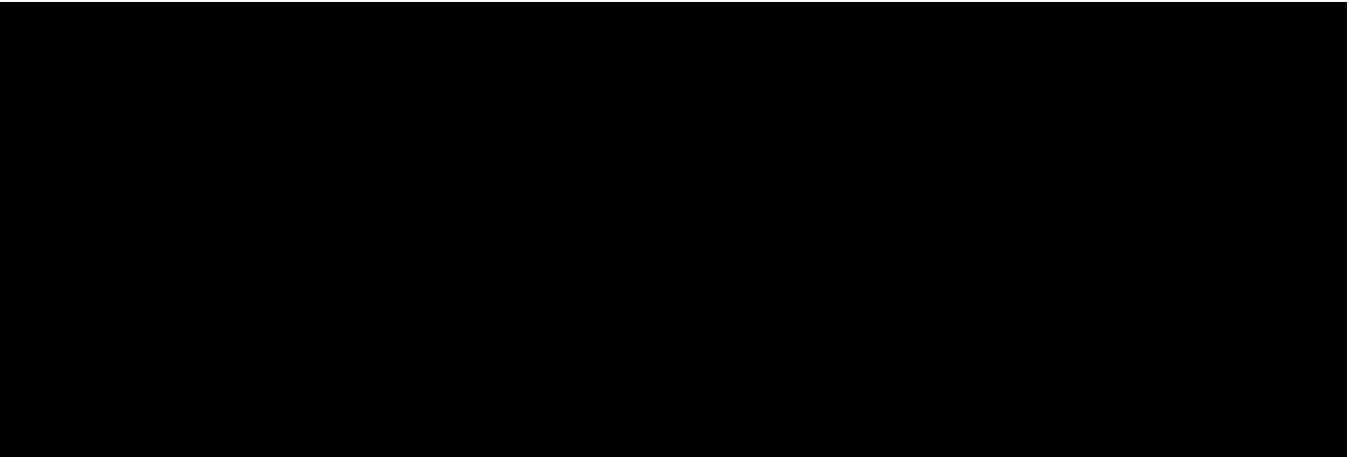


<b>2.4</b>	<b>Development of Apprenticeships in Shropshire</b>	<b>Weighting and Max Marks</b>
2.4.1	Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.  Illustrate this by detailing previous work for other organisations.	2.5 / 25 max marks





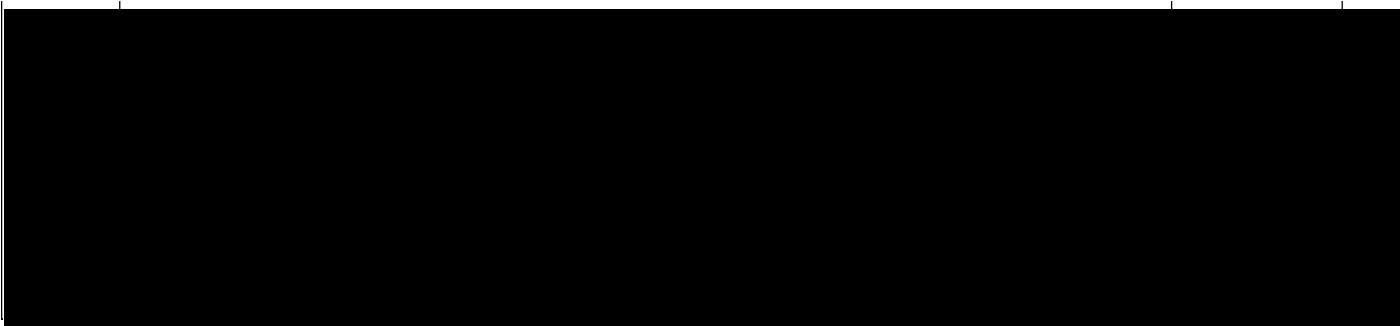
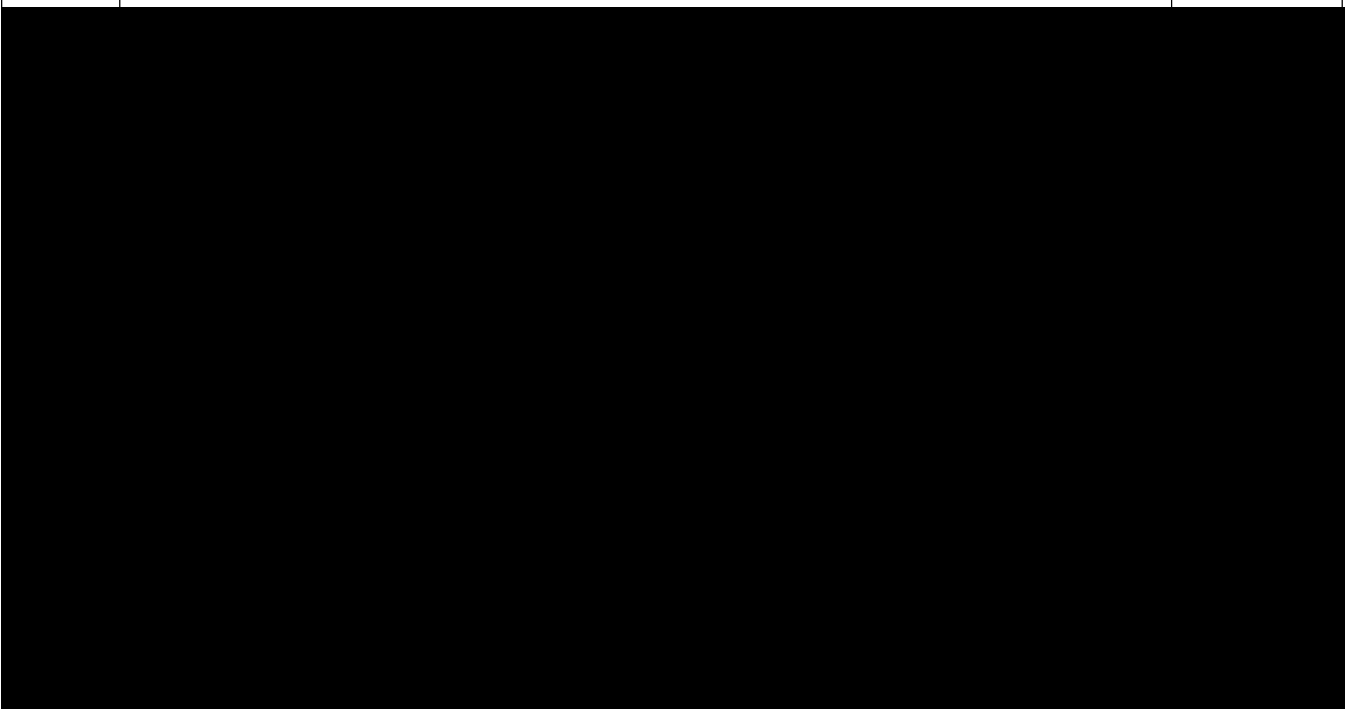


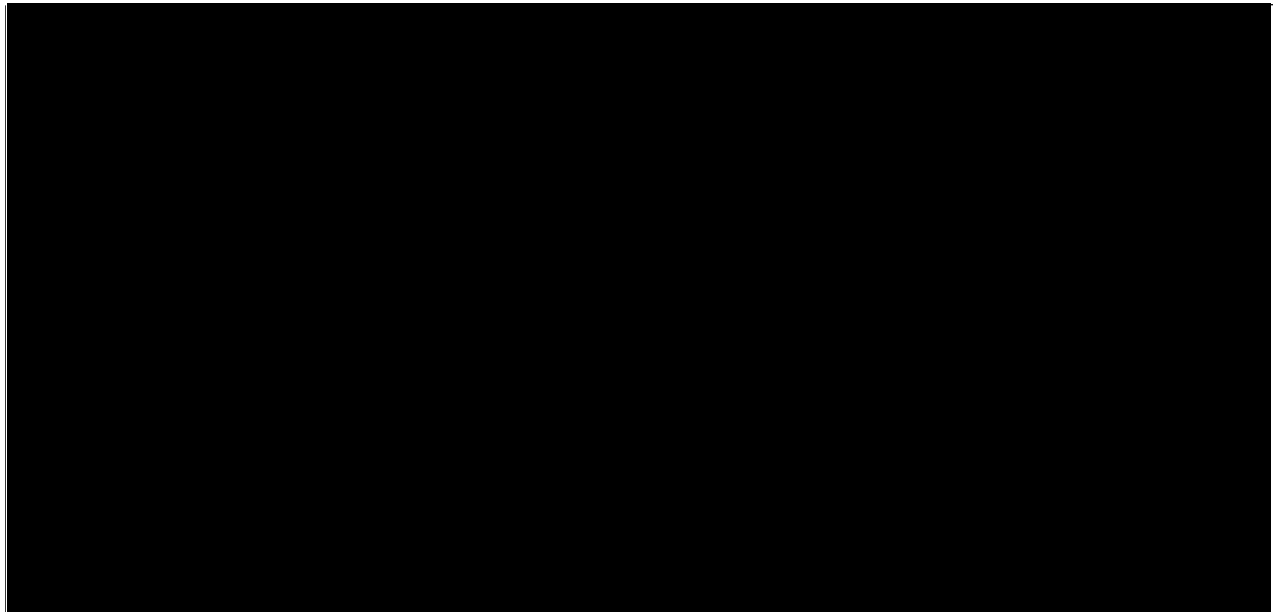


2.4.2	How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?	1.25 / 12.5 max

2.4.3	<p>How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire? Please provide examples of organisations where you have previously done successfully (if applicable)</p>	0.5 / 5 max marks
2.4.4	<p>How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?</p>	0.75 / 7.5 max marks
<b>2.5</b>	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>

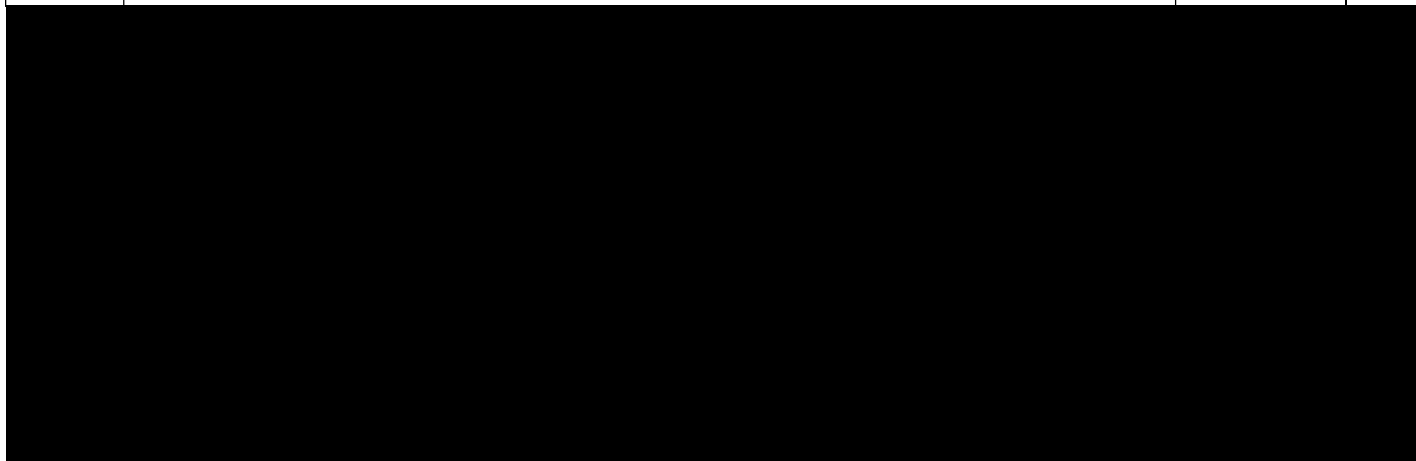
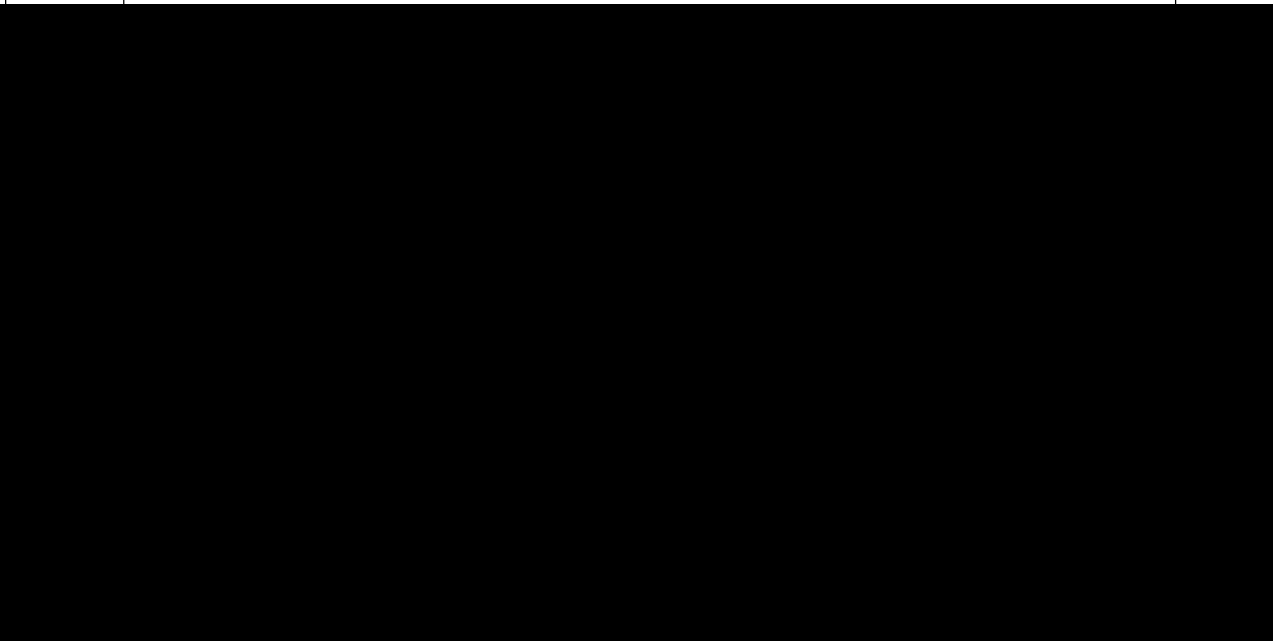
2.5.1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p>	1.5 / 15 max marks
-------	--	--------------------------

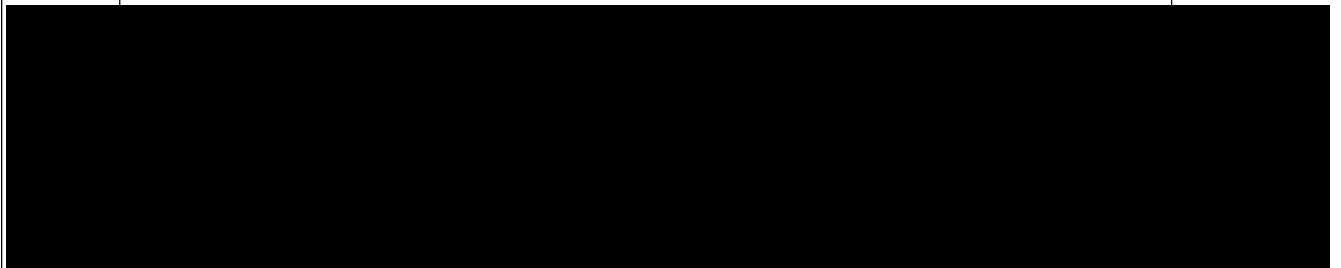
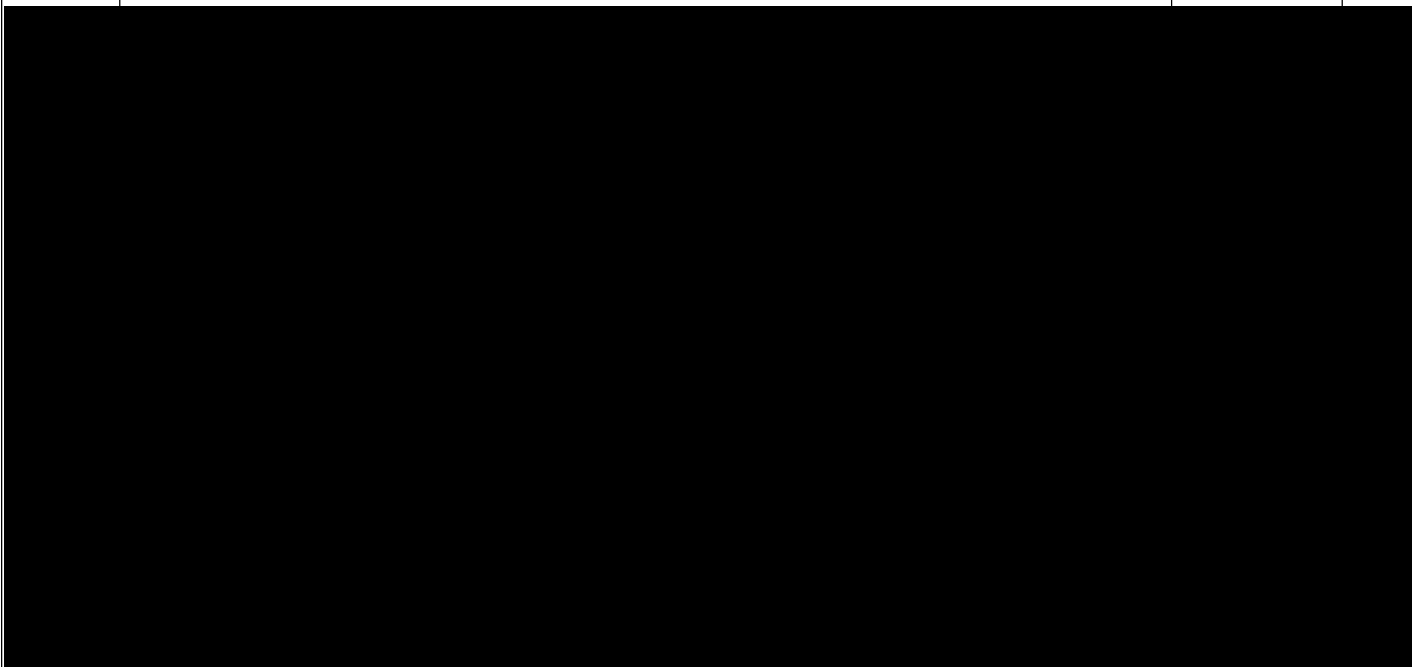
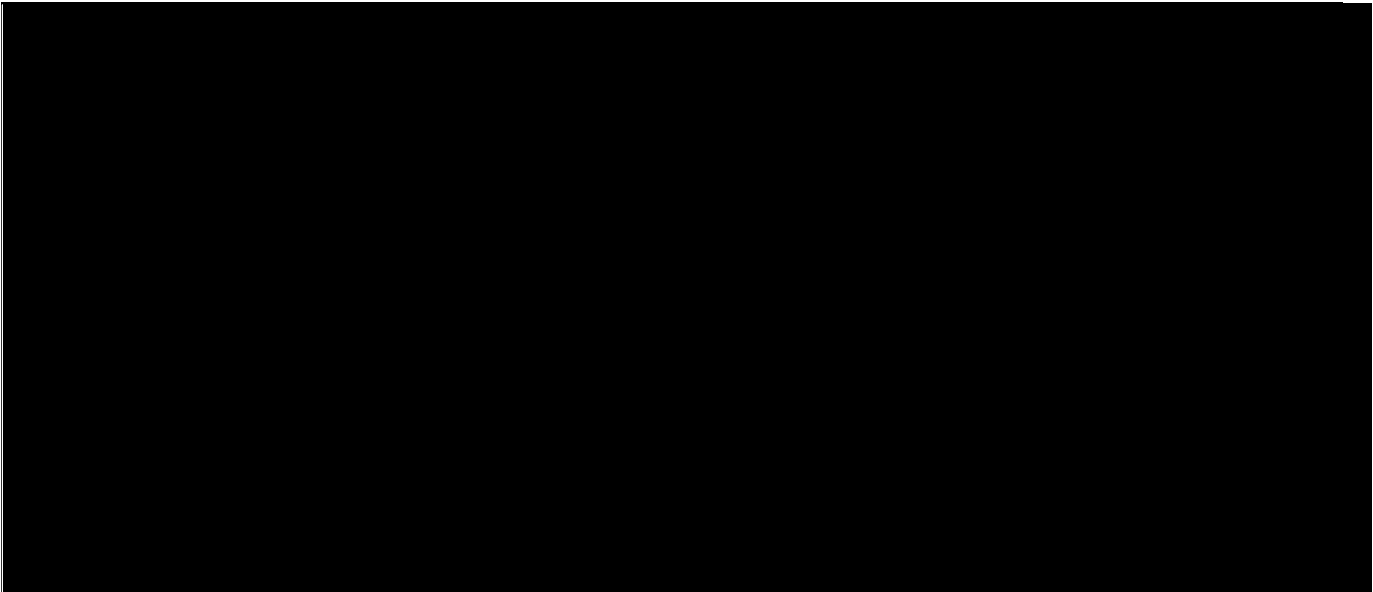


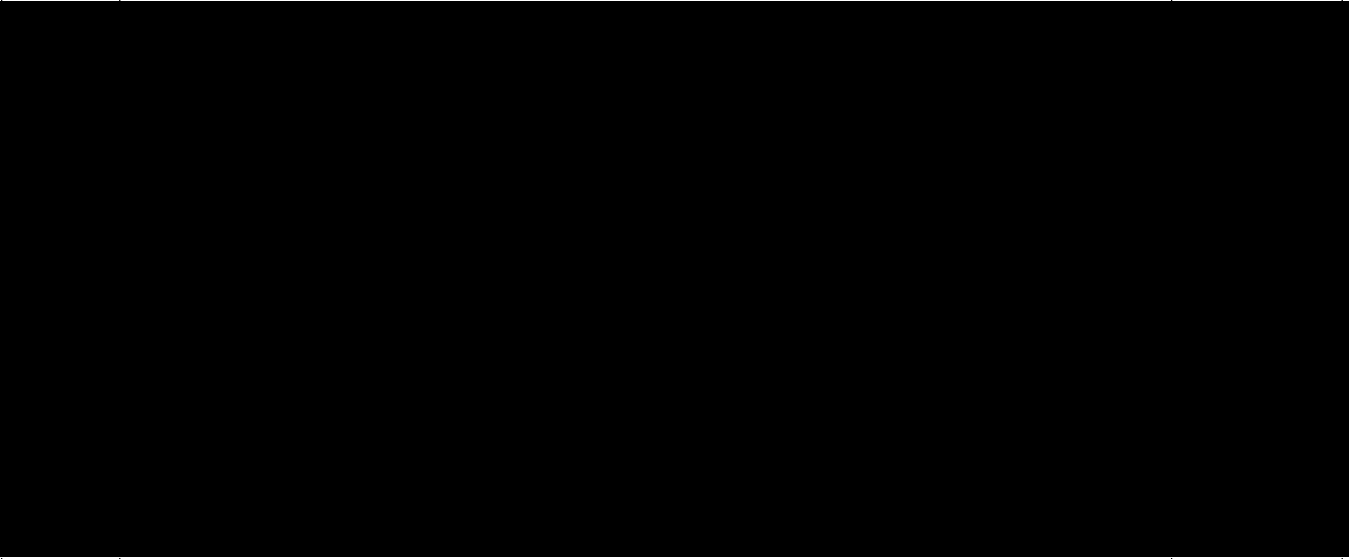




--	--	--

2.5.2	What action do you take, as an organisation, to make any improvements against your KPI performance?	1.5 / 15 max
-------	---	-----------------





2.5.3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks
		
		
		





**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**Babington Business College Limited**

Please also add your company name to the footer of each page of the returned document

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

## Shropshire Council Tender Response Document

### **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

#### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

	are registered as being able to deliver the specific requirement
--	--

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

### **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested a **copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

<b>Section / Question No.</b>	<b>Selection Criteria</b>
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

<b>Section / Question No.</b>	<b>Award Criteria</b>	<b>Weighting / Max Marks Available</b>	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

**Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.**

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

Assessment	Mark	Interpretation
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	
<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.

#### **Value for Money Evaluation and scoring**

The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.



**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

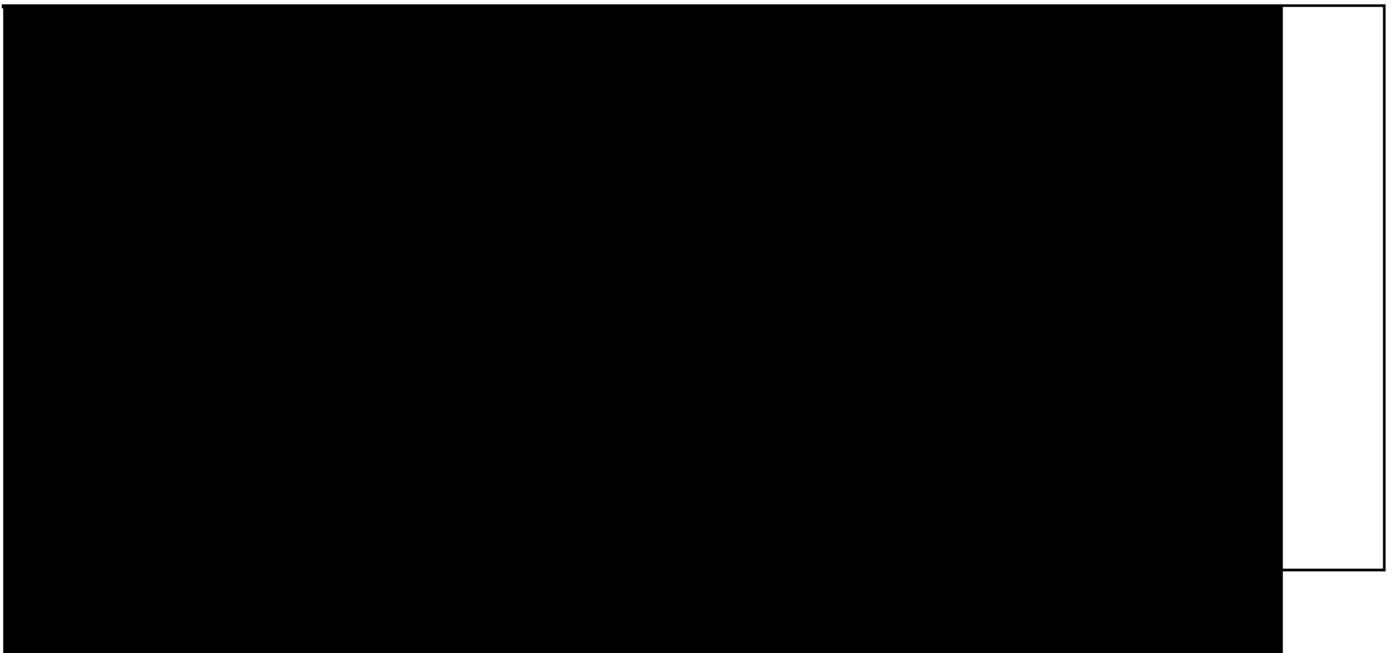
**No**

If yes, please give details:

Name	Relationship
N/A	N/A

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

## SECTION B

### 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. 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). 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)

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

This document provides 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.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

	f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	[REDACTED]
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	[REDACTED]
1.1(k)	Trading name(s) that will be used if successful in this procurement.	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	[REDACTED]
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should	[REDACTED]

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

	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. (Please enter N/A if not applicable)	
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)	
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)	

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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)	N/A
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.	N/A
1.2(b) - (i)	Are you or, if applicable, the group of	Yes <input type="checkbox"/>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



	economic operators proposing to use sub-contractors?	No <input type="checkbox"/> X				
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	N/A	N/A	N/A	N/A	N/A
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

**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.

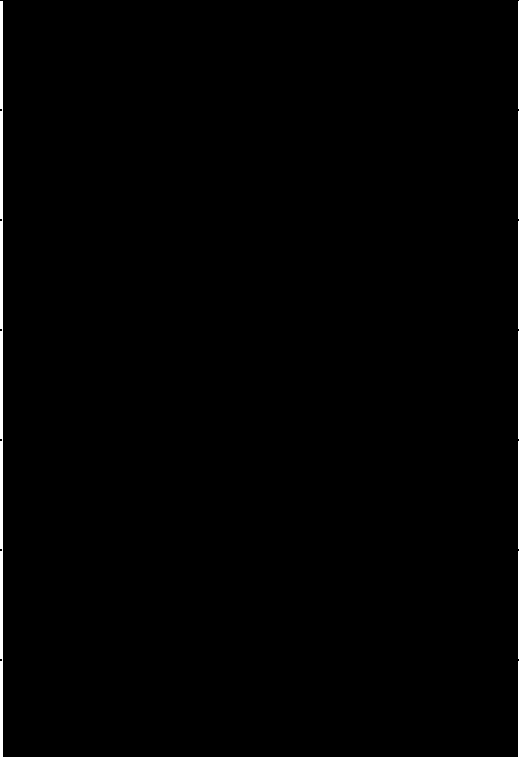
I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	Babington Business College Limited
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	Babington House, Mallard Way, Pullman Business Park, Pride Park, Derby DE24 8GX
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	[REDACTED]

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

## 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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	
	Corruption.	
	Fraud.	
	Terrorist offences or offences linked to terrorist activities	
	Money laundering or terrorist financing	
	Child labour and other forms of trafficking in human beings	
2.1(b)	<p>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.</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	Yes <input type="checkbox"/> No <input type="checkbox"/>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

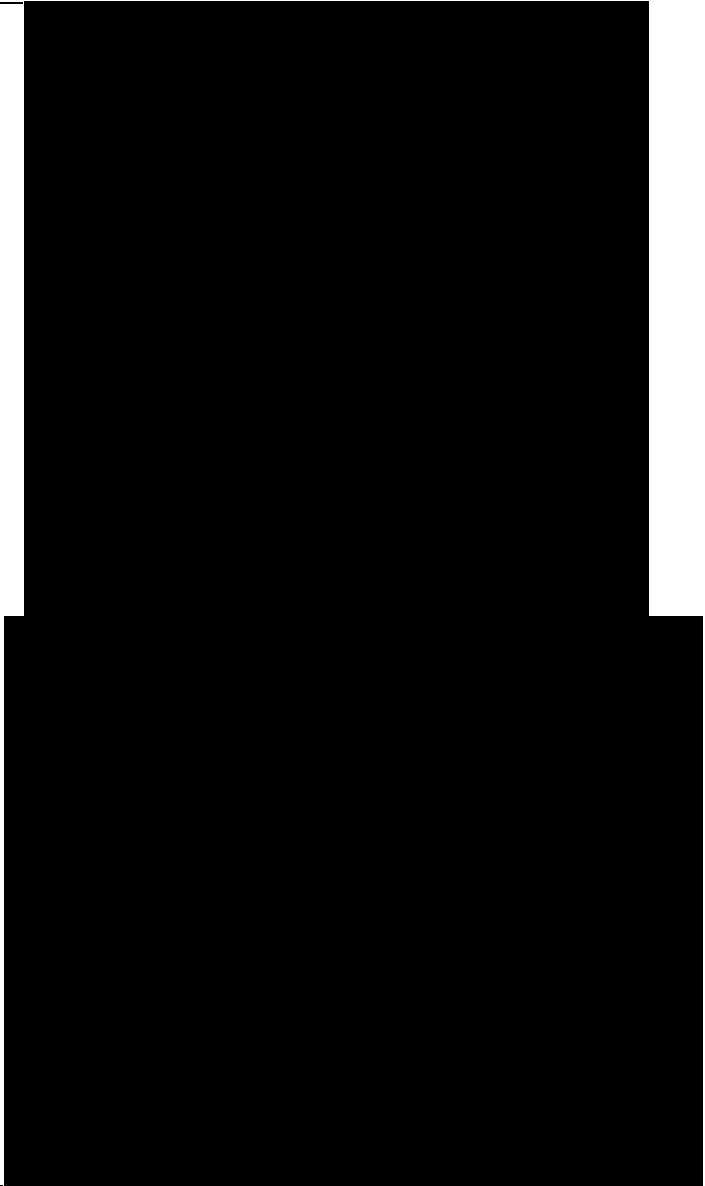
	relevant ground for exclusion? (Self Cleaning)	
2.3(a)	<b>Regulation 57(3)</b> Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the 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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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.	N/A
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>○ to maintain records of personal data</li> </ul>	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

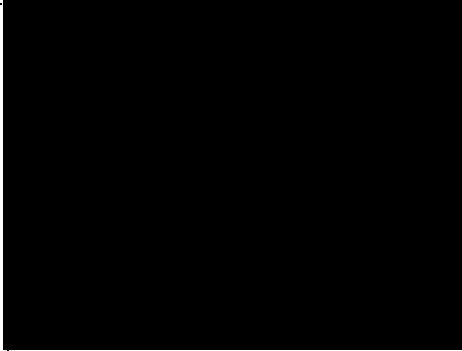
processing activities; and

- to regularly test, assess and evaluate the effectiveness of the above measures.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE

		
--	--	---

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b></p>	 <p>nt):</p>
-----	--	--

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b>            The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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"/>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

		No <input type="checkbox"/> X 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"/> X If yes please provide details at 3.2

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No <input type="checkbox"/> X 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"/> X 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"/> X 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"/> X 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	N/A
-----	---	-----

Section 4	Economic and Financial Standing	
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> X No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of	Yes <input type="checkbox"/> No <input type="checkbox"/>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

	Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	Yes <input type="checkbox"/> X No <input type="checkbox"/>

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	N/A	
Relationship to the Supplier completing these questions	N/A	

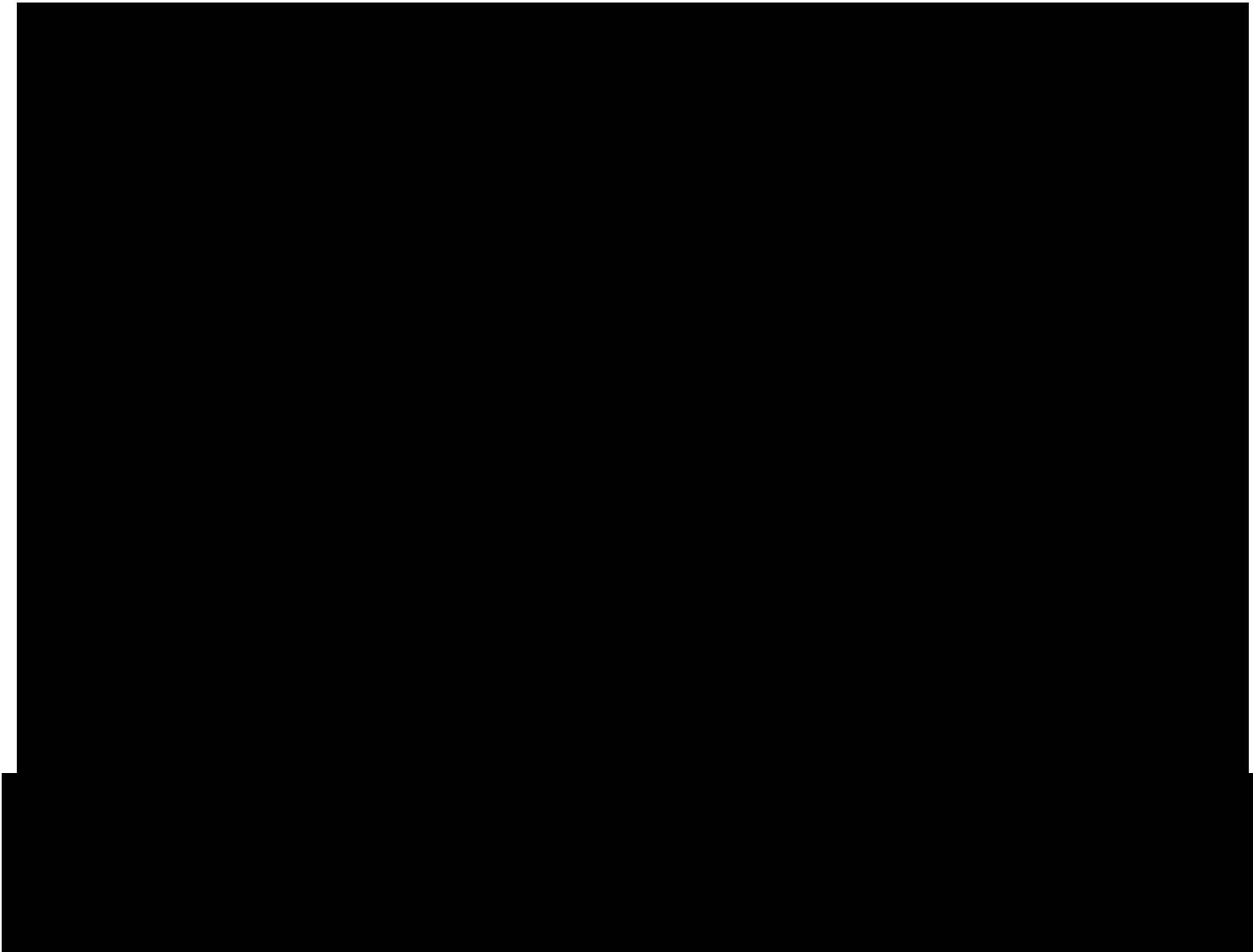
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> X No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> X No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Section 6	<b>Technical and Professional Ability</b>
6.1	<p><b>Relevant experience and contract examples</b></p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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</p>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



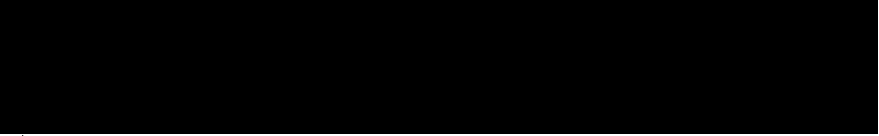
	<p>Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>
--	---



6.2	<p>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)</p> <p>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)</p>
-----	---

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited


	We do not intend to subcontract under this contract.
--	--

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.
	

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/> X
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 <input type="checkbox"/> Please provide the relevant url to view the statement ...  No <input type="checkbox"/> Please provide an explanation

## 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.

Section 8	Additional Questions
8.1	Insurance
	<p>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:</p> <p></p> <p>Employer's (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p> <p>Professional Indemnity Insurance = £2 Million</p> <p>*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.</p>

8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

	development through this contract.	Yes <input type="checkbox"/> X No <input type="checkbox"/>
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?	Yes <input type="checkbox"/> X No <input type="checkbox"/>

4 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### 8.4 – Environmental Management

1.	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
----	---	--

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

	the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.	
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 8.5 – Health & Safety

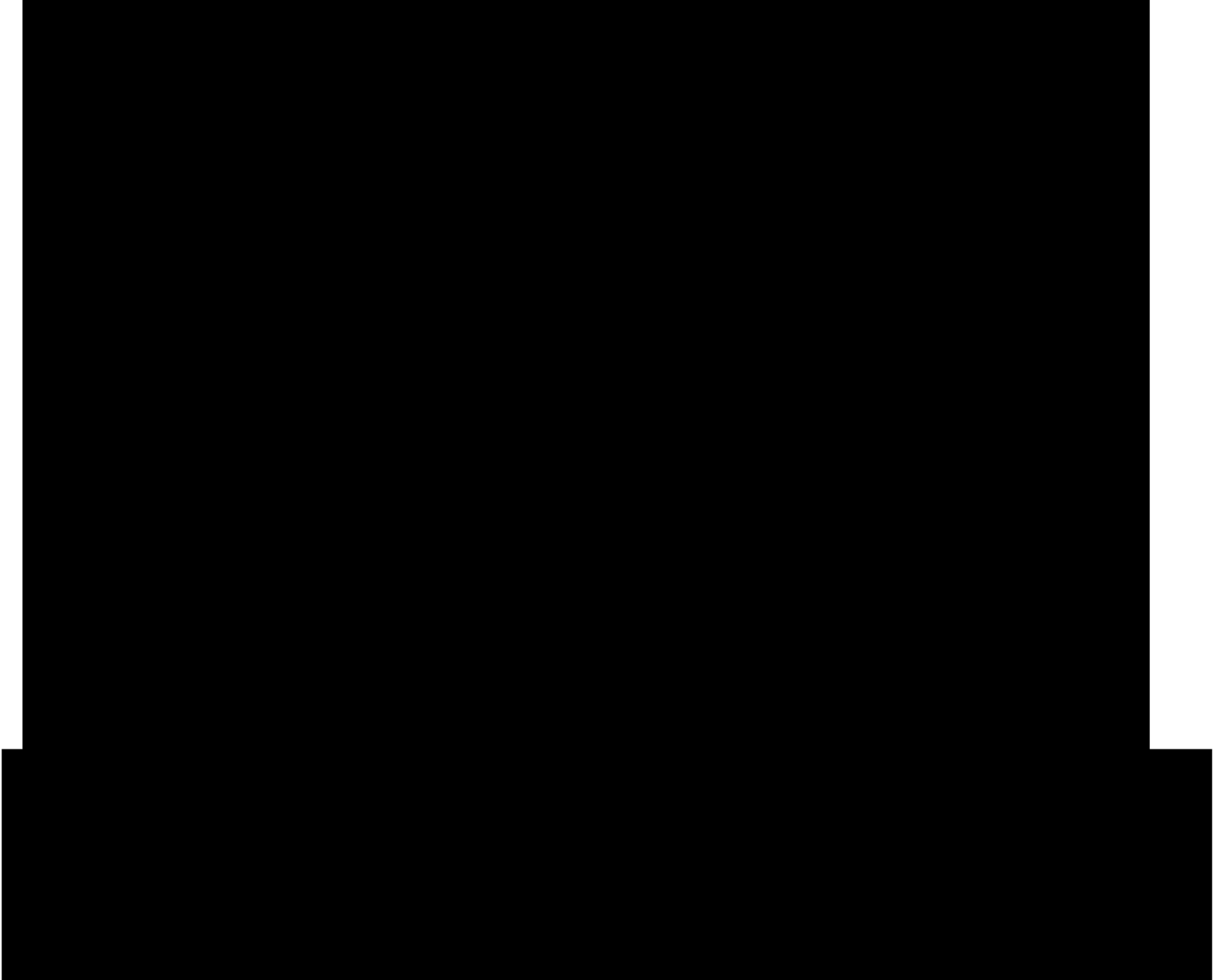
1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:



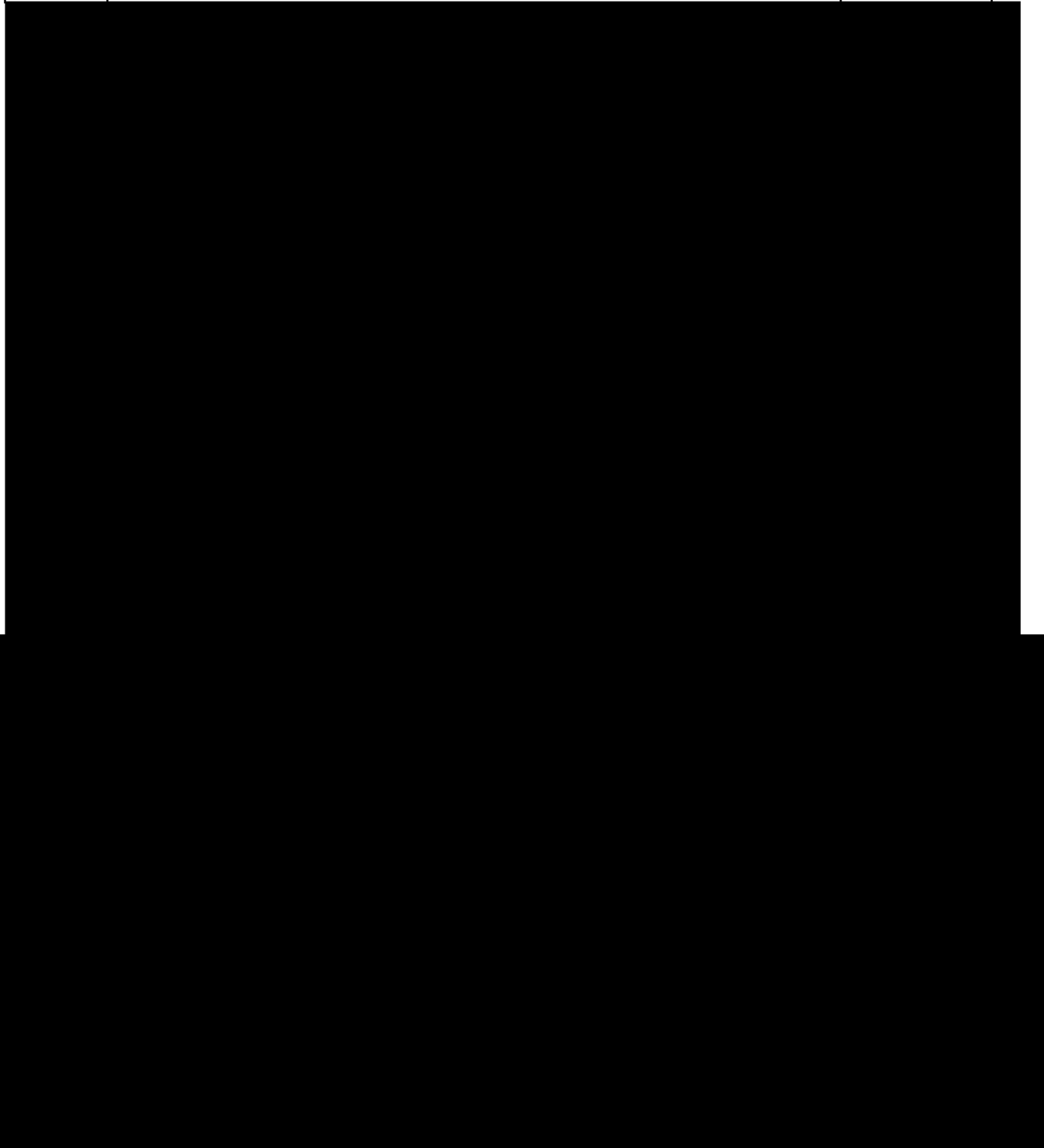
The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

**Each lot you apply for will be marked against the same criteria and questions below**

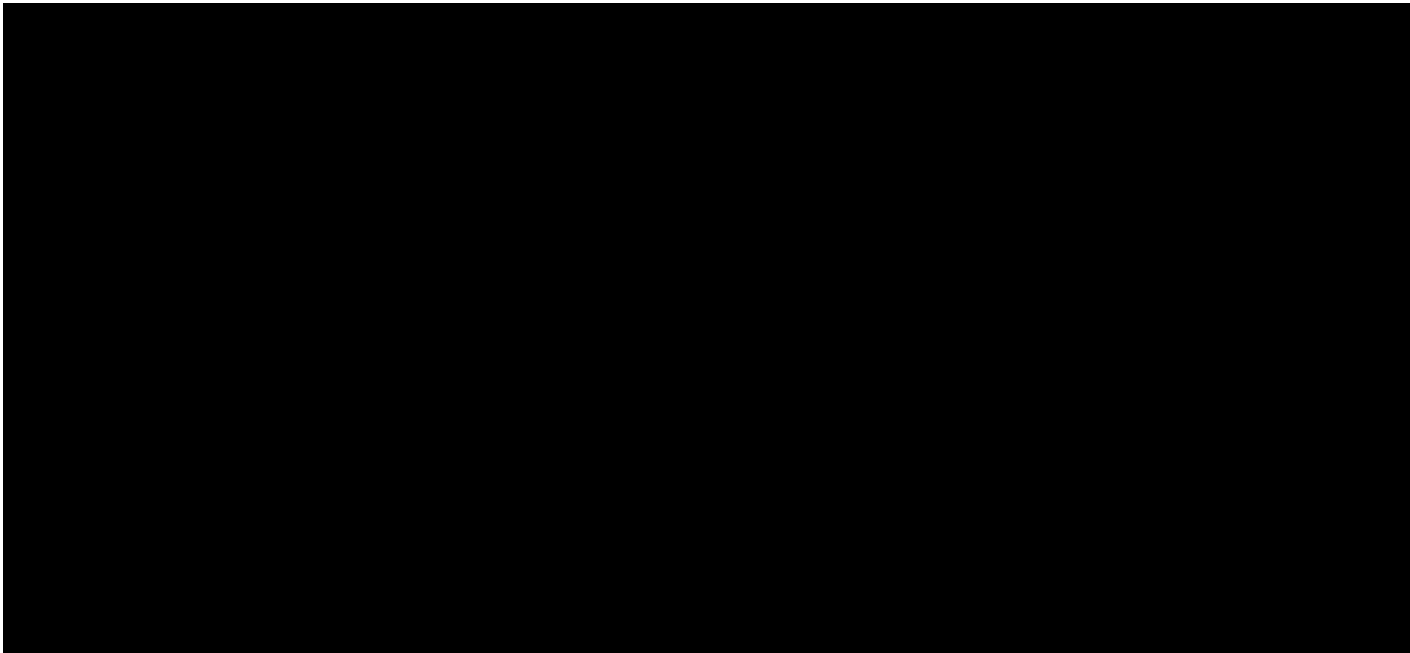
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.	3 / 30 max marks



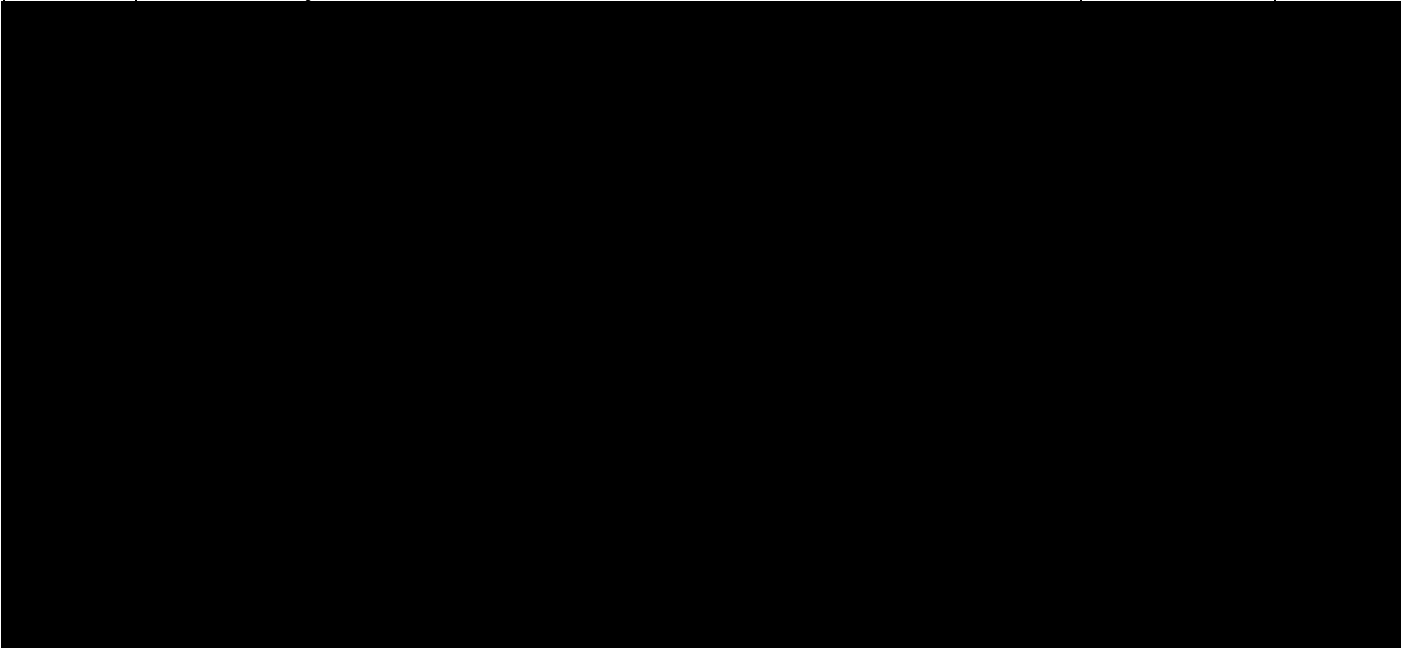
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

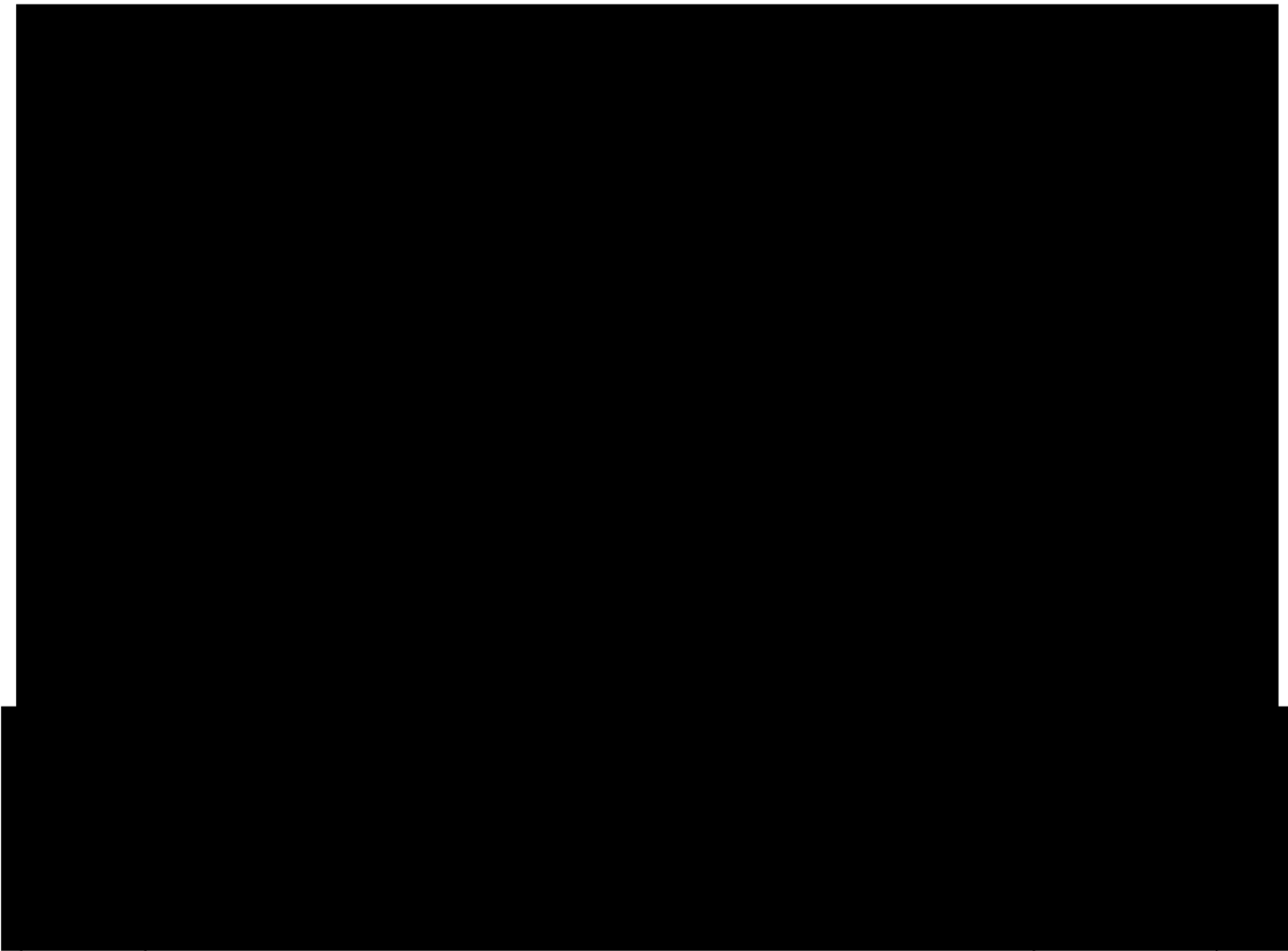


1.2	Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.	3 / 30 max marks	
-----	--	------------------	--

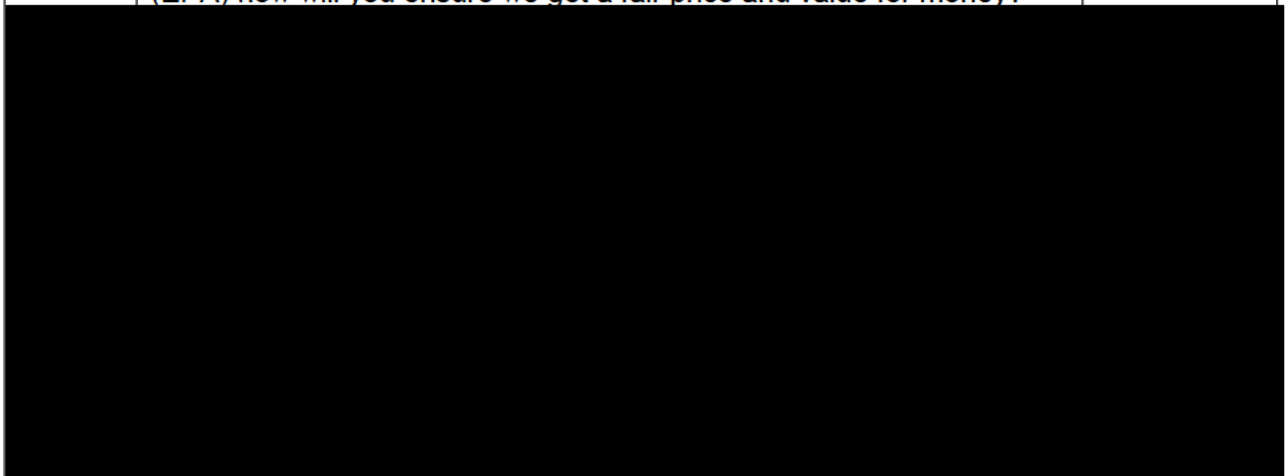


1.3	Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?	3 / 30 max marks	
-----	--	------------------	--





1.4	If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?	1 / 10 max marks

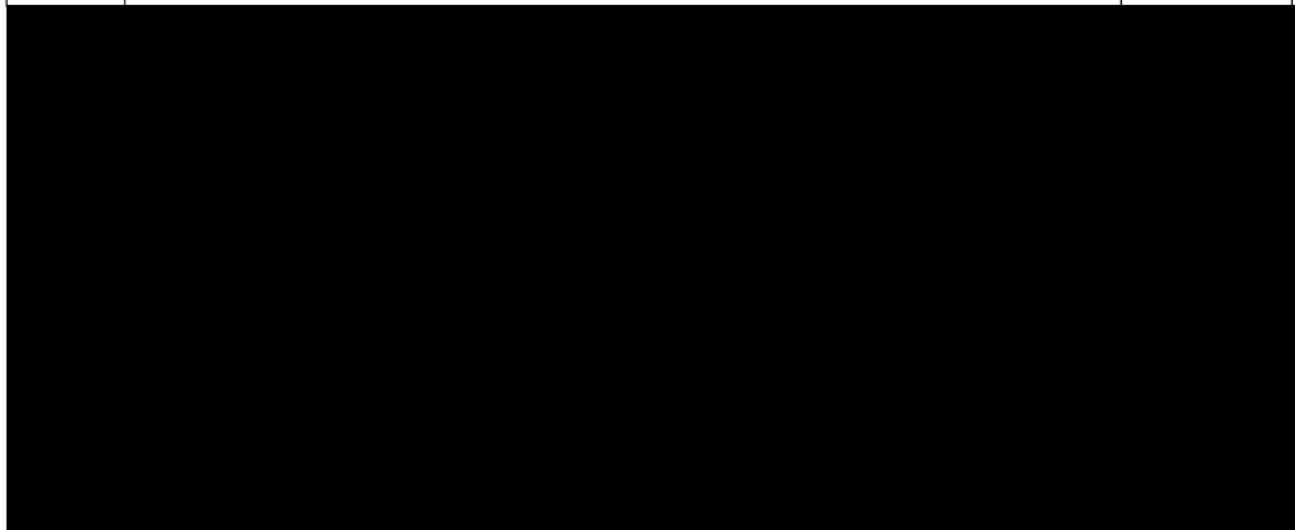


<b>2.</b>	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>

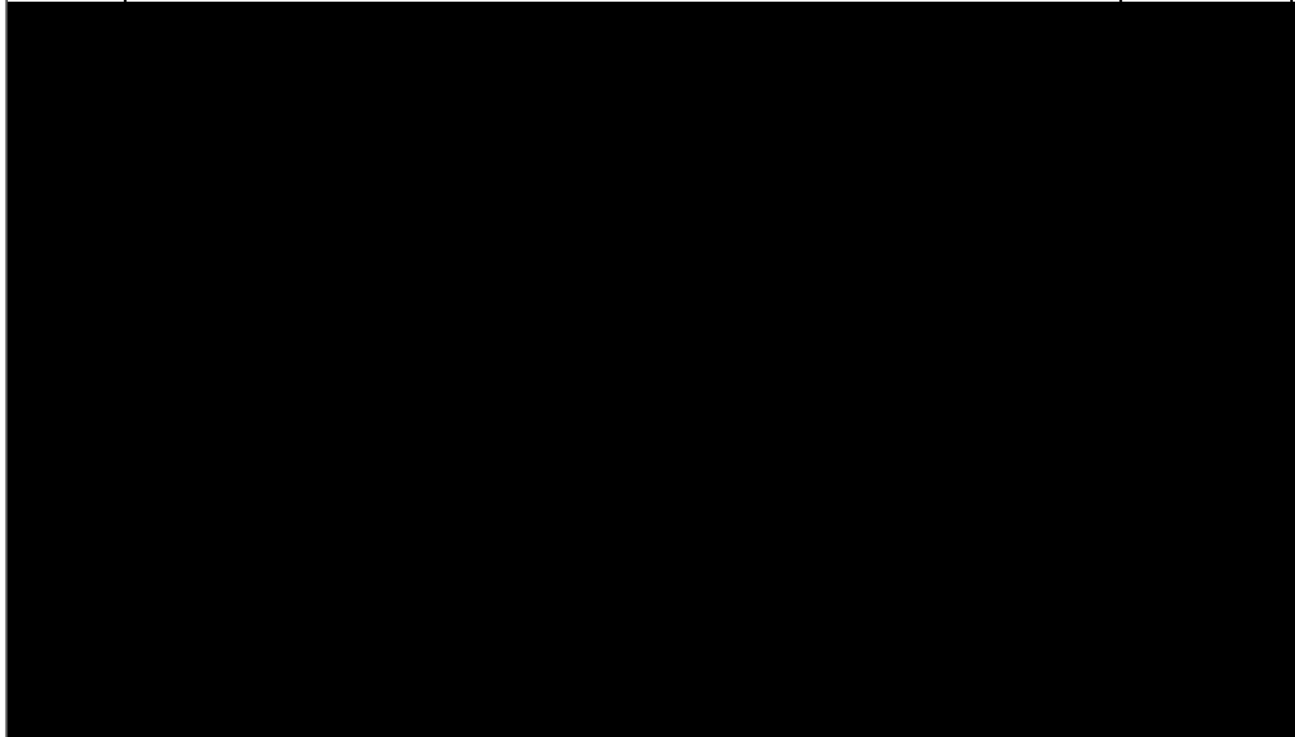
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



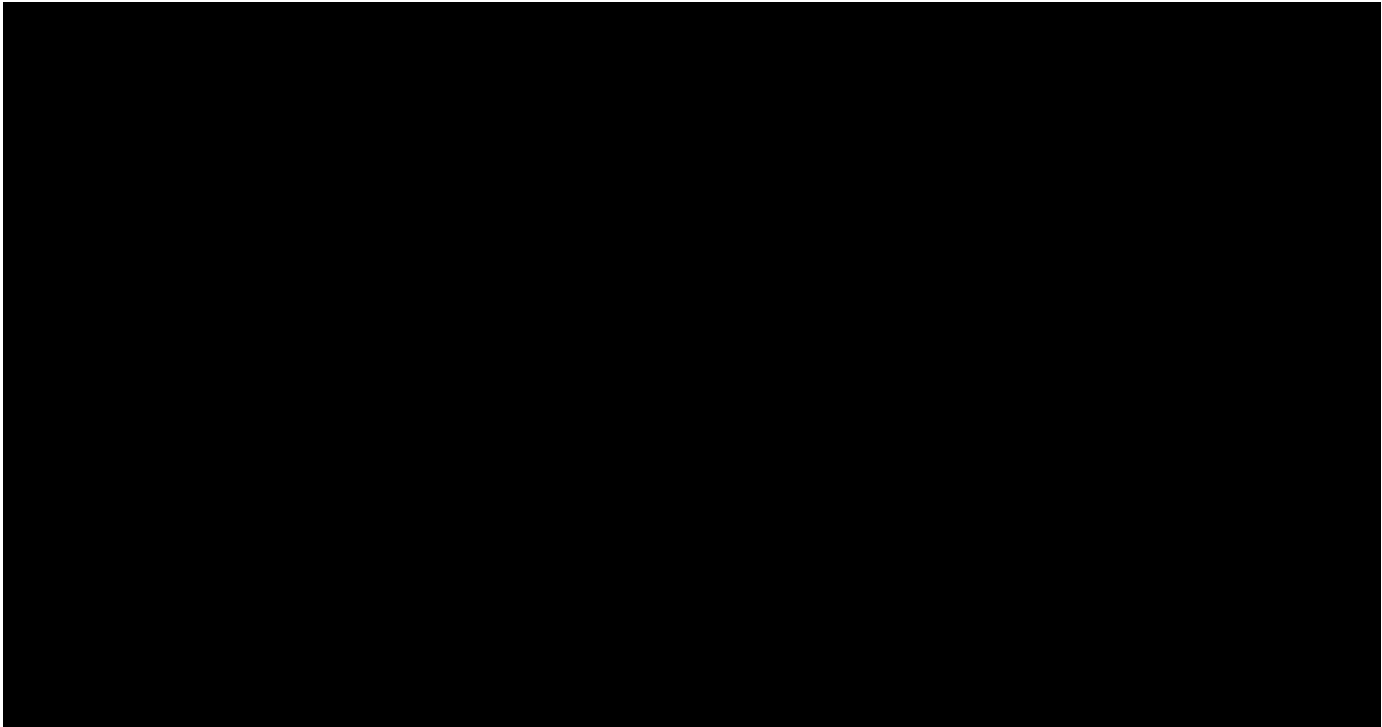
2.1.1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key	5 / 50 max marks
-------	--	------------------



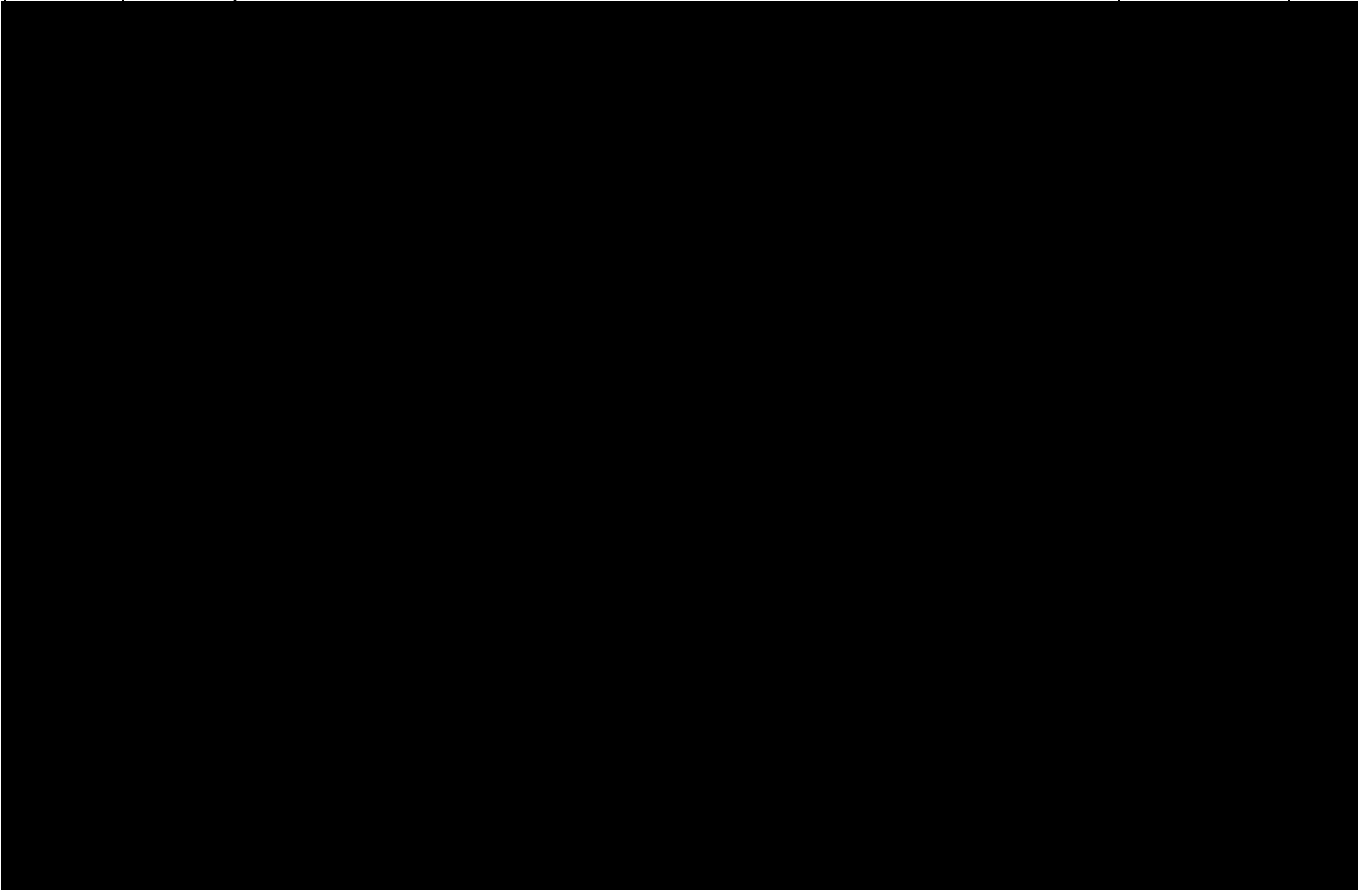
2.1.2	Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).	1 / 10 max marks
-------	---	------------------



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



2.1.3	Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.	4 / 40 max marks
-------	--	------------------



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

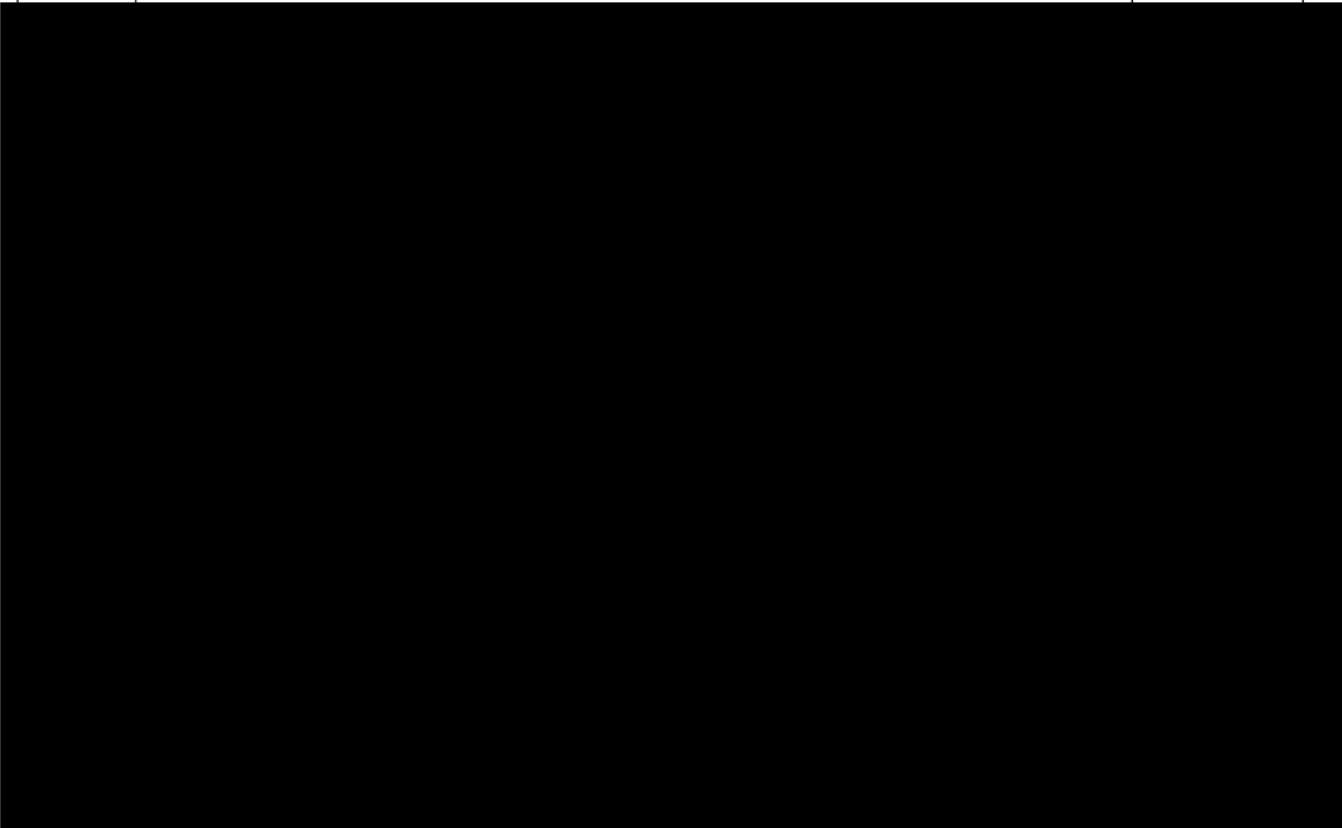
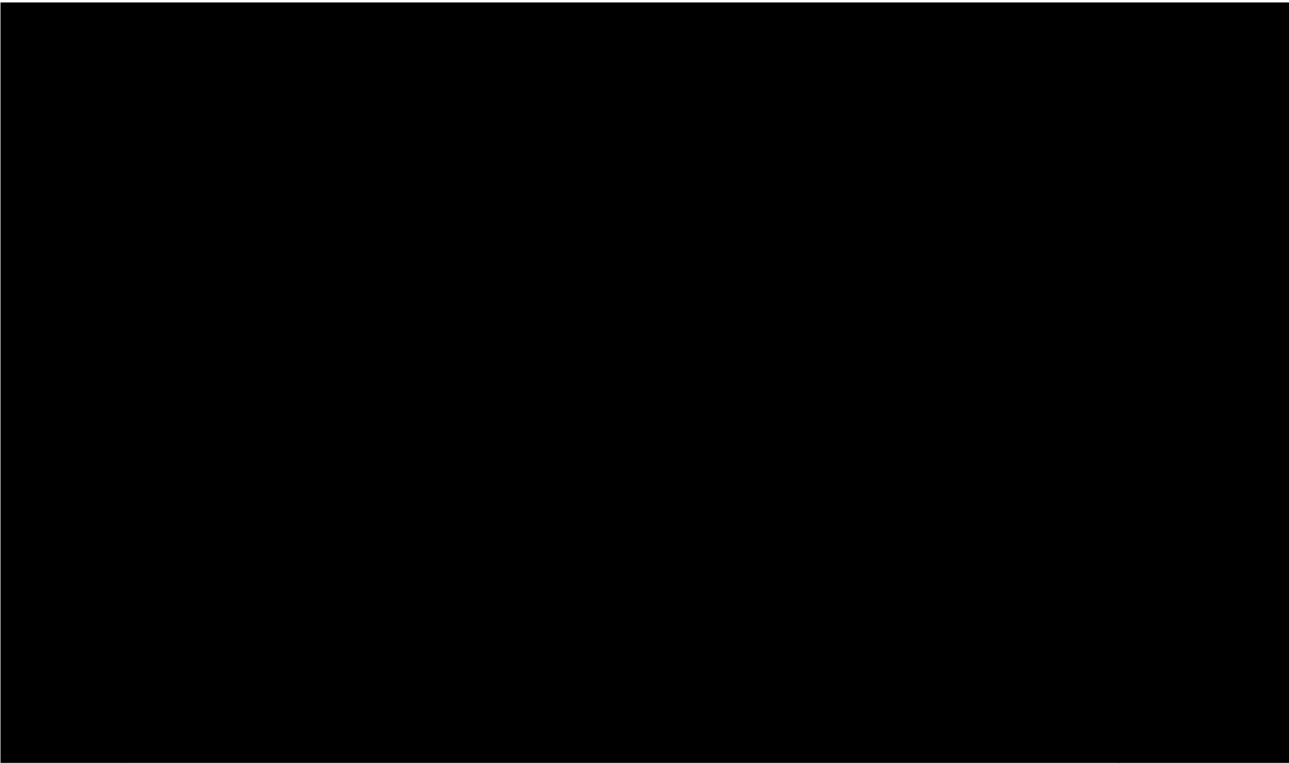
[Redacted]

[Redacted]

[Redacted]


[Redacted]

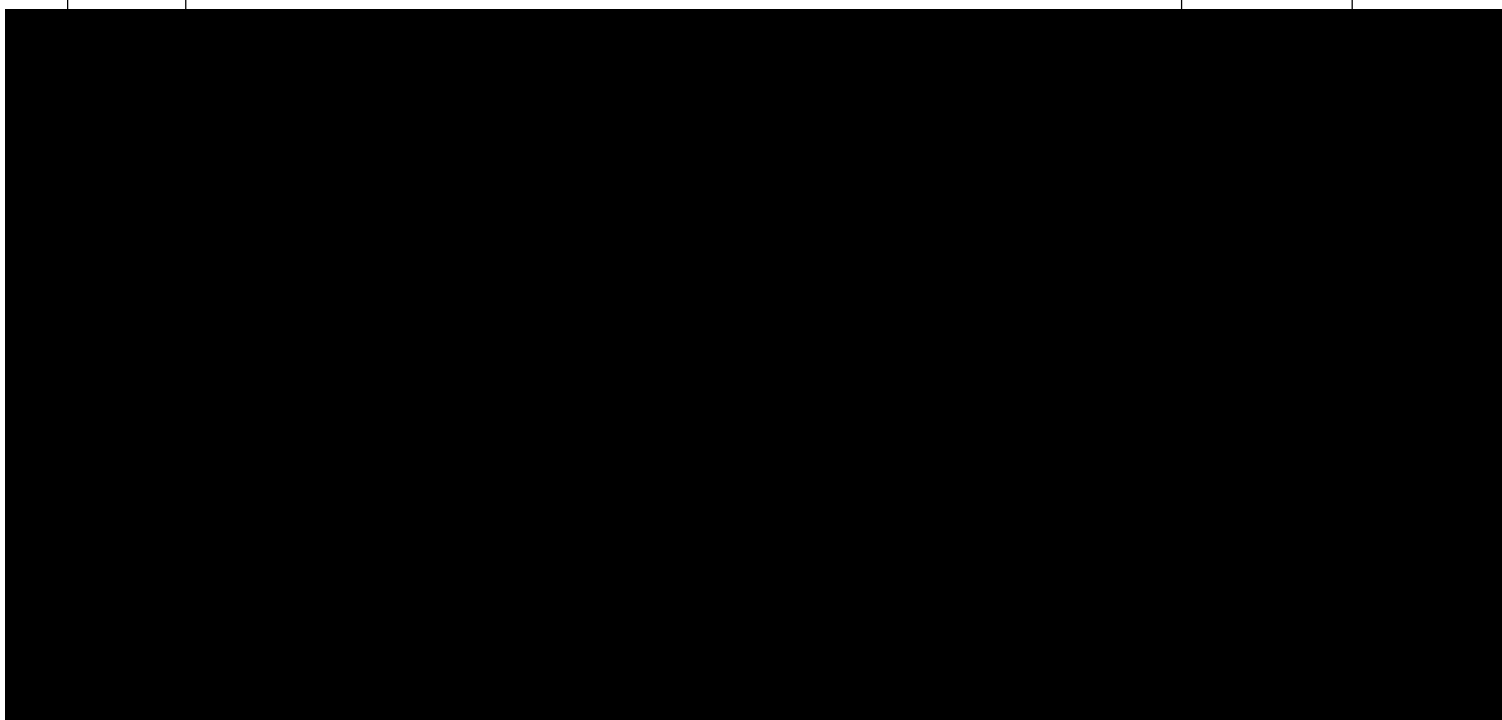
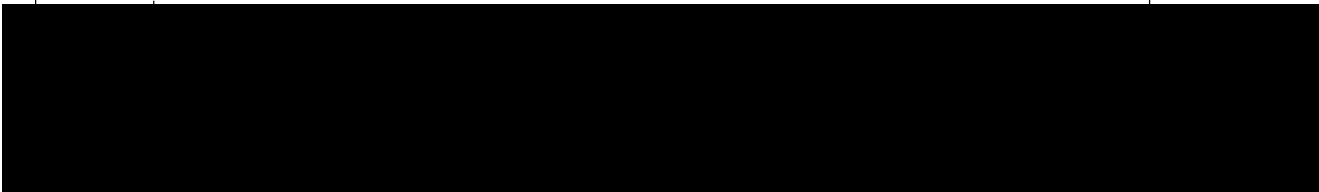
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



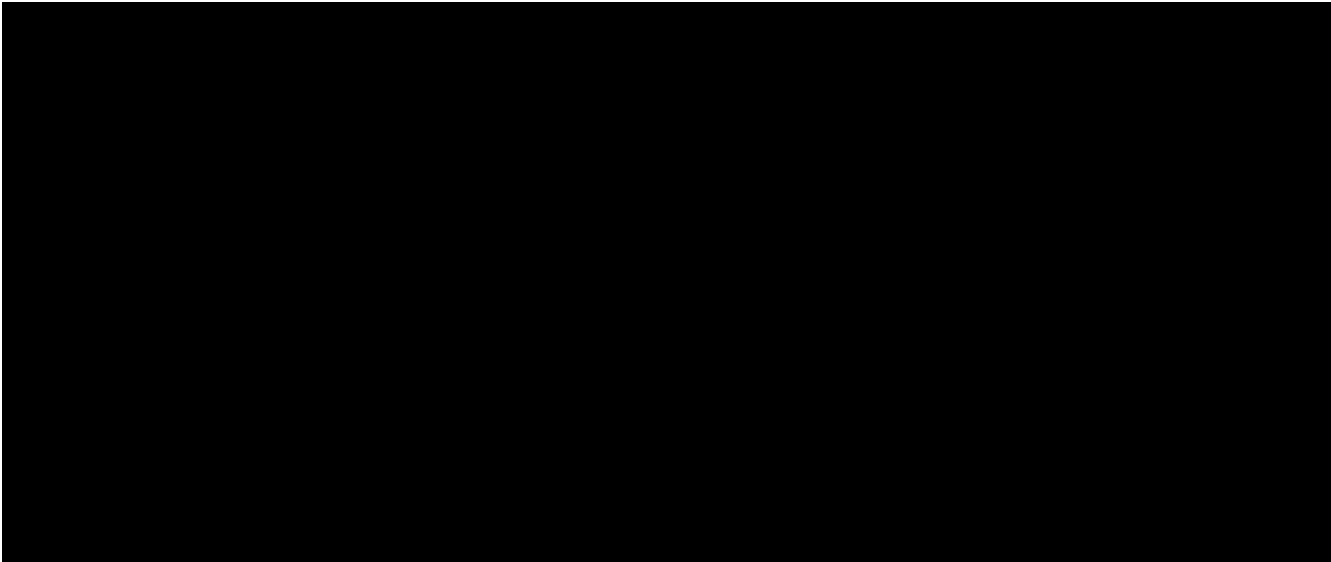
2.2	Delivery	Weighting and Max Marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

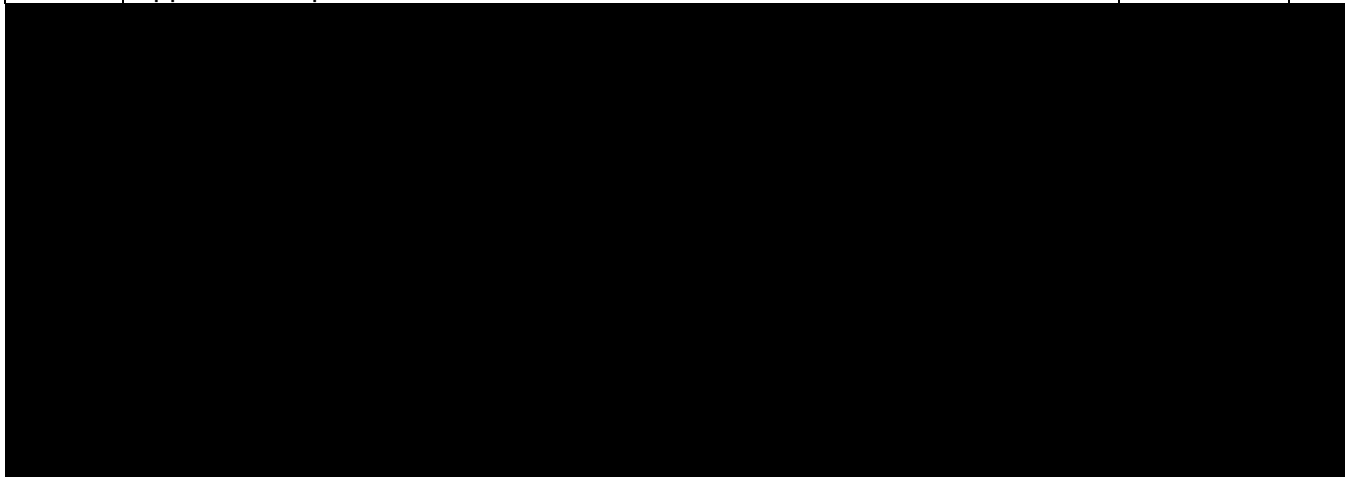
2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks
		



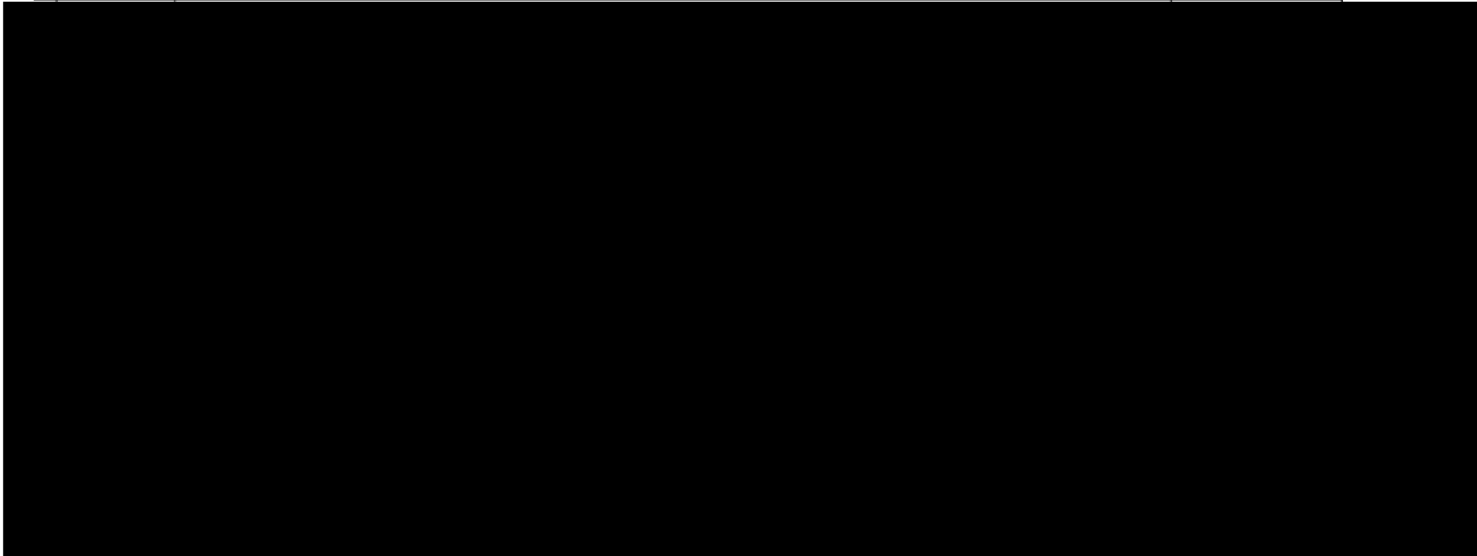
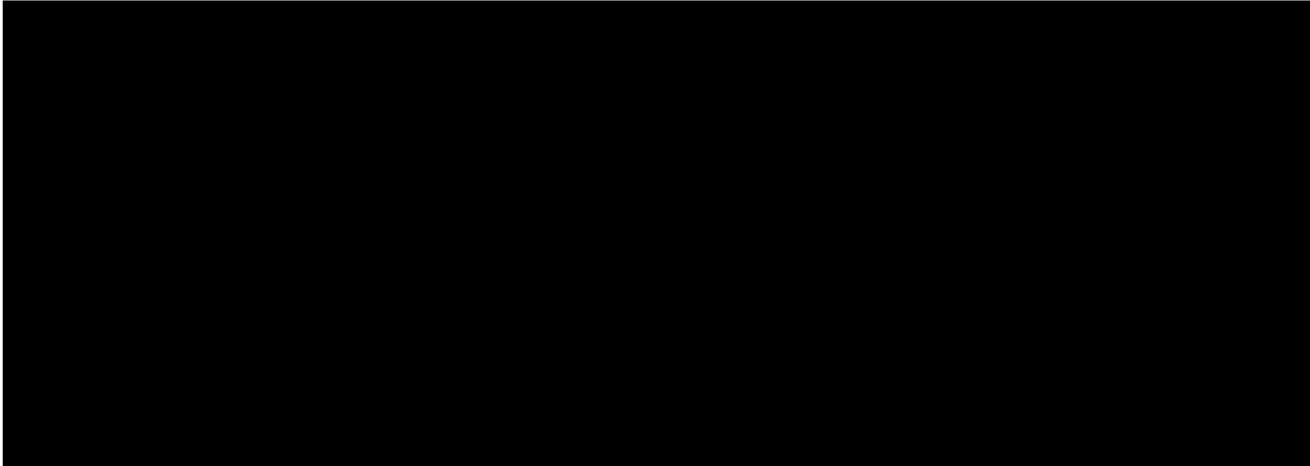
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



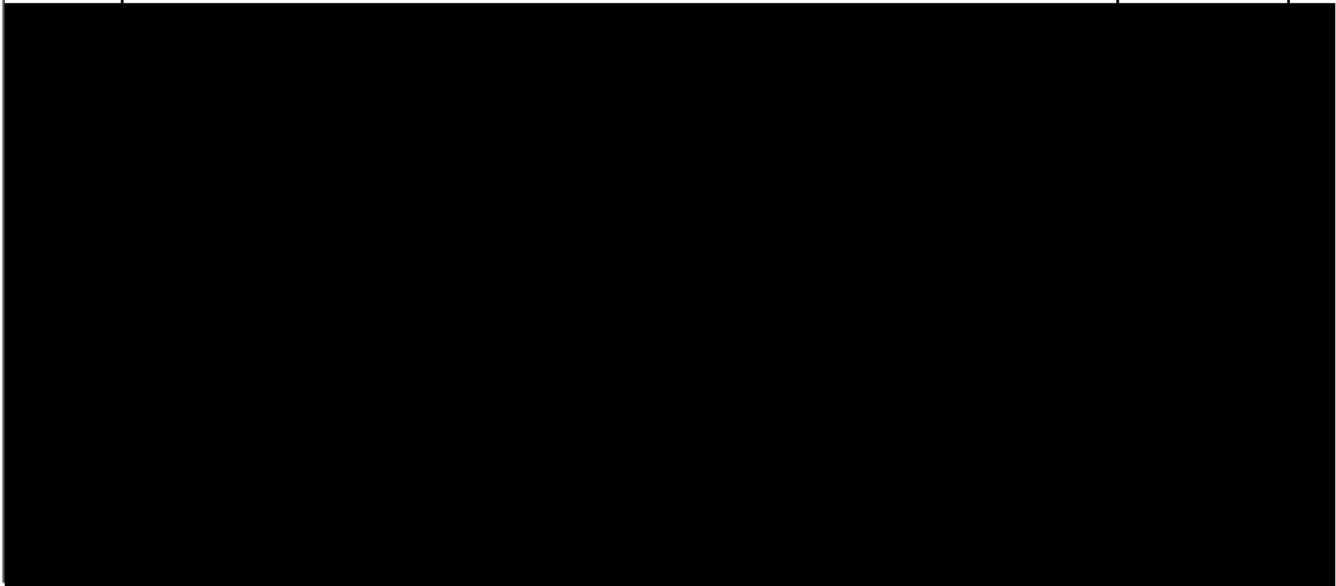
2.2.2	How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?	4 / 40 max marks
2.2.3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks



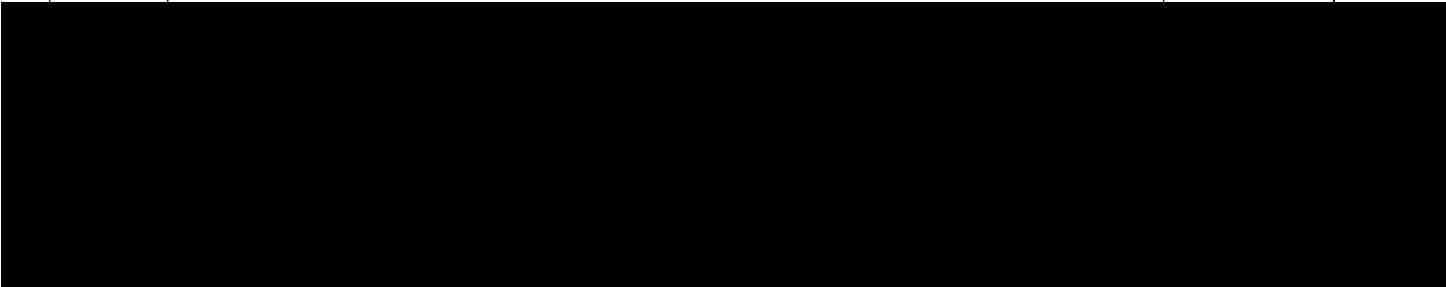
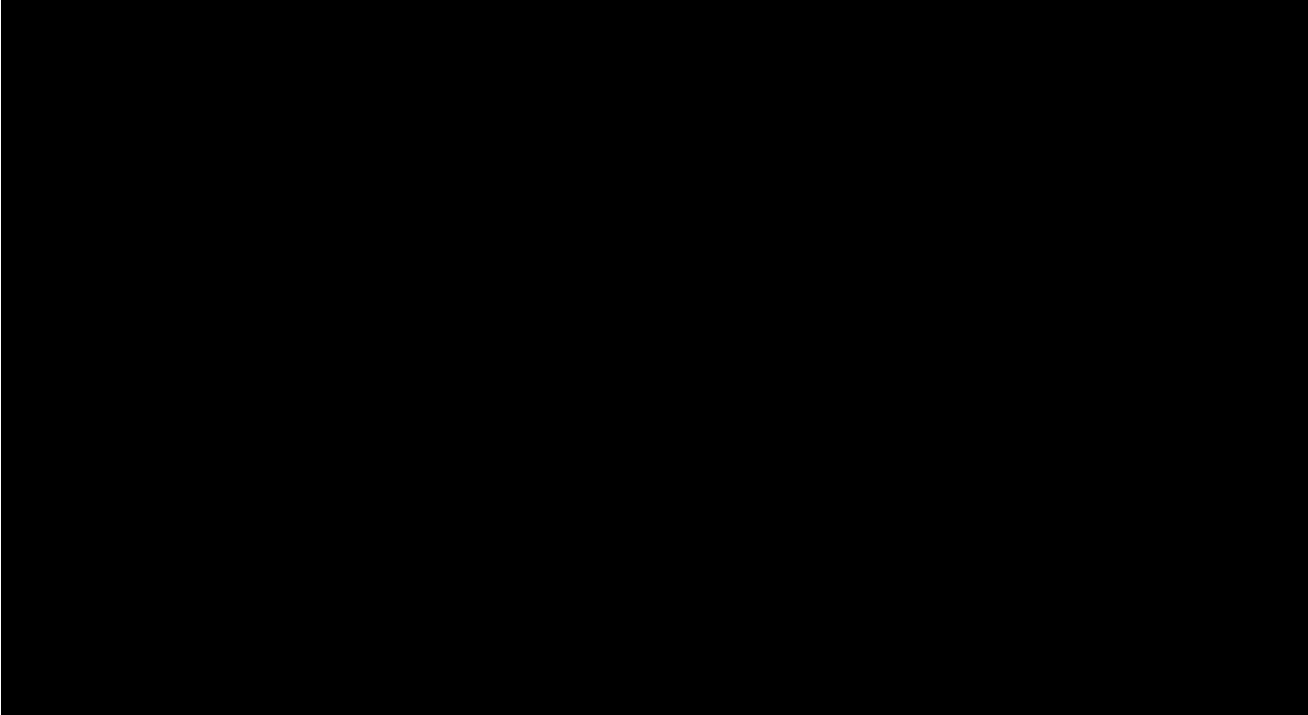
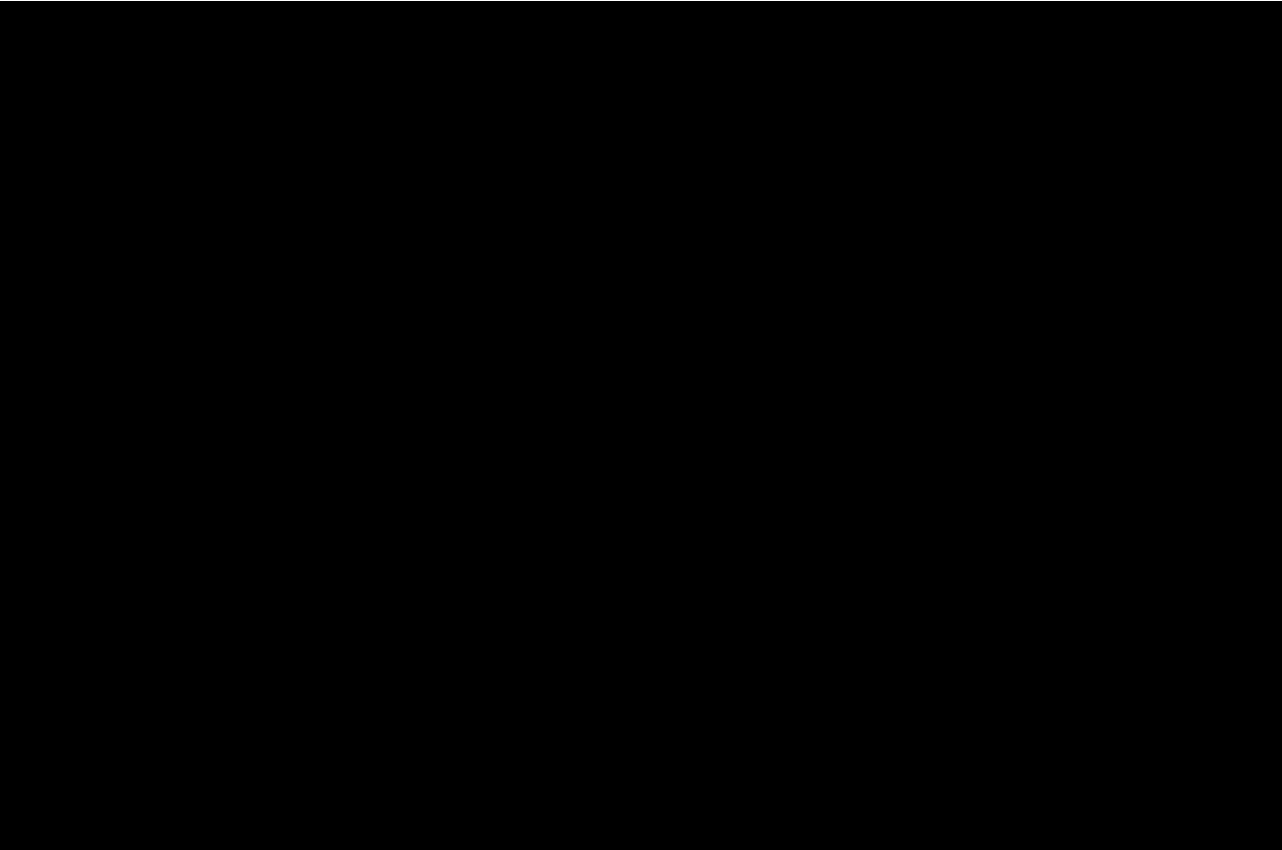
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



<b>2.3</b>	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks

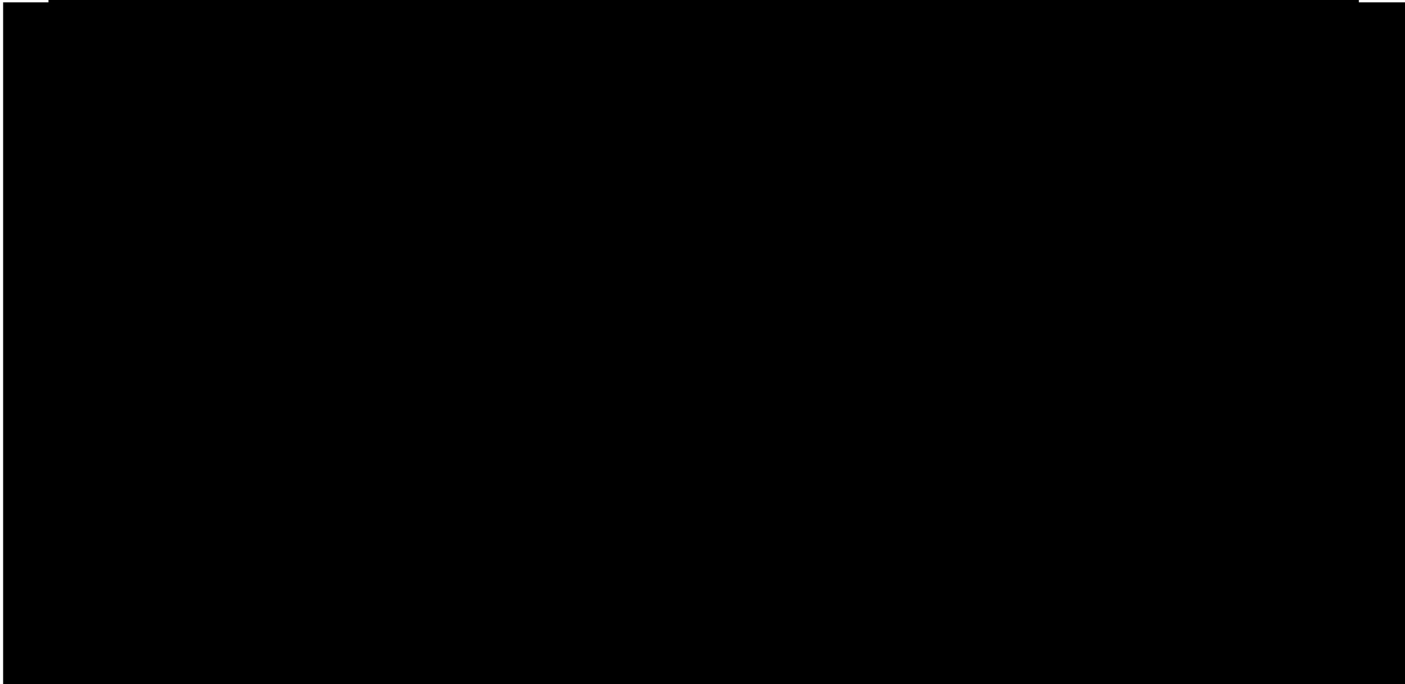
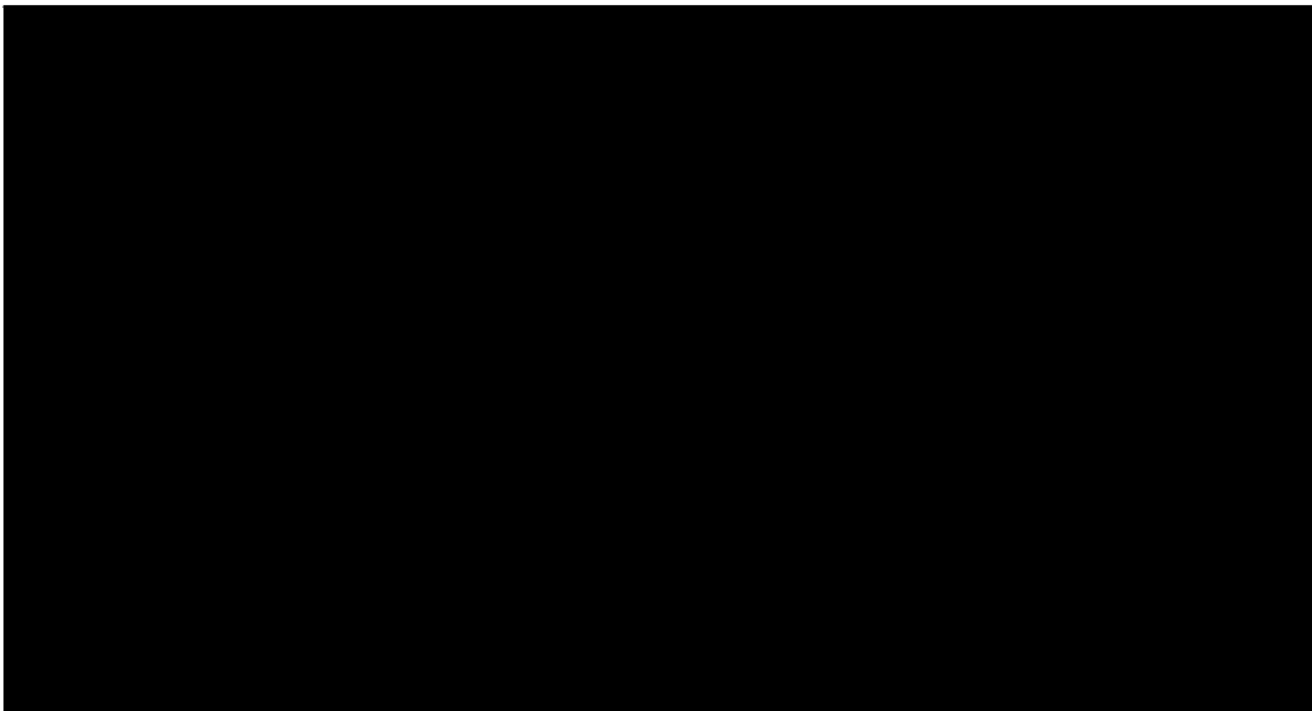


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

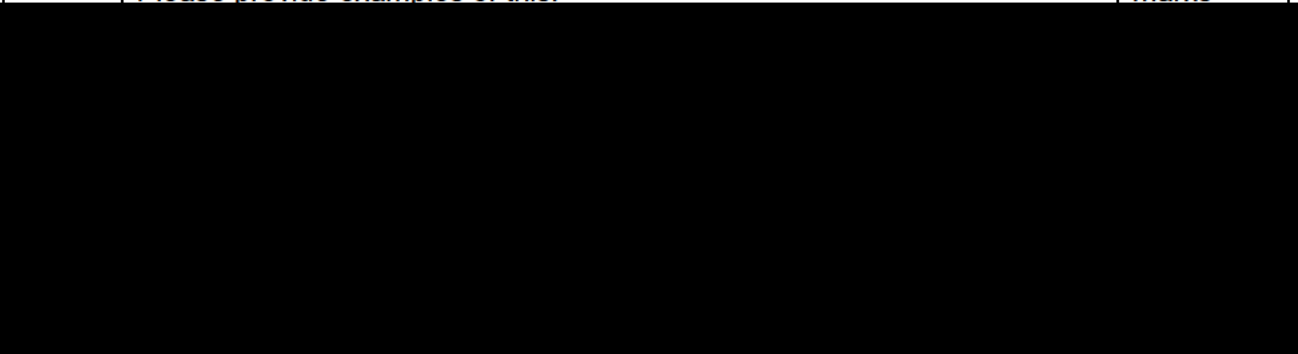


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

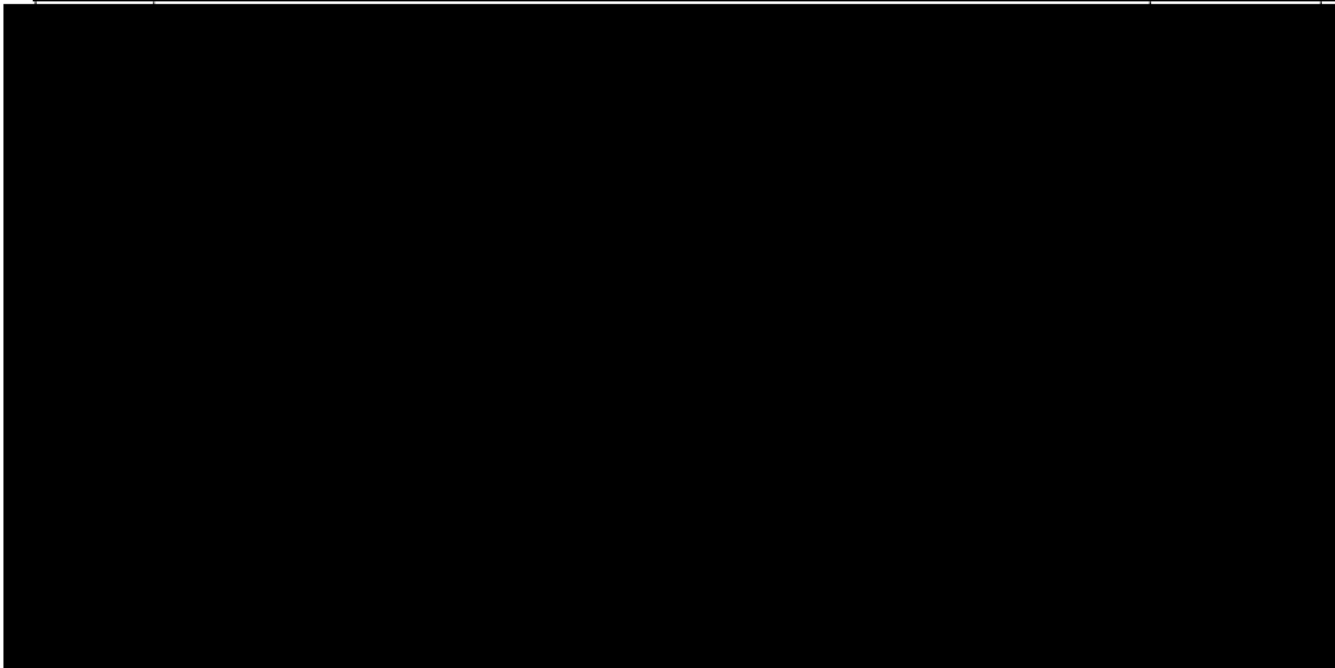
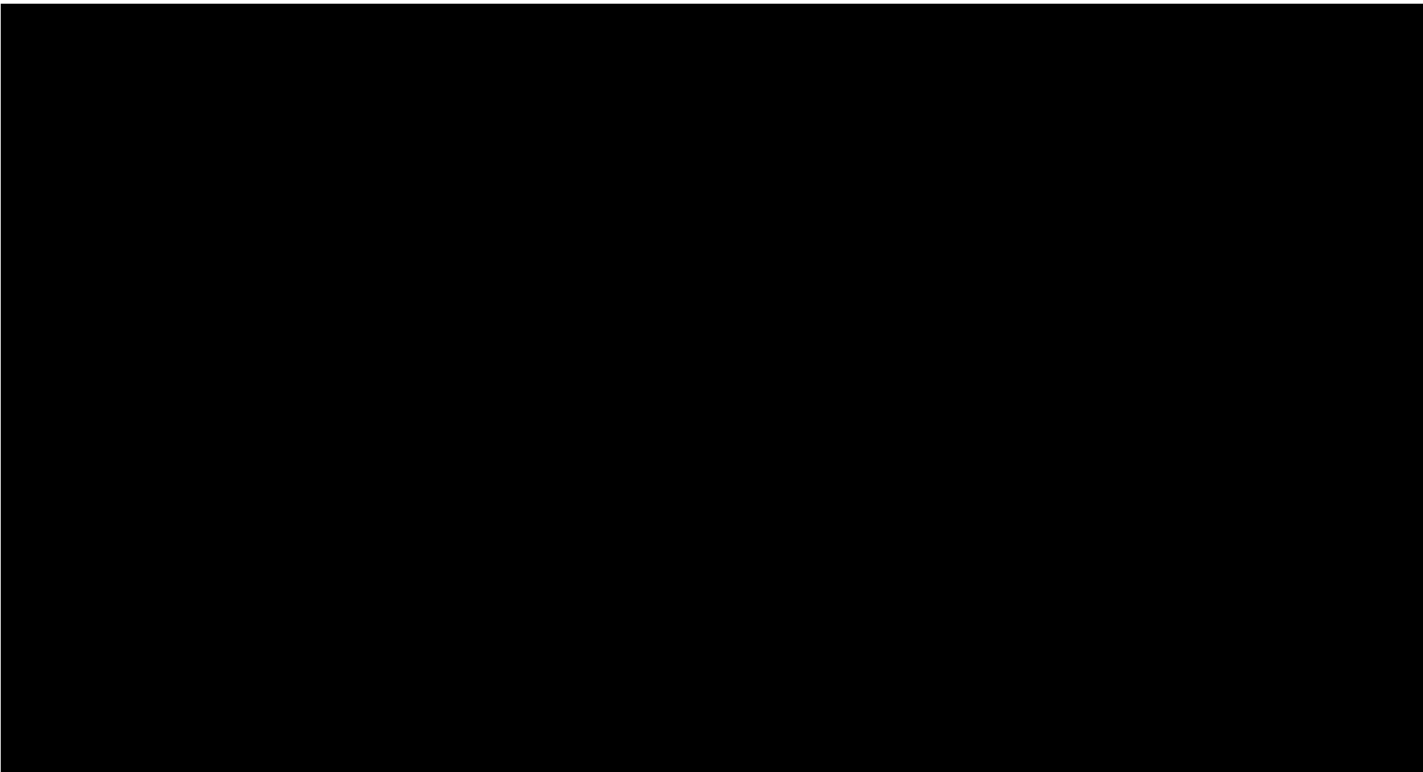




2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max marks

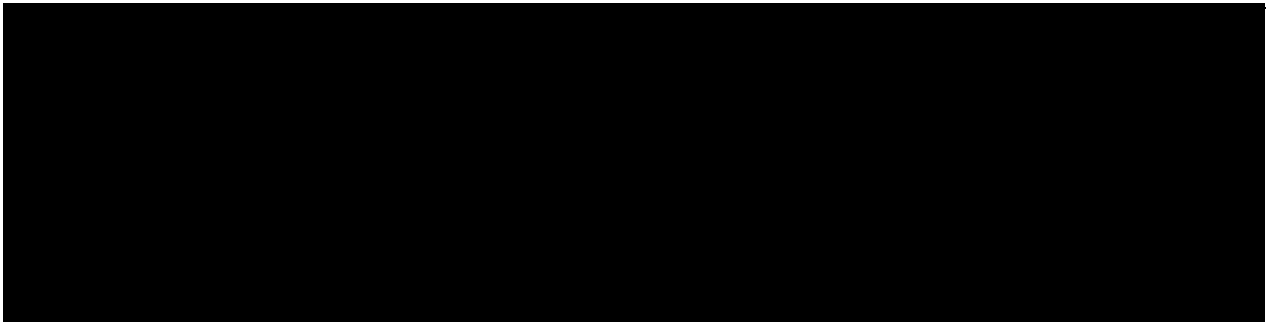


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

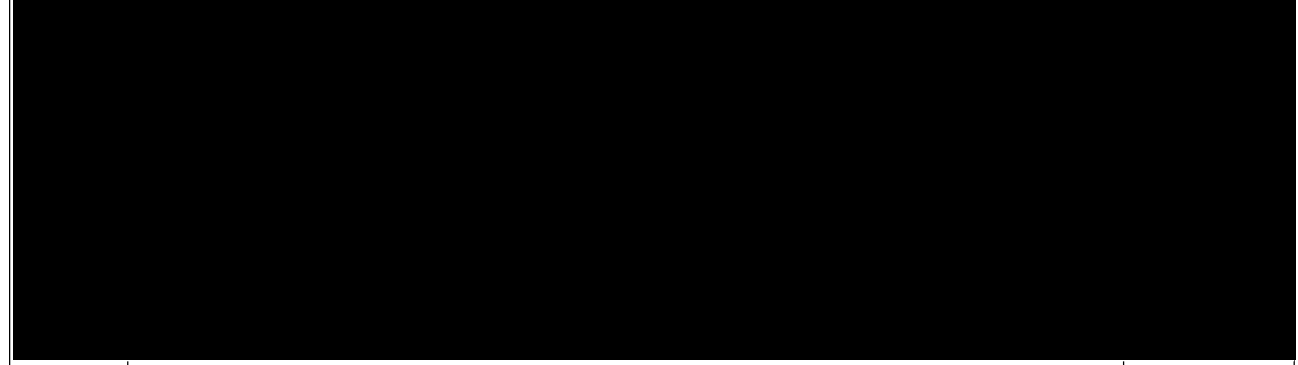


--	--	--

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

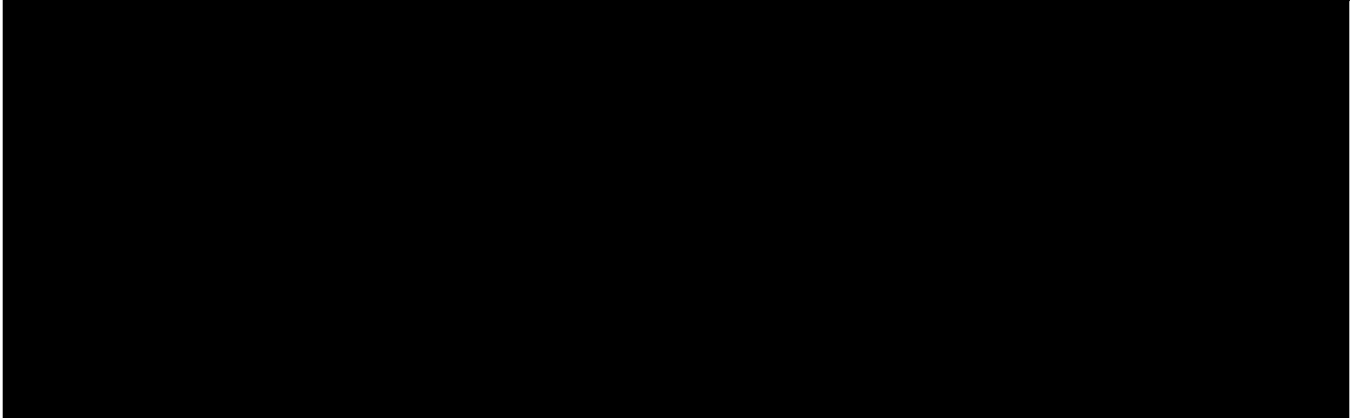
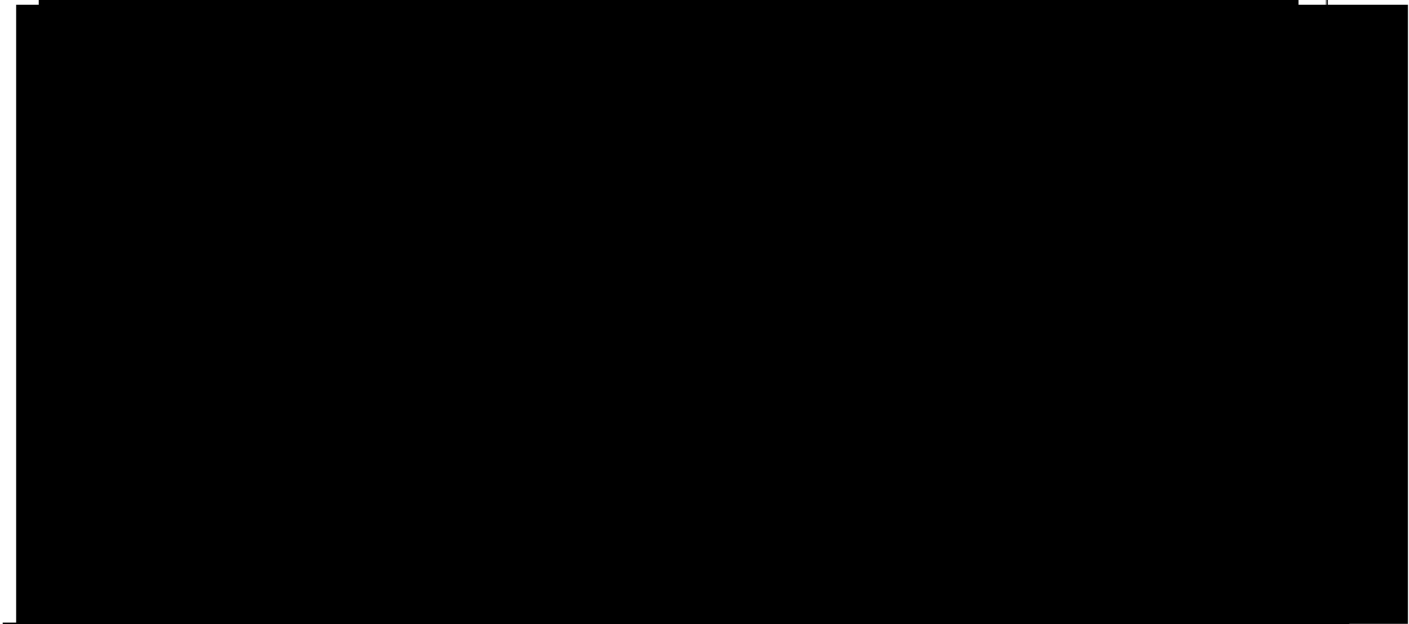
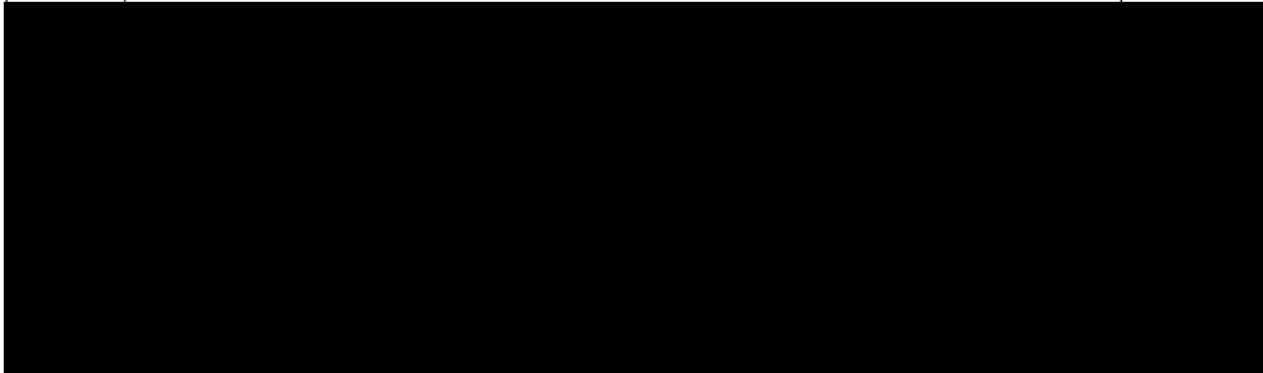


2.3.3	How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).	3 / 30 max marks



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

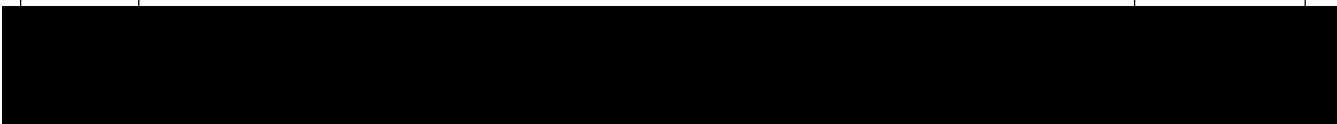
2.3.4	<p>How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?</p> <p>Please provide examples of where this has been successful.</p>	2.5 / 25 max marks
-------	--	--------------------------



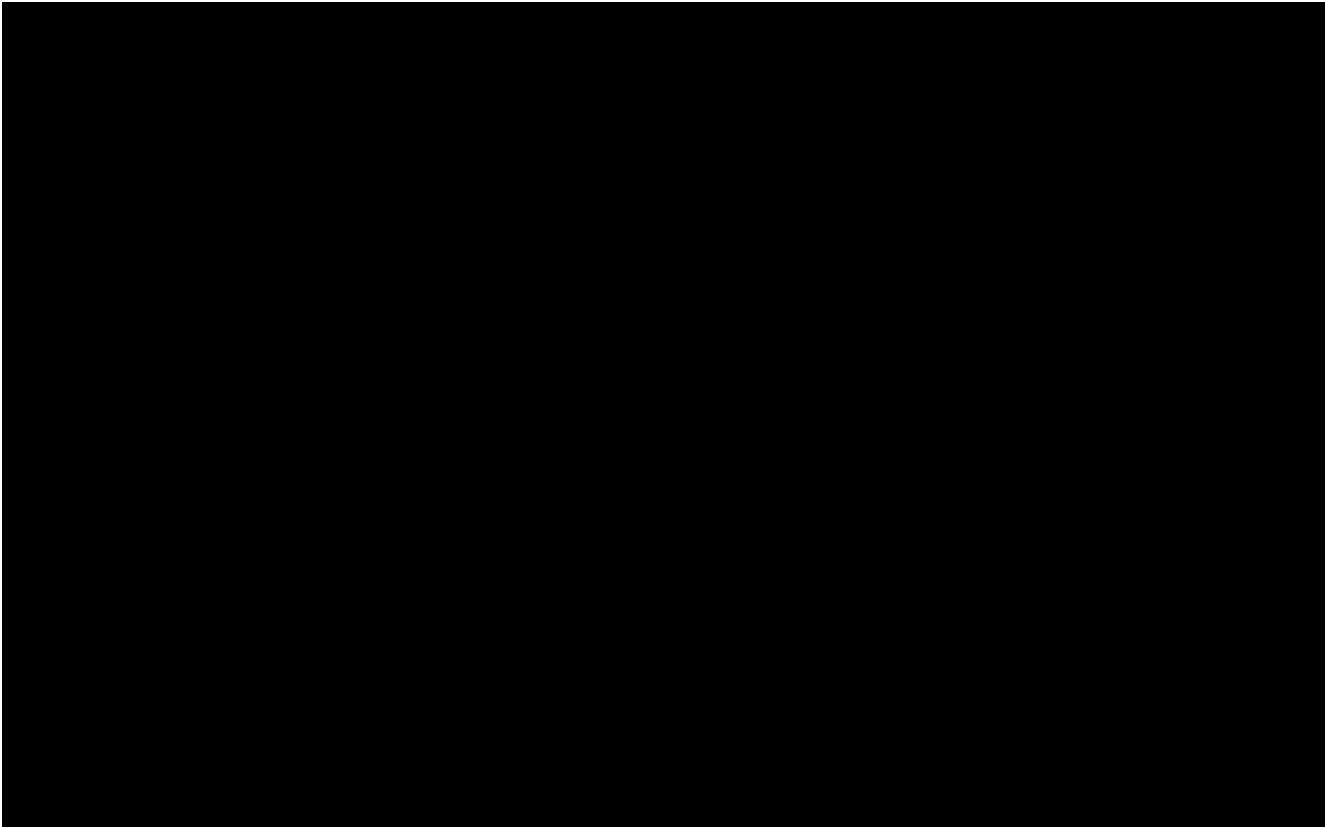
2.4	<b>Development of Apprenticeships in Shropshire</b>	<b>Weighting and Max Marks</b>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p>	2.5 / 25 max marks
-------	---	--------------------------



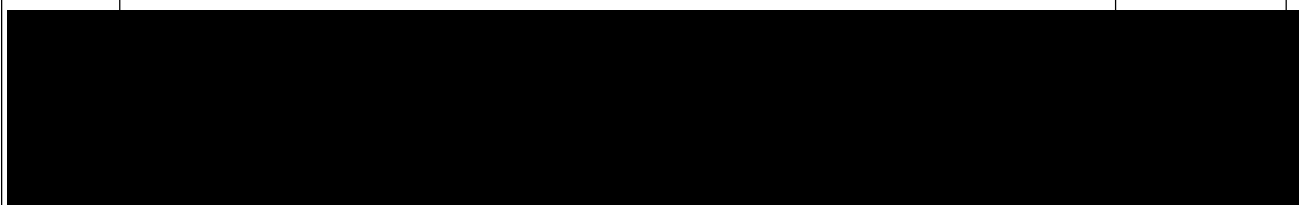
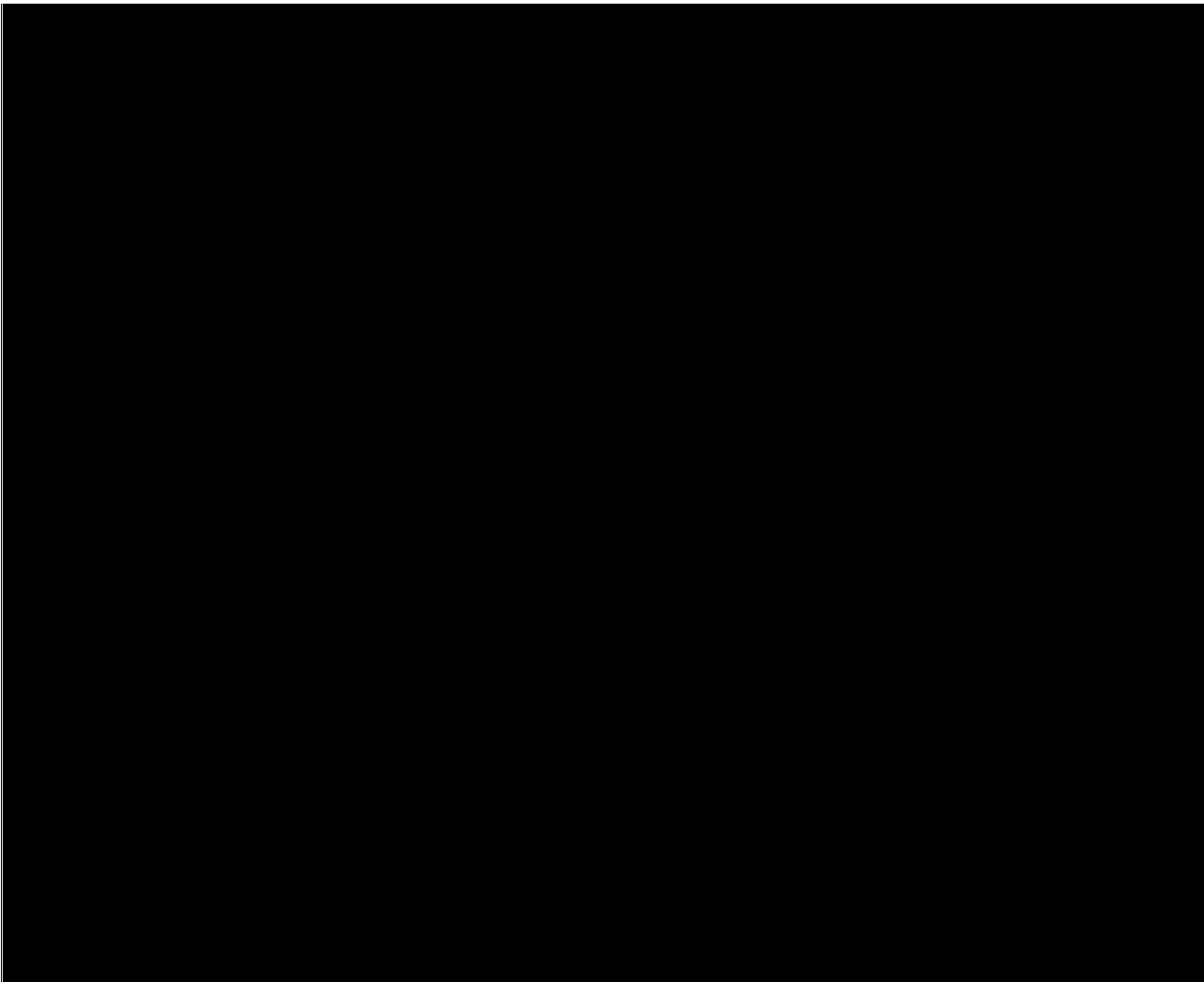
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



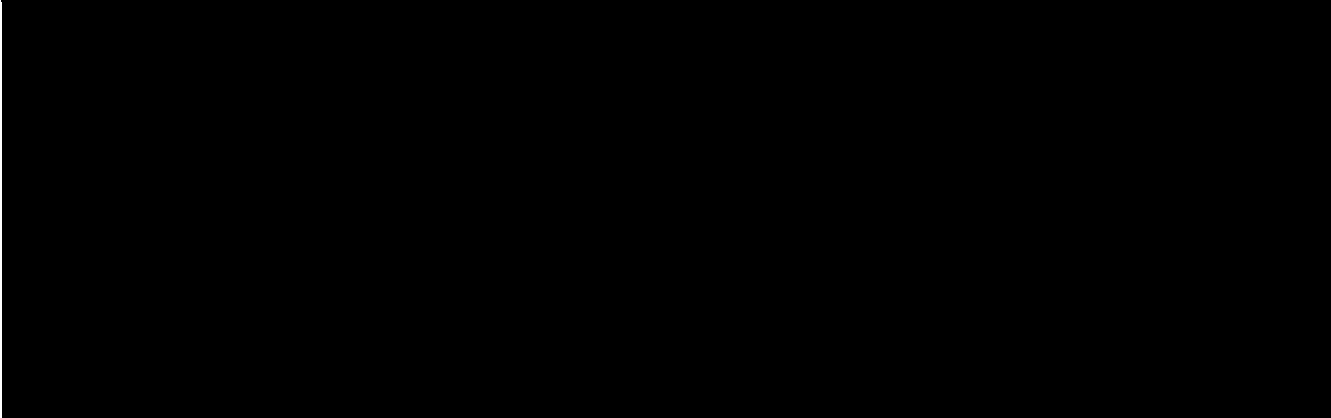
2.4.2	How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?  Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.	1.25 / 12.5 max marks



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



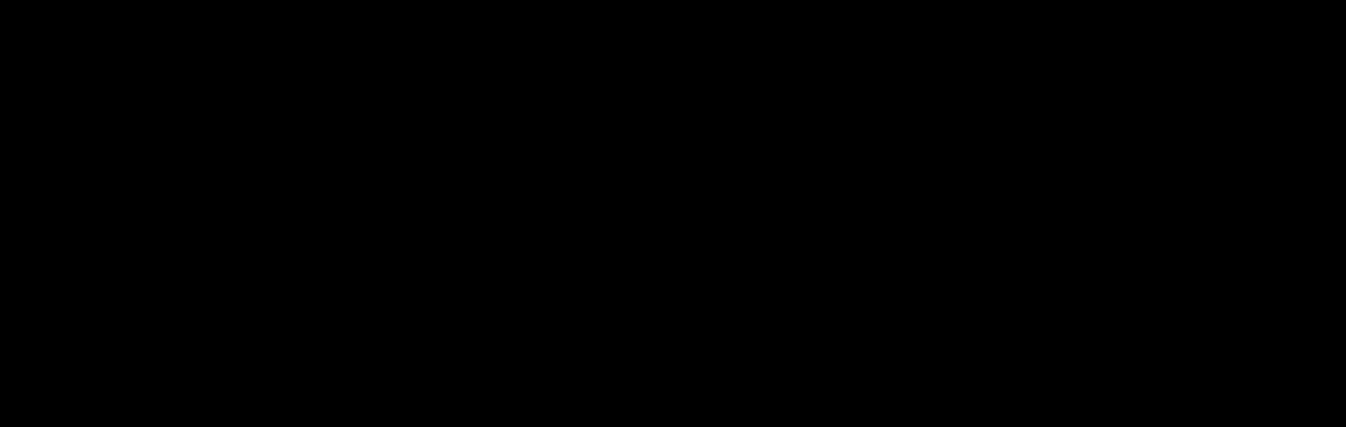
2.4.3	How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire? Please provide examples of organisations where you have previously done successfully (if applicable)	0.5 / 5 max marks
-------	---	-------------------------



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

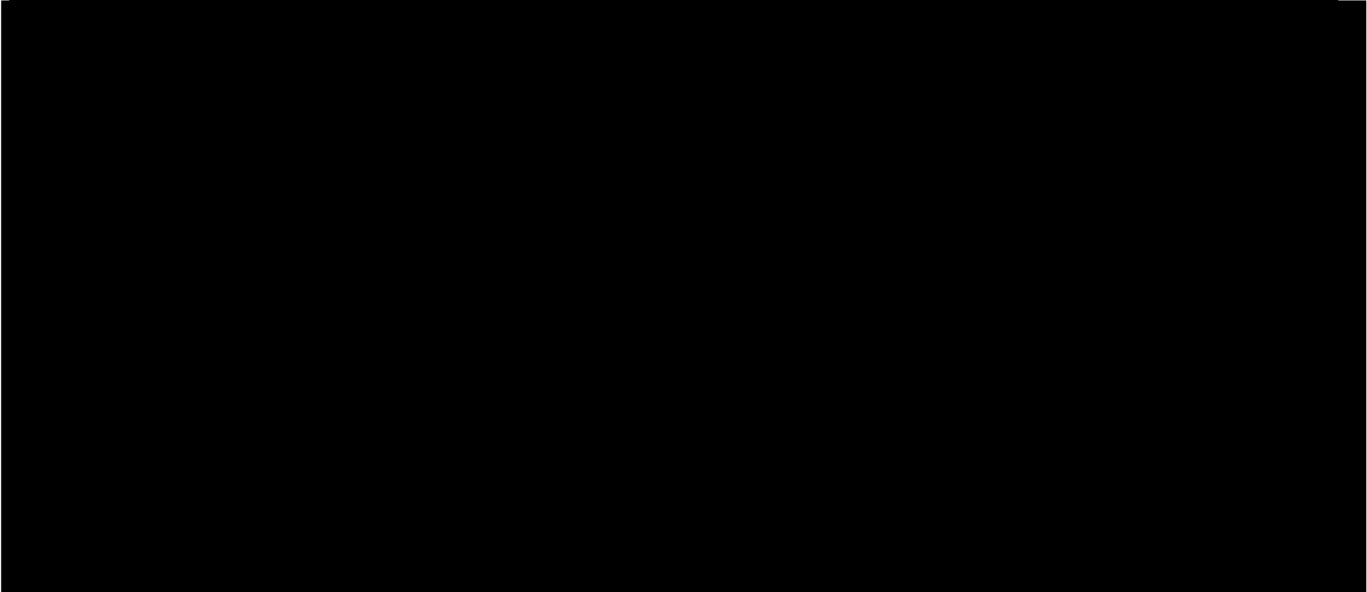
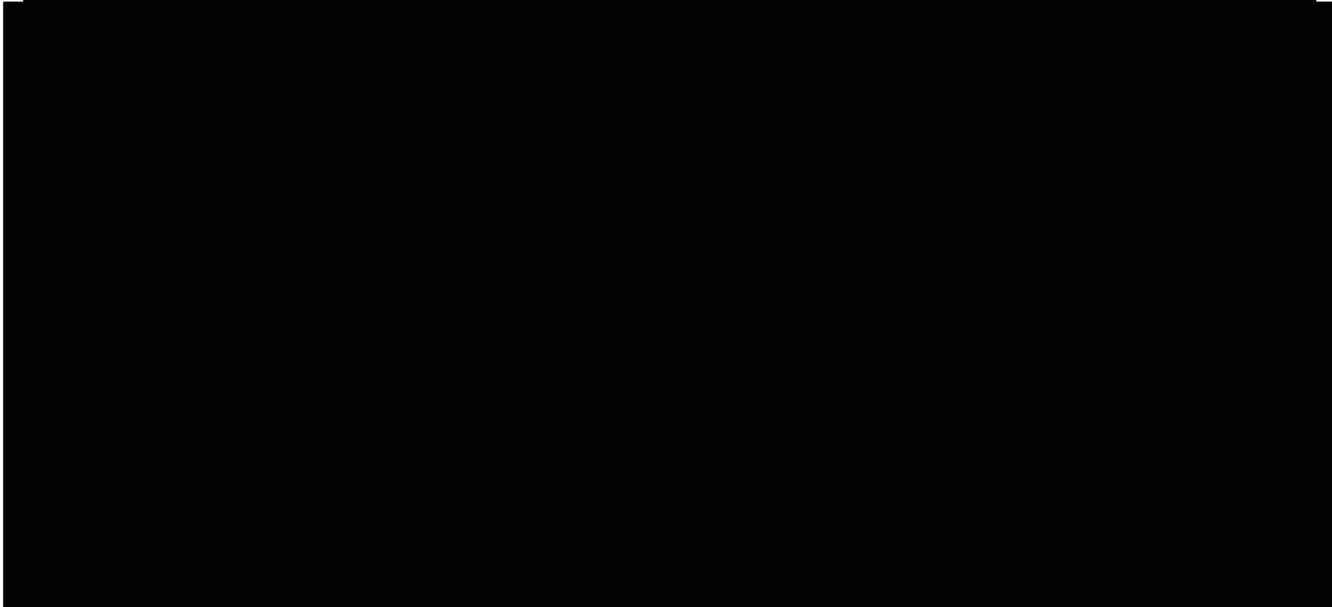
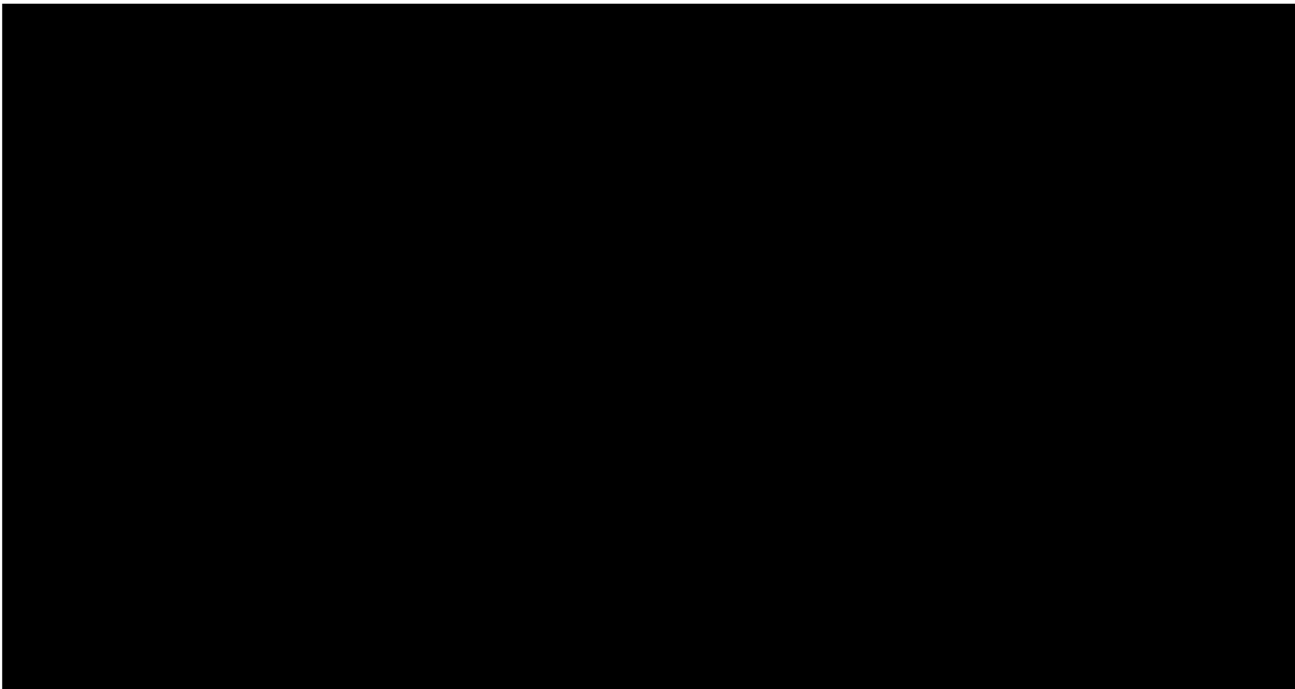


2.4.4	How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?	0.75 / 7.5 max marks

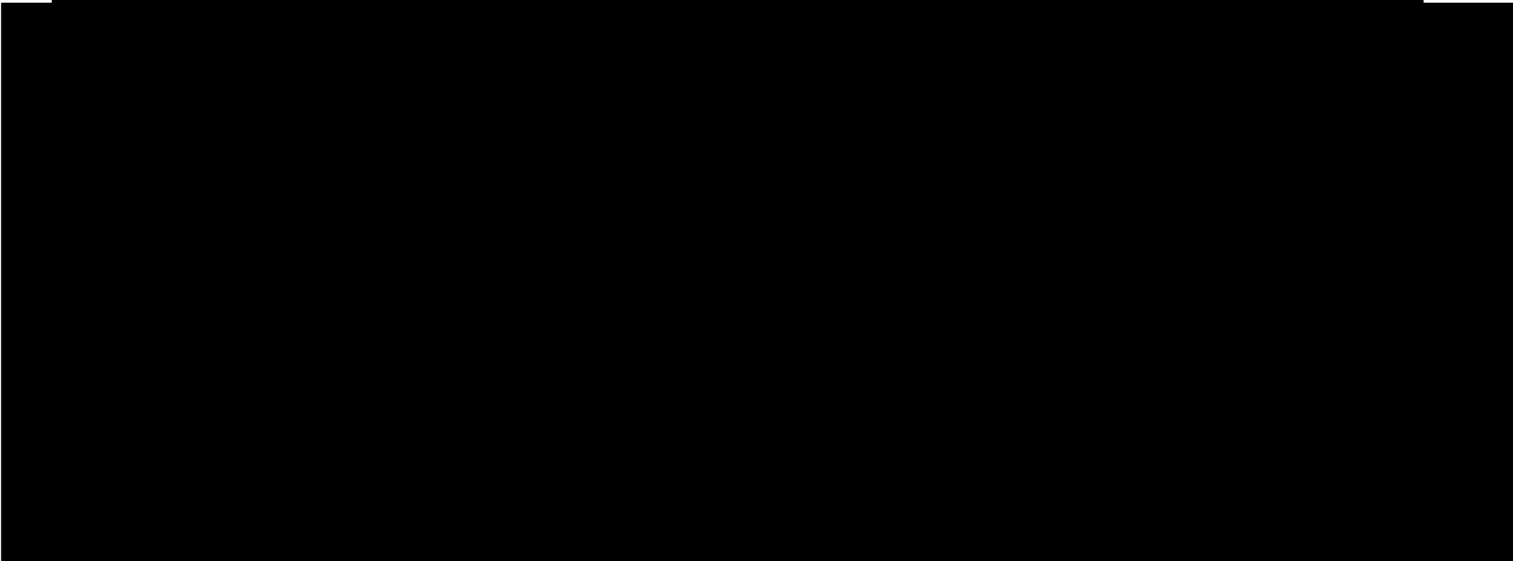
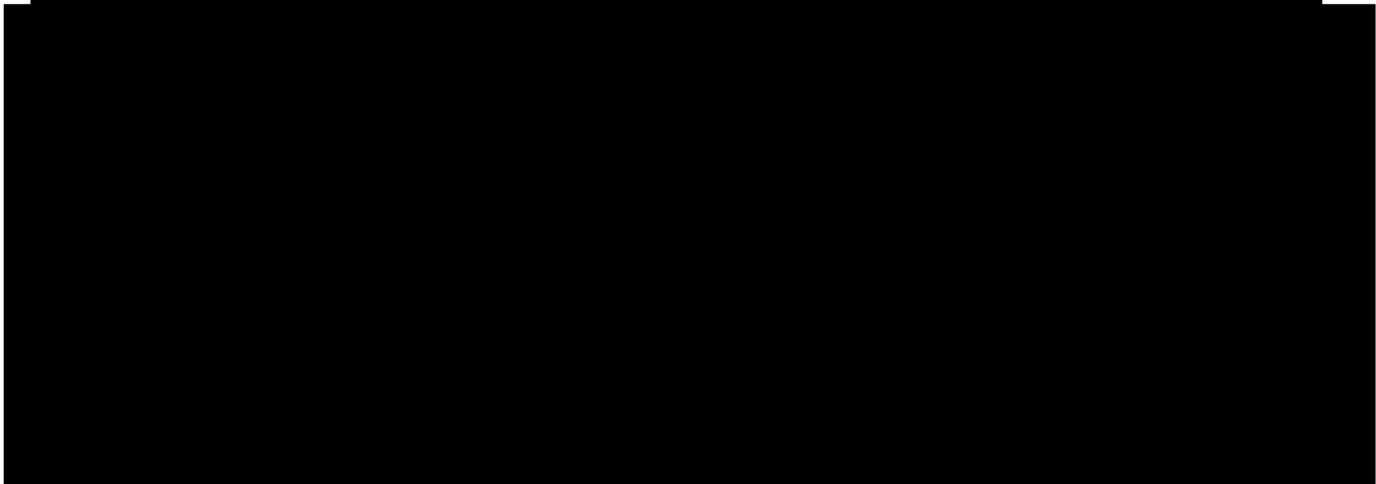
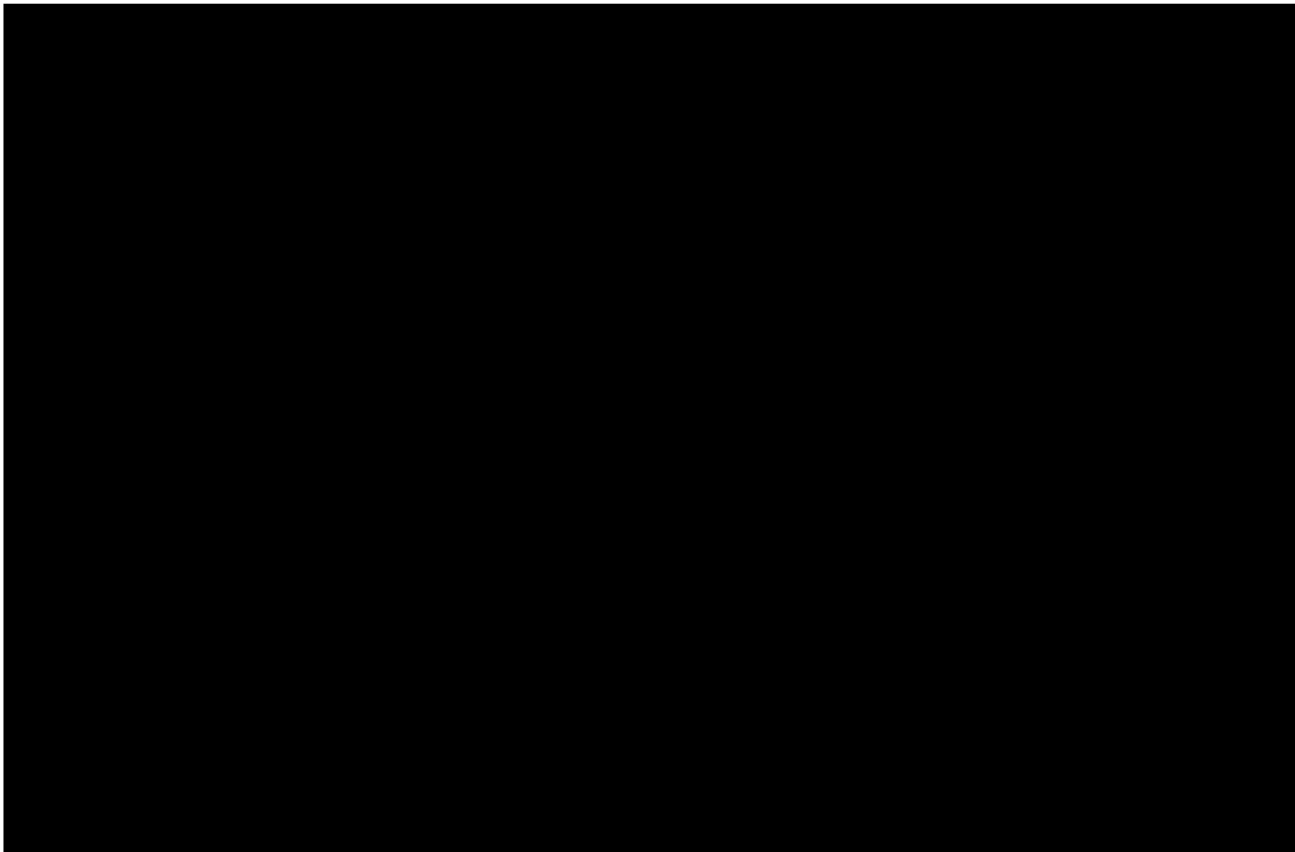


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited

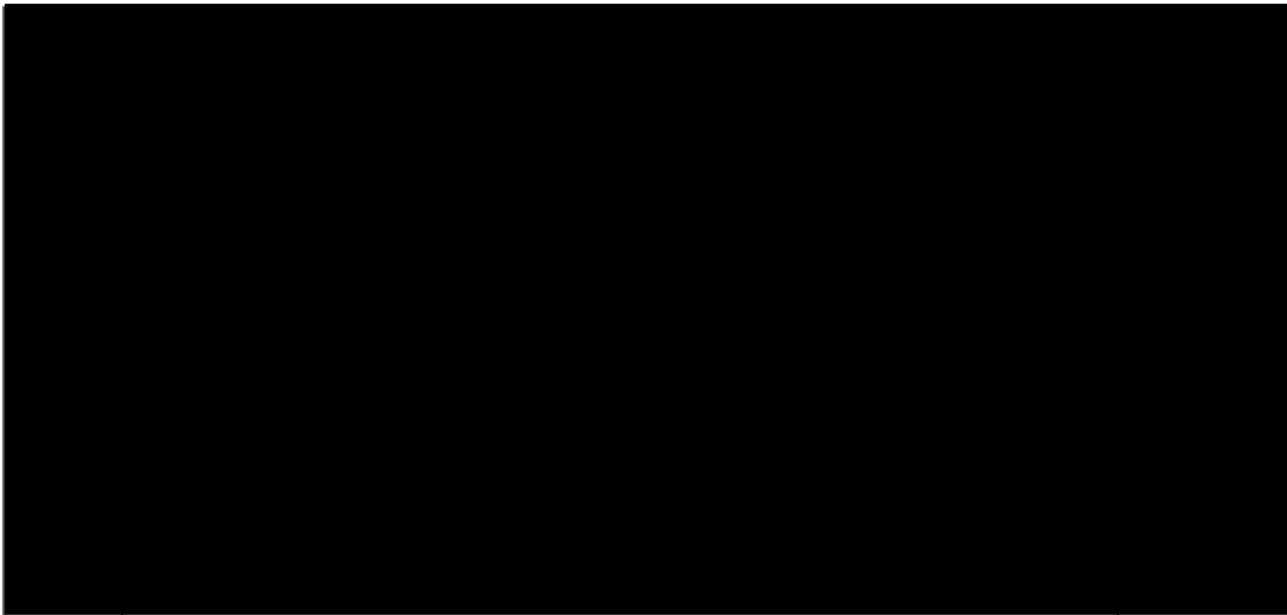




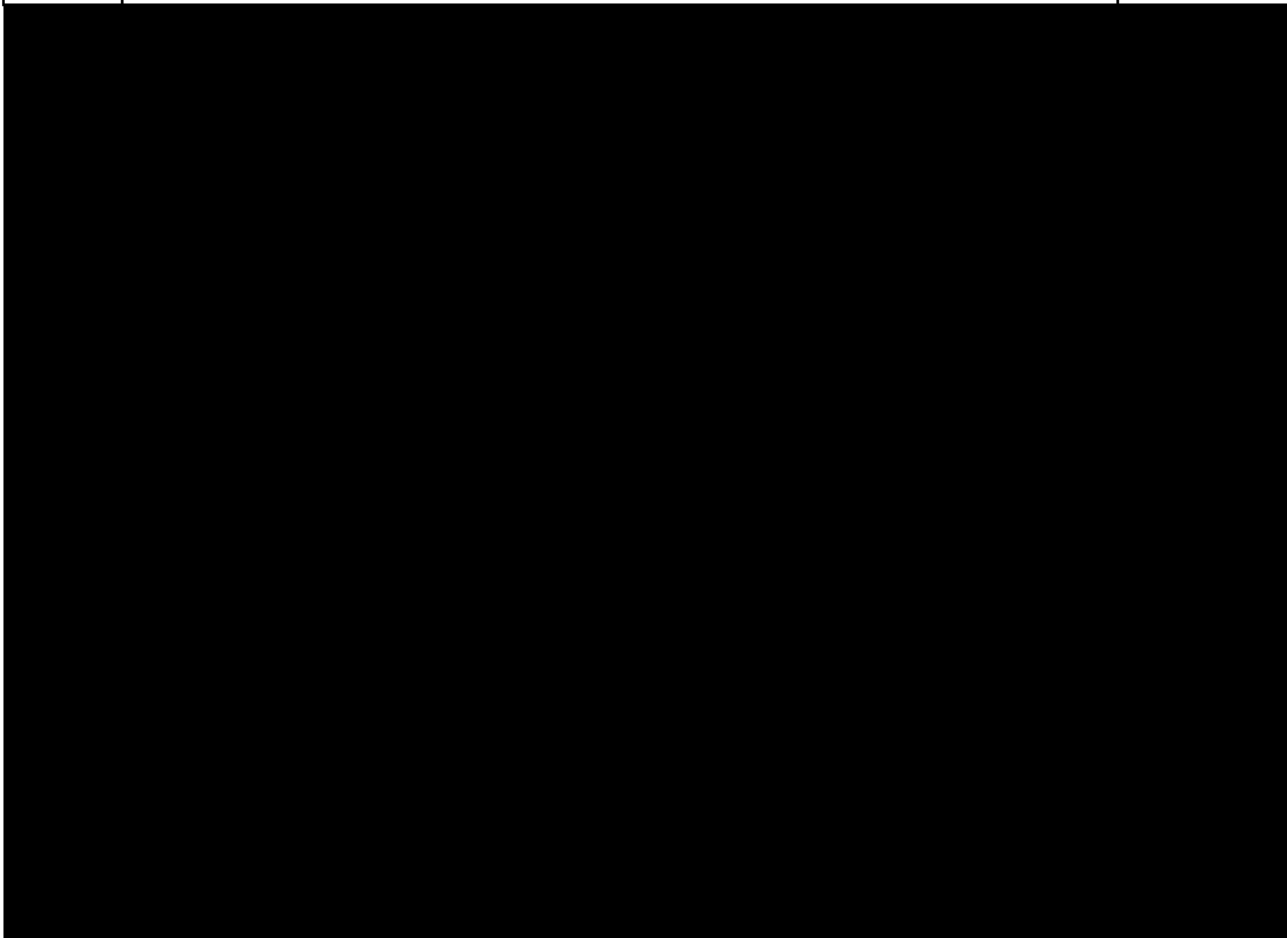
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



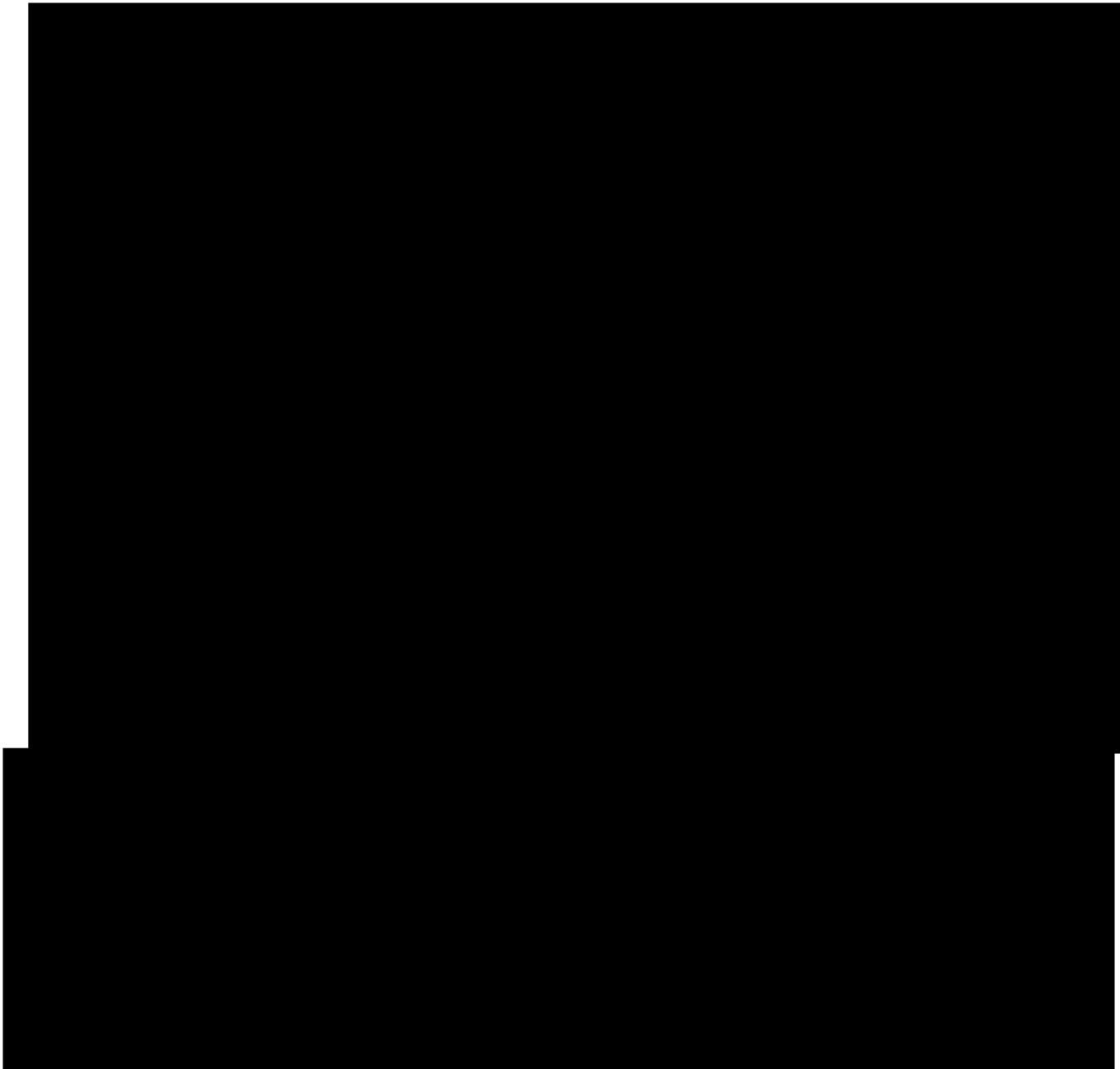
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



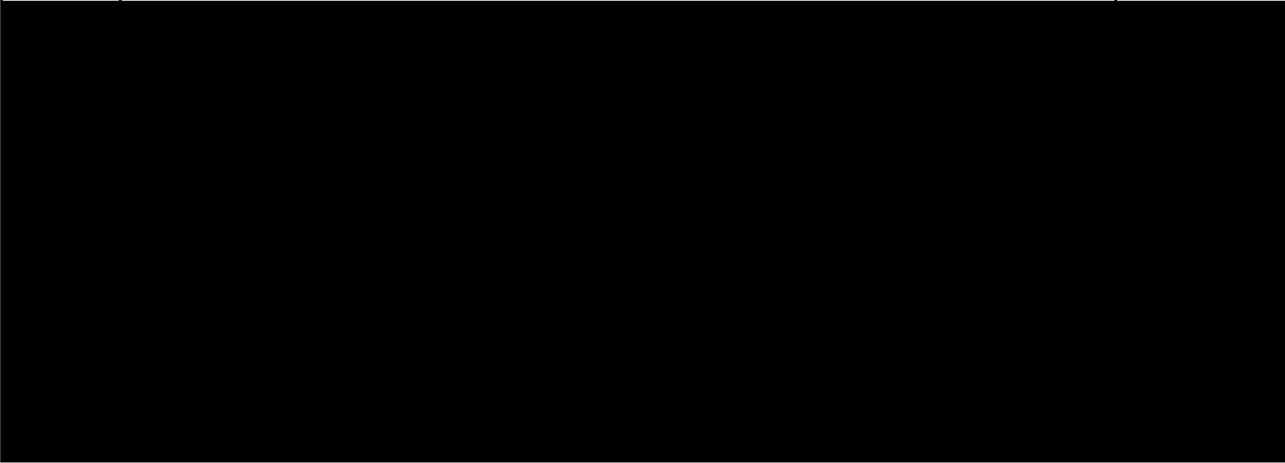
<b>2.5</b>	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>
2.5.1	How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?  In your response please give details of the frequency and format i.e. live data and provide examples.	1.5 / 15 max marks



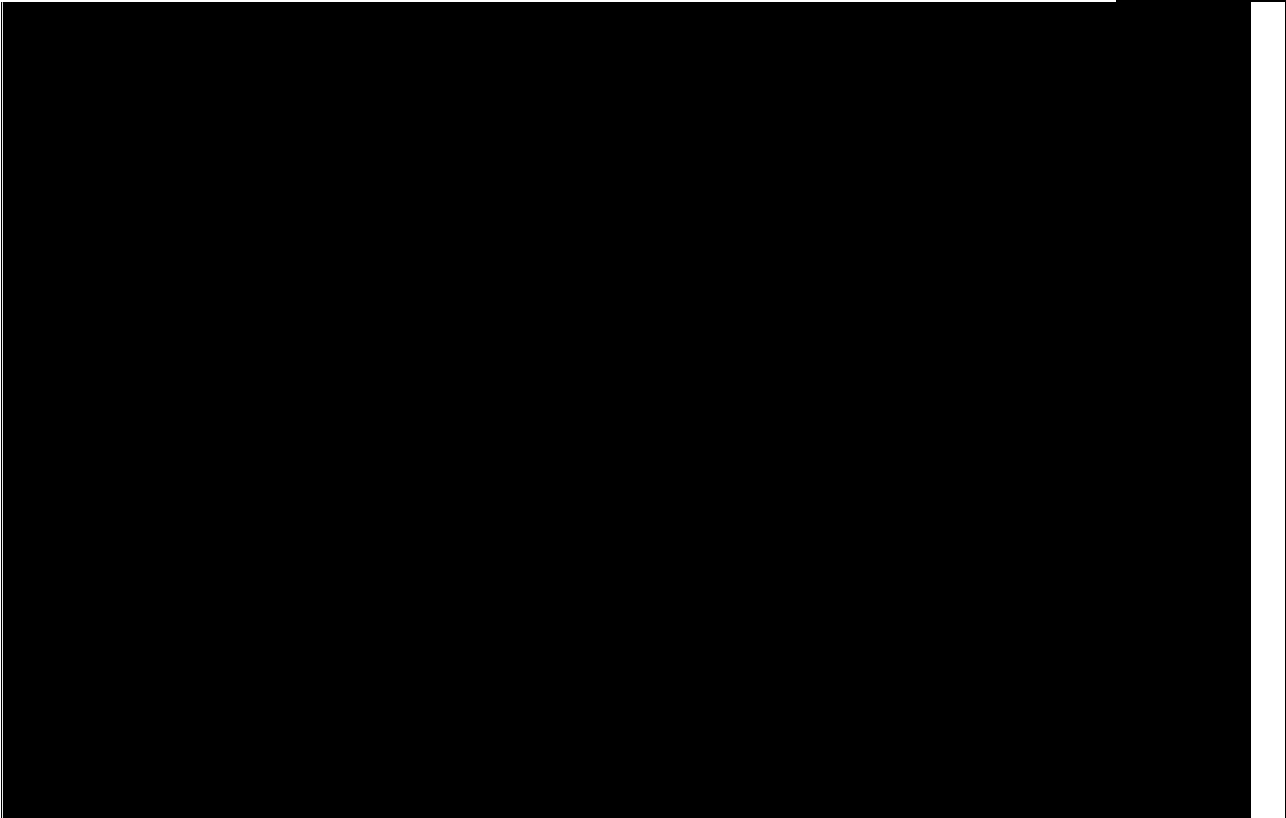
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



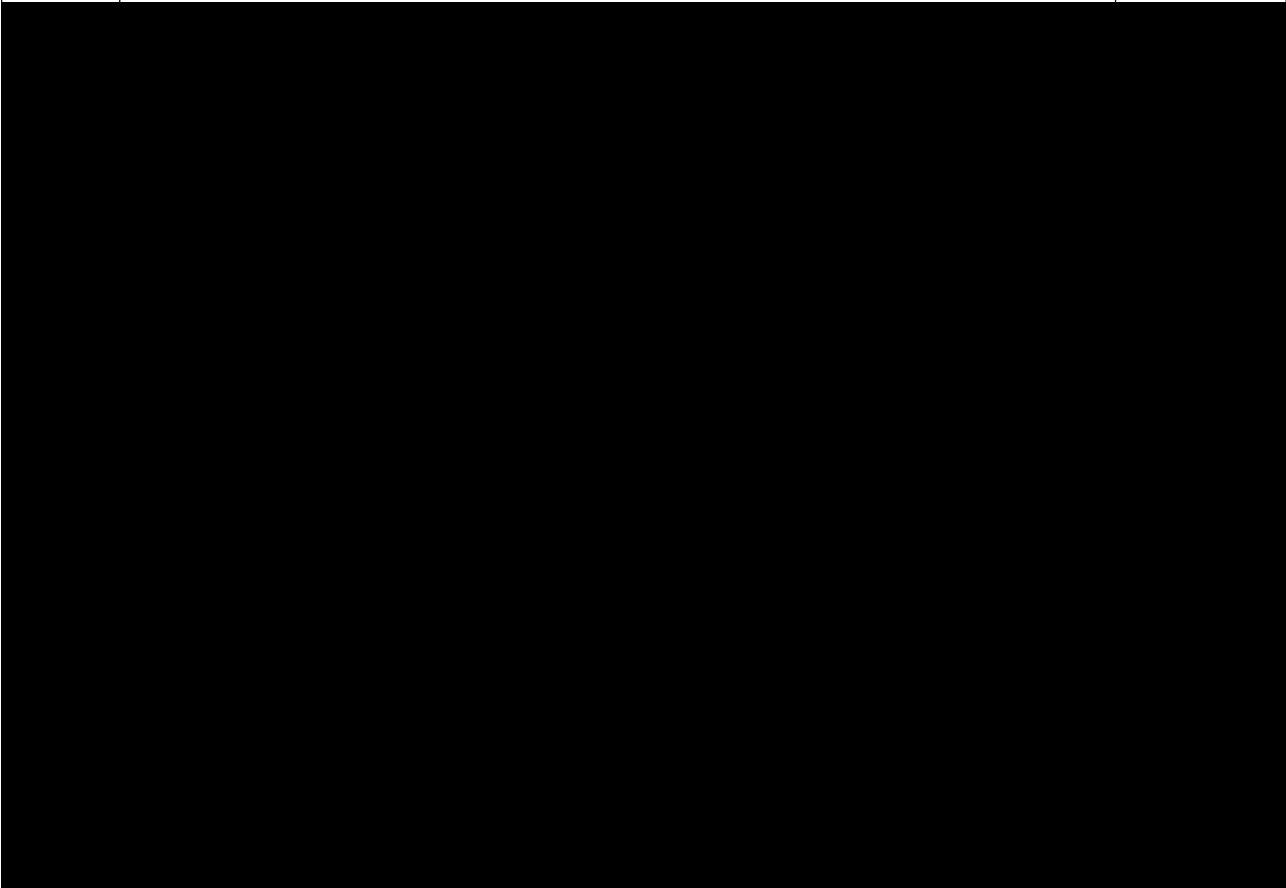
2.5.2	What action do you take, as an organisation, to make any improvements against your KPI performance?	1.5 / 15 max



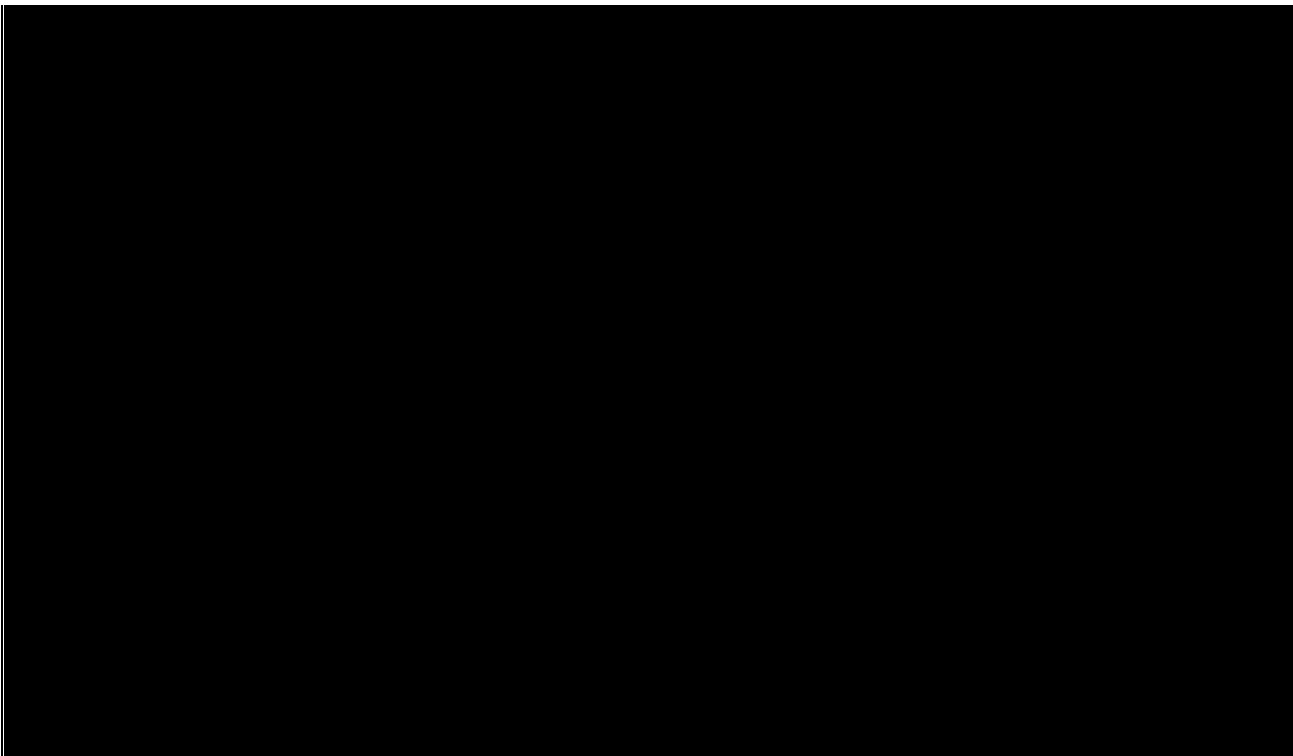
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



2.5.3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks
-------	--	------------------



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Babington Business College Limited



**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**Barnsley College**

Please also add your company name to the footer of each page of the returned document

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSELY COLLEGE

## Shropshire Council Tender Response Document

### **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

#### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

	are registered as being able to deliver the specific requirement
--	--

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

## **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

<b>Section / Question No.</b>	<b>Award Criteria</b>	<b>Weighting / Max Marks Available</b>	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

<b>Assessment</b>	<b>Mark</b>	<b>Interpretation</b>
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

#### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

Web address [www.barnsley.ac.uk](http://www.barnsley.ac.uk)

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNLSLEY COLLEGE

**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

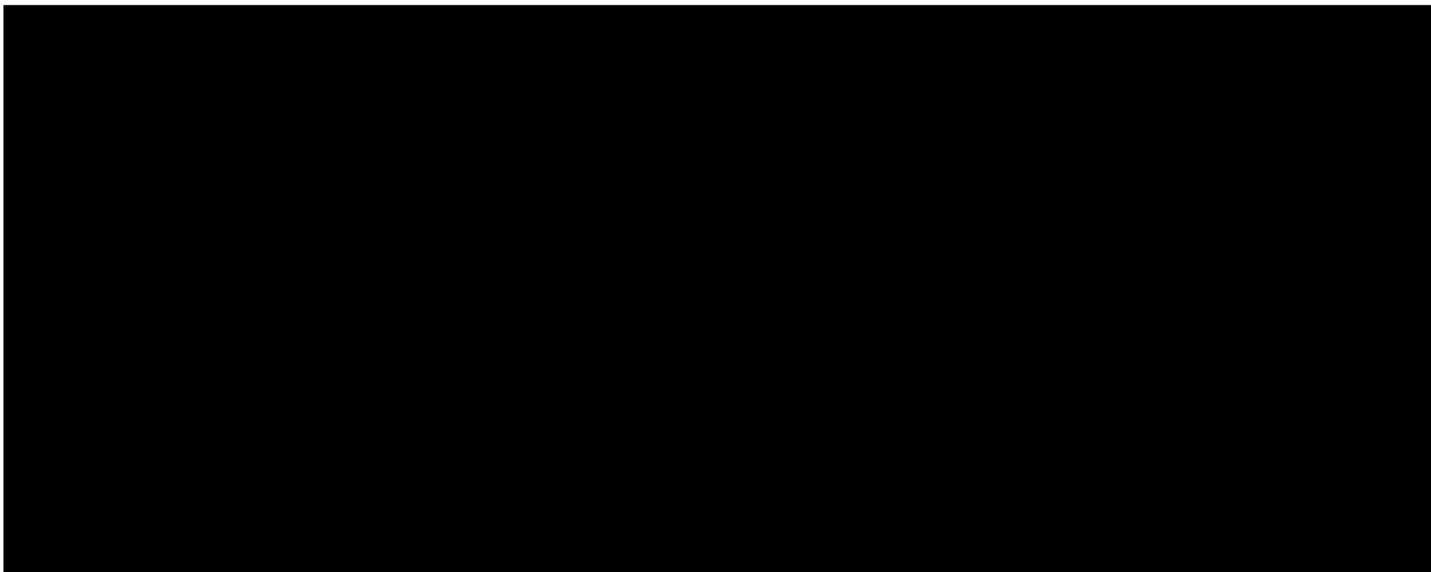
**No**

If yes, please give details:

Name	Relationship
N/A	N/A

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

## SECTION B

### 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. 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). 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)

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

This document provides 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.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

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.

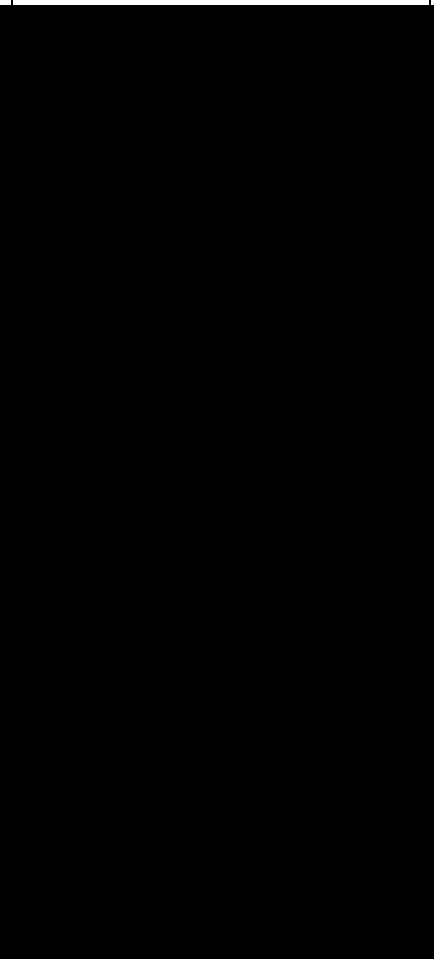
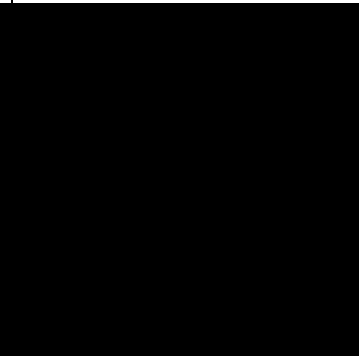
The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	Barnsley College
1.1(b) – (i)	Registered office address (if applicable)	[REDACTED]
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNLSLEY COLLEGE

	f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sub>2</sub> ?	
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

	<ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> </ul> (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company: <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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)	N/A
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.	N/A
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

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				
	Registered address				
	Trading status				
	Company registration number				
	Head Office DUNS number (if applicable)				
	Registered VAT number				
	Type of organisation				
	SME (Yes/No)				
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables				
	The approximate % of contractual obligations assigned to each sub-contractor				

**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.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	Barnsley College
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	PO Box 266, Church Street, Barnsley, S70 2YW
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	08/02/19

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNLSLEY COLLEGE

## 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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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.	N/A
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the	Yes <input type="checkbox"/> No <input type="checkbox"/>

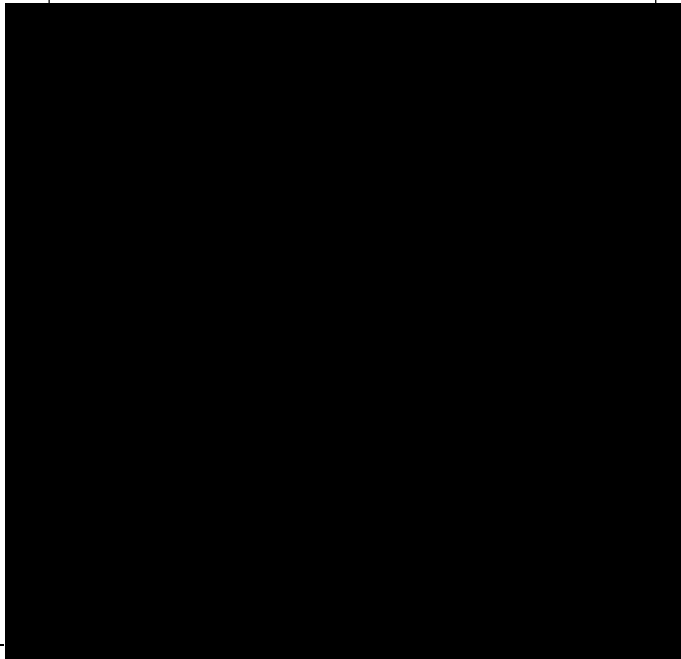
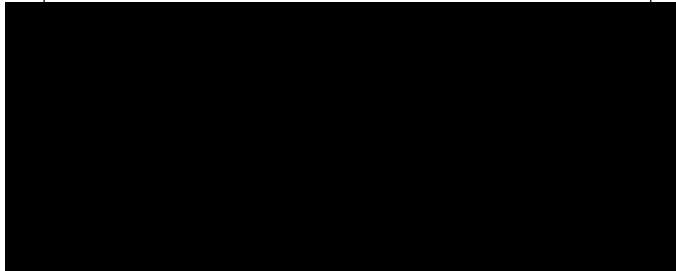
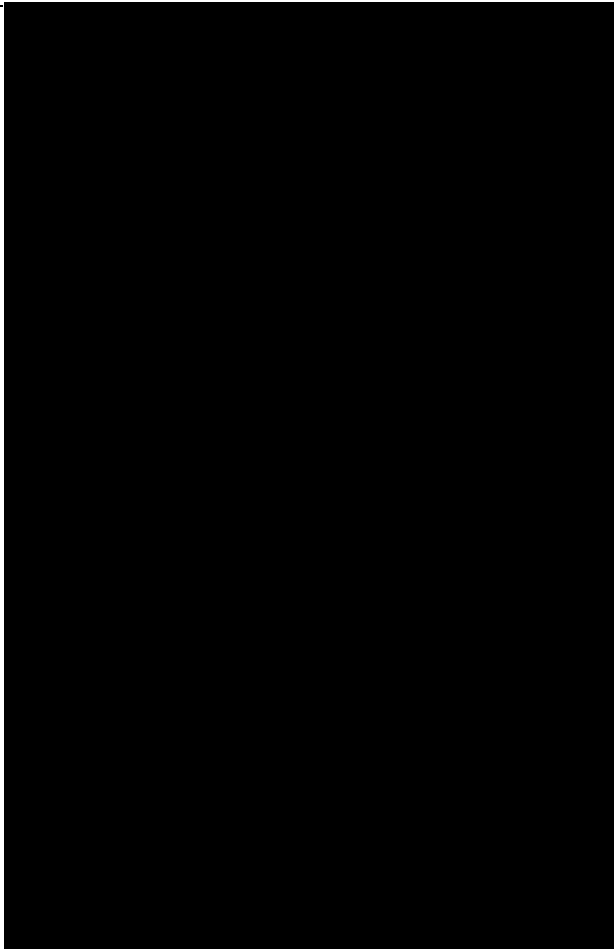
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



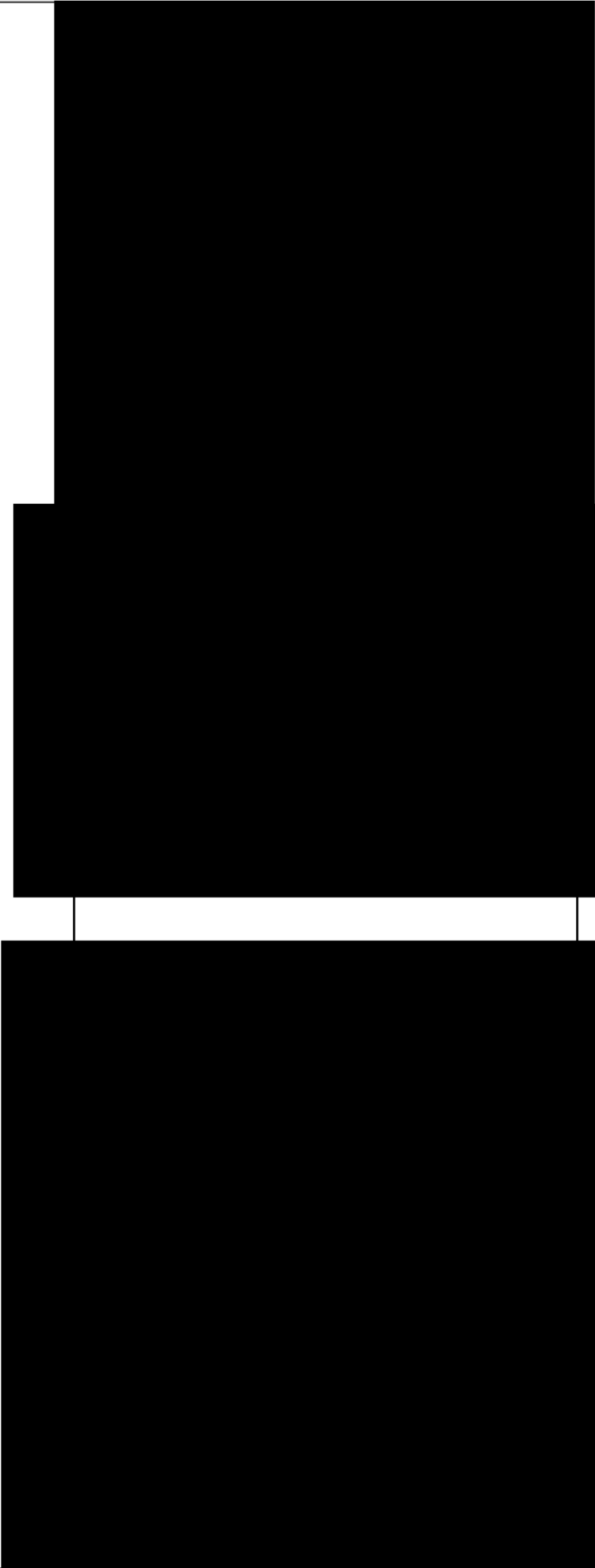
	organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	
2.3(a)	<b>Regulation 57(3)</b> Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United 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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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.	N/A
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> </ul>	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

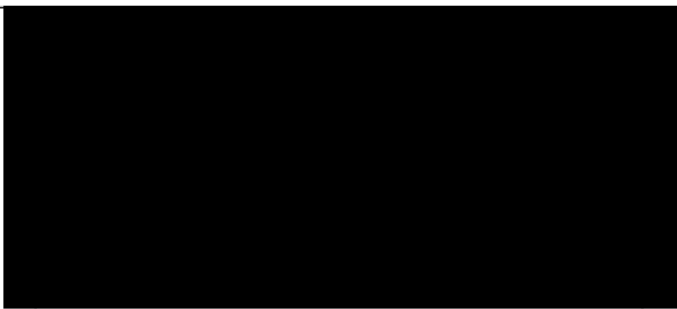
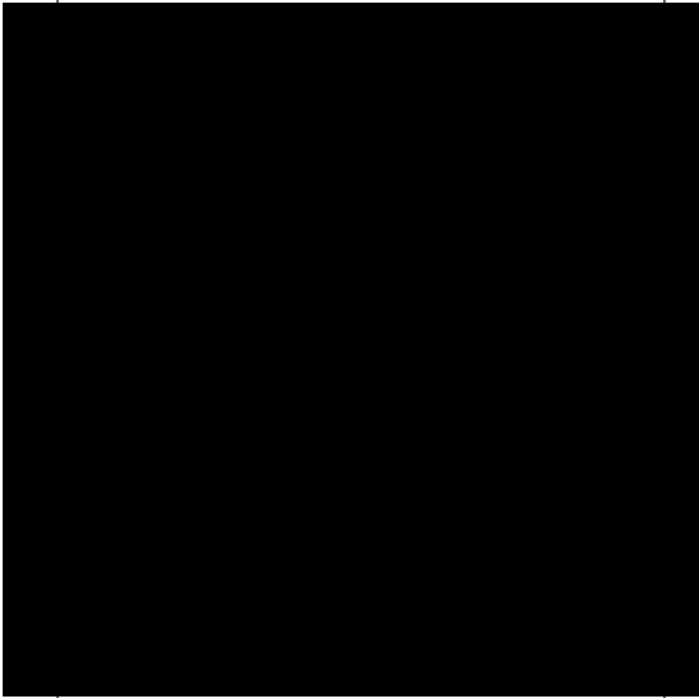
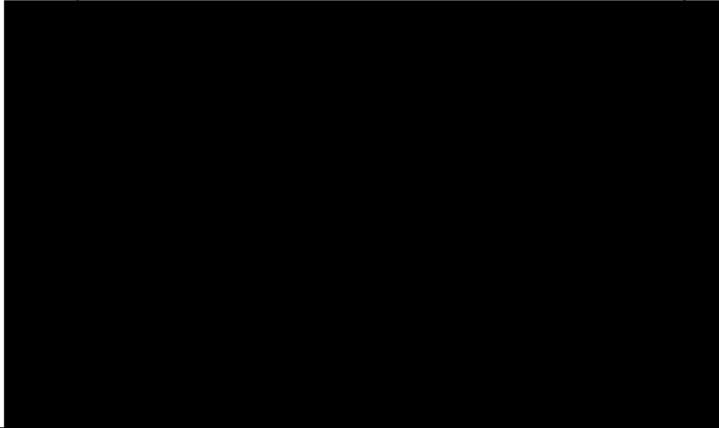
- to maintain records of personal data processing activities; and
- to regularly test, assess and evaluate the effectiveness of the above measures.



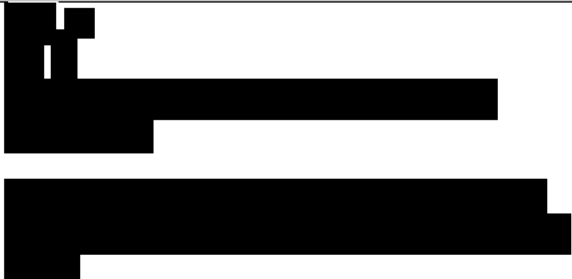
PLEASE INSERT NAME OF TENDERING ORGANISATION H

		
--	--	---

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

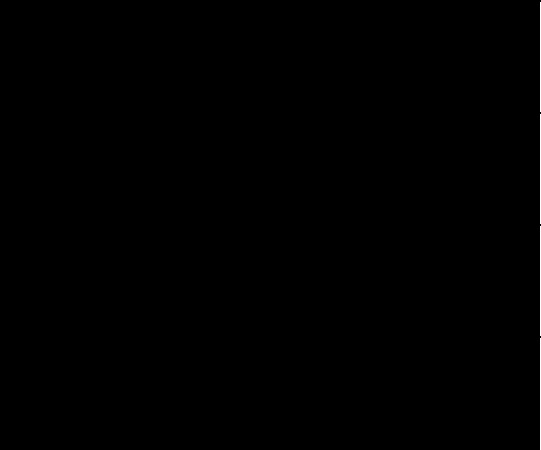
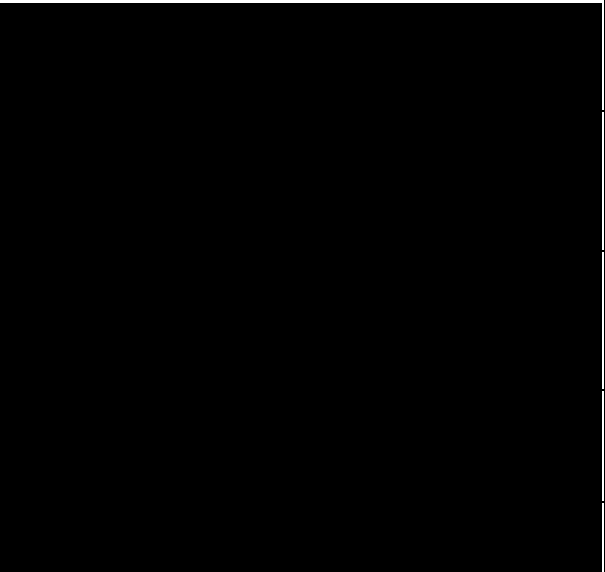
		  
--	--	---

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b></p>	
-----	--	--

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSELEY COLLEGE

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b>  The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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?	
3.1(b)	Breach of social obligations?	
3.1(c)	Breach of labour law obligations?	
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?	
3.1(e)	Guilty of grave professional misconduct?	
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	
3.1(h)	Been involved in the preparation of the procurement procedure?	
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

	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?	If yes please provide details at 3.2
--	--	--------------------------------------

3.1(j)	Please answer the following statements	
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.	
3.1(j) - (ii)	The organisation has withheld such information.	
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	
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.	

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	N/A
-----	---	-----

Section 4	Economic and Financial Standing	
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	
	(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.	
	(b) A statement of the cash flow forecast for the current year	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

	and a bank letter outlining the current cash and credit position.	
	(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).	
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.	

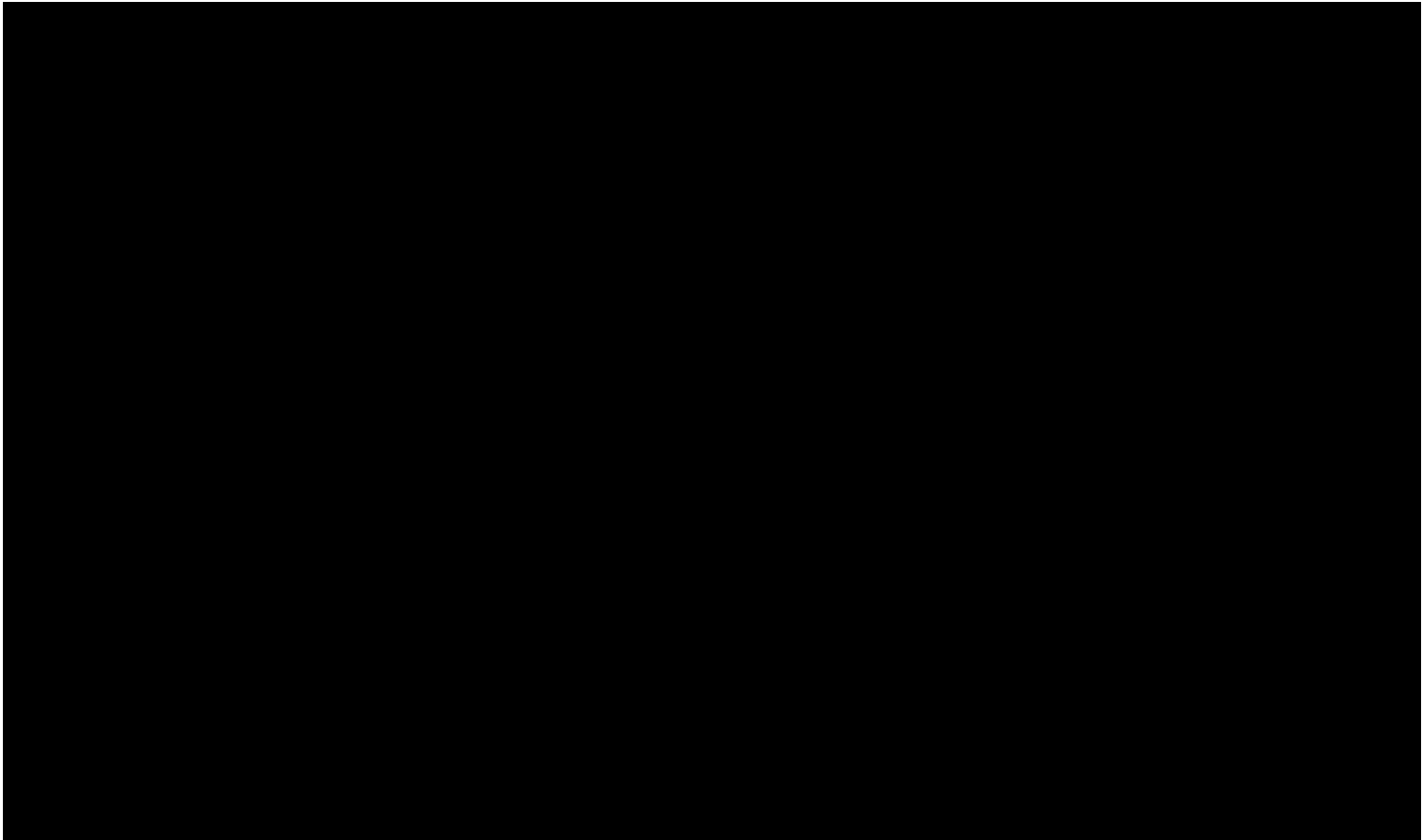
Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation	N/A	
Relationship to the Supplier completing these questions	N/A	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	<b>Technical and Professional Ability</b>
6.1	<p><b>Relevant experience and contract examples</b></p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the</p>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

	contract. If you cannot provide examples see question 6.3
--	--



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)
	N/A

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.
	N/A

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
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?	

## 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.

Section 8	Additional Questions	
8.1	Insurance	
	<p>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:</p> <p>Employer's (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p> <p>Professional Indemnity Insurance = £2 Million</p> <p>*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.</p>	

8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

4 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

## 8.5 – Health & Safety

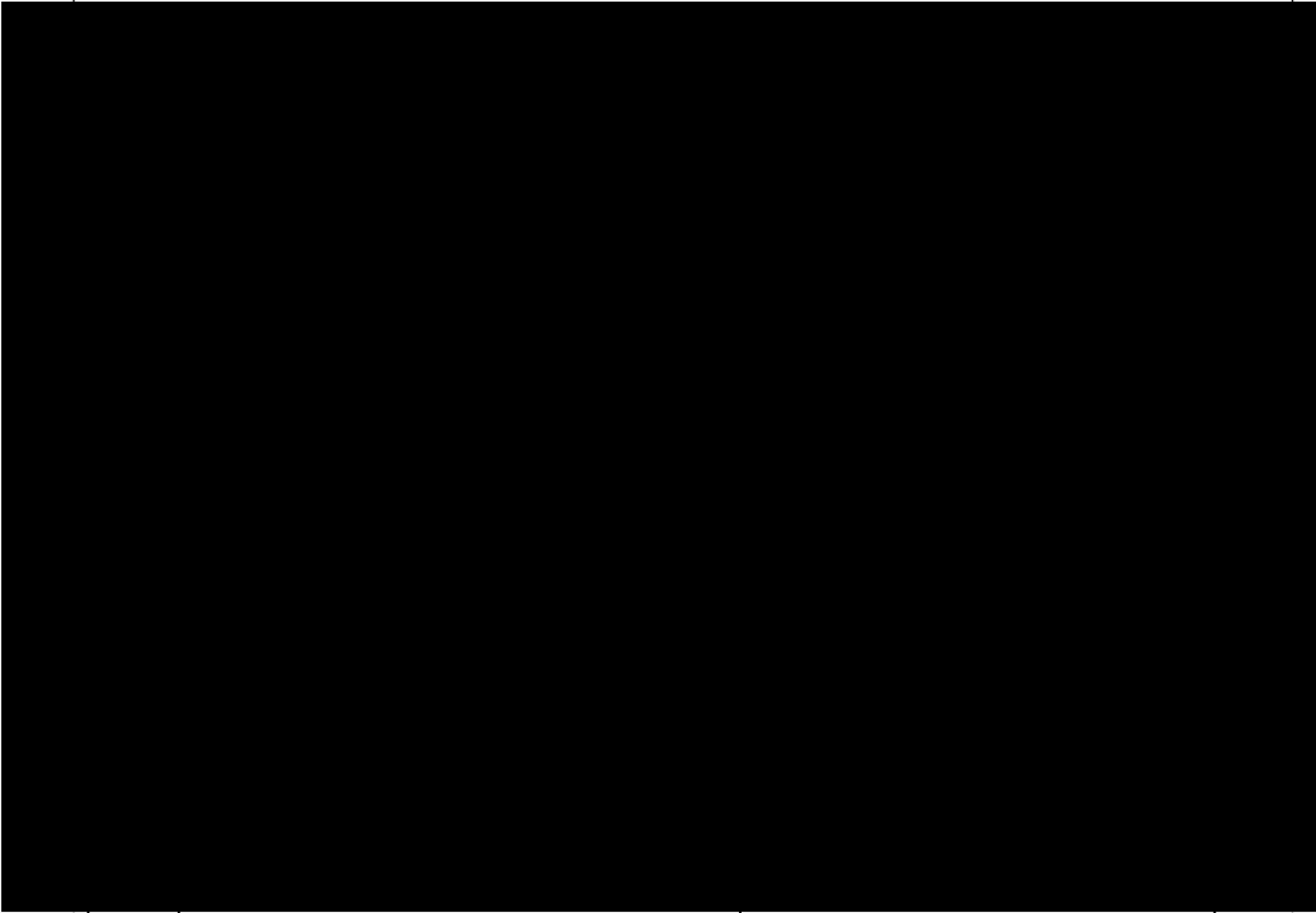
1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:



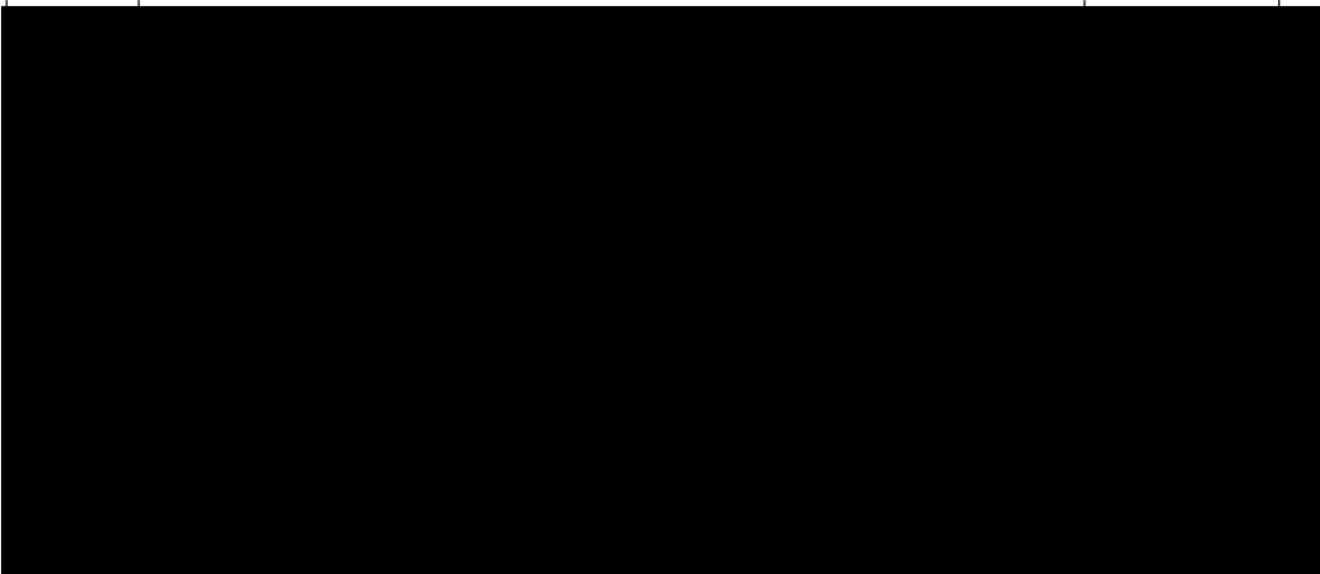
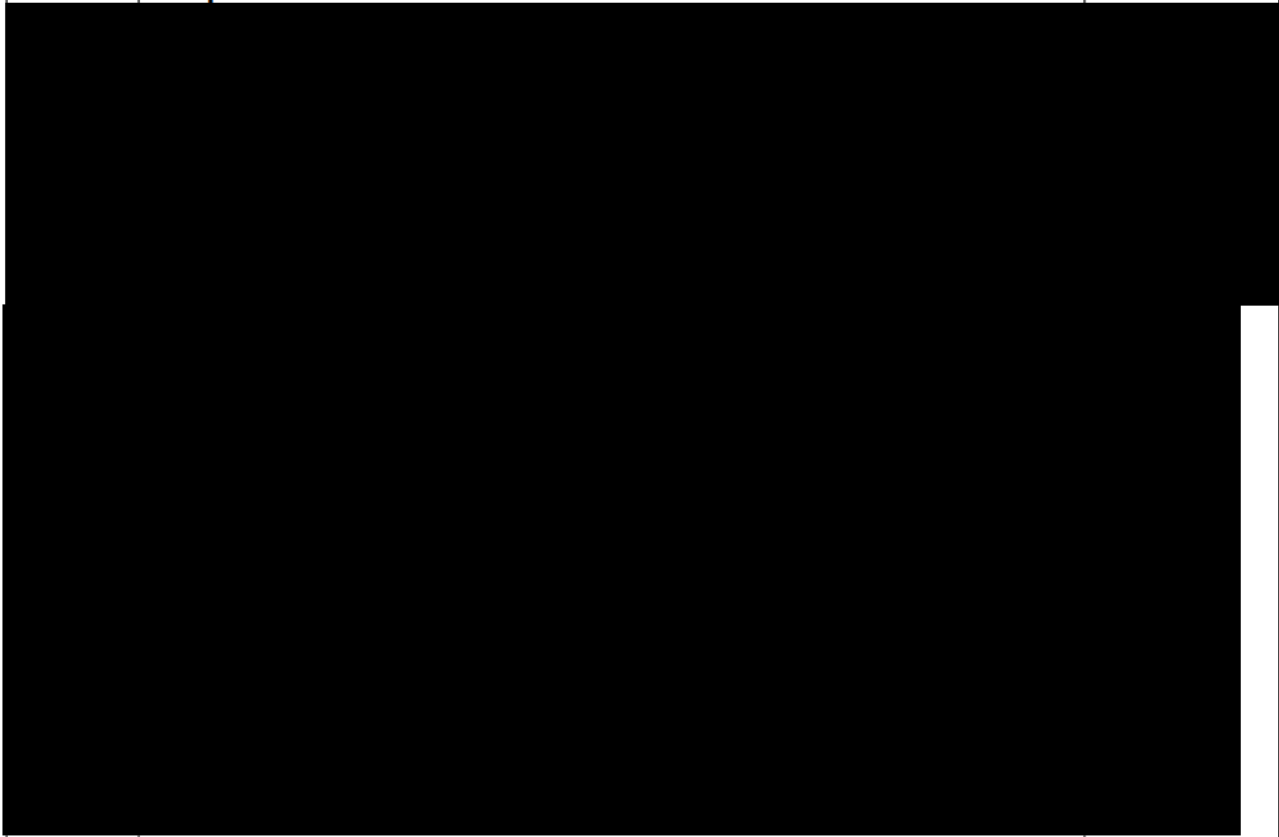
The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

**Each lot you apply for will be marked against the same criteria and questions below**

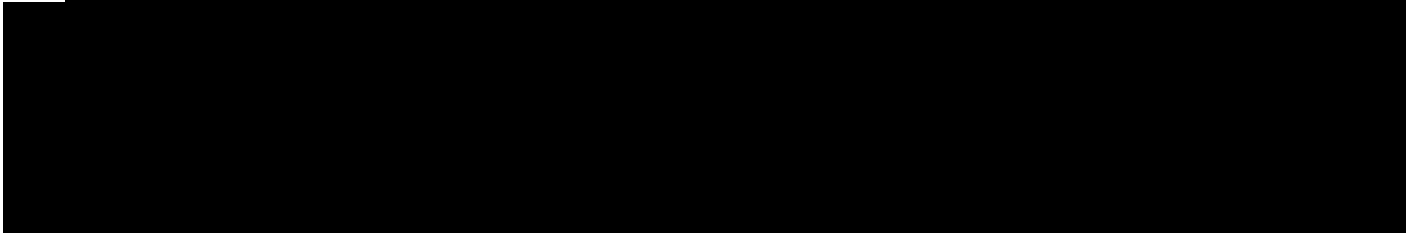
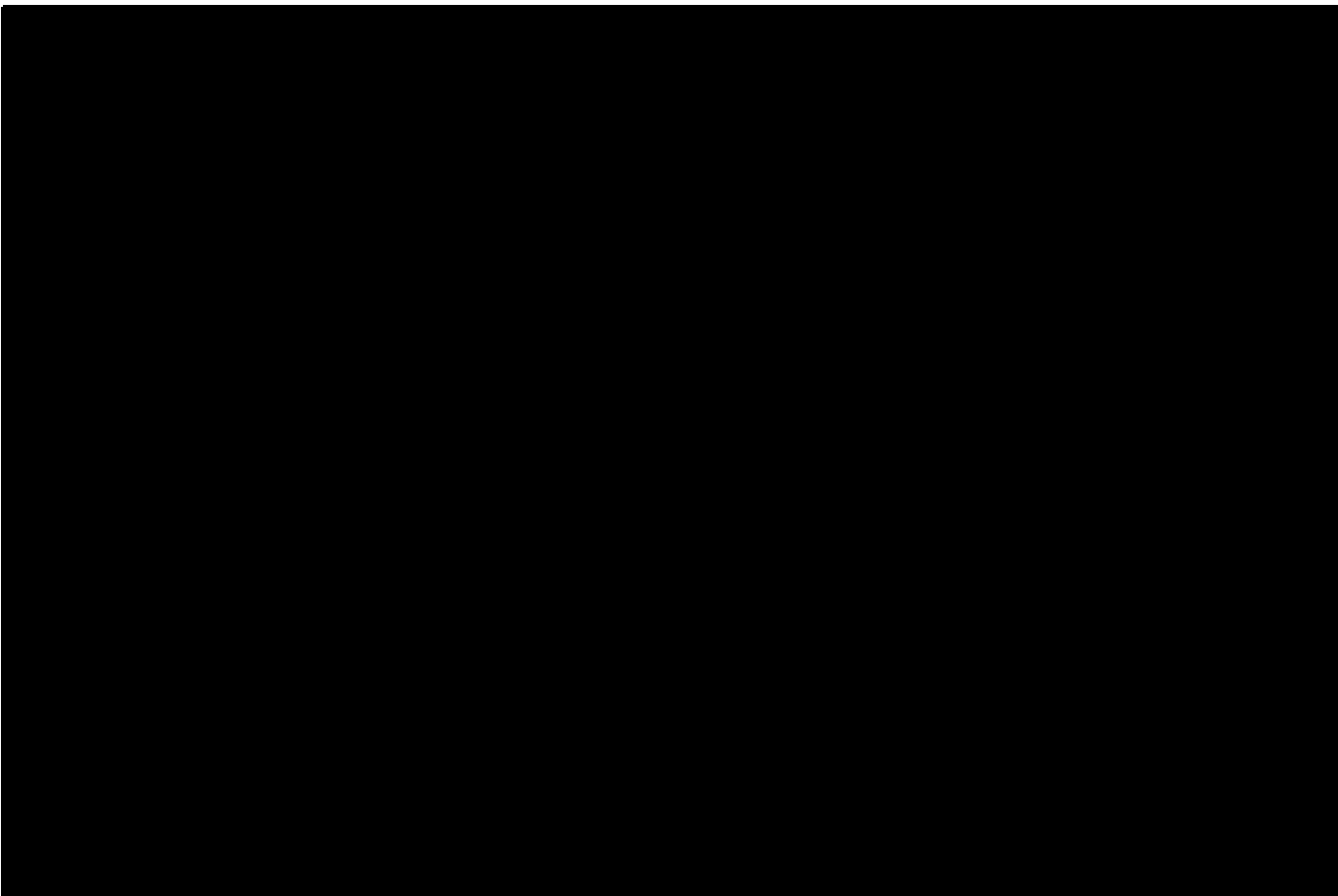
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

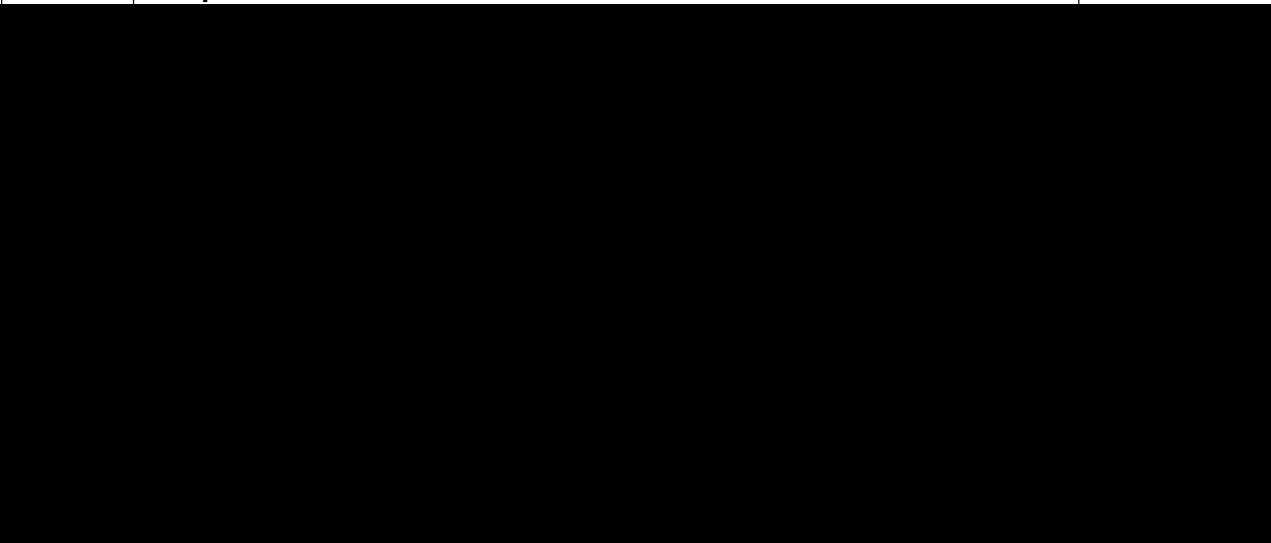
1.	Value for Money	Weighting and Max Marks
1.1	<p>Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.</p> <p><b>Response:</b></p>	3 / 30 max marks



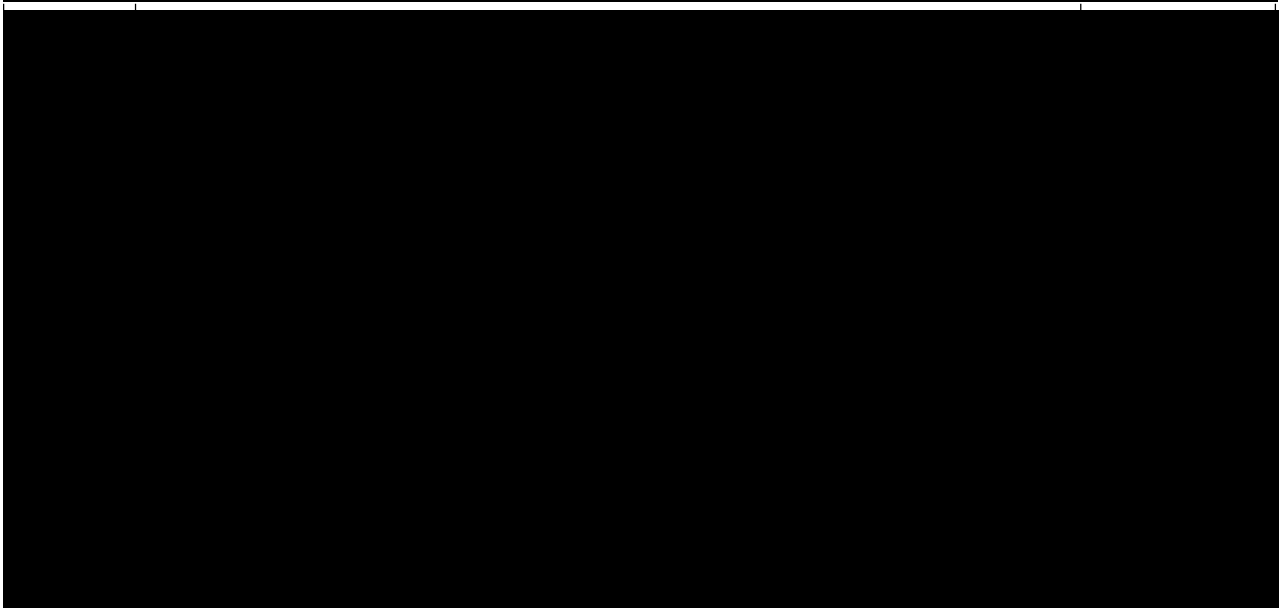
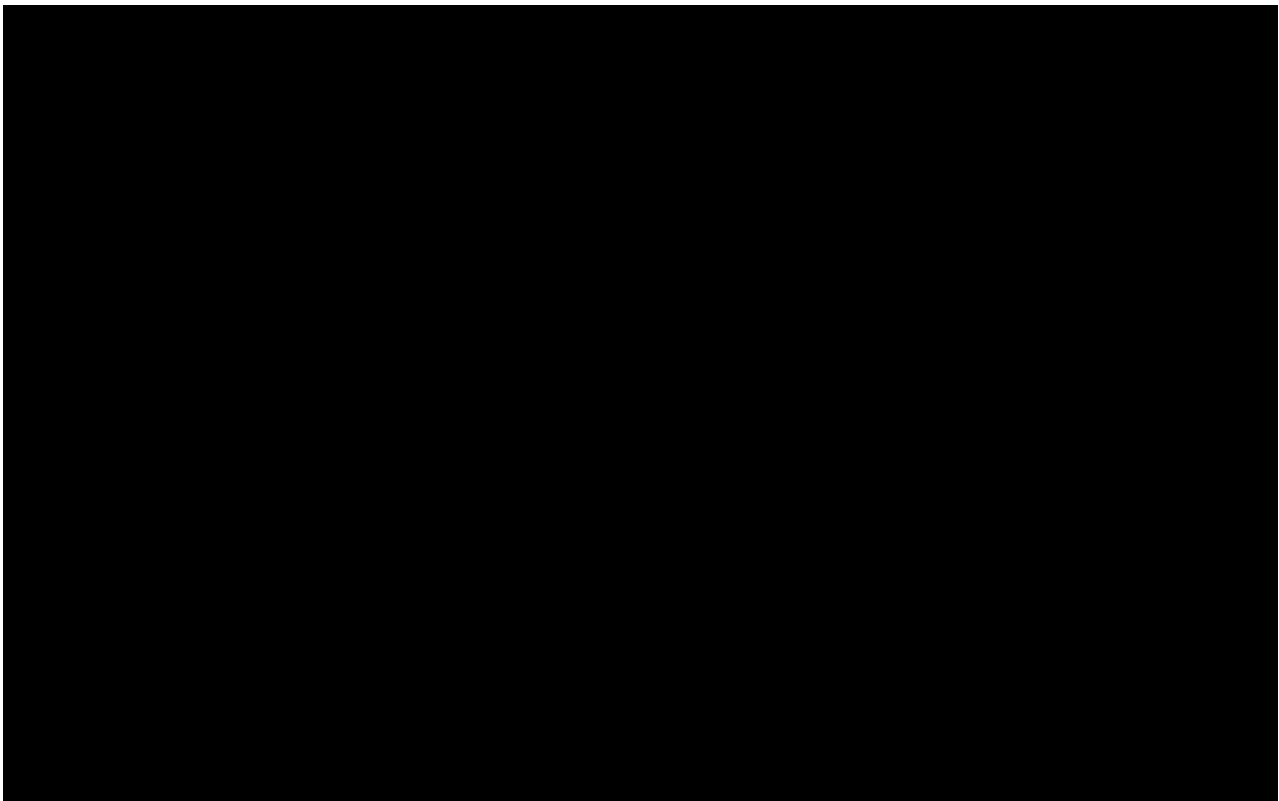
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



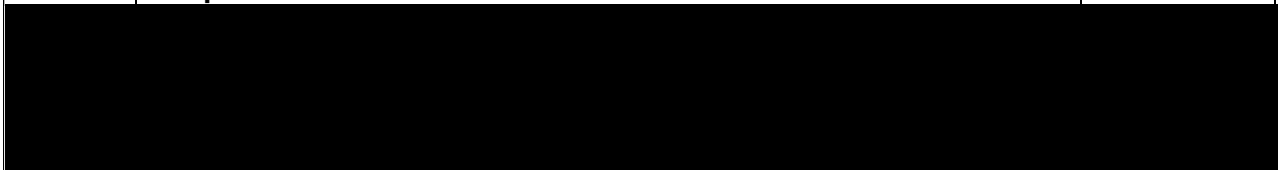
1.2	Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.  <b>Response:</b>	3 / 30 max marks
-----	--	------------------



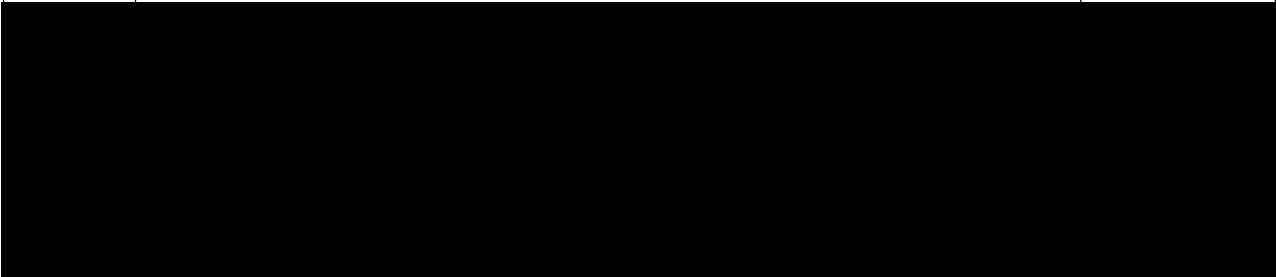
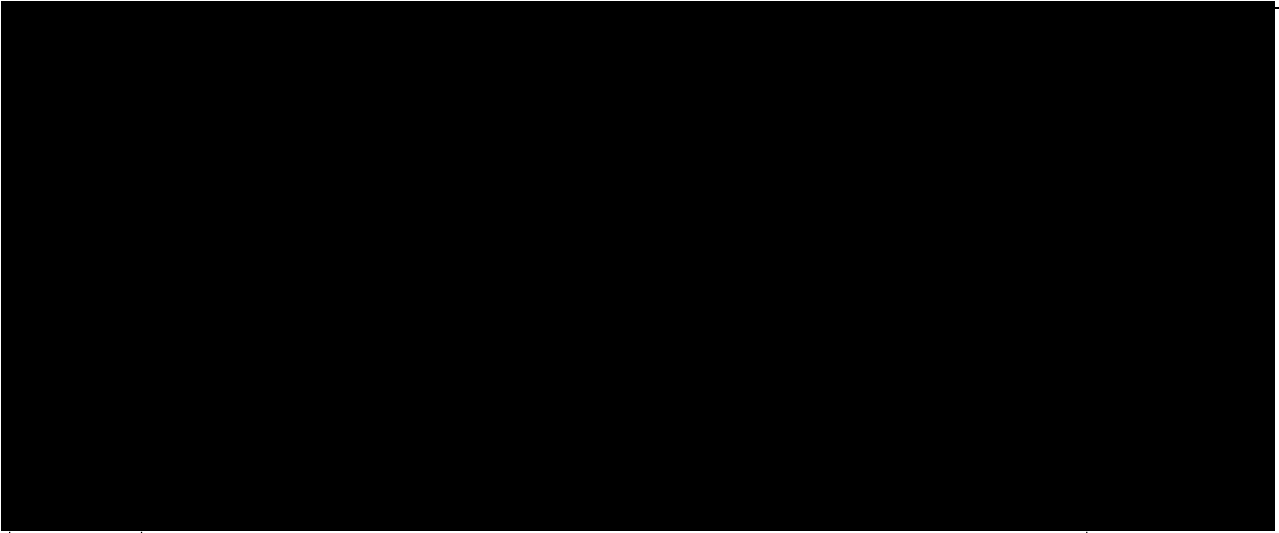
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



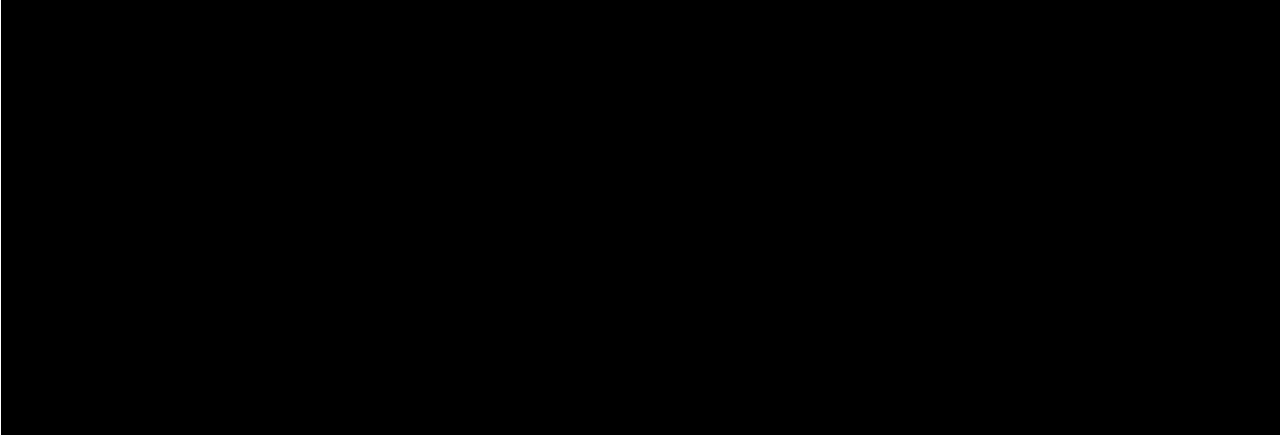
1.3	<p>Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?</p> <p><b>Response:</b></p>	3 / 30 max marks



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



1.4	If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?	1 / 10 max marks
-----	--	------------------



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

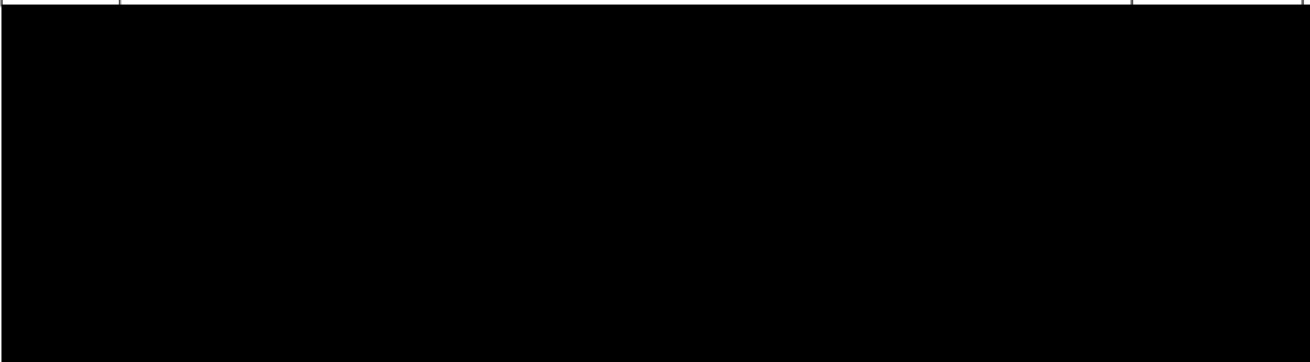




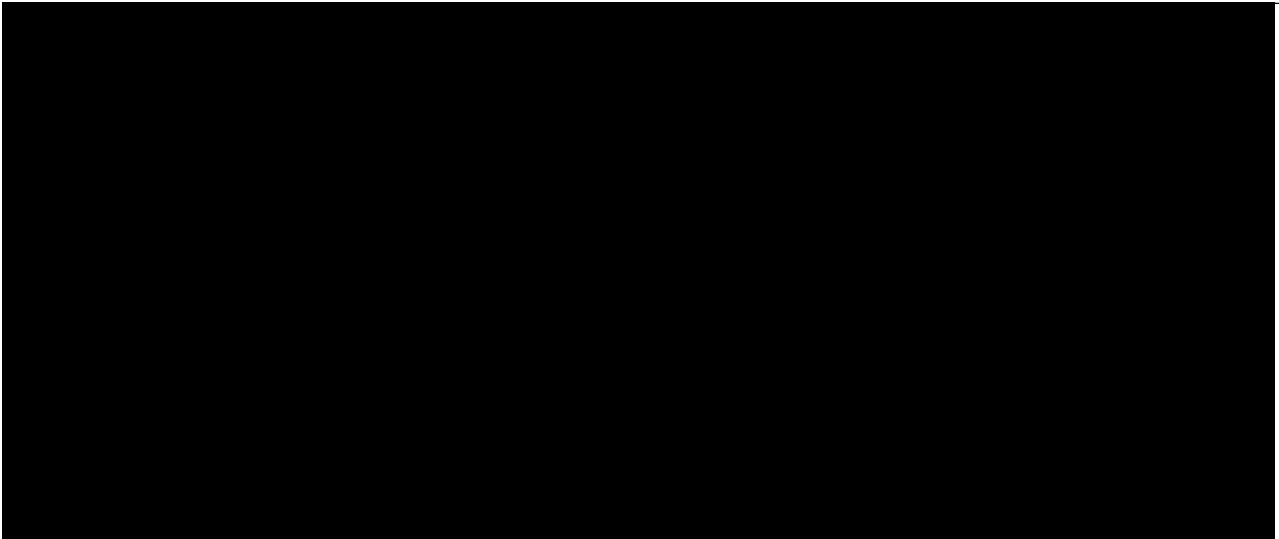
<b>2.</b>	<b>Quality Criteria</b>	
<b>2.1</b>	<b>Organisation</b>	<b>Weighting and Max Marks</b>
2.1.1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:	5 / 50 max marks



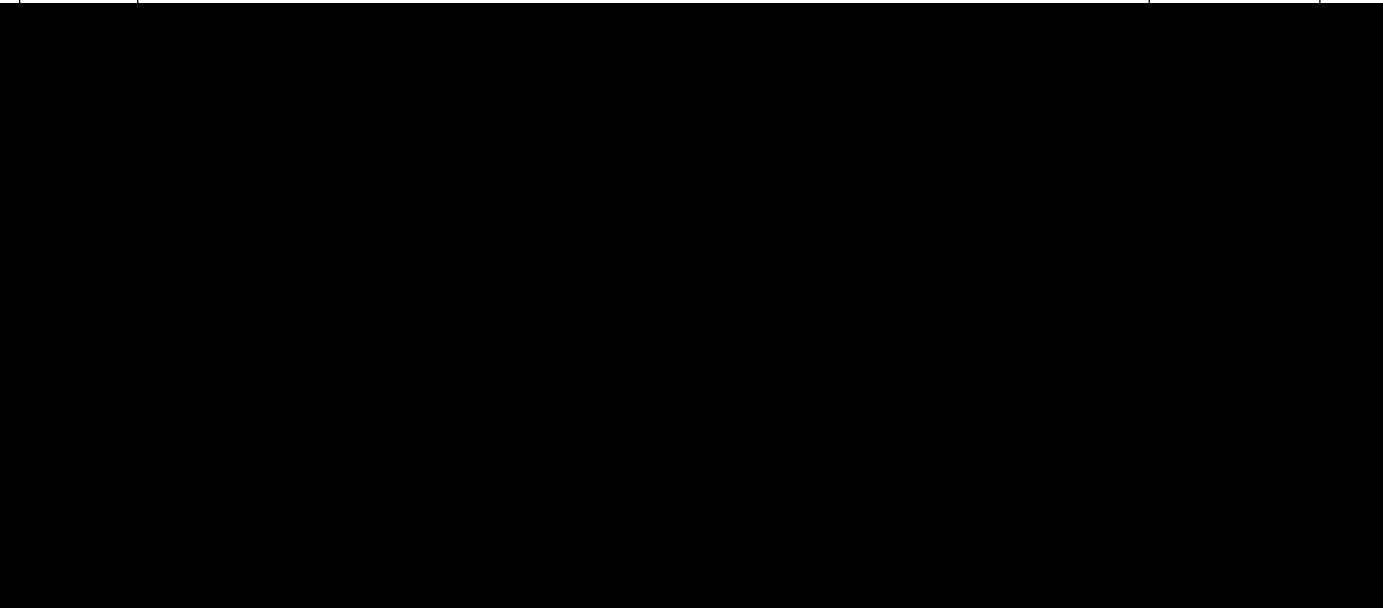
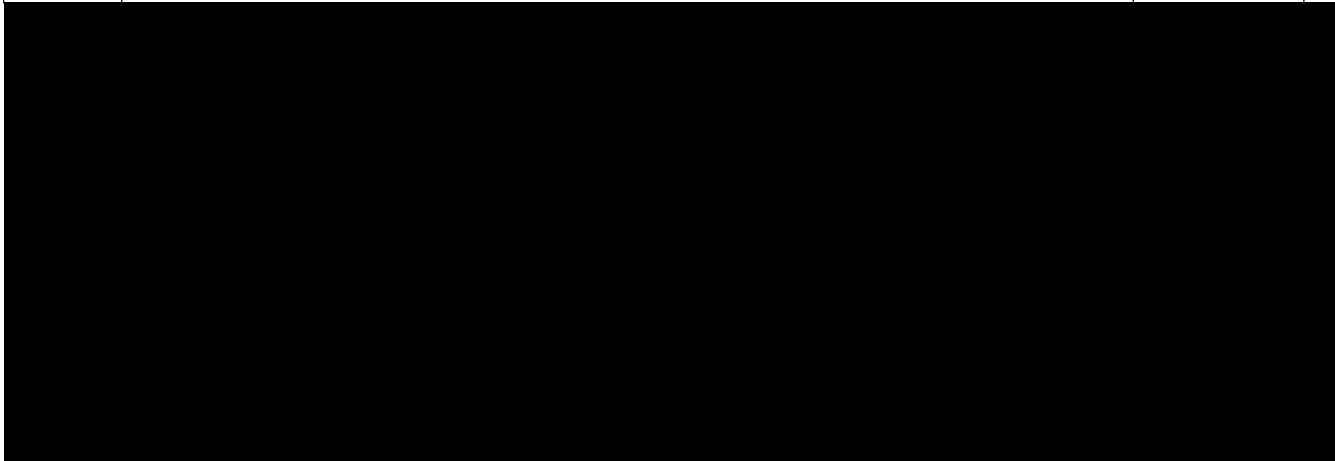
--	--	--



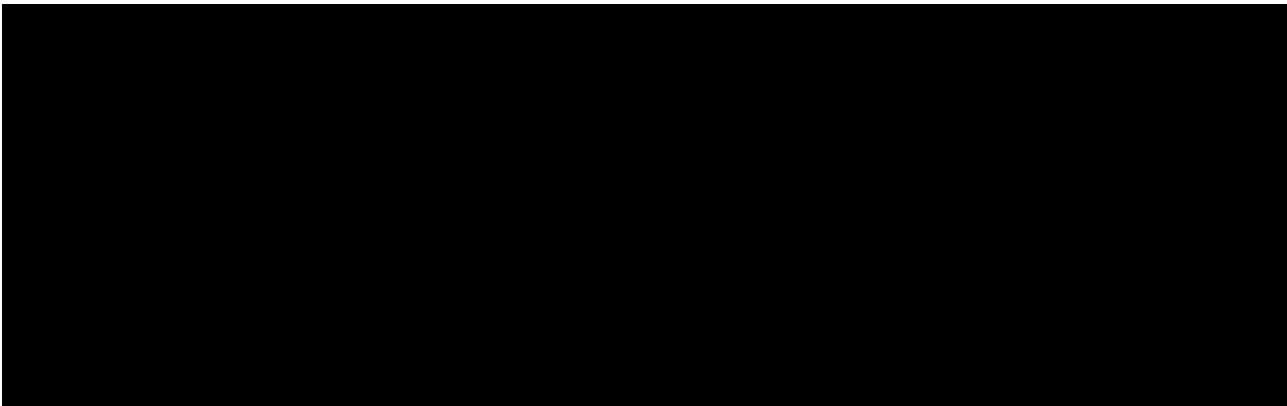
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



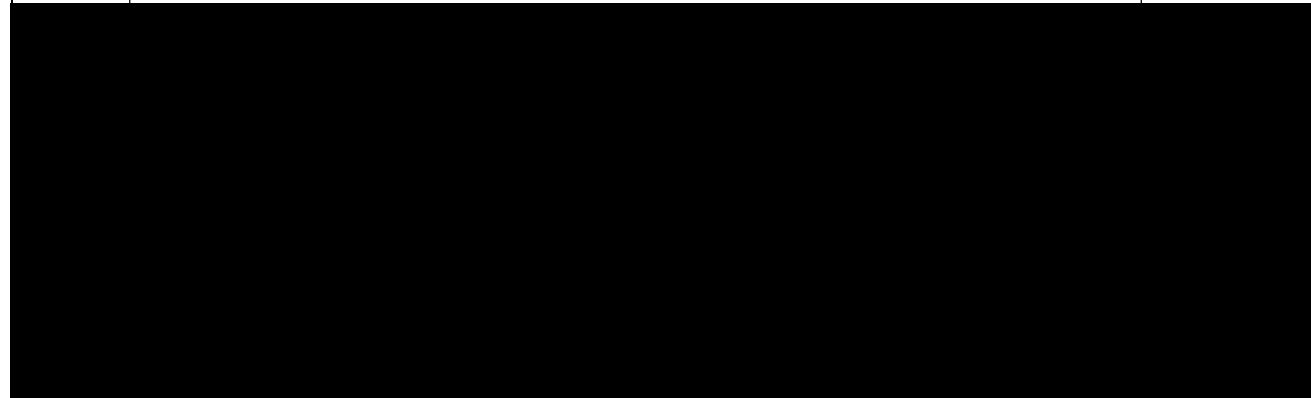
2.1.2	Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).	1 / 10 max marks



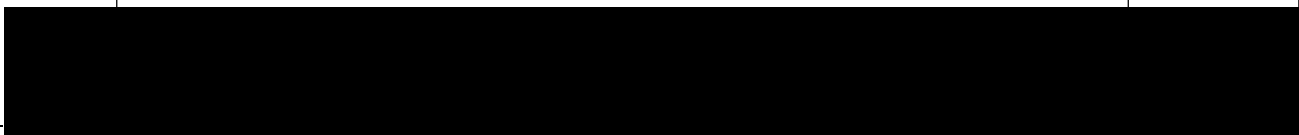
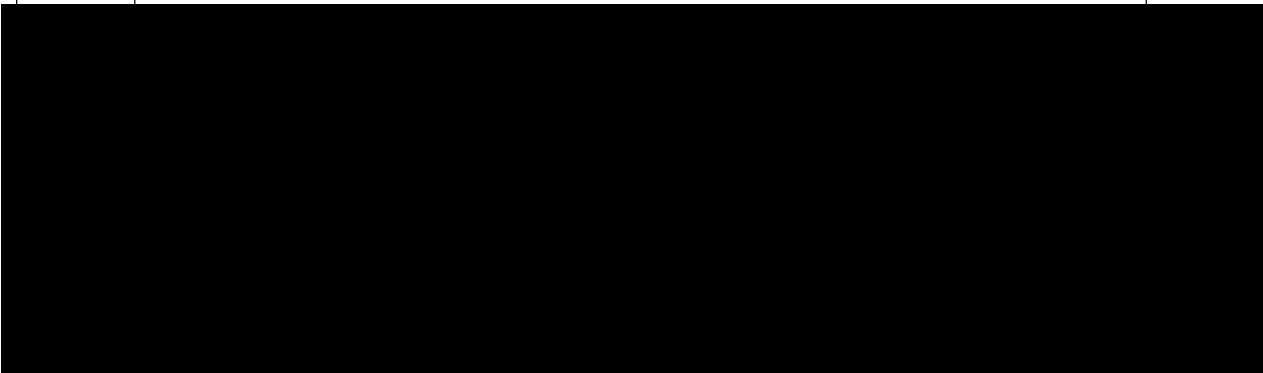
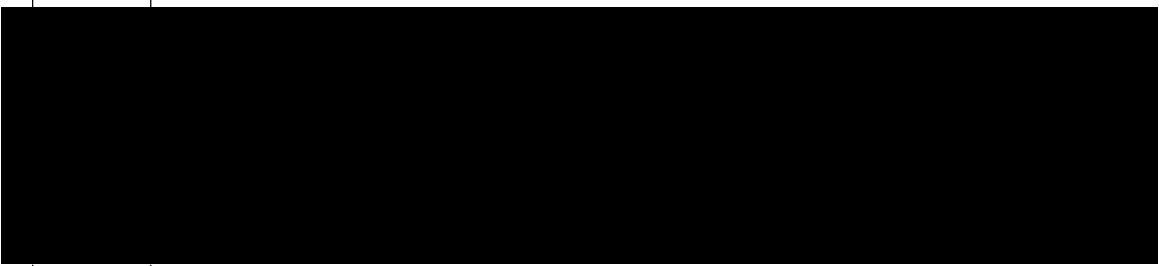
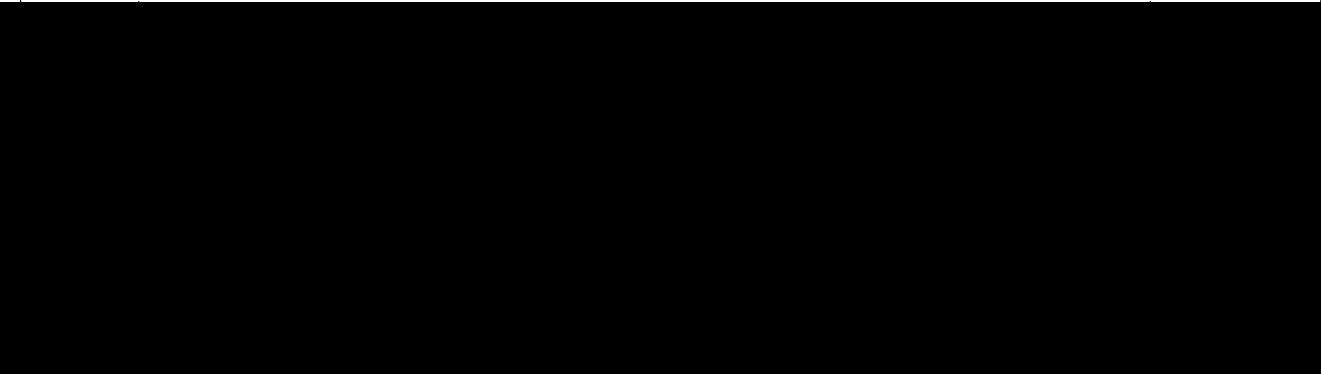
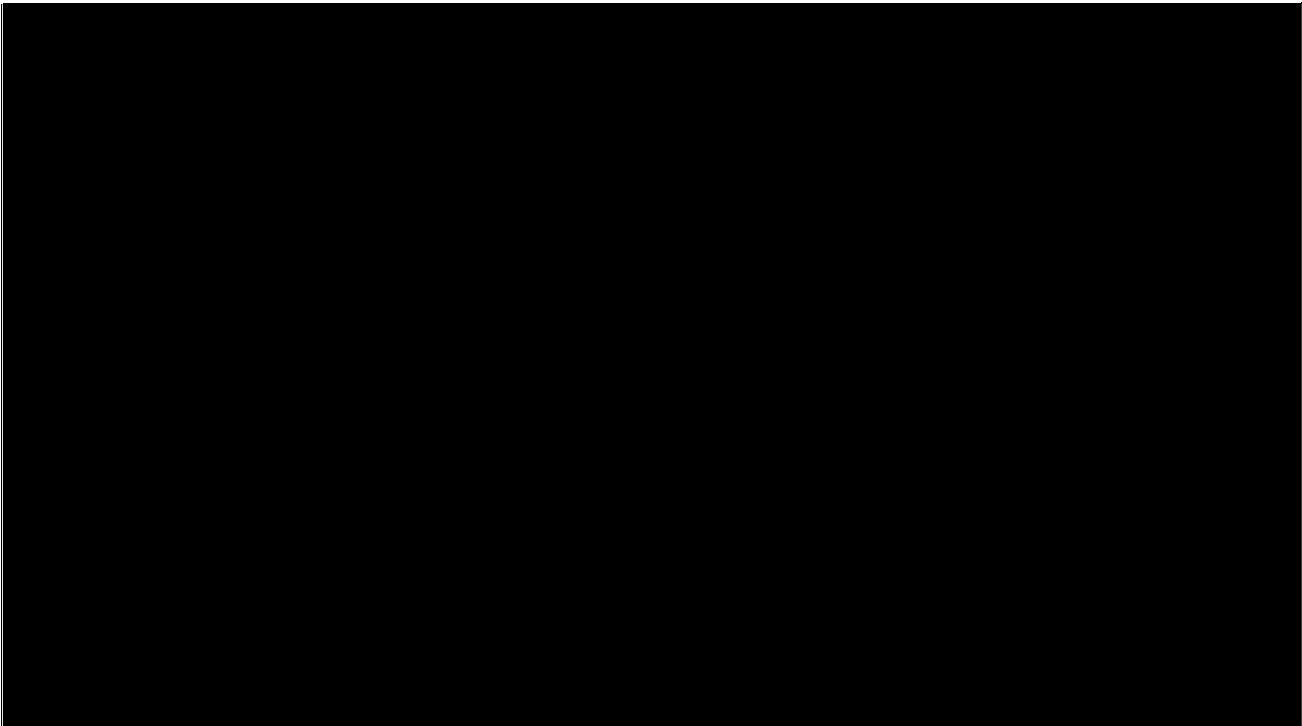
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



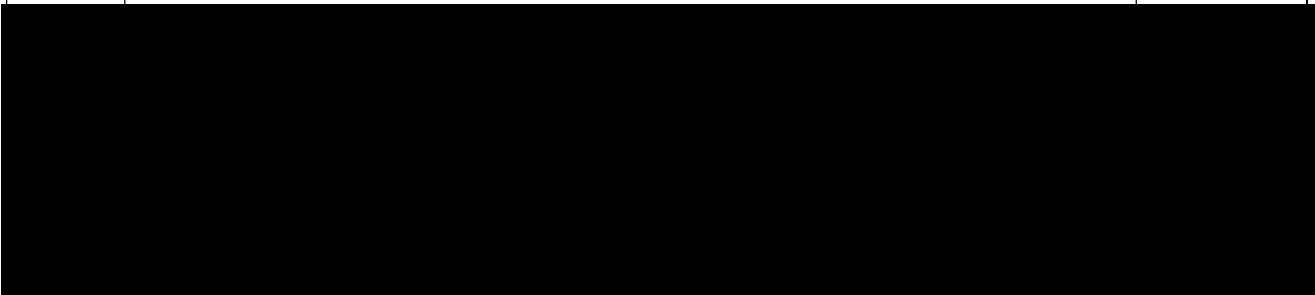
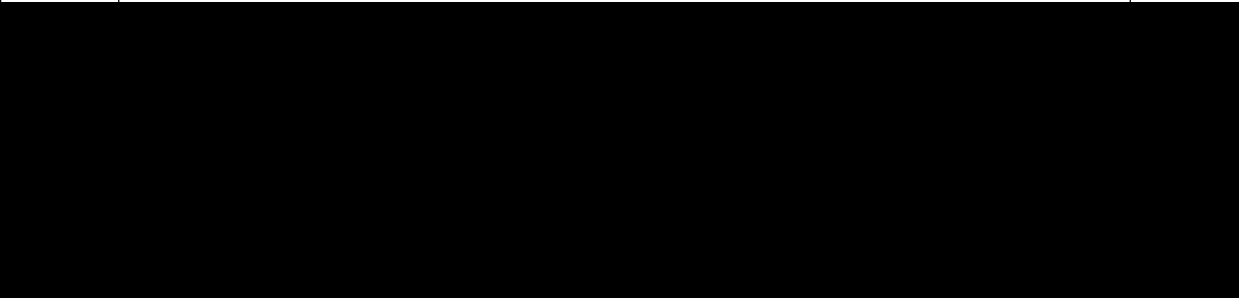
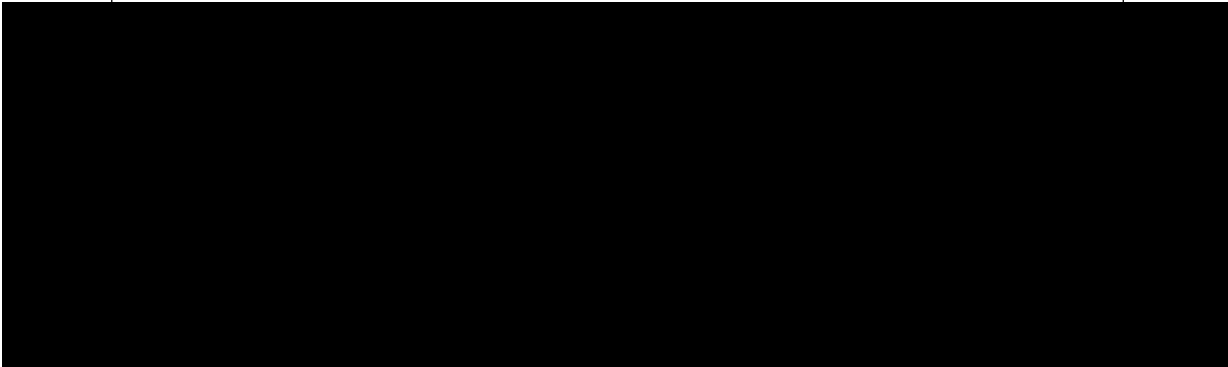
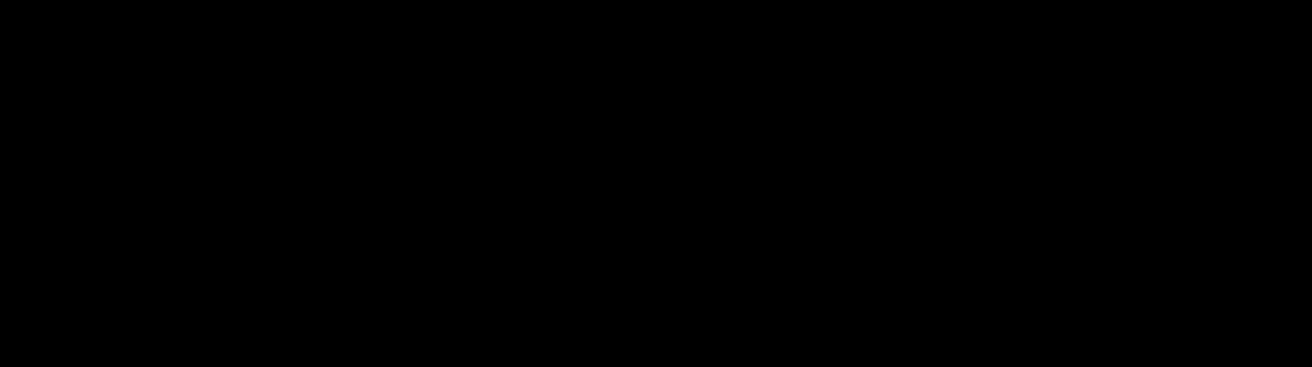
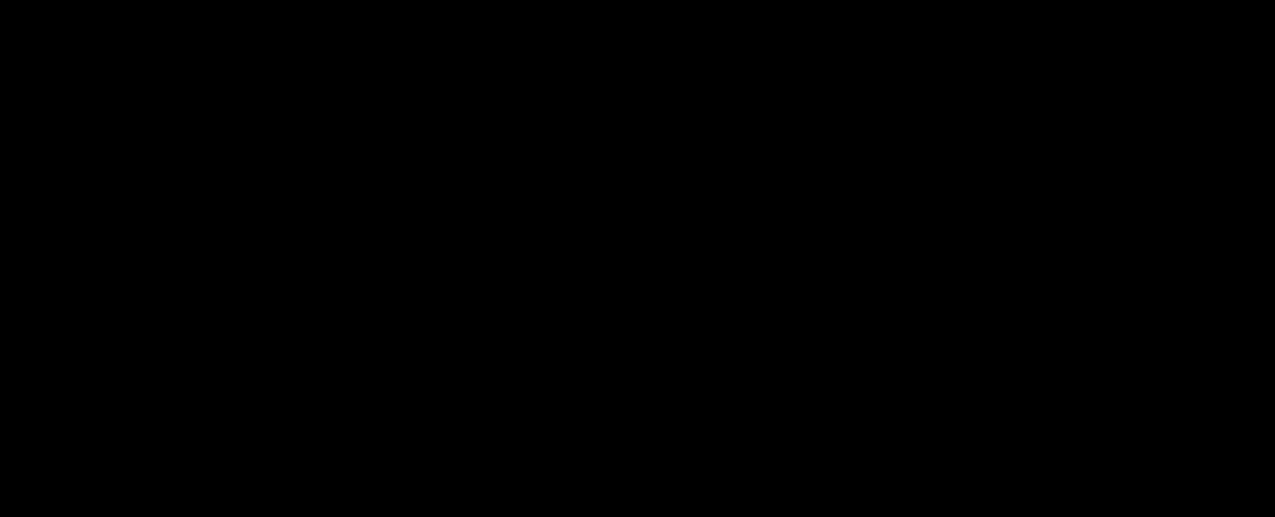
2.1.3	Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.	4 / 40 max marks



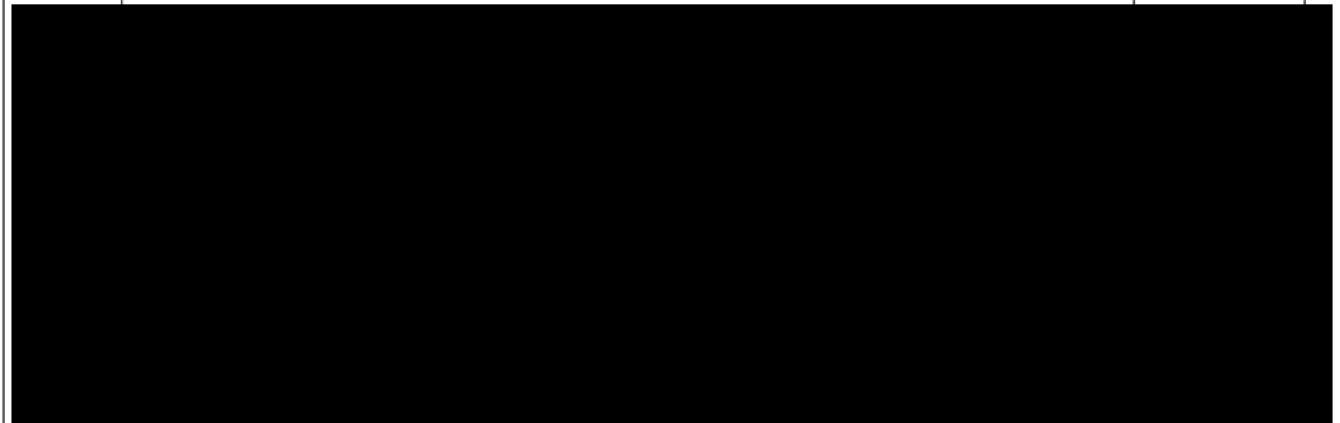
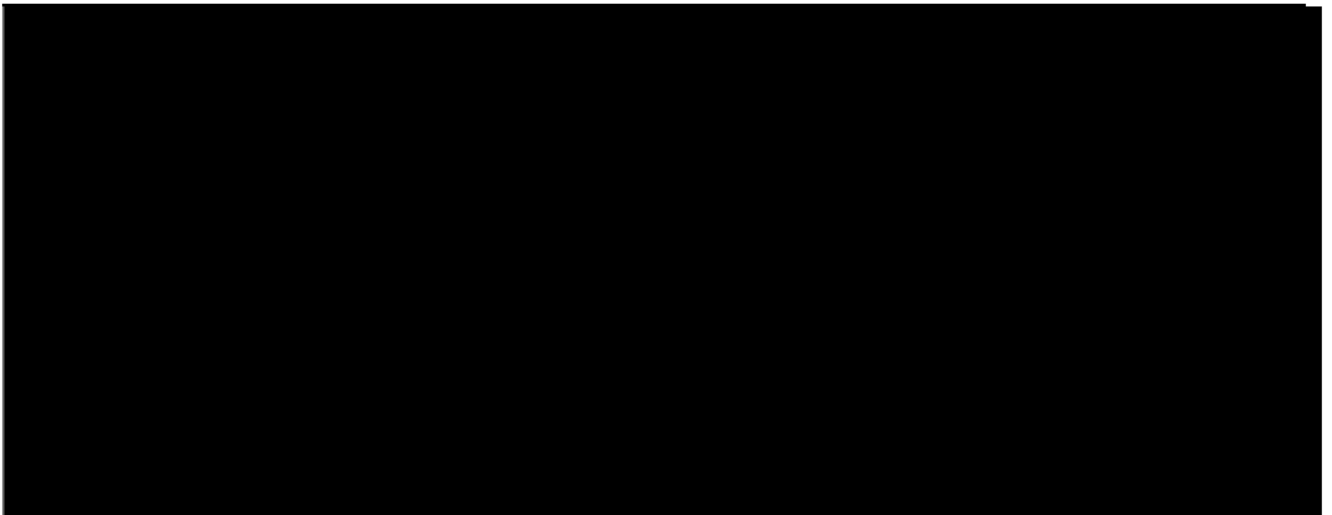
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE


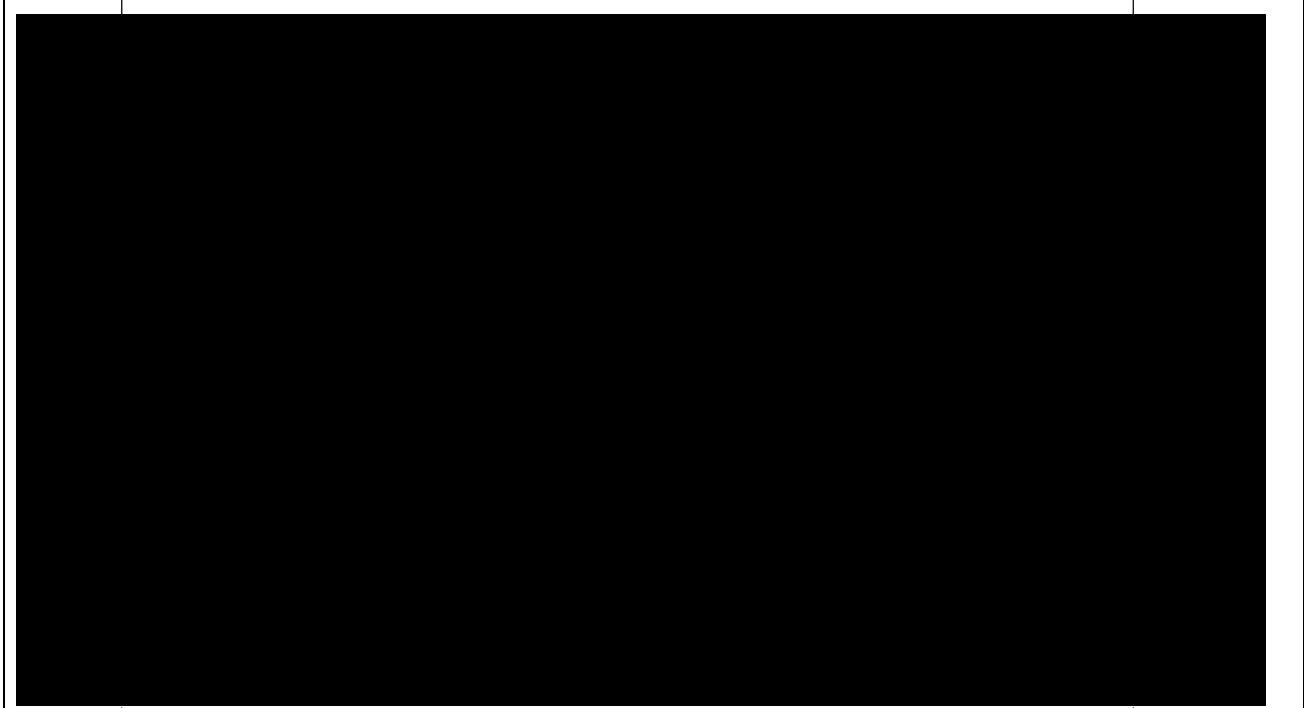

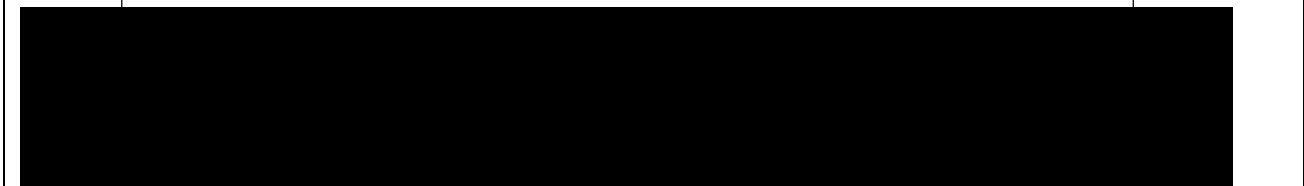


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

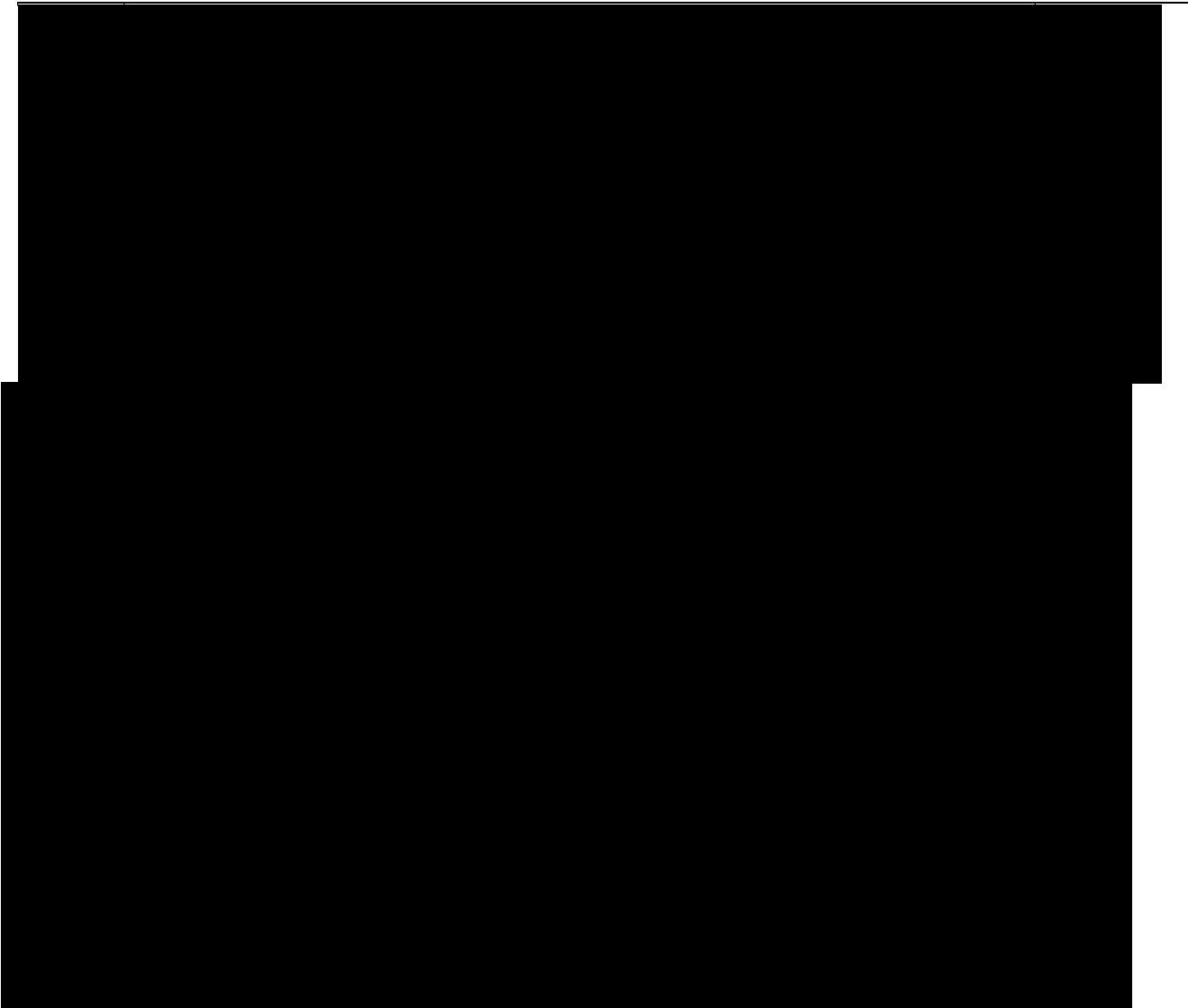


<b>2.2</b>	<b>Delivery</b>	<b>Weighting and Max Marks</b>

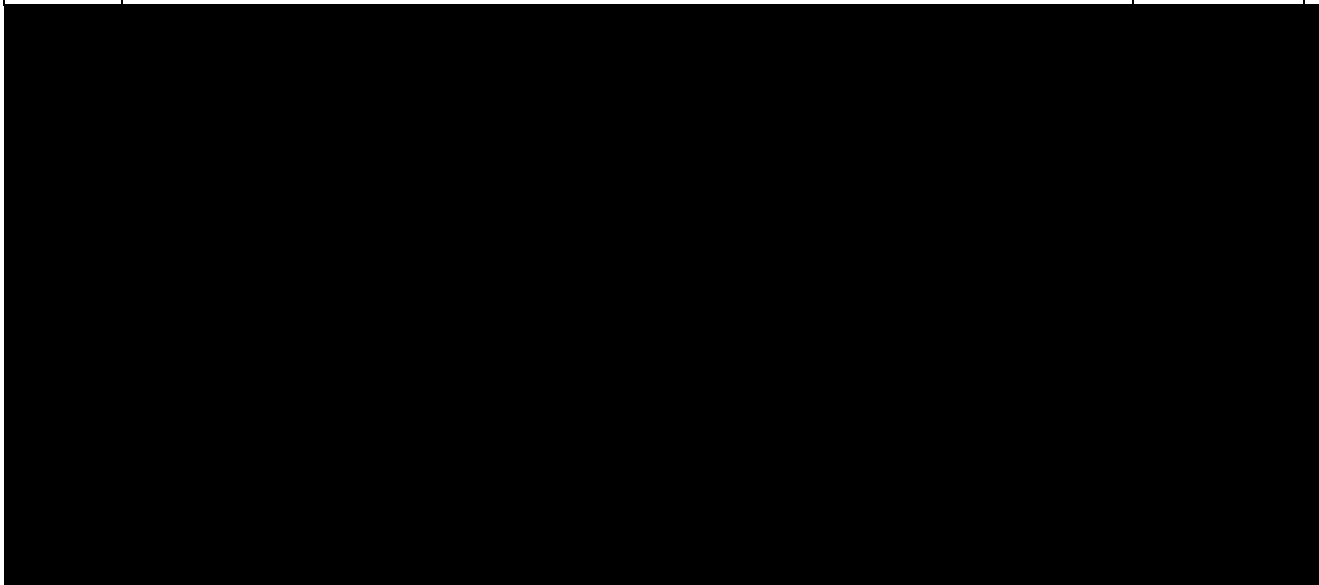
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNESLEY COLLEGE

2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?  <b>Response:</b>	4 / 40 max marks
		
		
		
		

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNESLEY COLLEGE

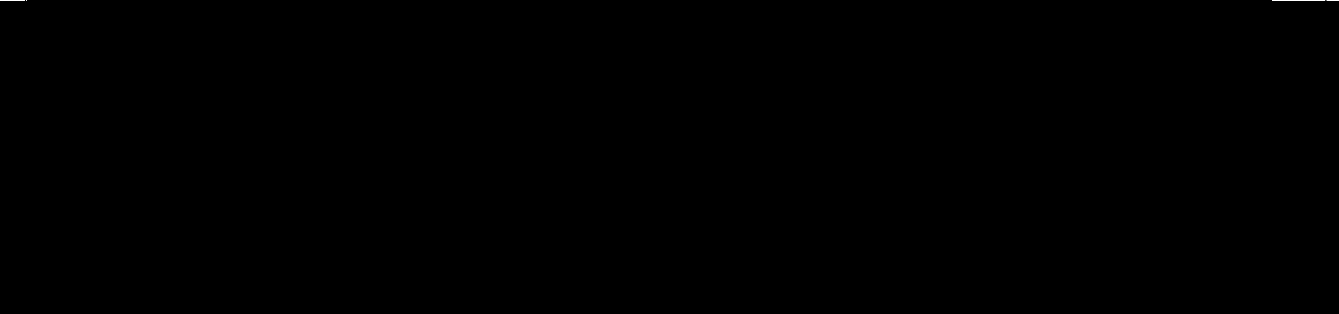
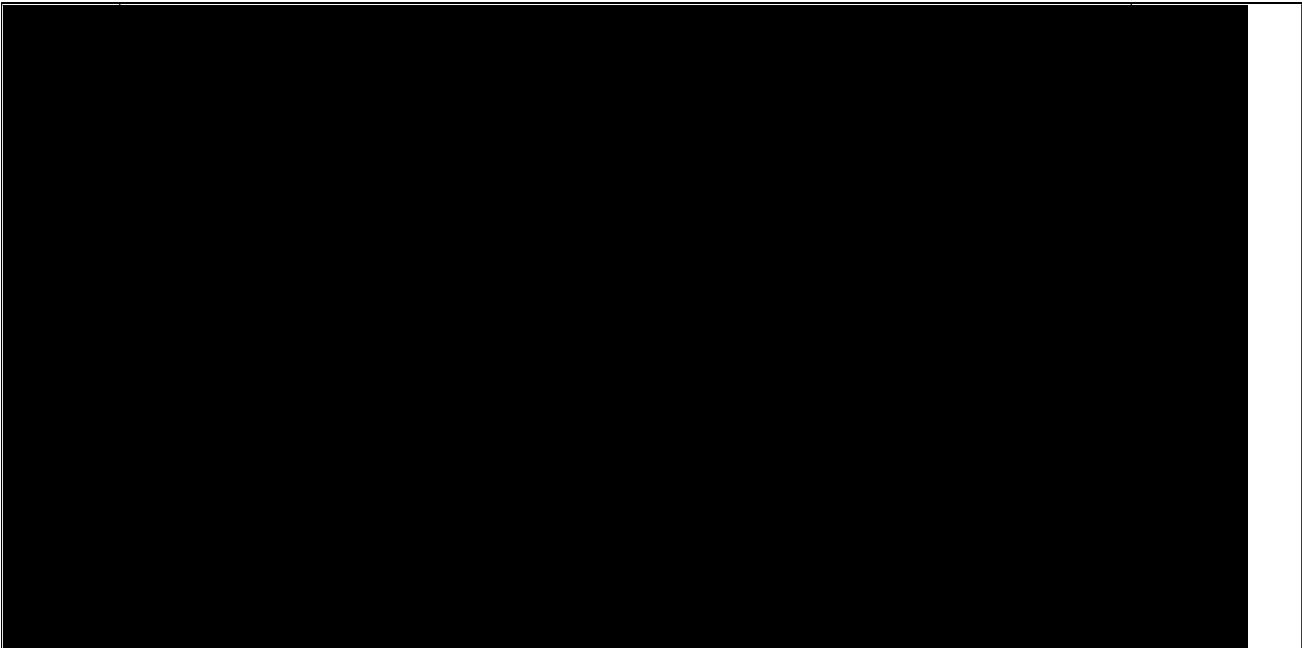


2.2.2	How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?	4 / 40 max marks

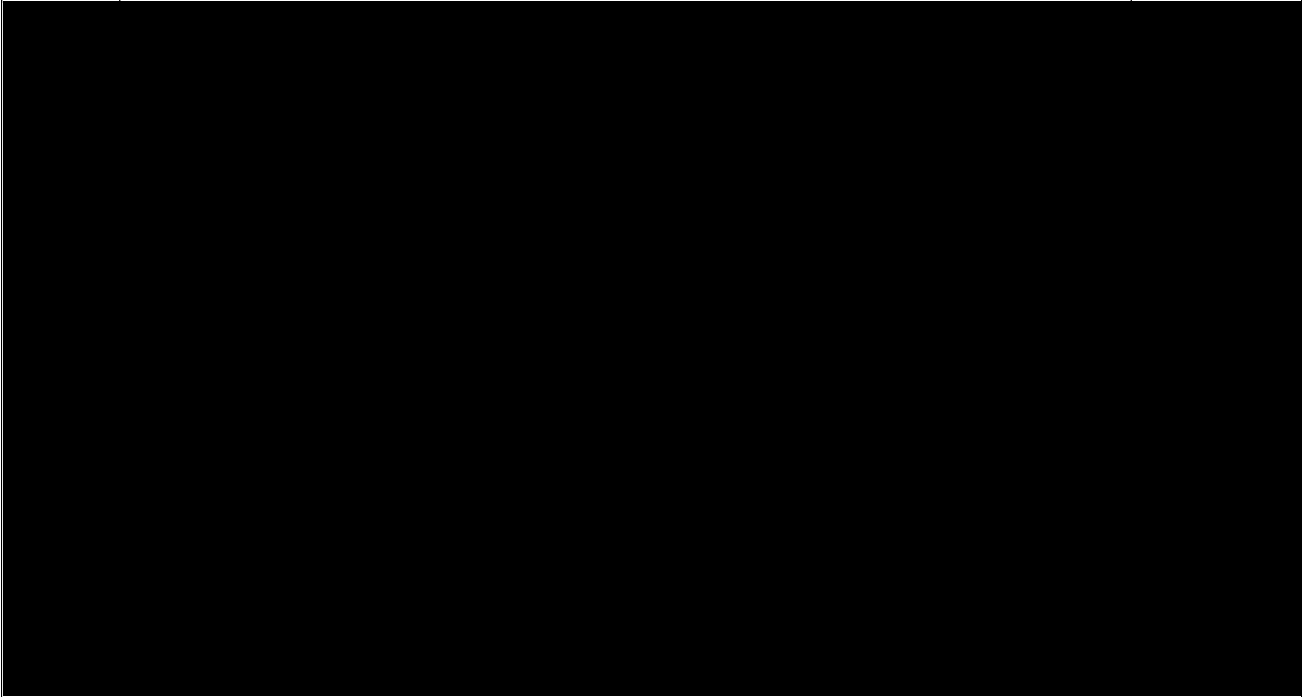


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

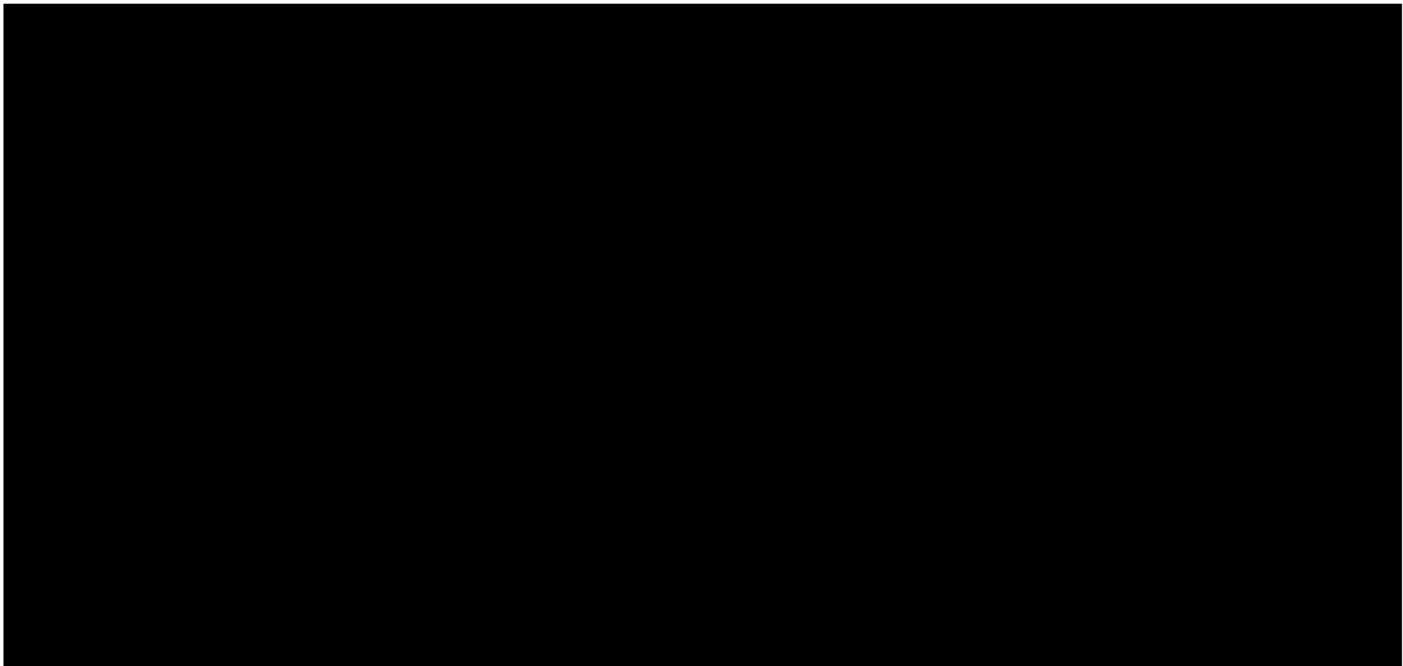




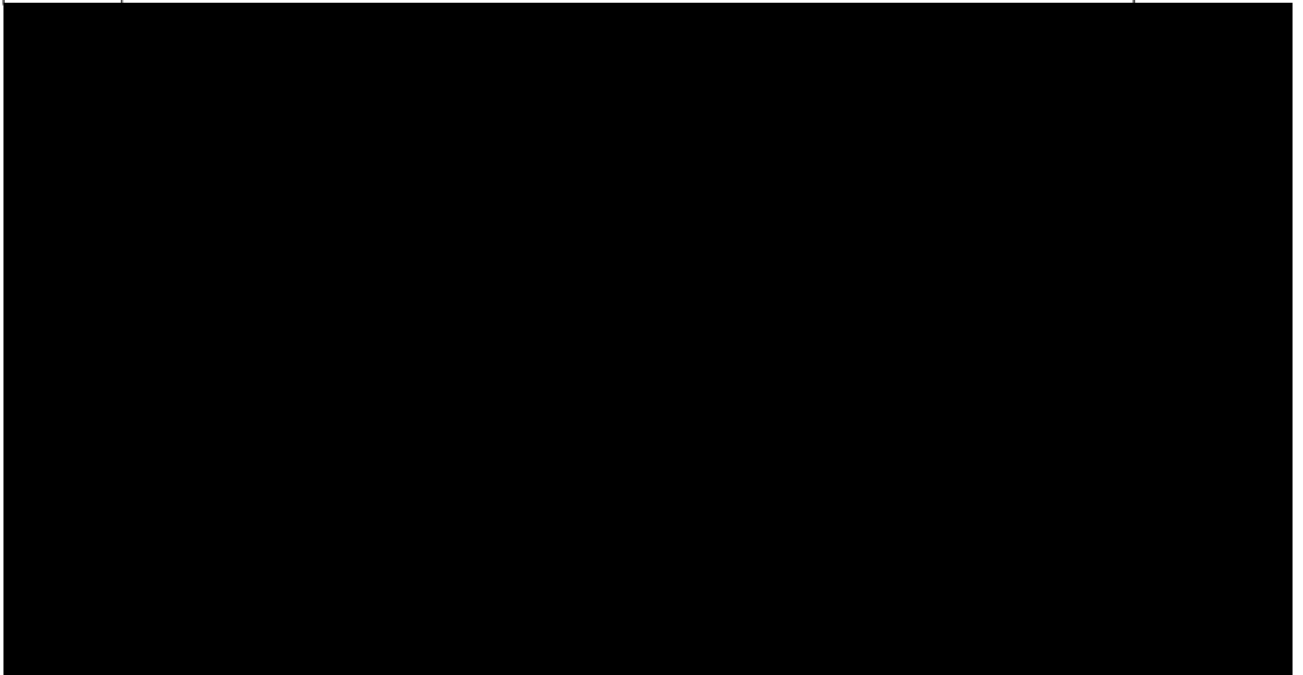
2.2.3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks



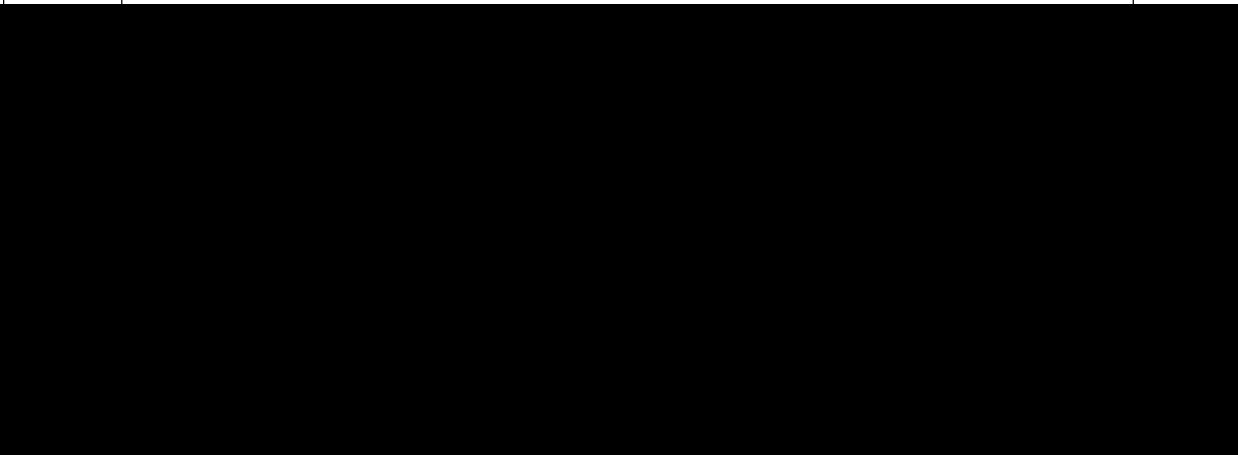
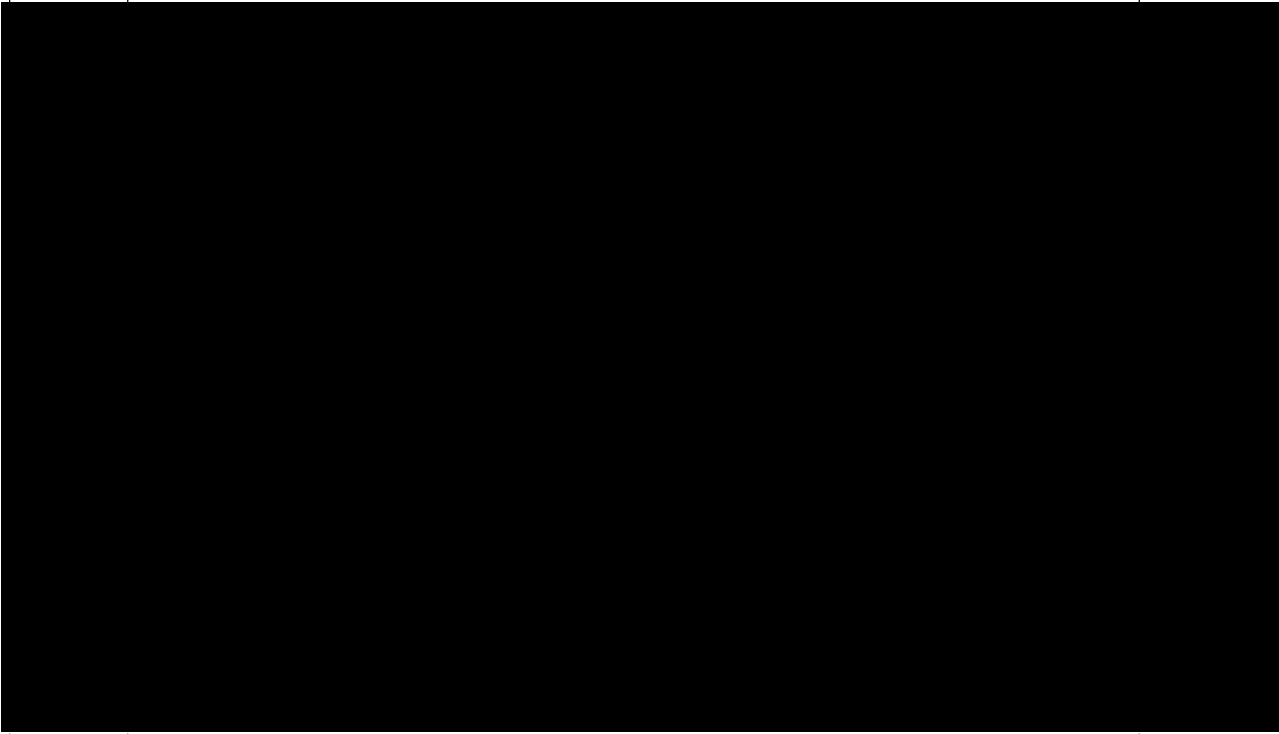
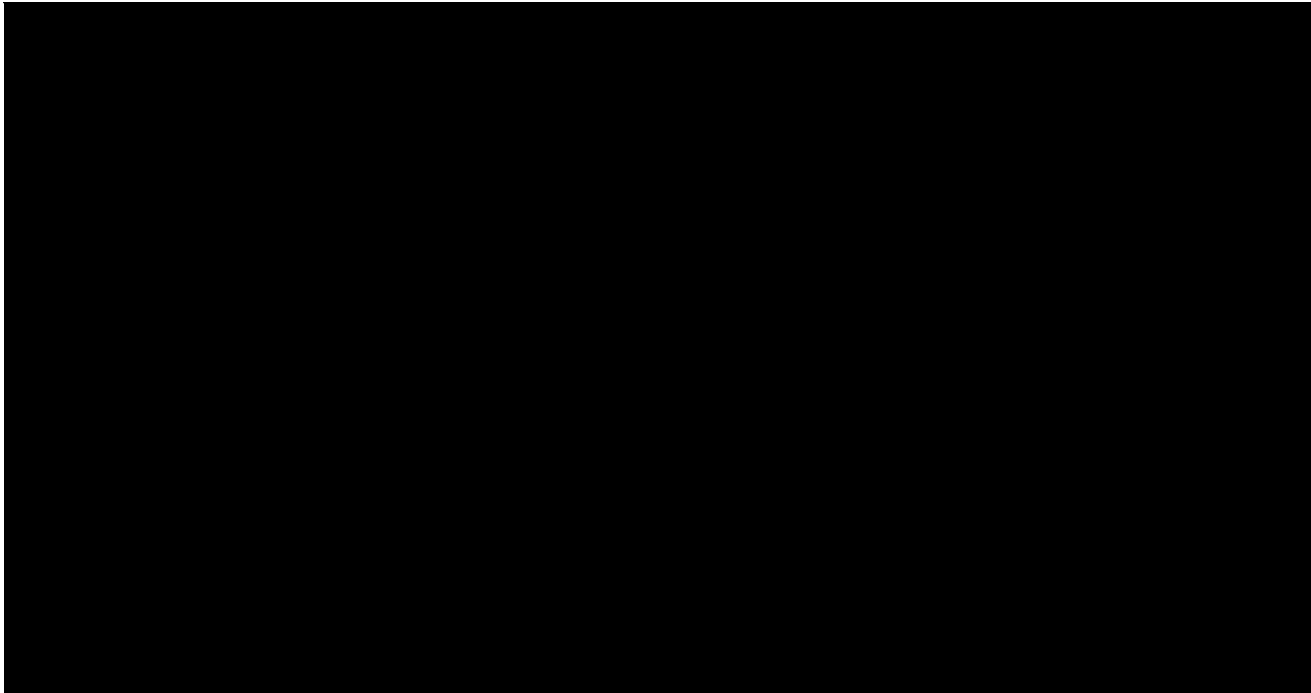
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



<b>2.3</b>	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNESLEY COLLEGE



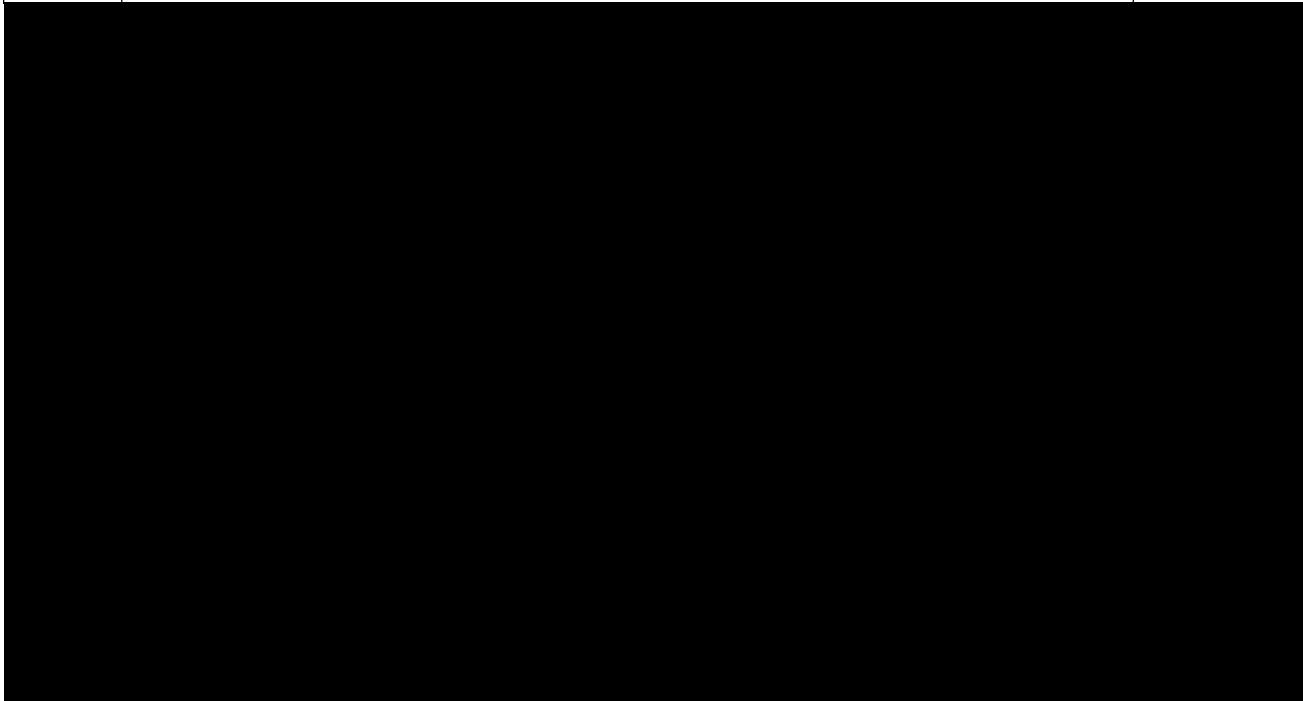
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max marks

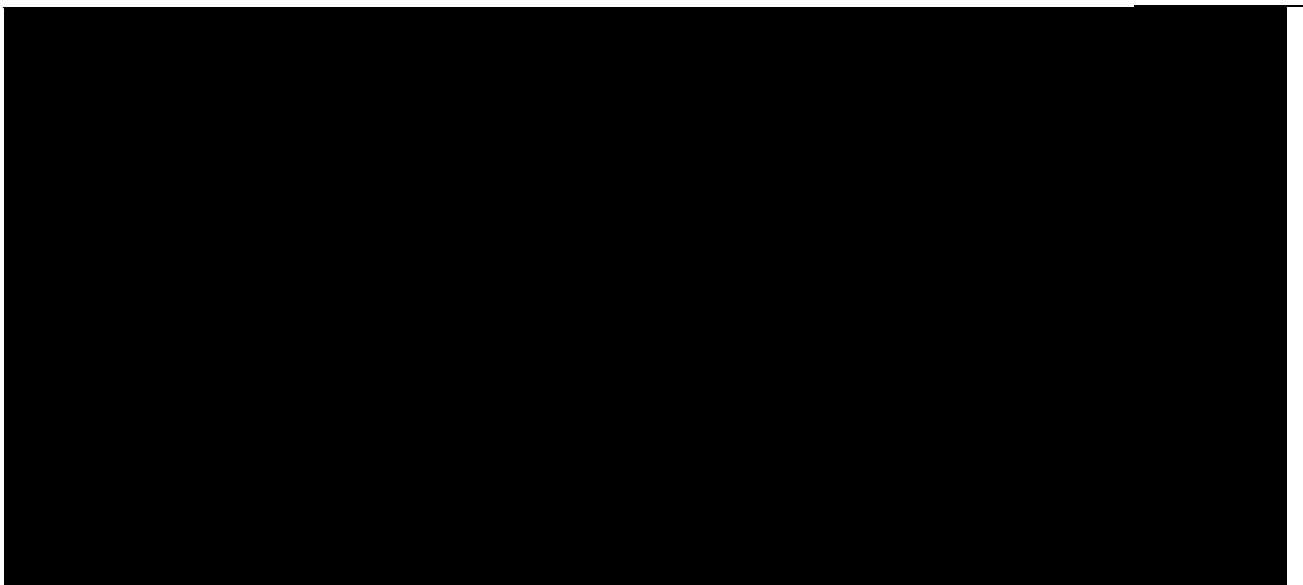
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



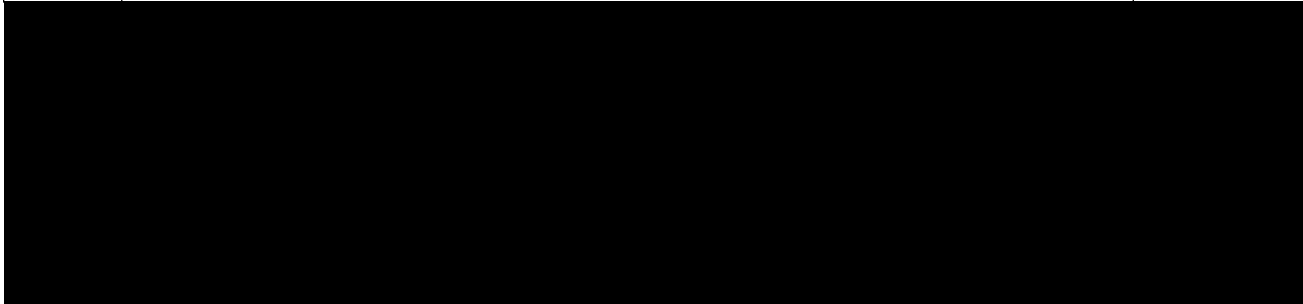
2.3.3	How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).	3 / 30 max marks
-------	--	------------------



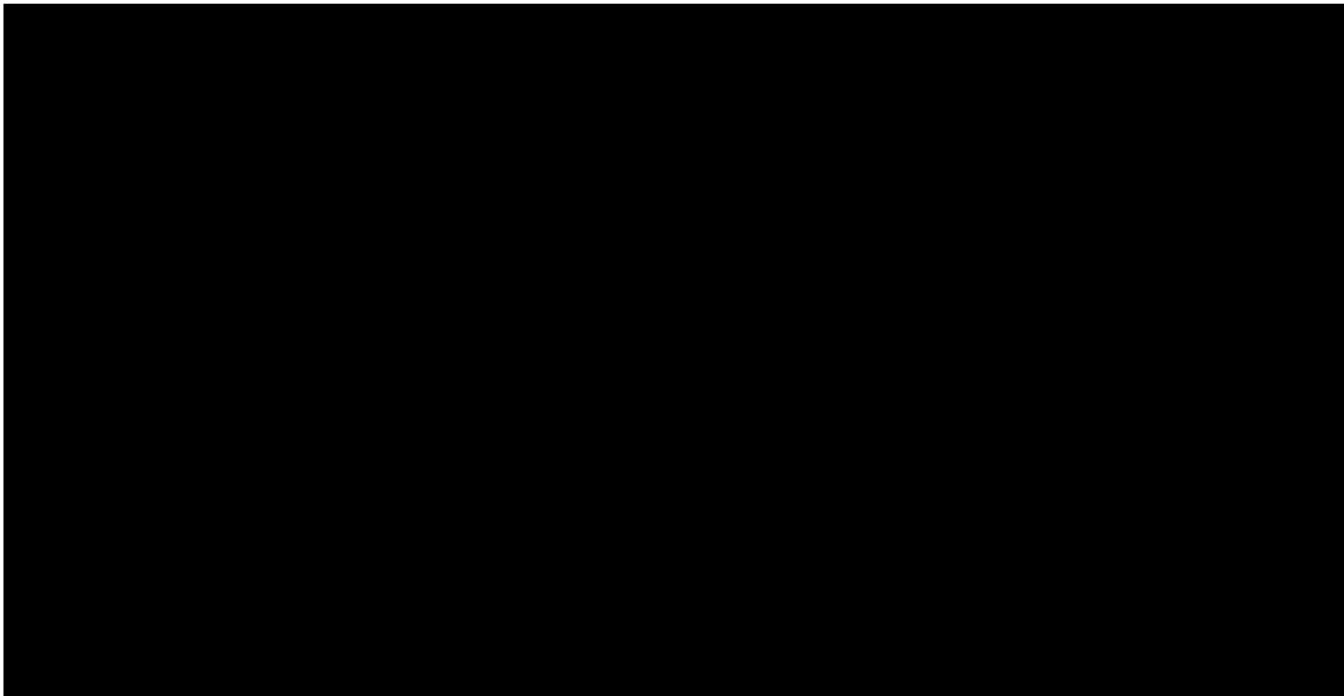
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNESLEY COLLEGE



2.3.4	How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?  Please provide examples of where this has been successful.	2.5 / 25 max marks
-------	---	--------------------------

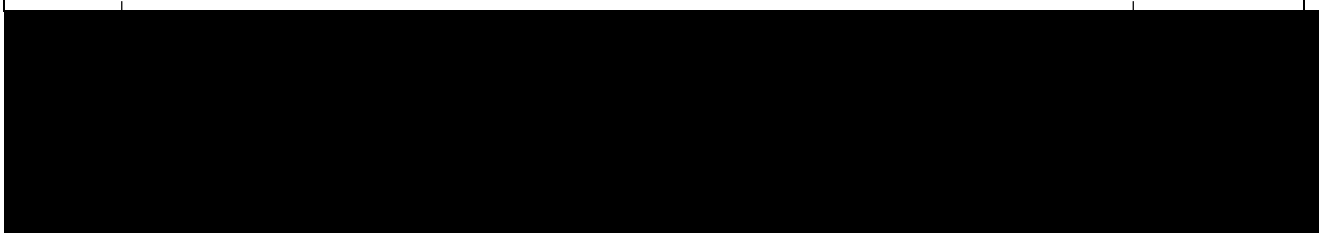
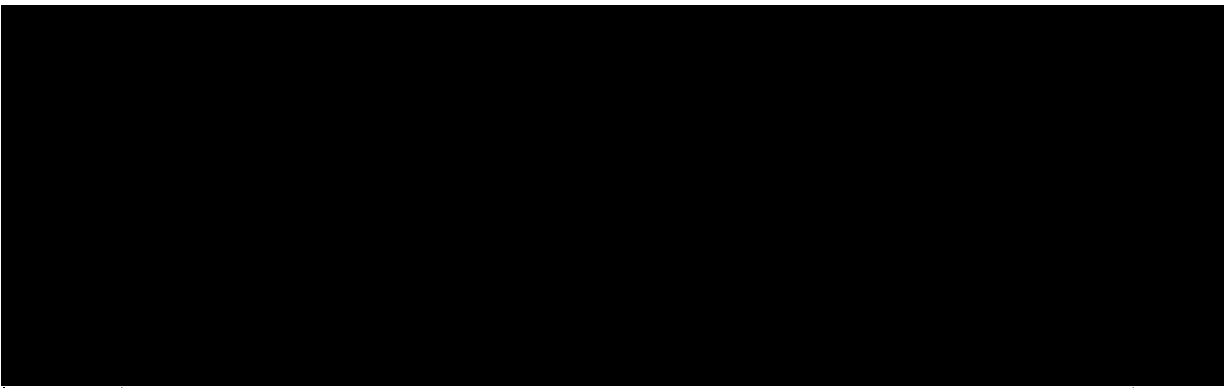


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNESLEY COLLEGE



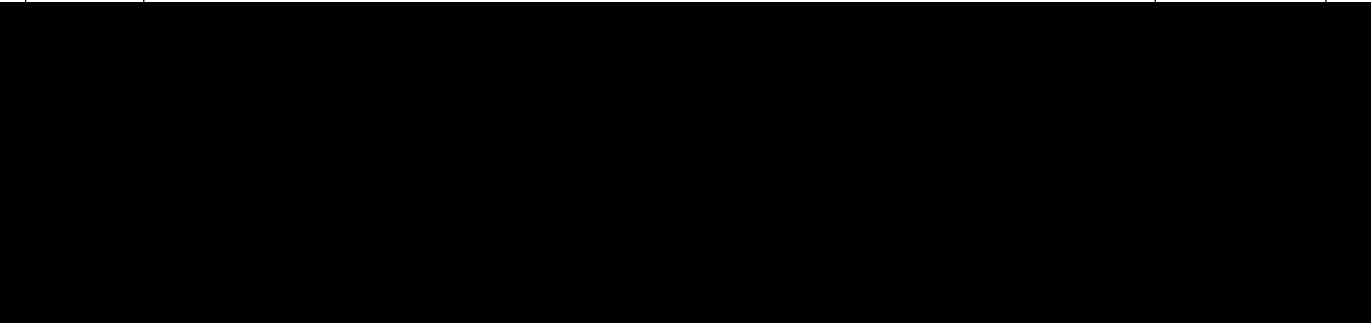
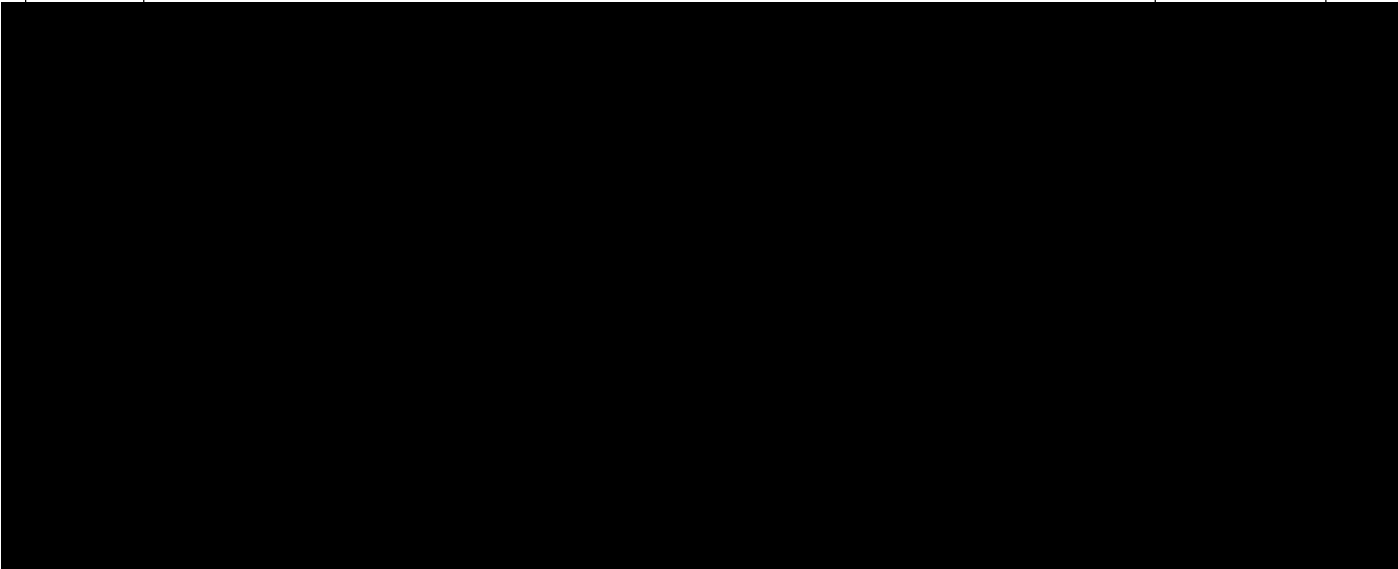
<b>2.4</b>	<b>Development of Apprenticeships in Shropshire</b>	<b>Weighting and Max Marks</b>
2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p>	2.5 / 25 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

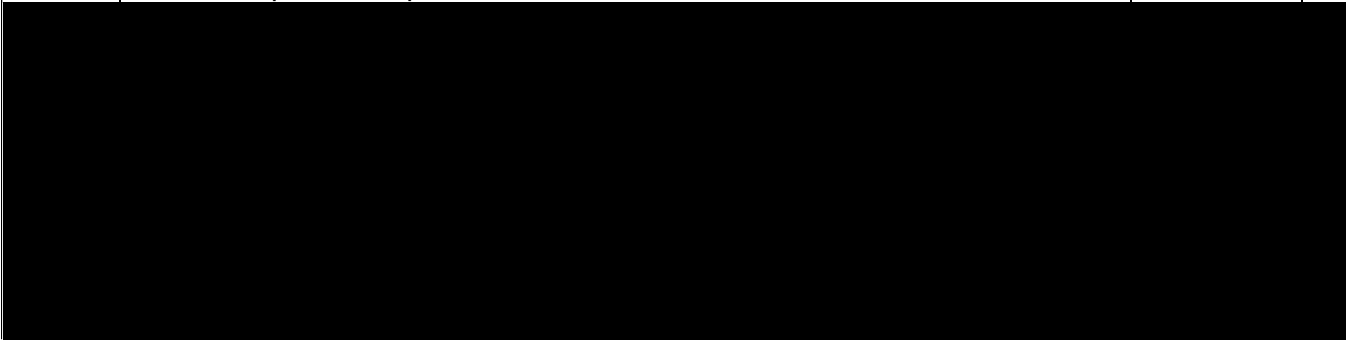


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

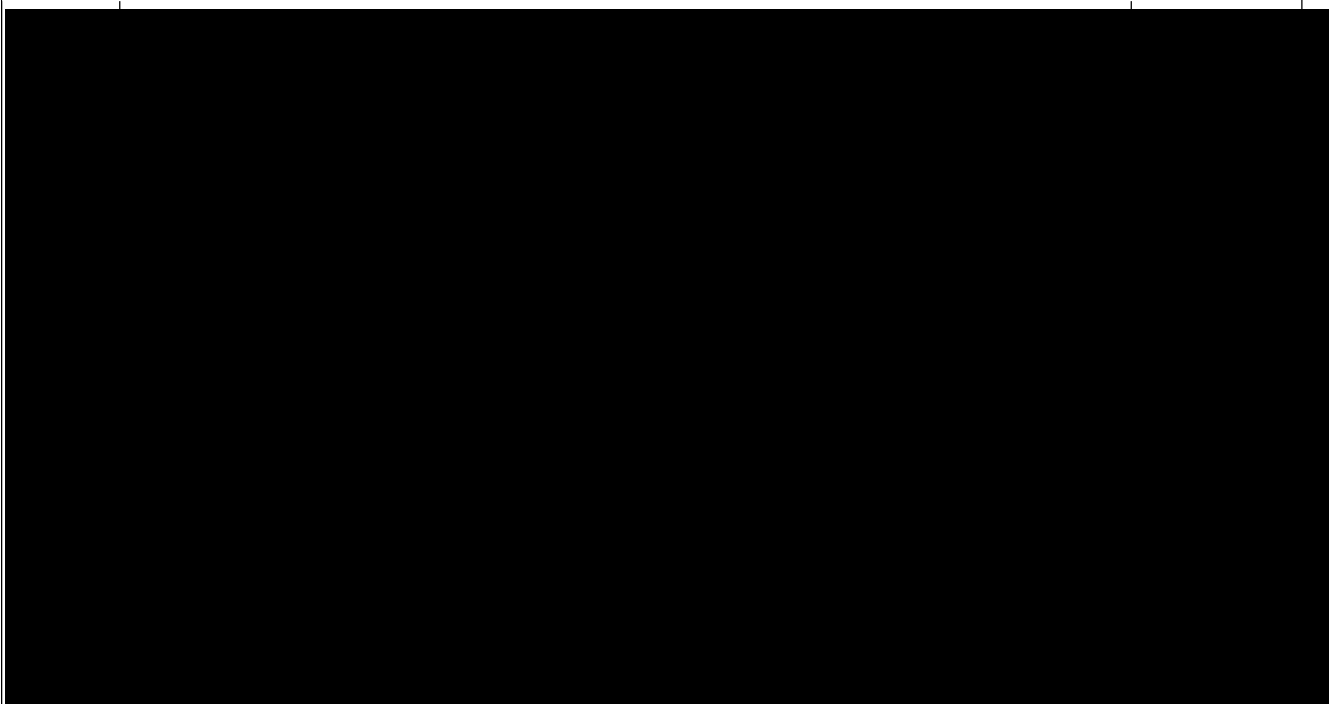
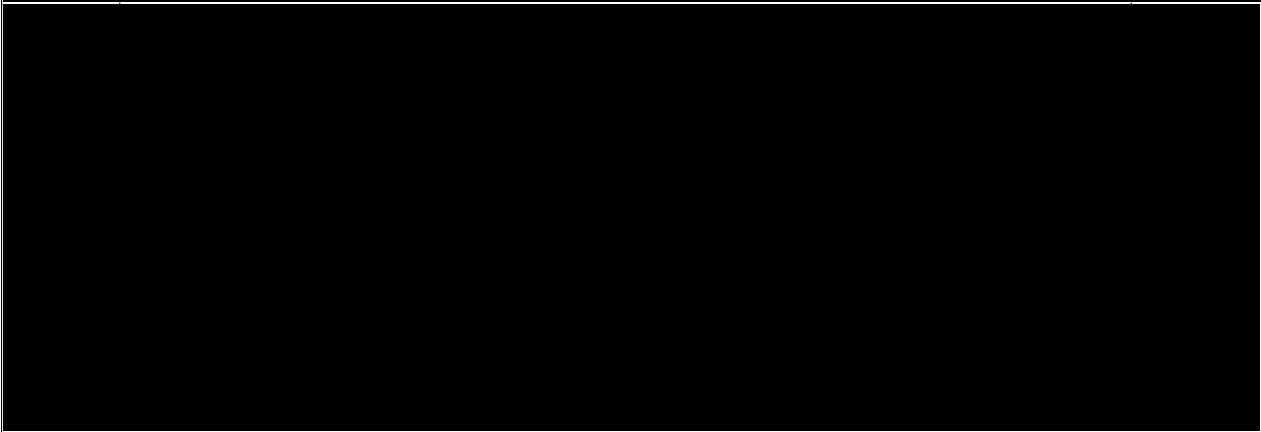
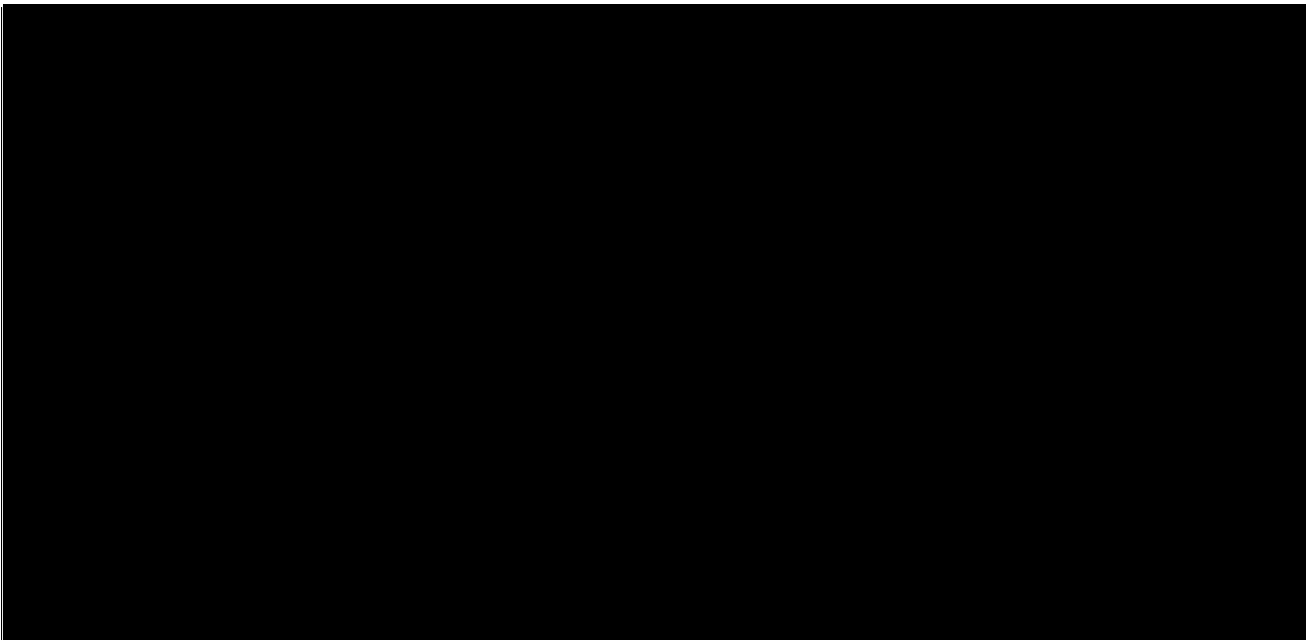




2.4.2	How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?  Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.	1.25 / 12.5 max marks



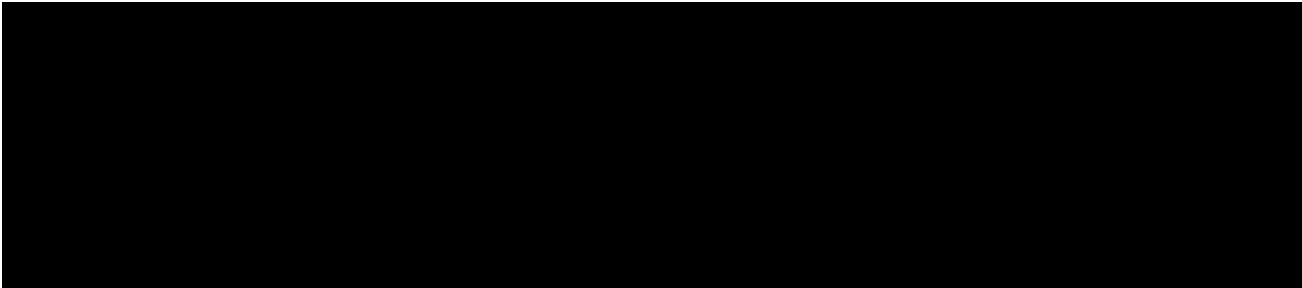
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNESLEY COLLEGE



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

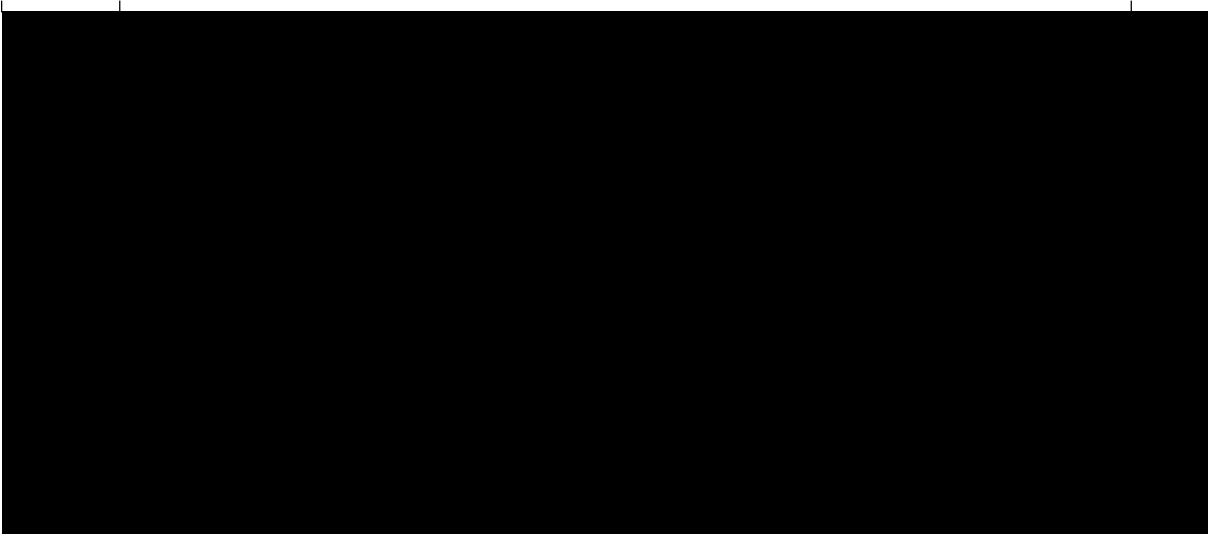
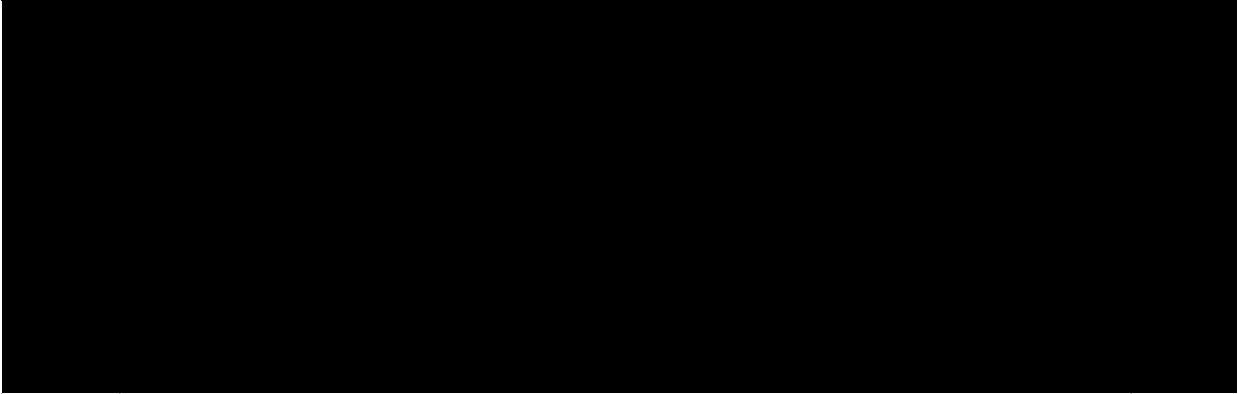
2.4.3	<p>How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire? Please provide examples of organisations where you have previously done successfully (if applicable)</p>	0.5 / 5 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE



--	--	--

2.4.4	How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?	0.75 / 7.5 max marks
-------	---	----------------------



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE







<b>2.5</b>	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>
2.5.1	How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?	1.5 / 15 max

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNESLEY COLLEGE

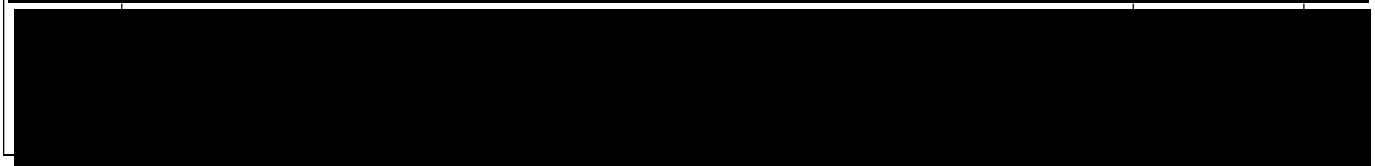
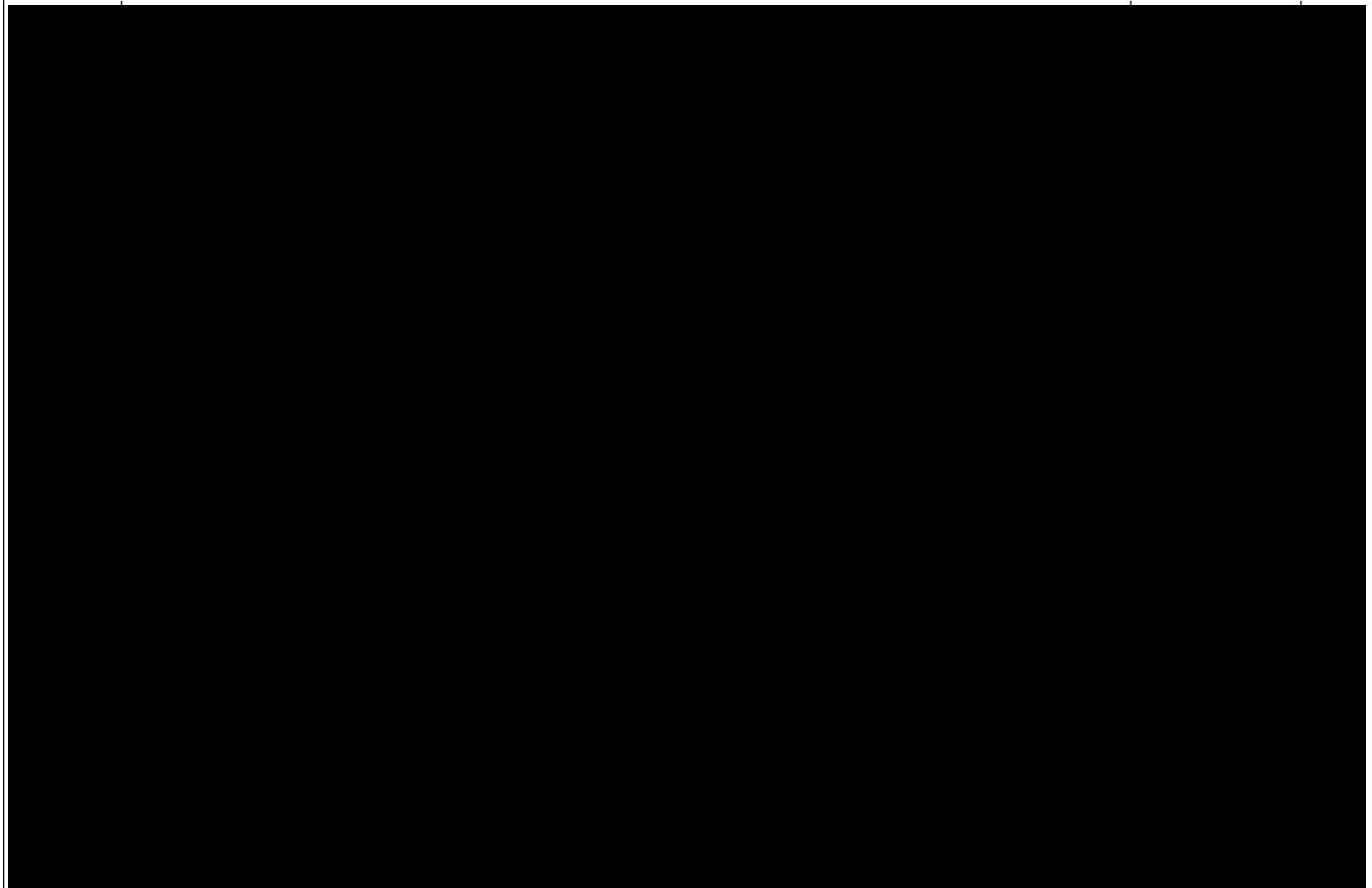
	In your response please give details of the frequency and format i.e. live data and provide examples.	marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE

2.5.2	What action do you take, as an organisation, to make any improvements against your KPI performance?	1.5 / 15 max
		
		
		
		

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSELY COLLEGE

2.5.3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks
-------	--	------------------



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: BARNSLEY COLLEGE





**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**City of Wolverhampton College**

Please also add your company name to the footer of each page of the returned document

## Shropshire Council Tender Response Document

### **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

#### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at

Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who are registered as being able to deliver the specific requirement

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

### **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you

are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.

2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested a **copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender Schedule	28

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

### Award Criteria – Weighted Marked Questions

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

Section / Question No.	Award Criteria	Weighting / Max Marks Available	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### Quality Questions/ Scoring Scheme

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	

<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

#### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category



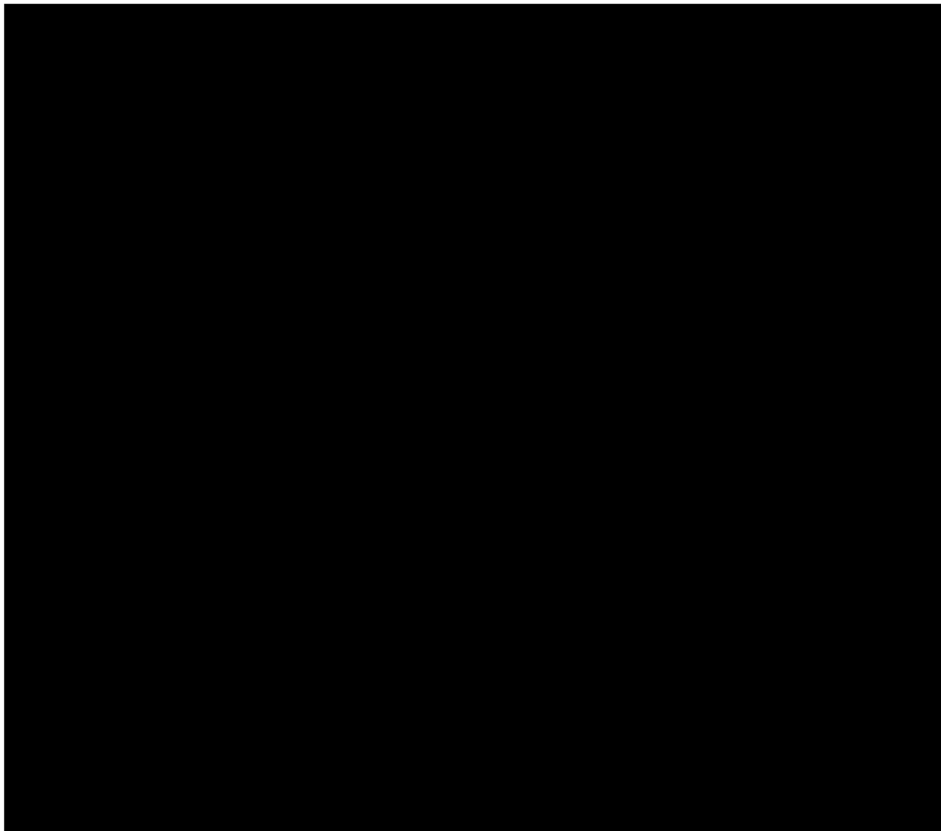
**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.



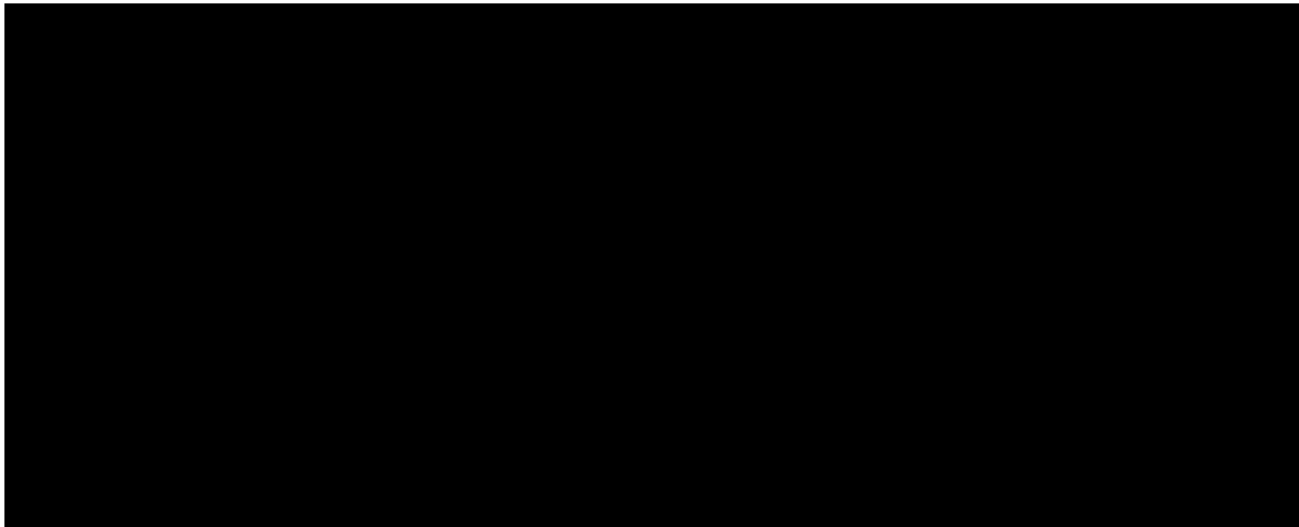
**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.



**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

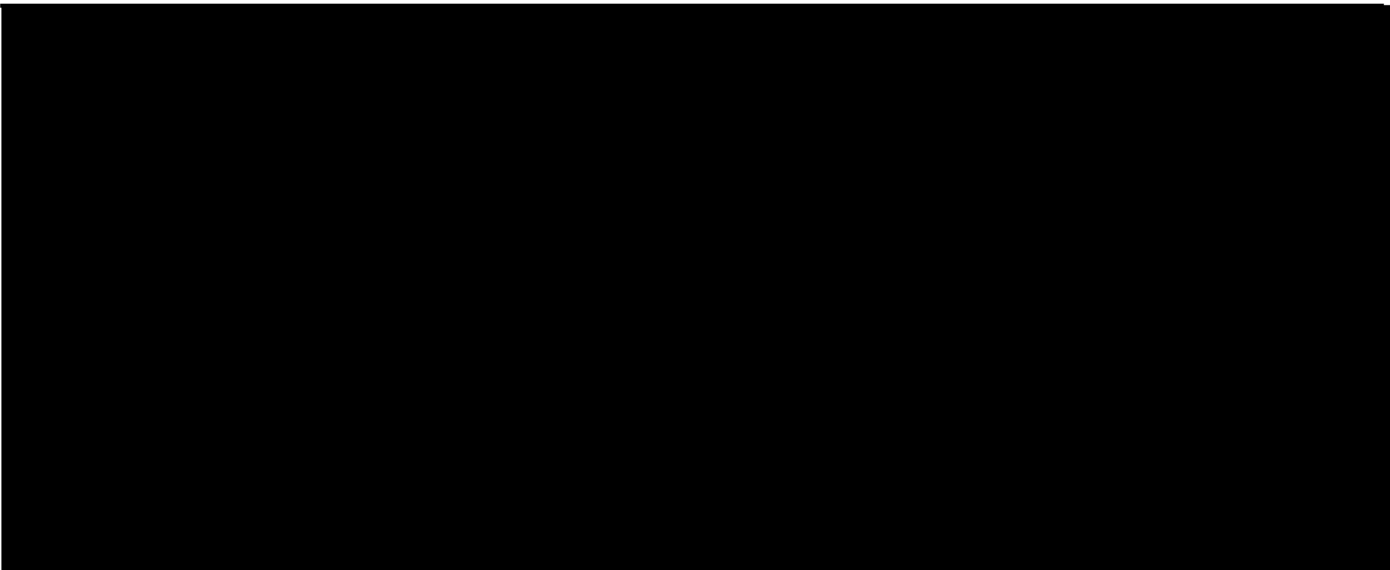
**No**

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*



## **SECTION B**

### **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. 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)). 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)

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**

This document provides 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader	

	f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	N/A
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	
1.1(l)	Relevant classifications (state whether you fall within one	

	of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (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. (Please enter N/A if not applicable)	
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)	N/A
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)	N/A

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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)	N/A																																																												
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.	N/A																																																												
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																												
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.																																																													
	<table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
Name																																																														
Registered address																																																														
Trading status																																																														
Company registration number																																																														
Head Office DUNS number (if applicable)																																																														
Registered VAT number																																																														
Type of organisation																																																														
SME (Yes/No)																																																														
The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables																																																														
The approximate % of contractual obligations assigned to each sub-contractor																																																														

**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.

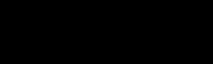
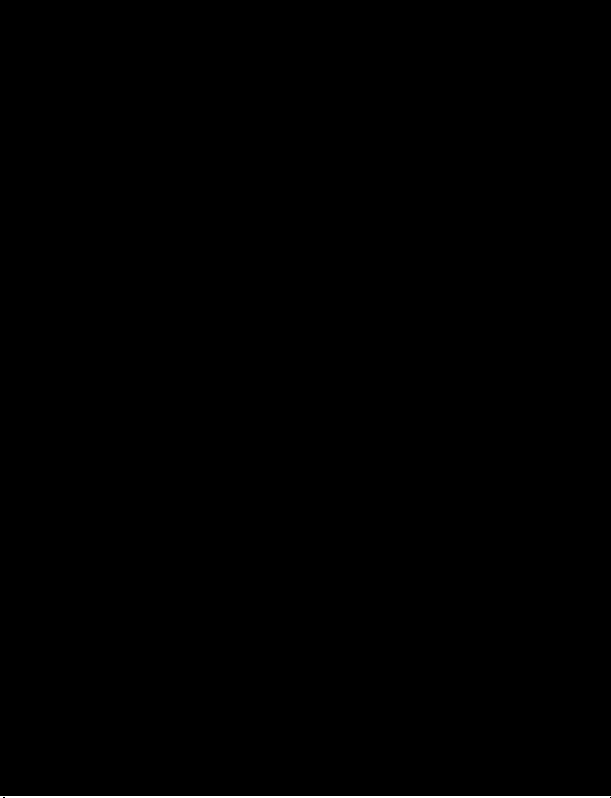
I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	City of Wolverhampton College
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	City of Wolverhampton College Telford Campus Stafford Park 4 Telford Shropshire TF3 3BA
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	[REDACTED]

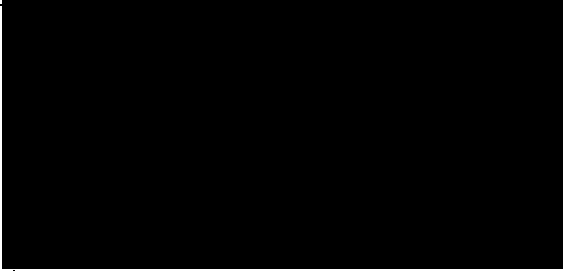
## Part 2: Exclusion Grounds

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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	
	Corruption.	
	Fraud.	
	Terrorist offences or offences linked to terrorist activities	
	Money laundering or terrorist financing	
	Child labour and other forms of trafficking in human beings	
2.1(b)	<p>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.</p>	
2.2	<p>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>	

2.3(a)	<p><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>	
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.	N/A
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>○ to maintain records of personal data processing activities; and</li> <li>○ to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>	

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</b></p>	
-----	---	--

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b> The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" 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	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

	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?	If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2

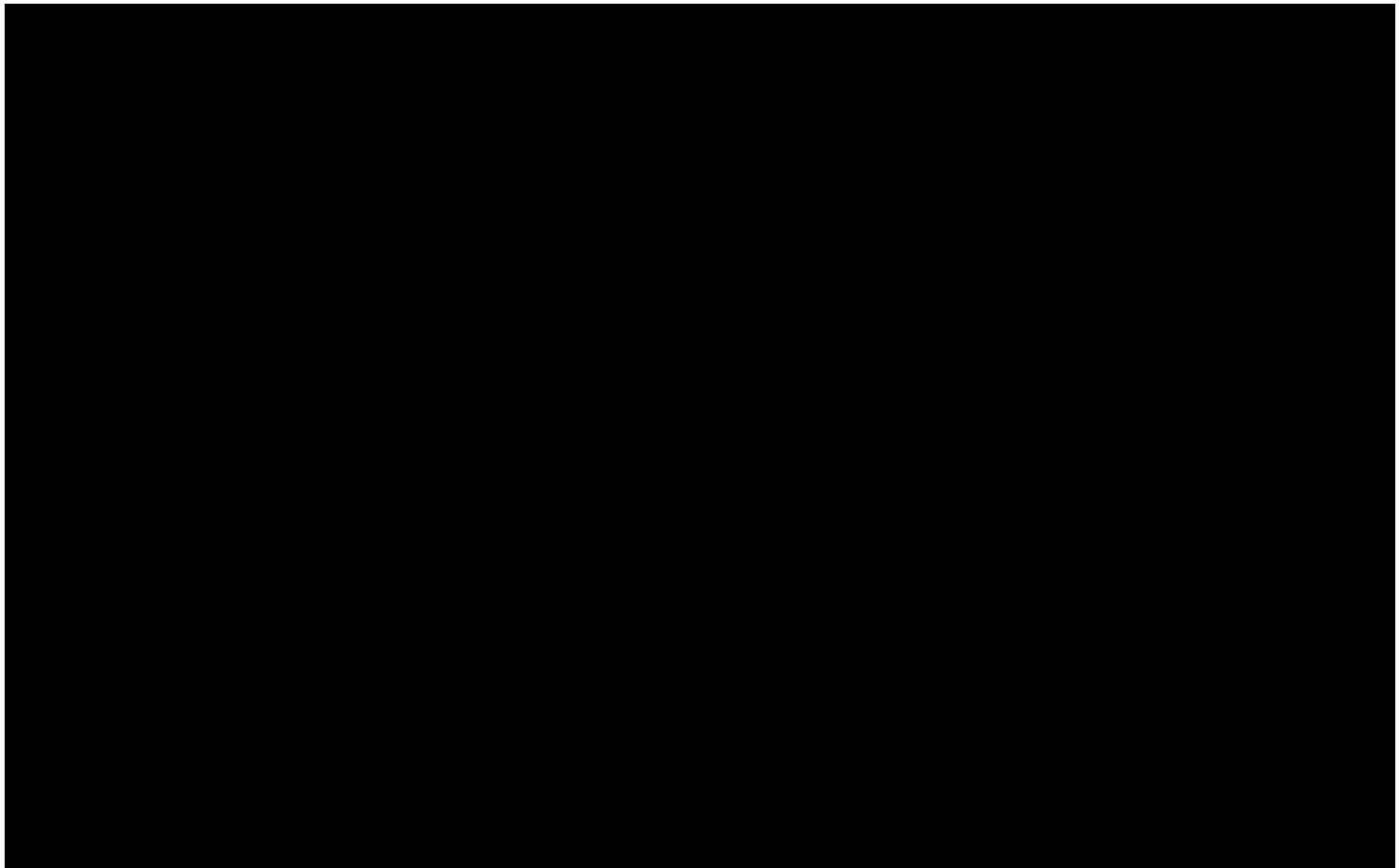
	decisions concerning exclusion, selection or award.	
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant	N/A

Section 4	Economic and Financial Standing	
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	
	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	

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	N/A	
Relationship to the Supplier completing these questions	N/A	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	<b>Technical and Professional Ability</b>
6.1	<p><b>Relevant experience and contract examples</b></p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>





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)

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.

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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?	

### 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.

Section 8	Additional Questions
8.1	Insurance
	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:

	<p>Employer's (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p> <p>Professional Indemnity Insurance = £2 Million</p> <p>*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.</p>
--	---

8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<sup>4</sup> 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check	<input checked="" type="checkbox"/> Yes

	whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> No
--	--	-----------------------------

#### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

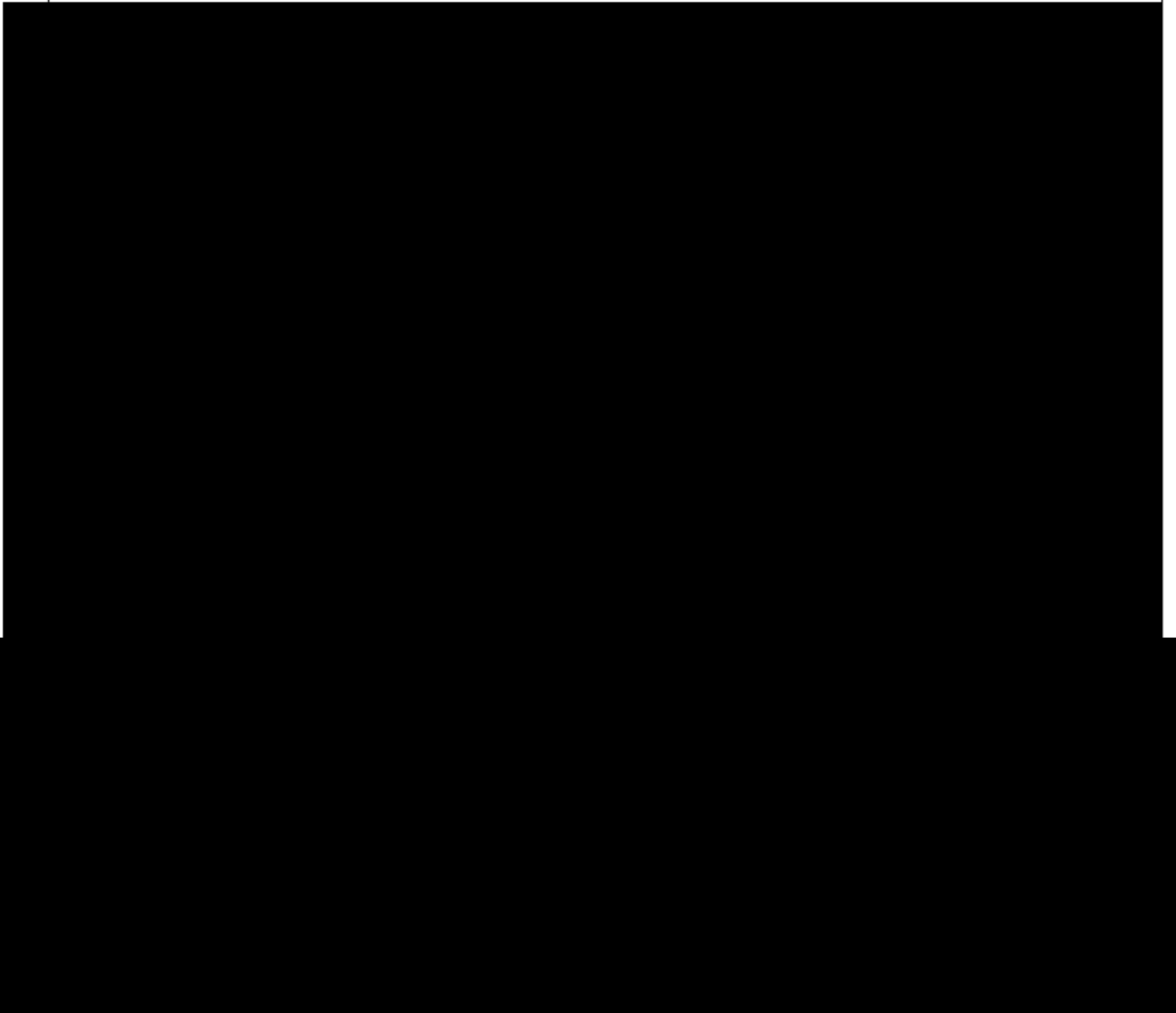
#### 8.5 – Health & Safety

1.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:

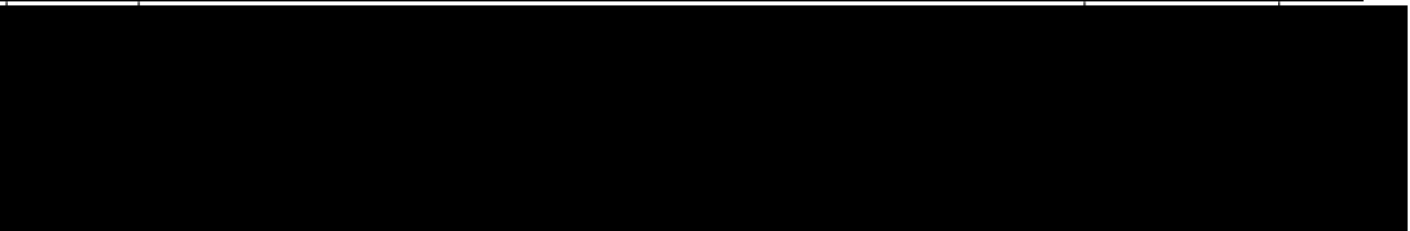
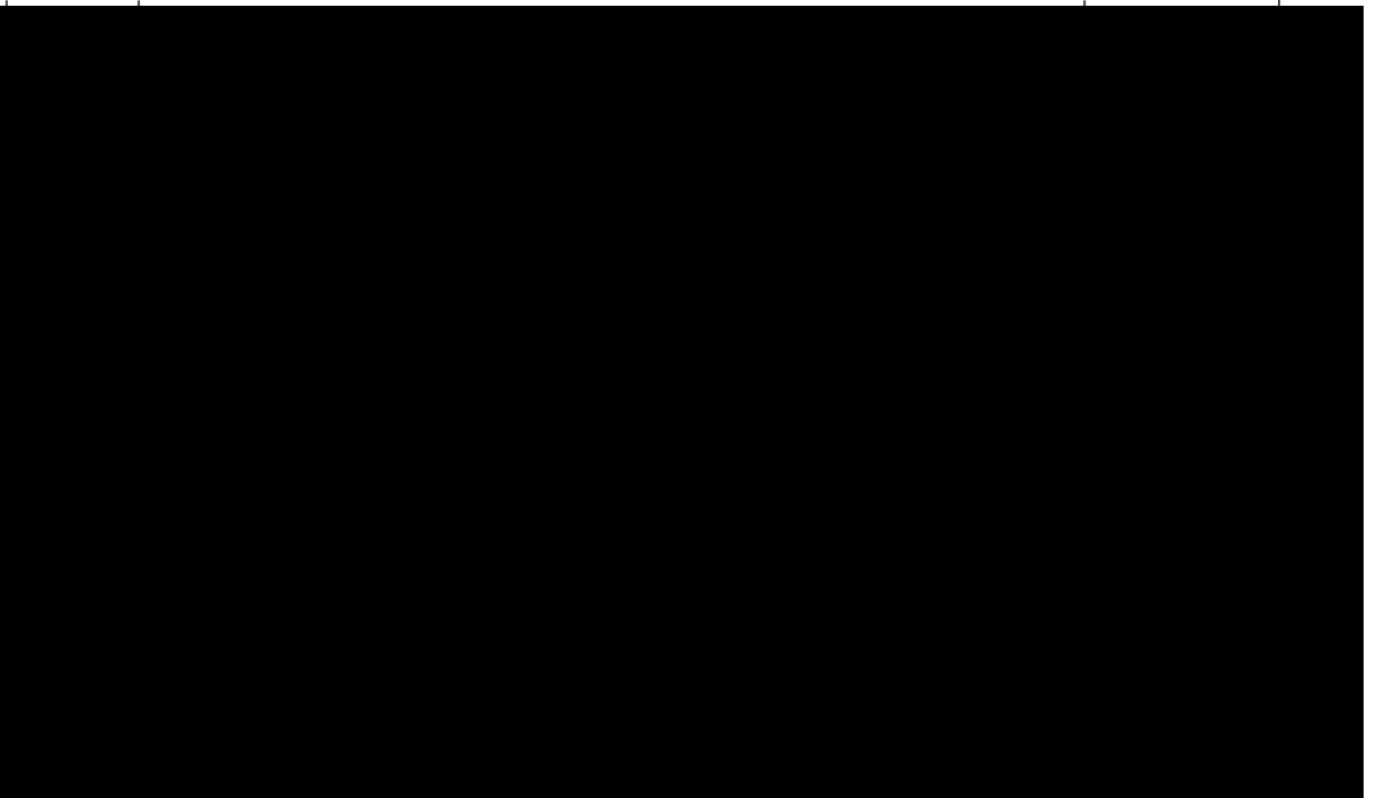


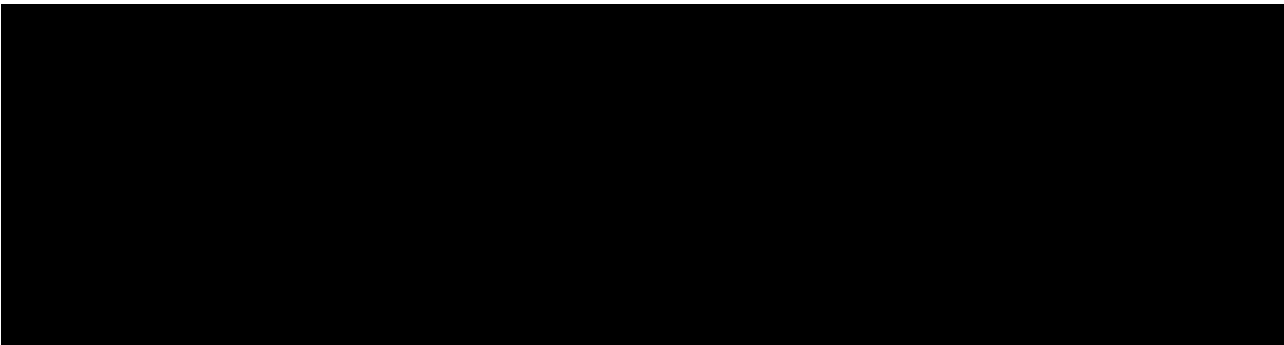
The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

**Each lot you apply for will be marked against the same criteria and questions below**

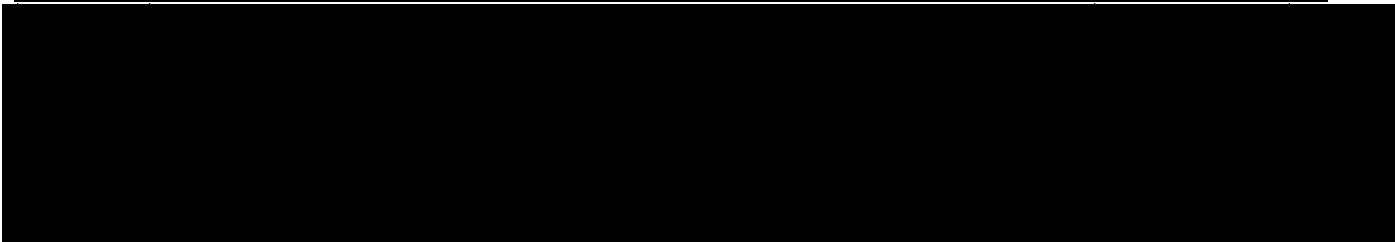
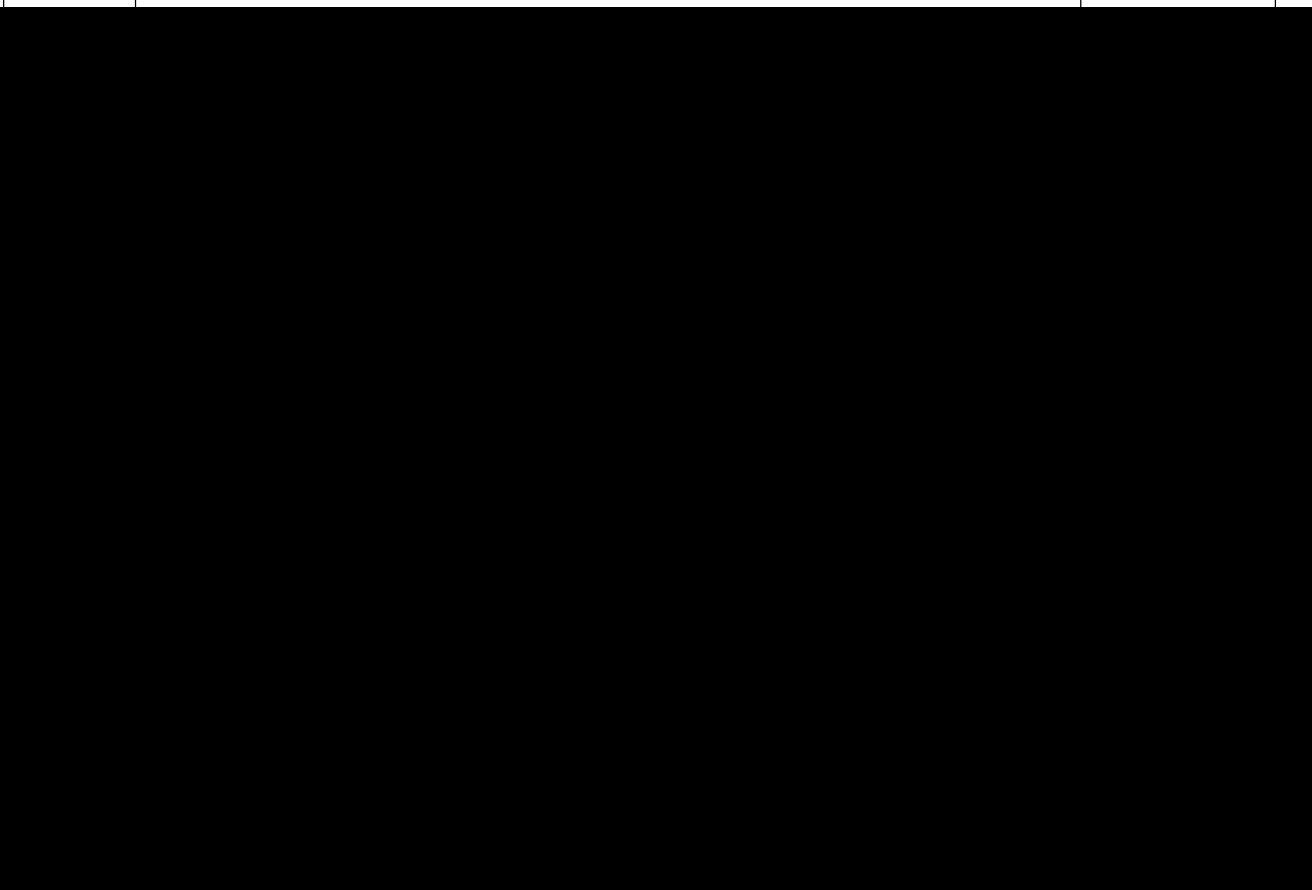
In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

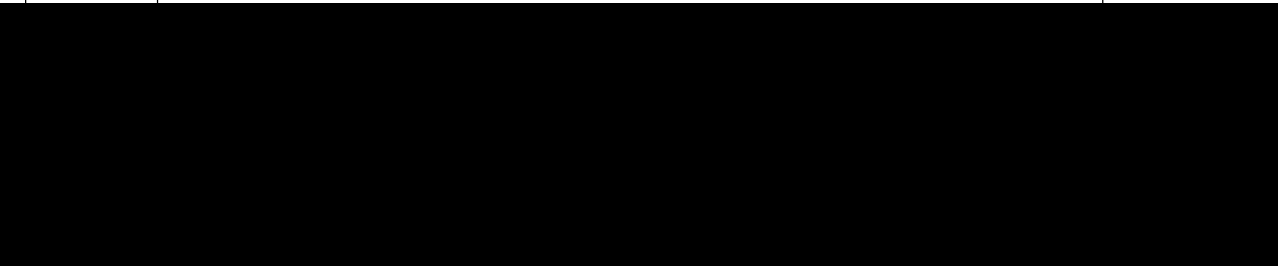
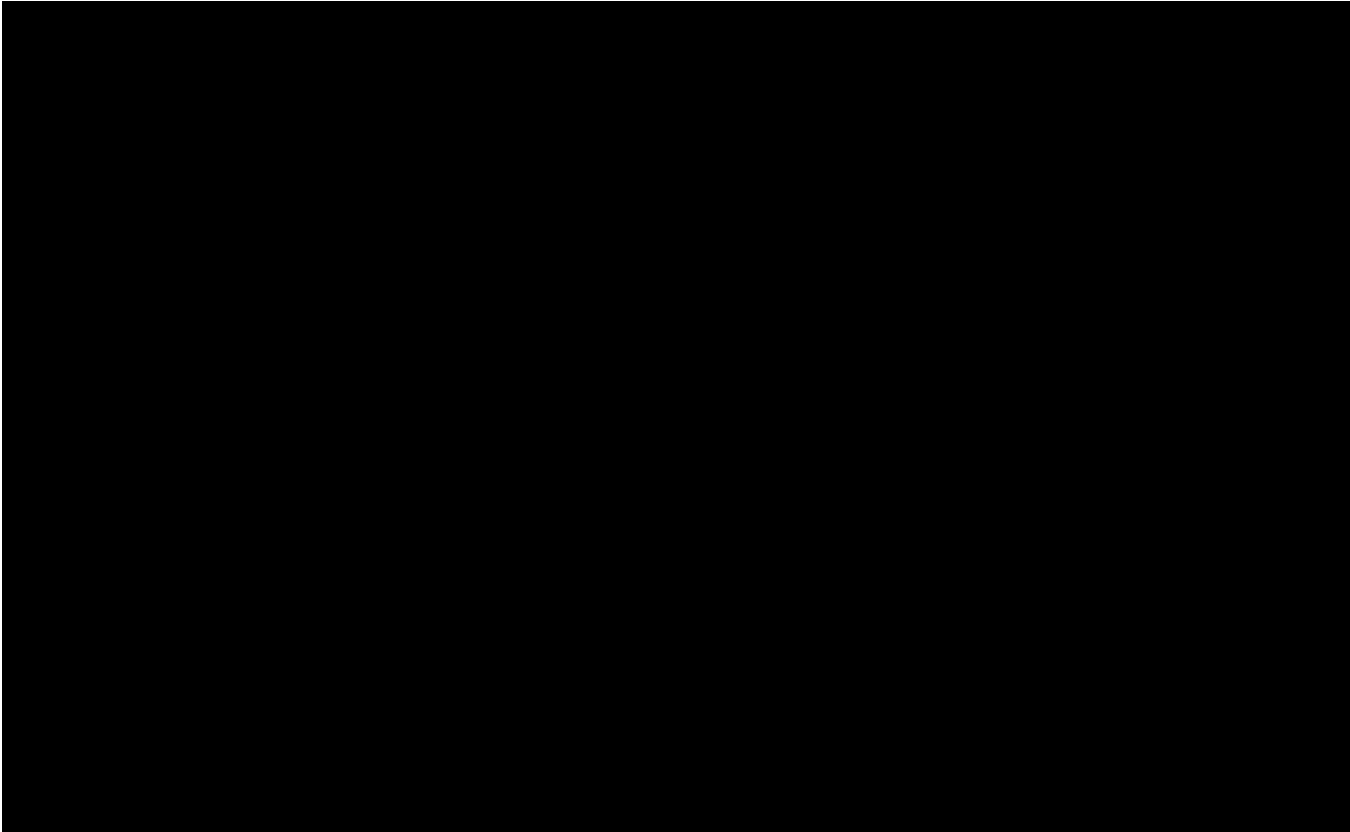
1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.	3 / 30 max marks



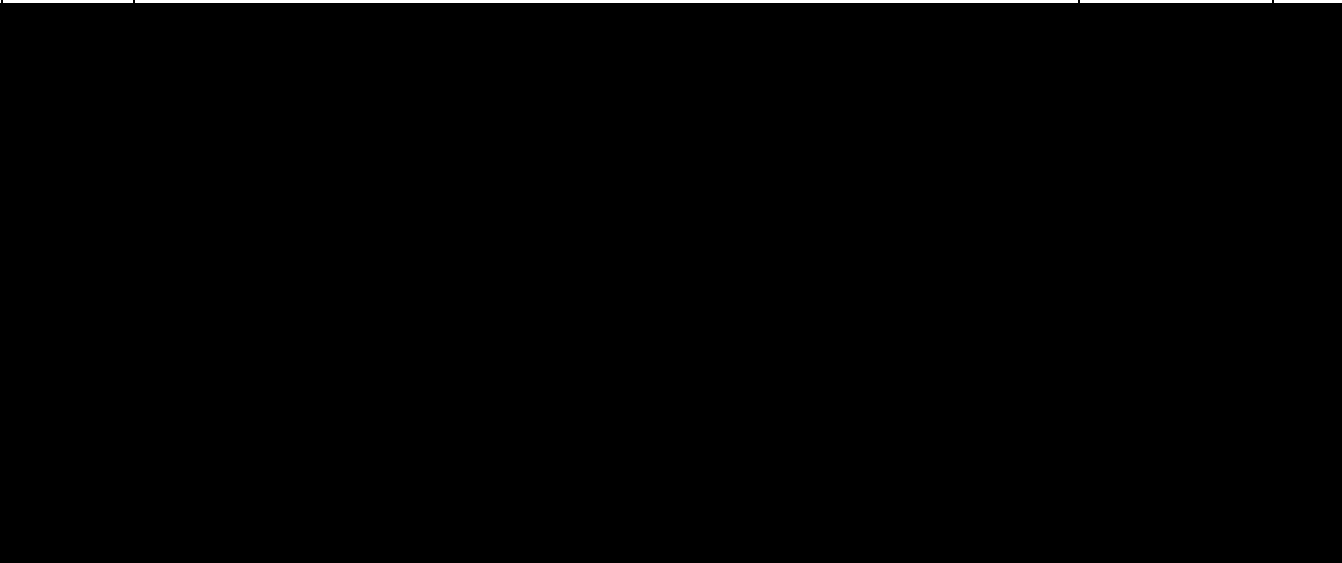


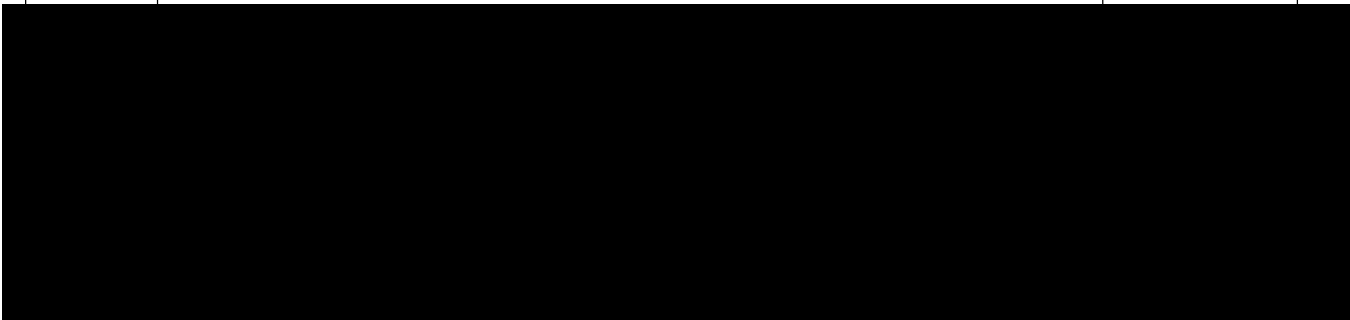
1.2	Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.	3 / 30 max marks
-----	--	------------------



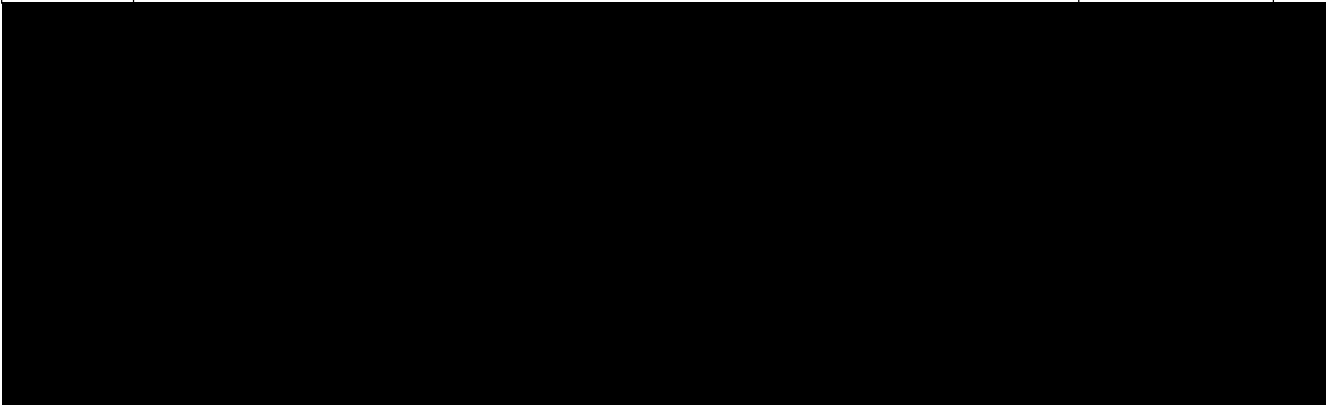


1.3	Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?	3 / 30 max marks
-----	---	------------------





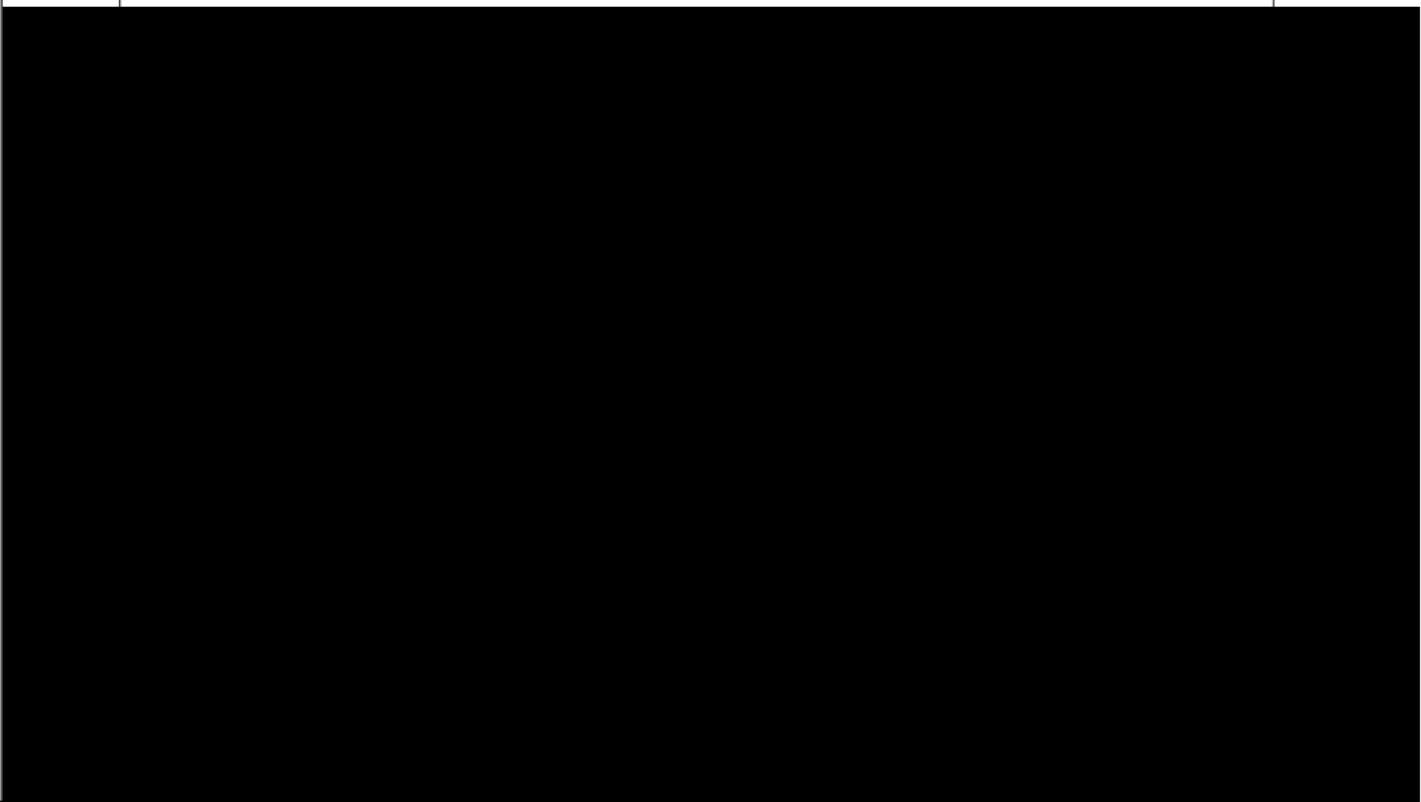
1.4	If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?	1 / 10 max marks
-----	--	------------------

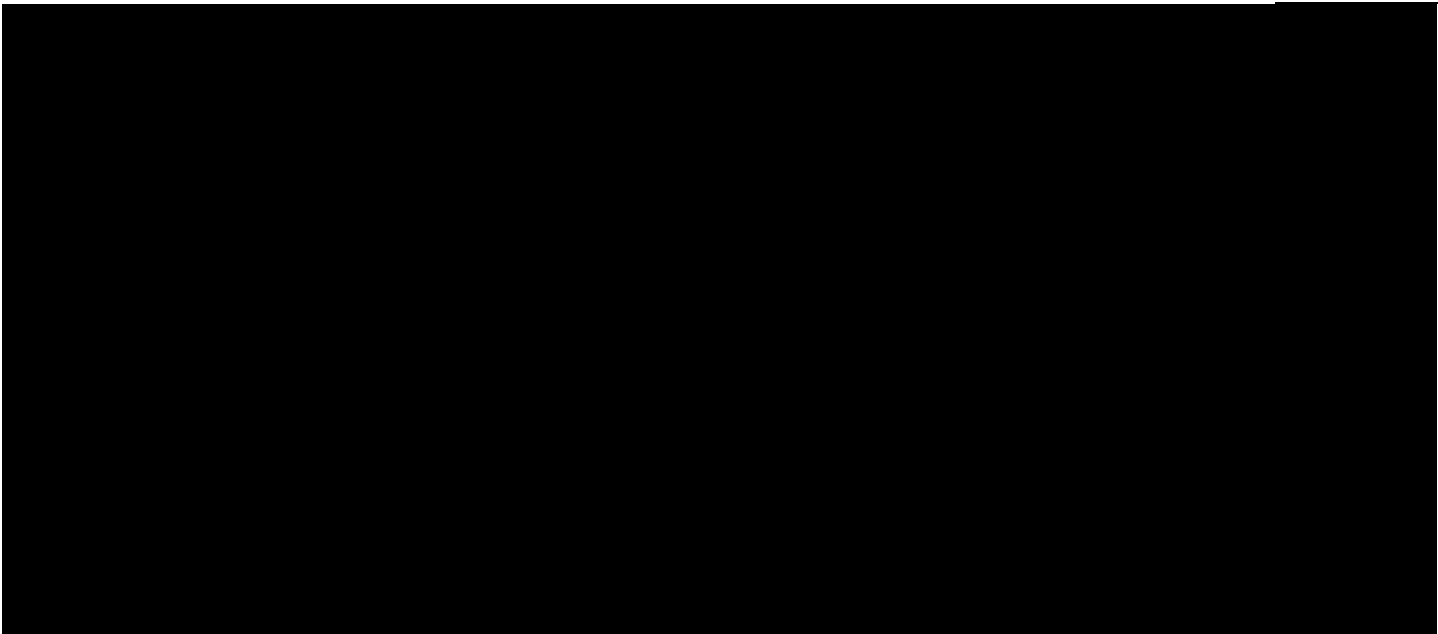


--	--	--

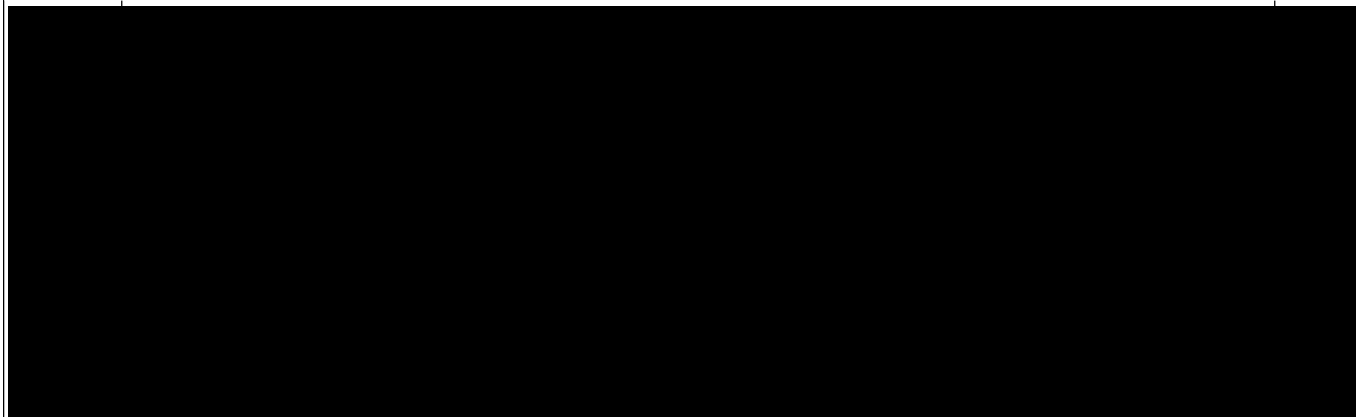


2.	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>
2.1.1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:	5 / 50 max marks

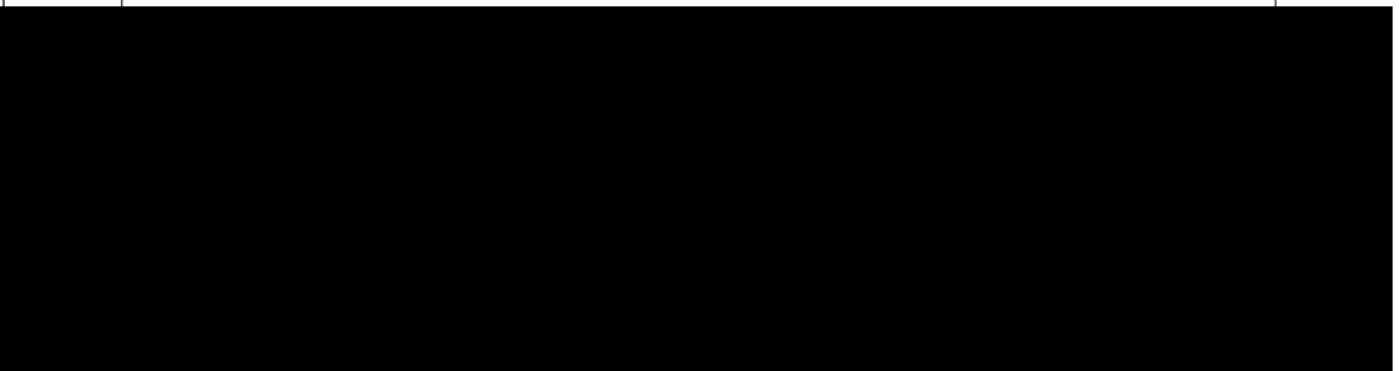
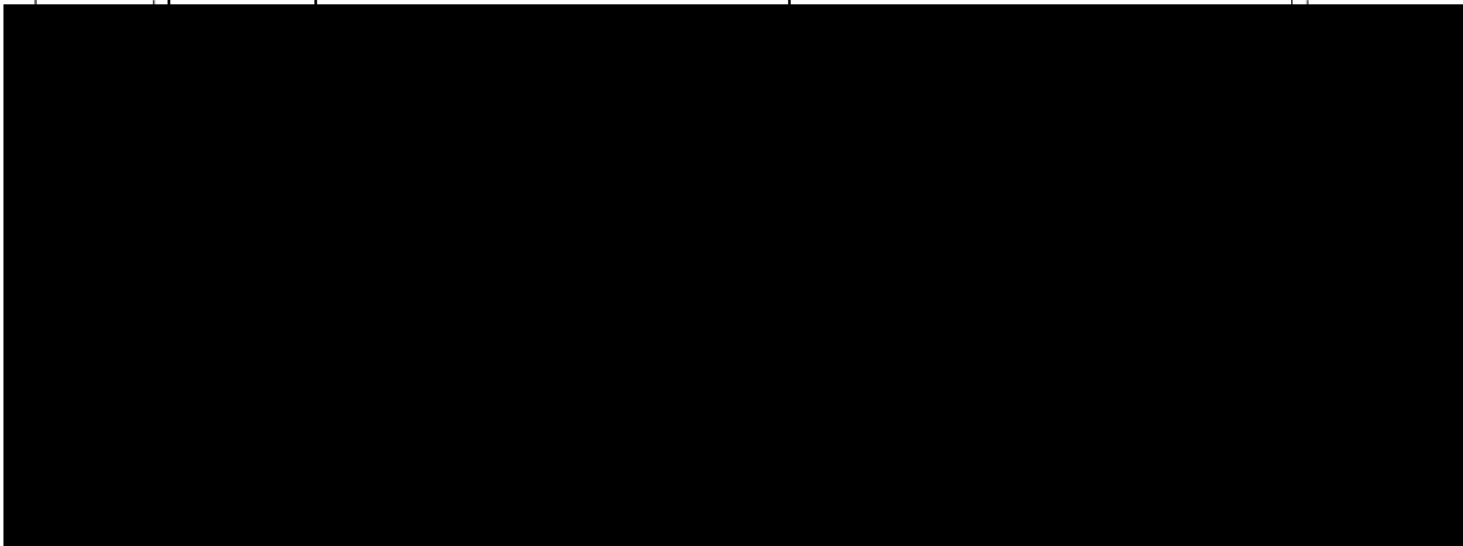




2.1.2	Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).	1 / 10 max marks
-------	--	------------------

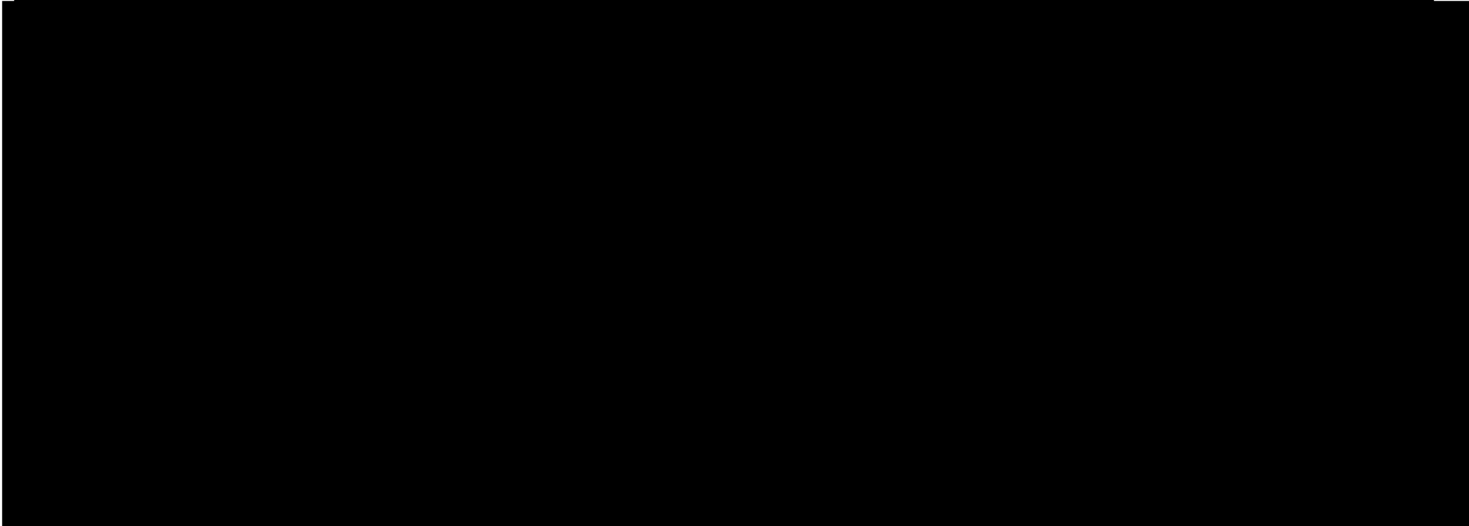
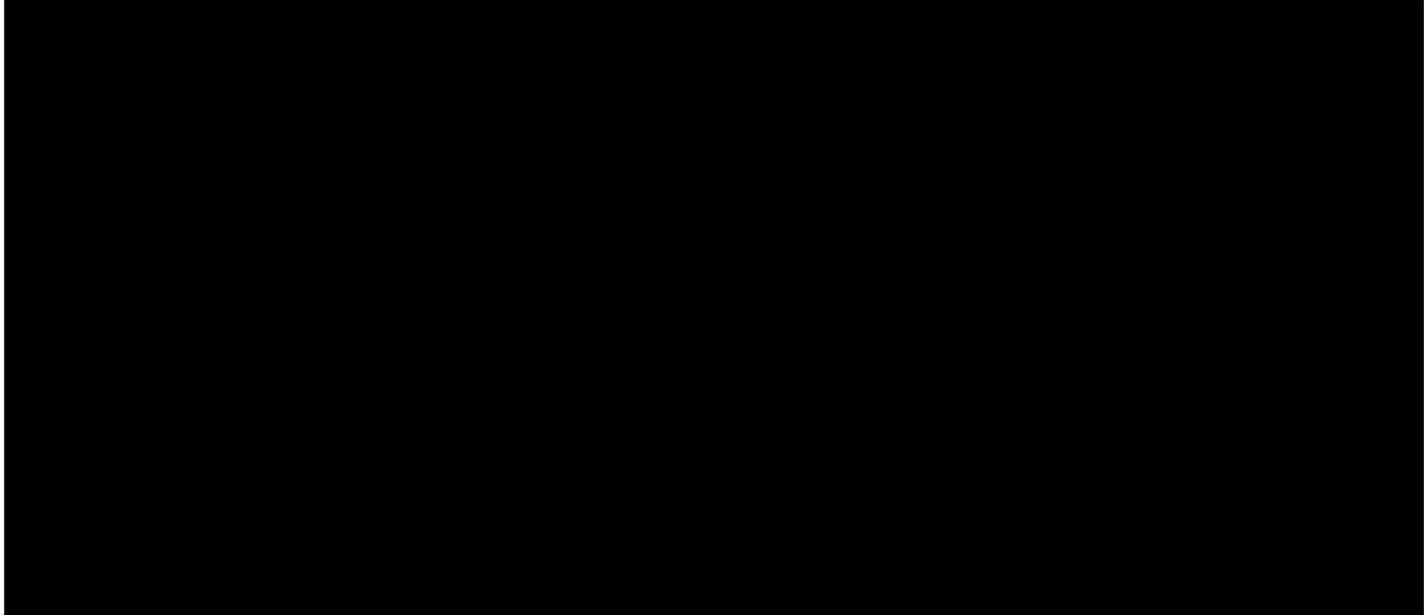
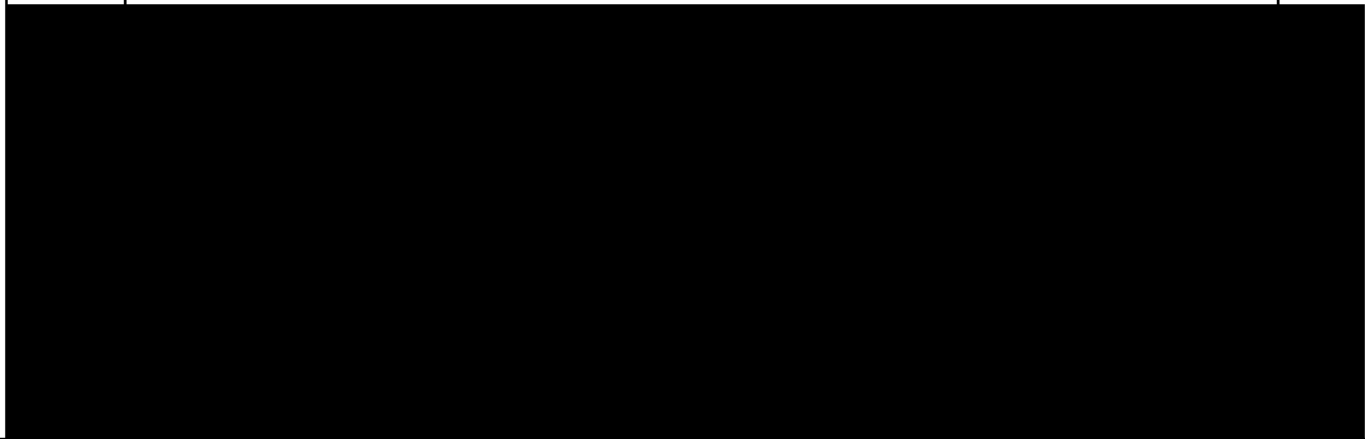


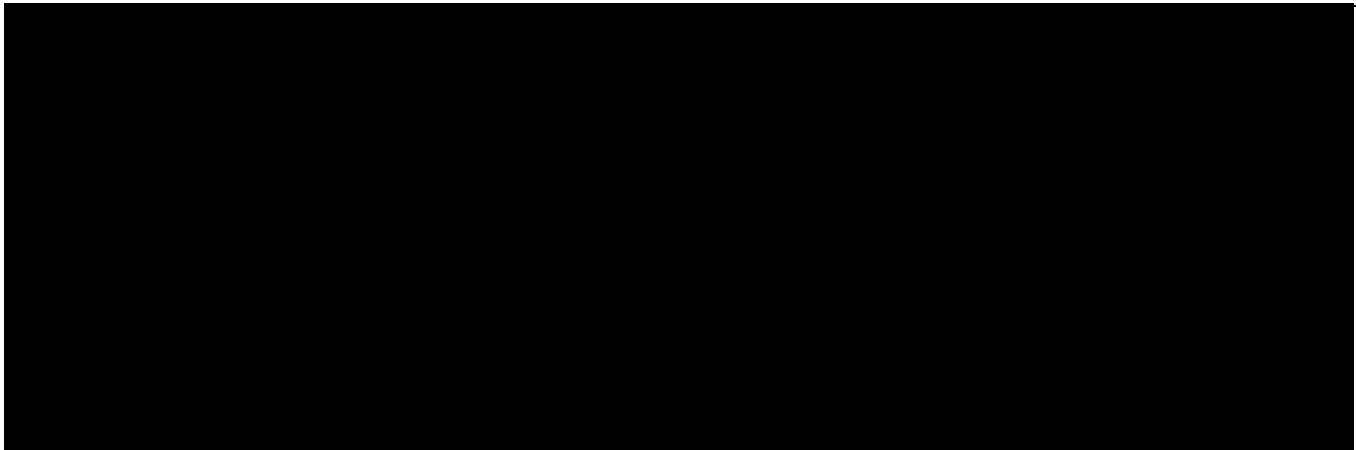
2.1.3	Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.	4 / 40 max marks



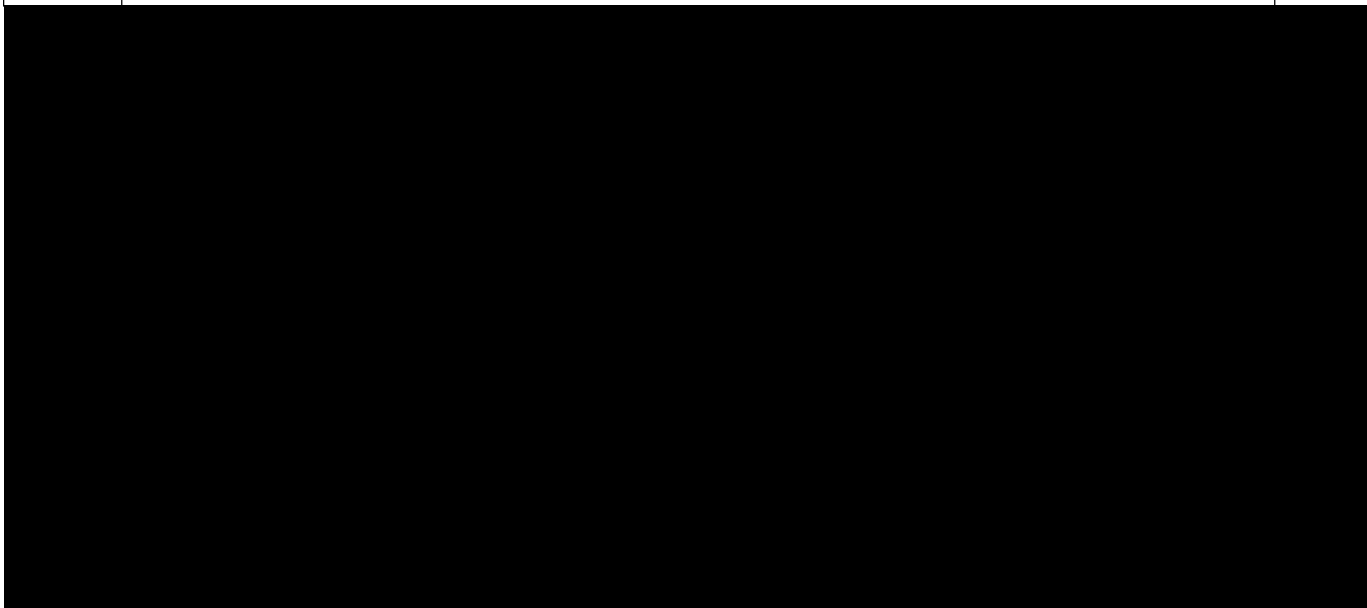
2.2	Delivery	Weighting and Max Marks
-----	----------	-------------------------

2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks
-------	---	------------------

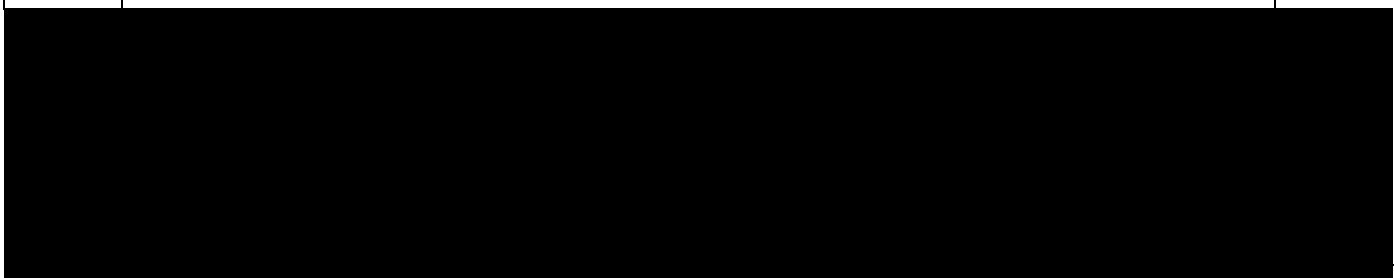


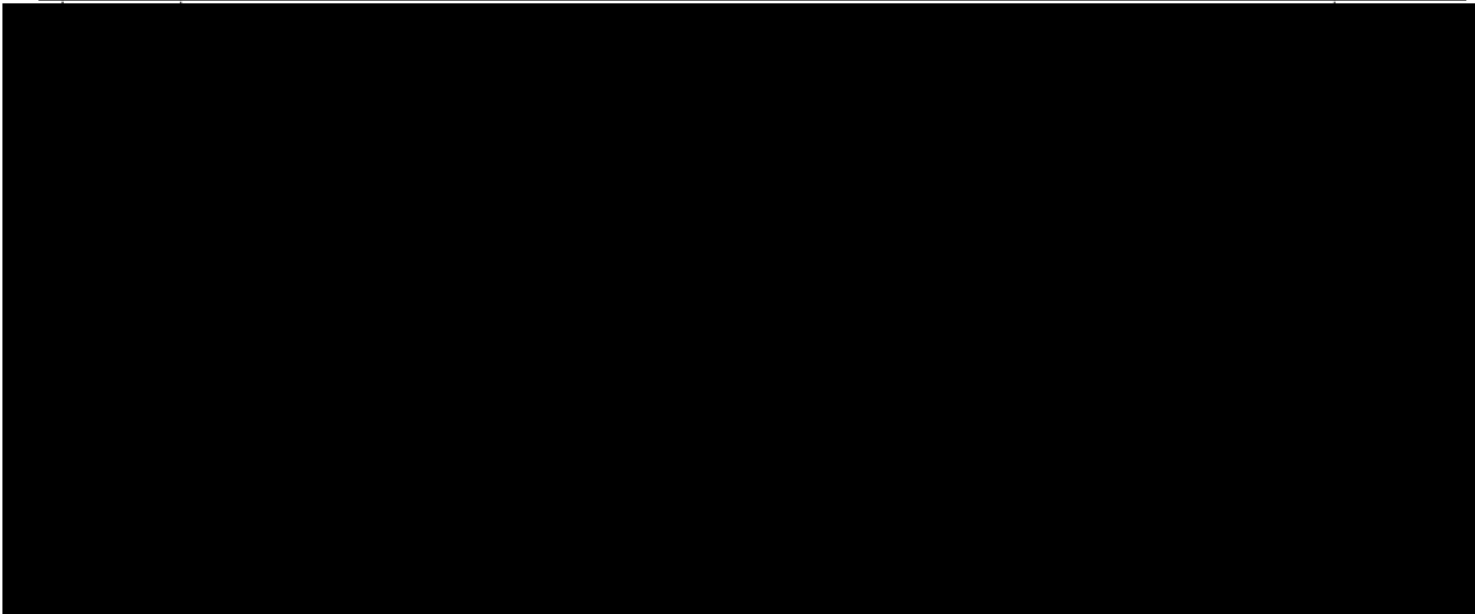
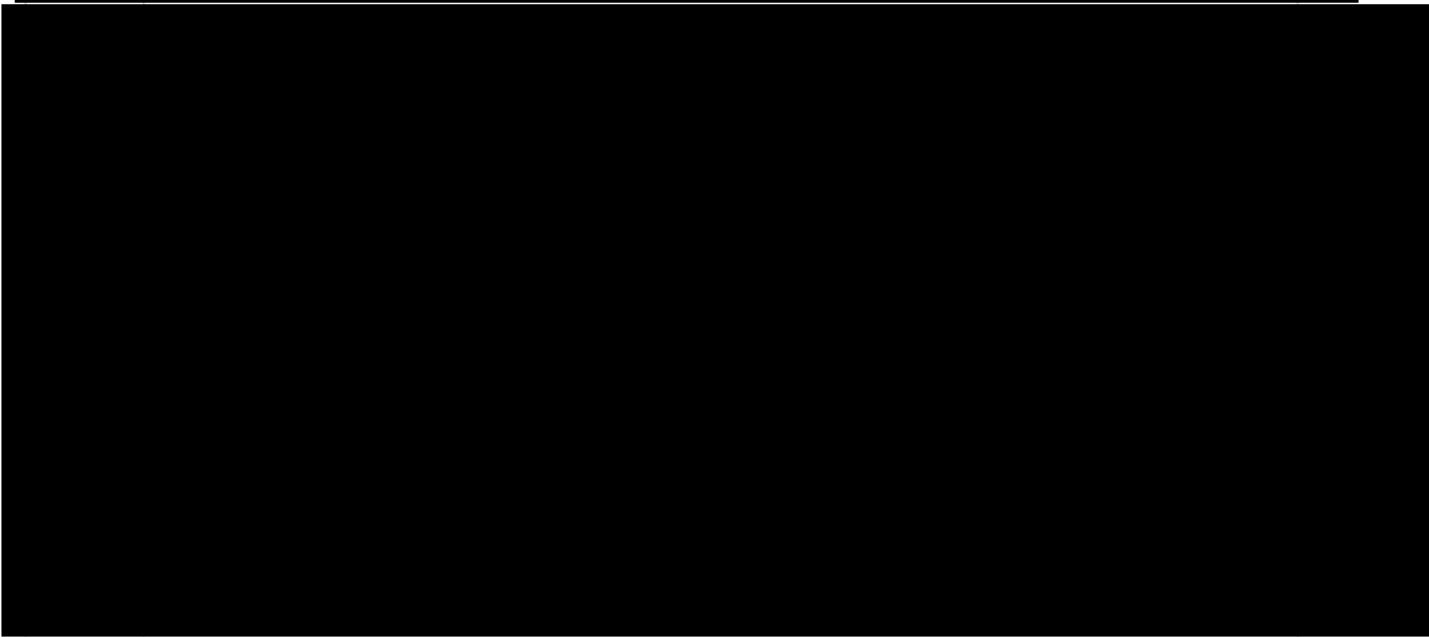
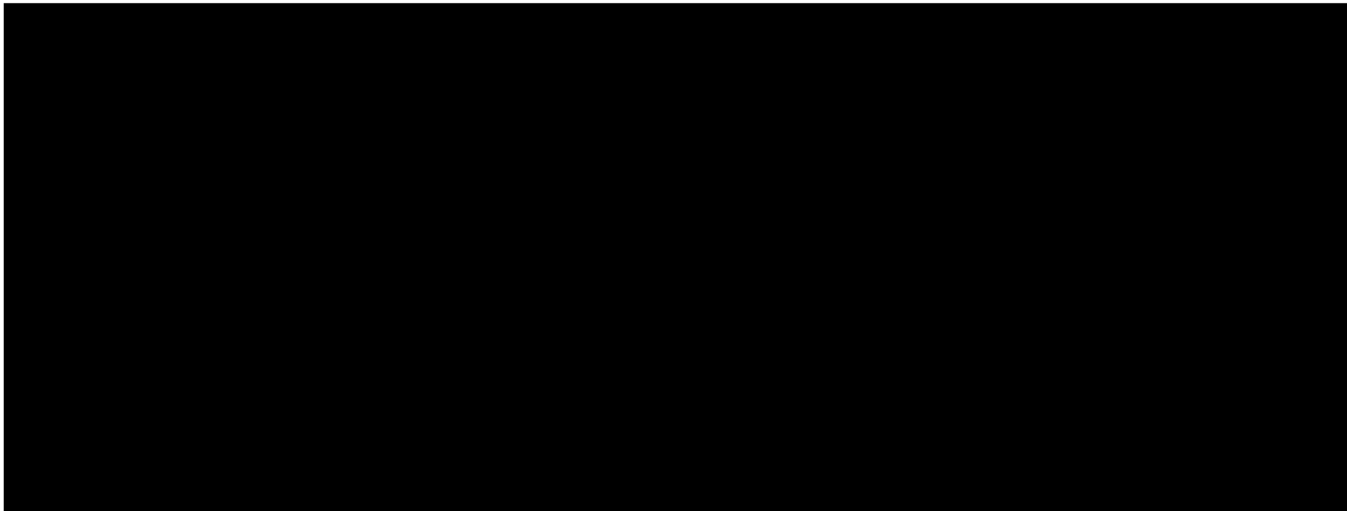


2.2.2	How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?	4 / 40 max marks
-------	--	------------------



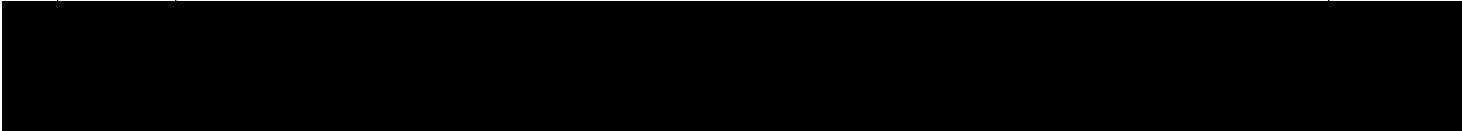
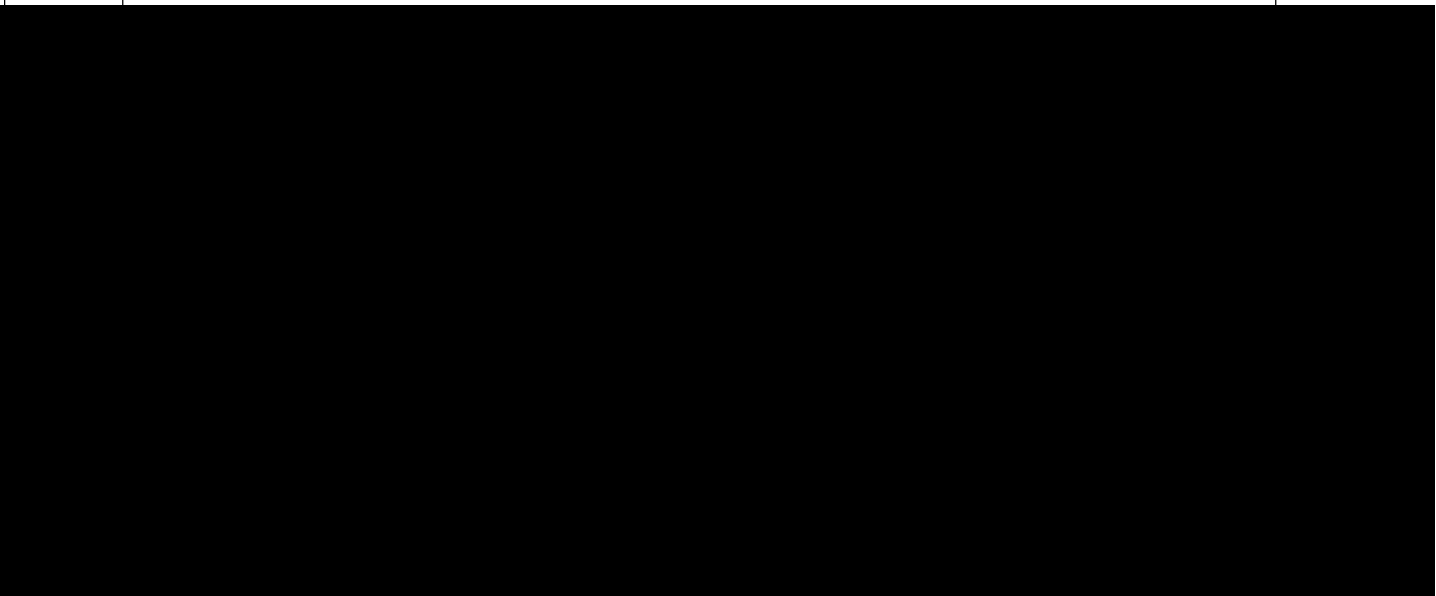
2.2.3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks
-------	--	------------------





2.3	Support (Learner/Manager)	Weighting and Max Marks

2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks
-------	---	------------------



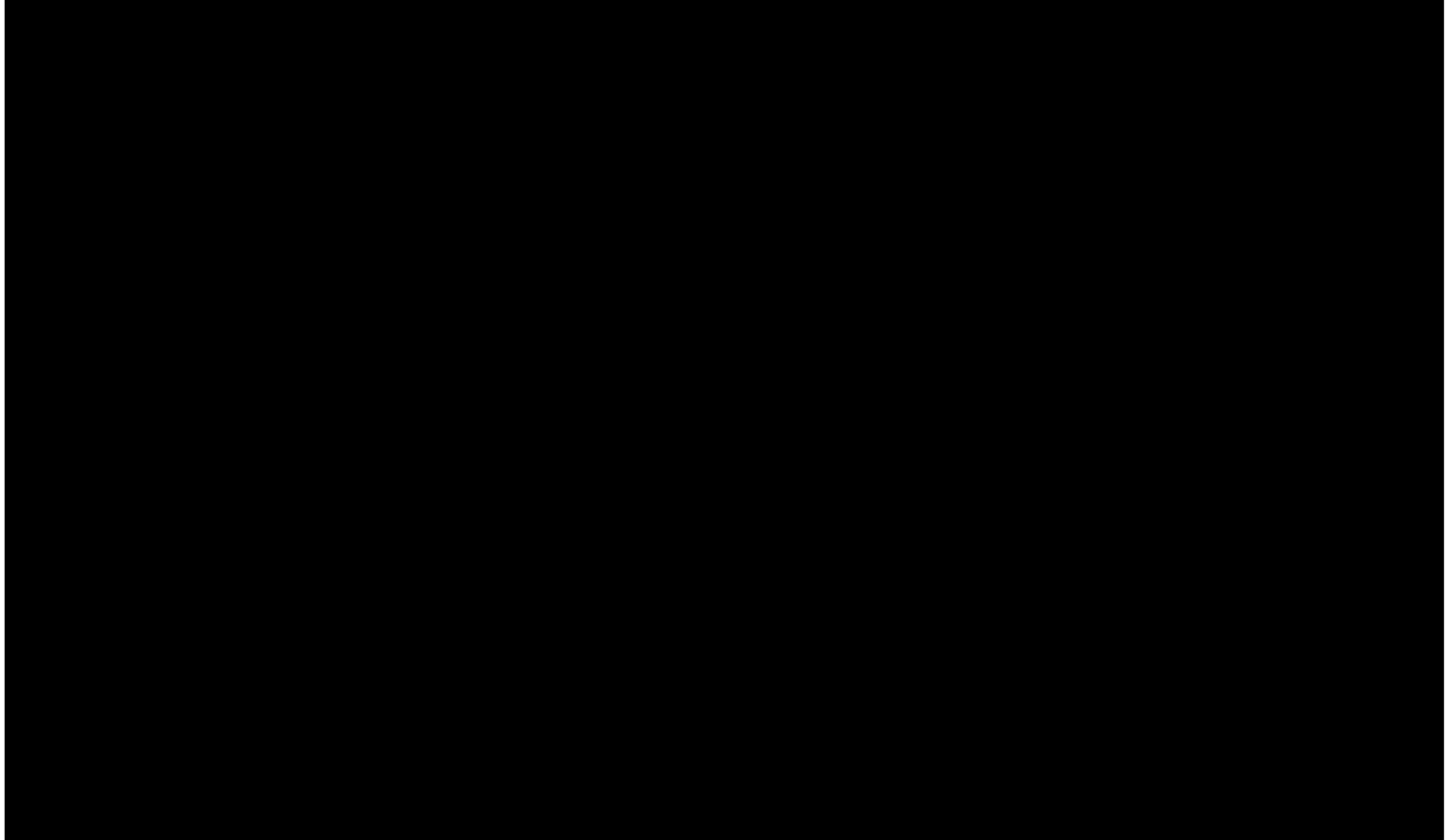
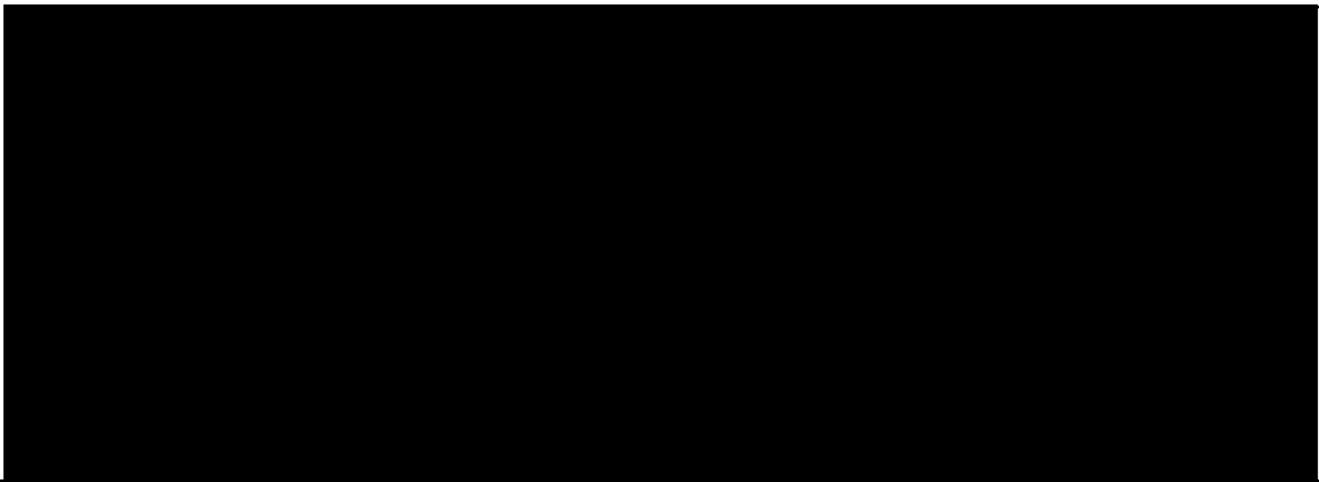


2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max

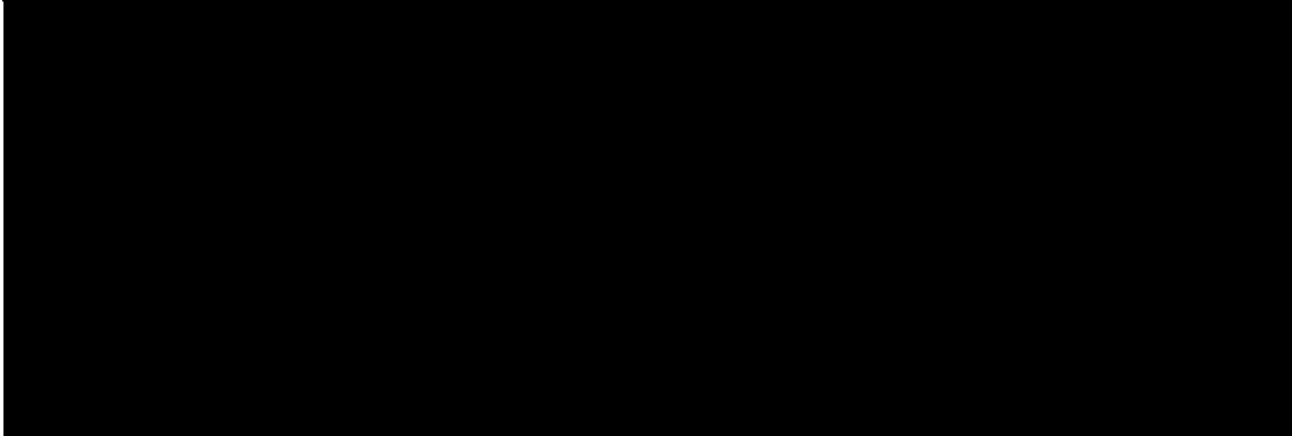
[Redacted content]

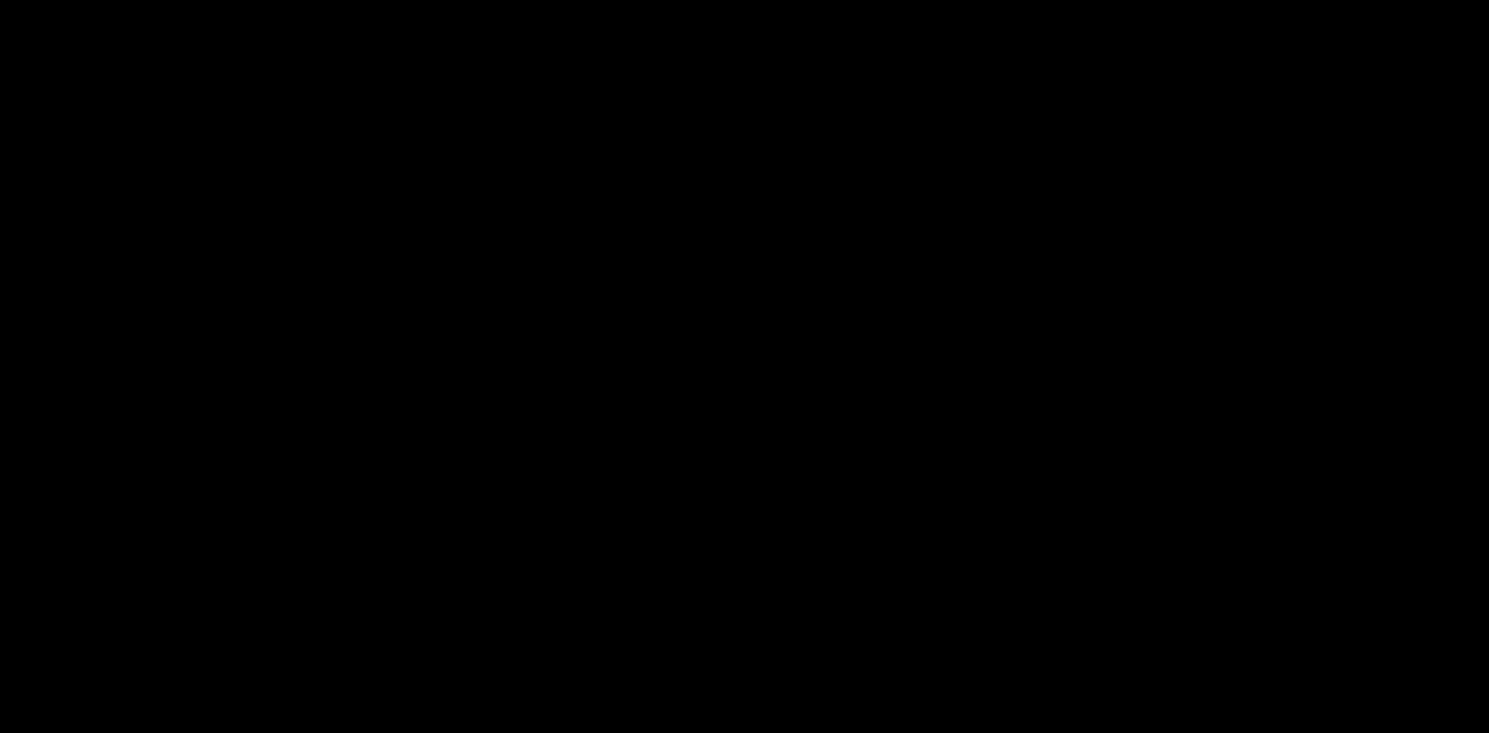
[Redacted content]

[Redacted content]



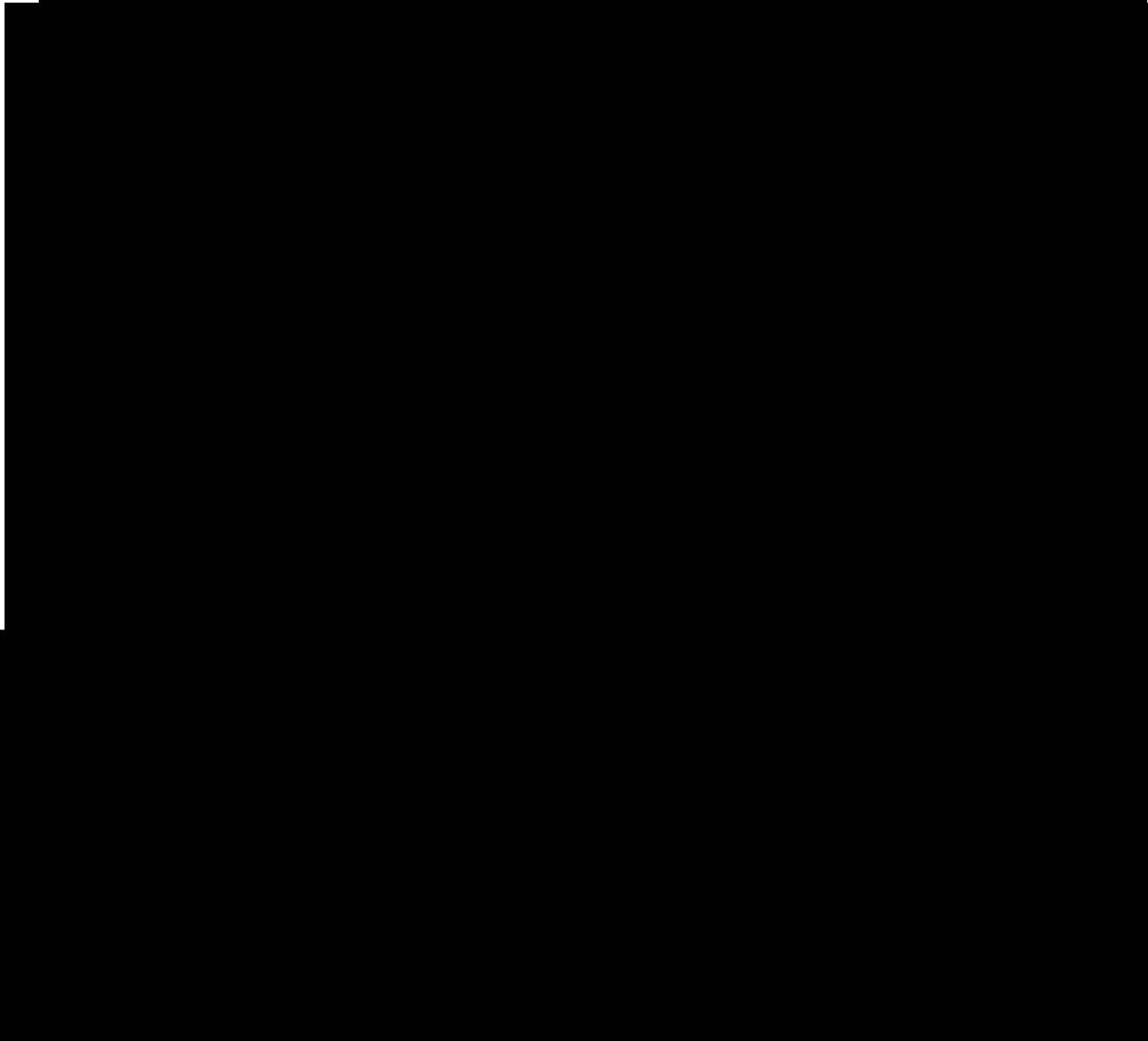
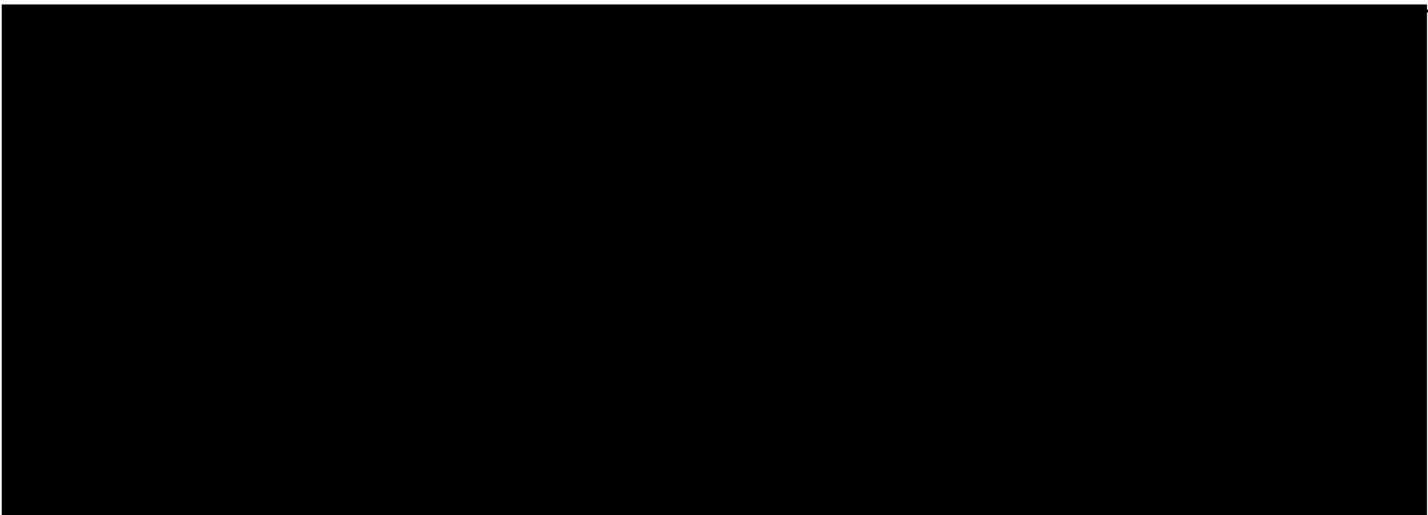
2.3.3	How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).	3 / 30 max marks
-------	--	------------------



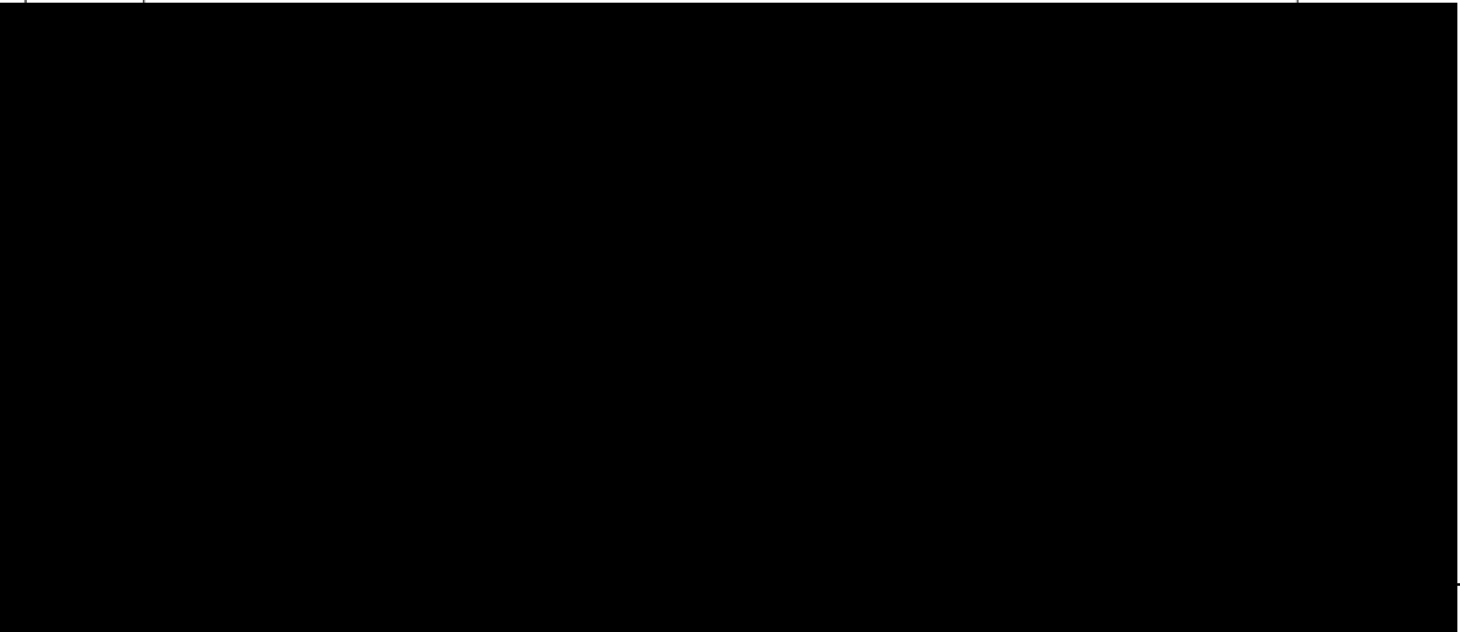


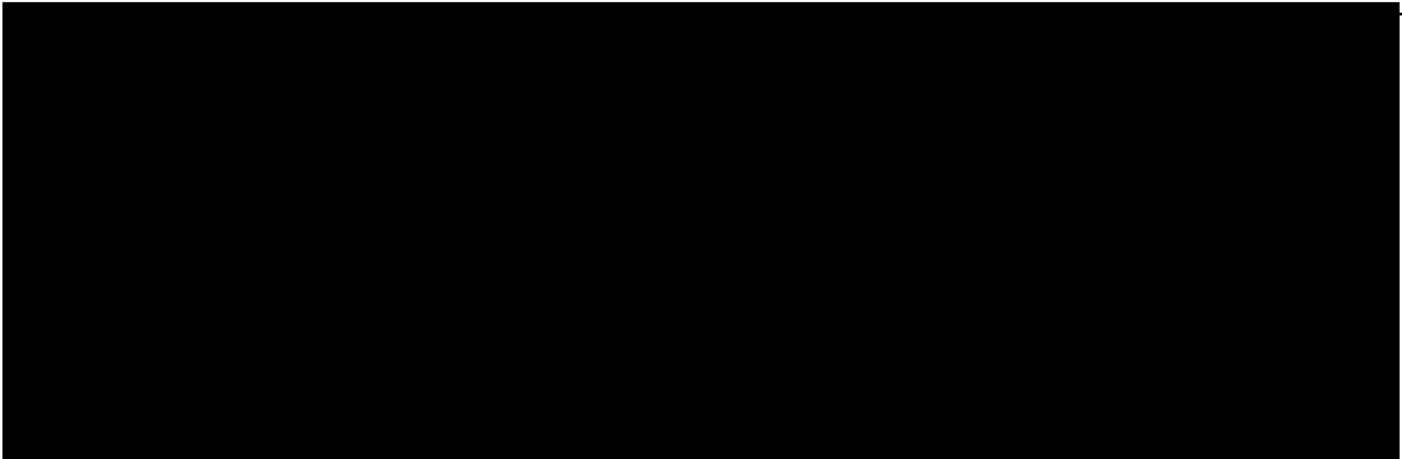
2.3.4	How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?  Please provide examples of where this has been successful.	2.5 / 25 max marks
-------	---	--------------------------





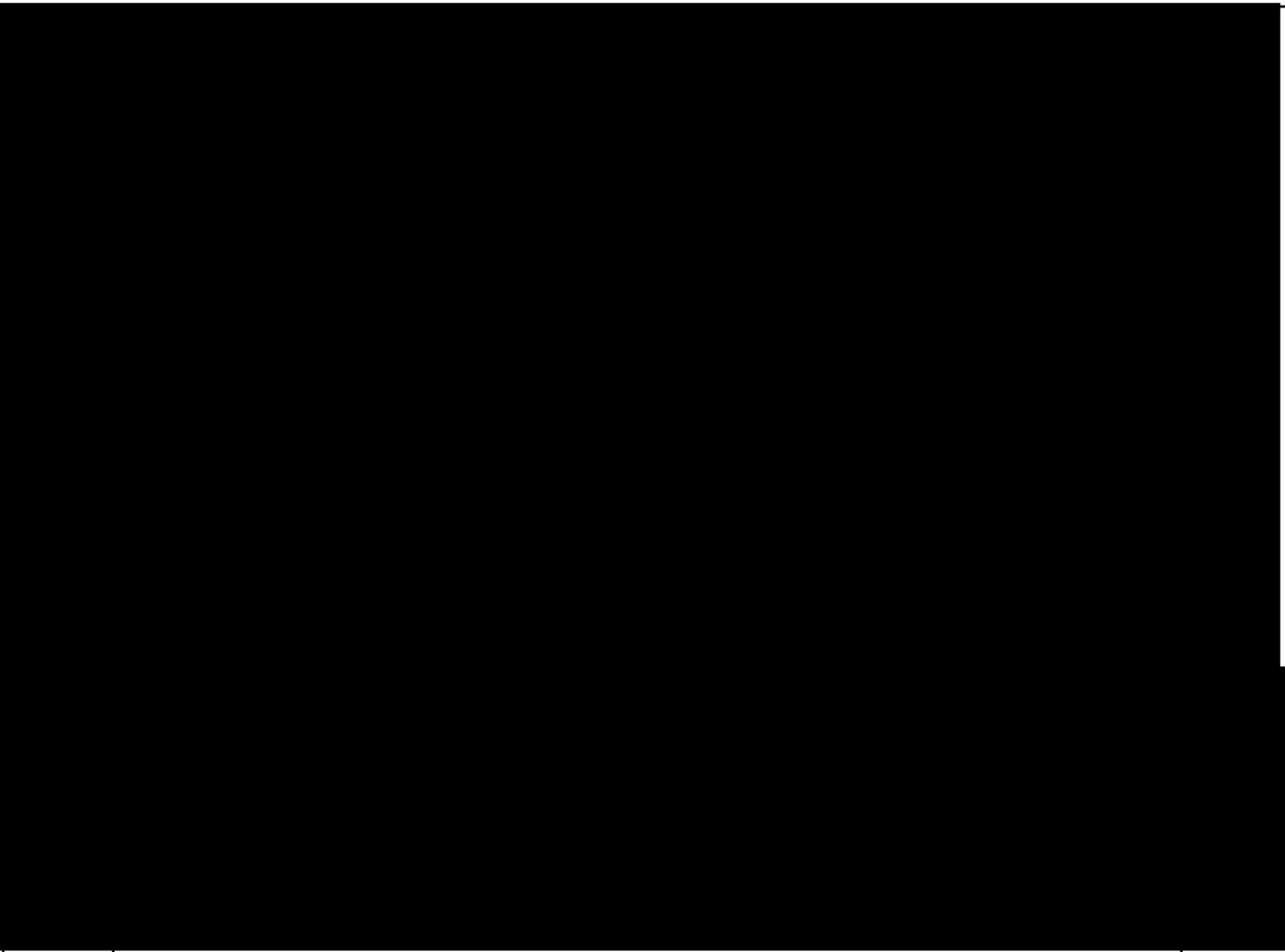
2.4	Development of Apprenticeships in Shropshire	Weighting and Max Marks
2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p>	2.5 / 25 max marks



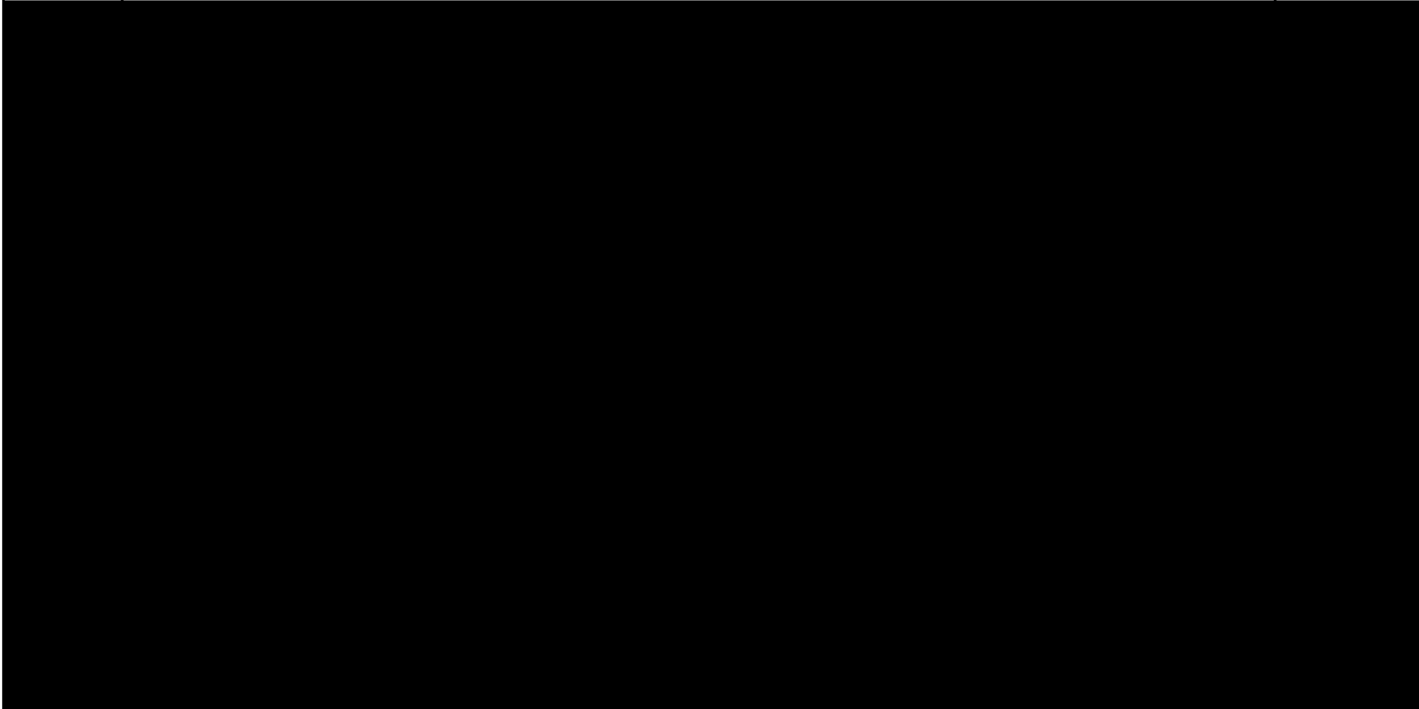


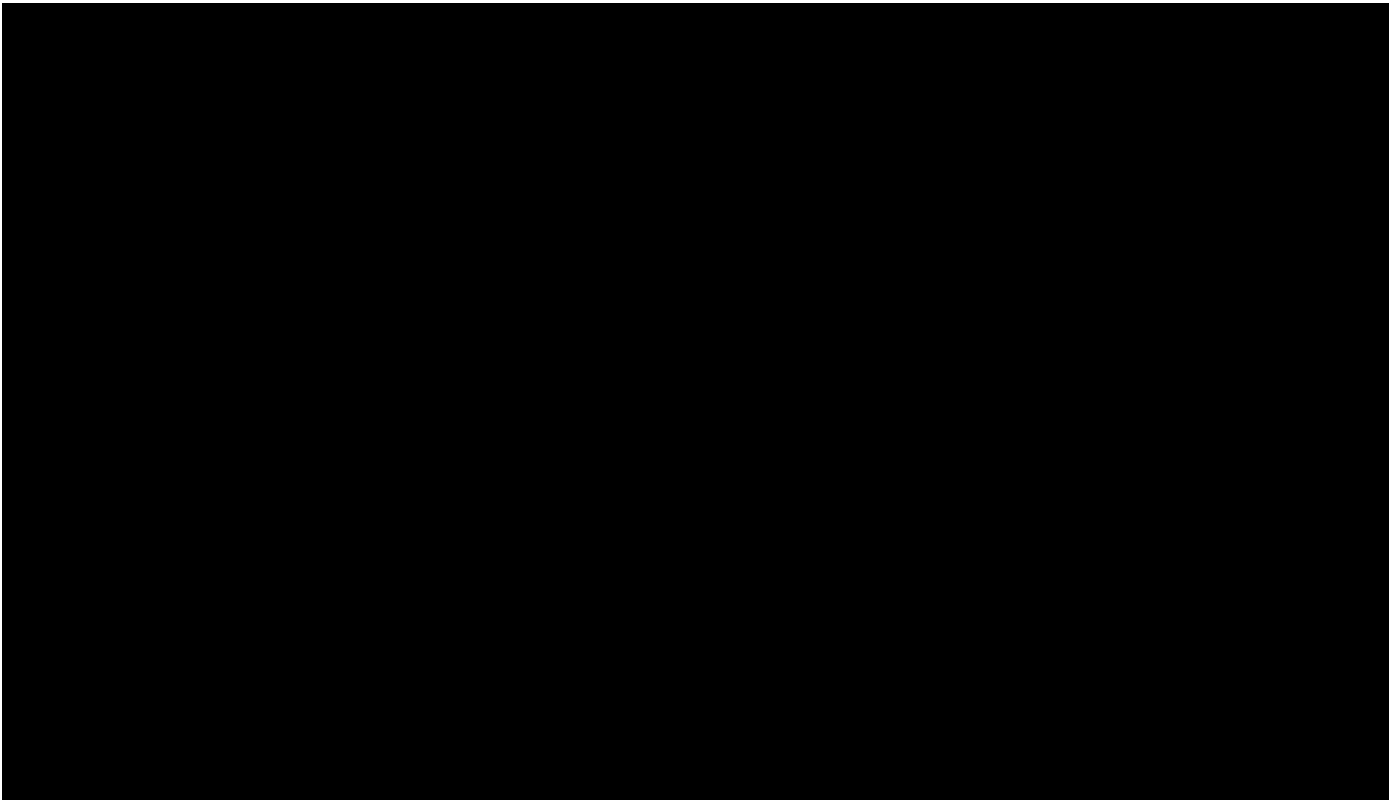
2.4.2	How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?  Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.	1.25 / 12.5 max marks
-------	--	-----------------------------



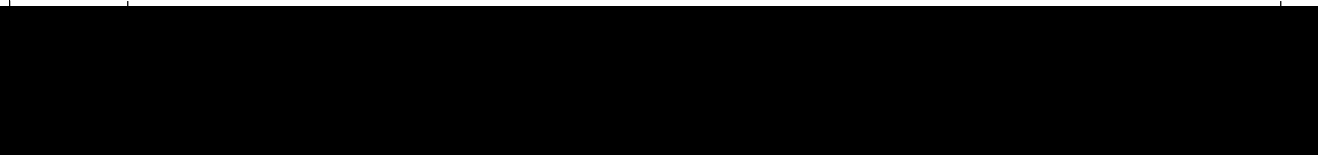


2.4.3	How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire? Please provide examples of organisations where you have previously done successfully (if applicable)	0.5 / 5 max marks
-------	---	-------------------------

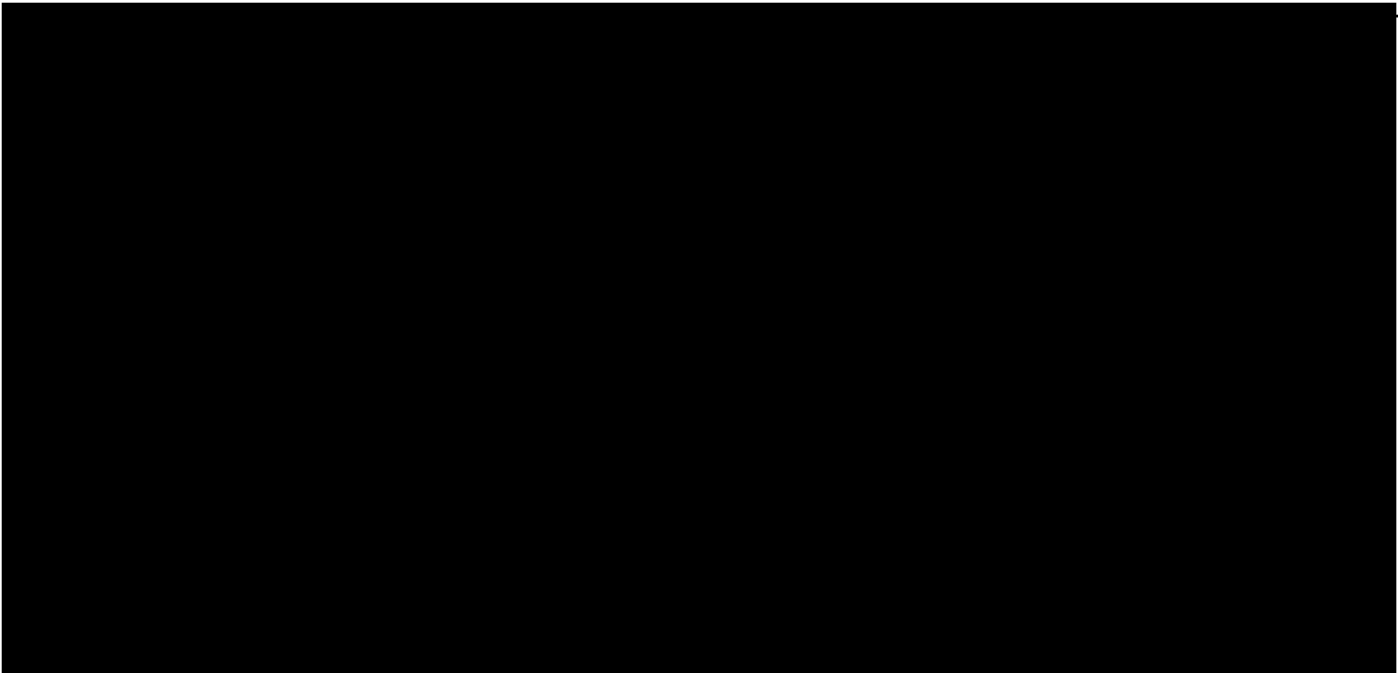




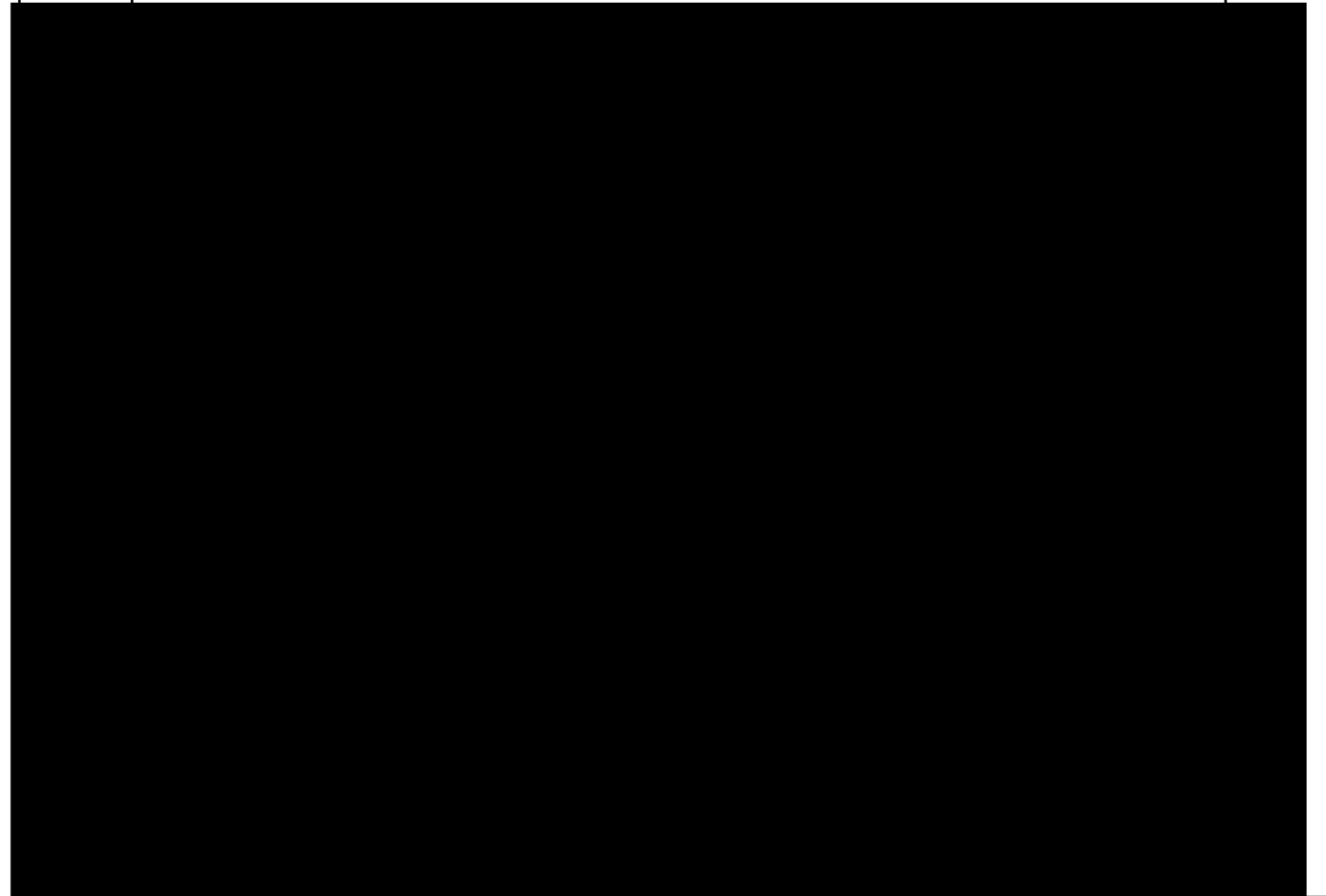
2.4.4	How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?	0.75 / 7.5 max marks

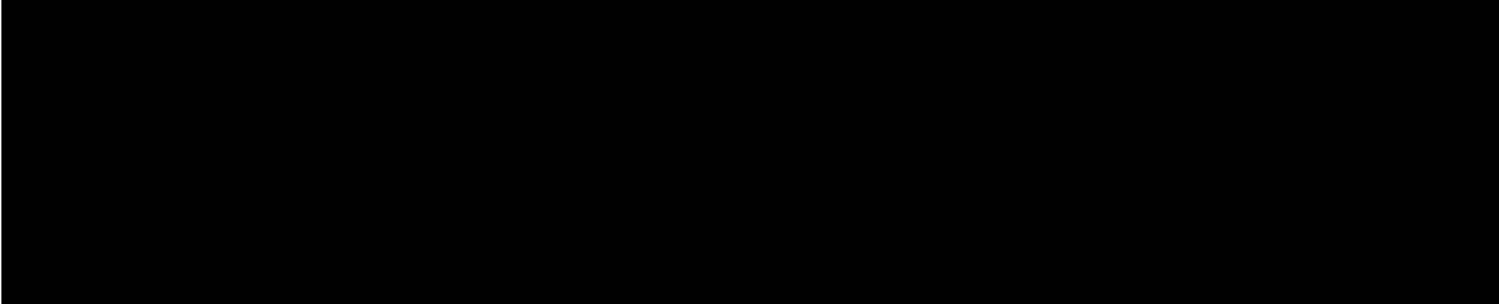
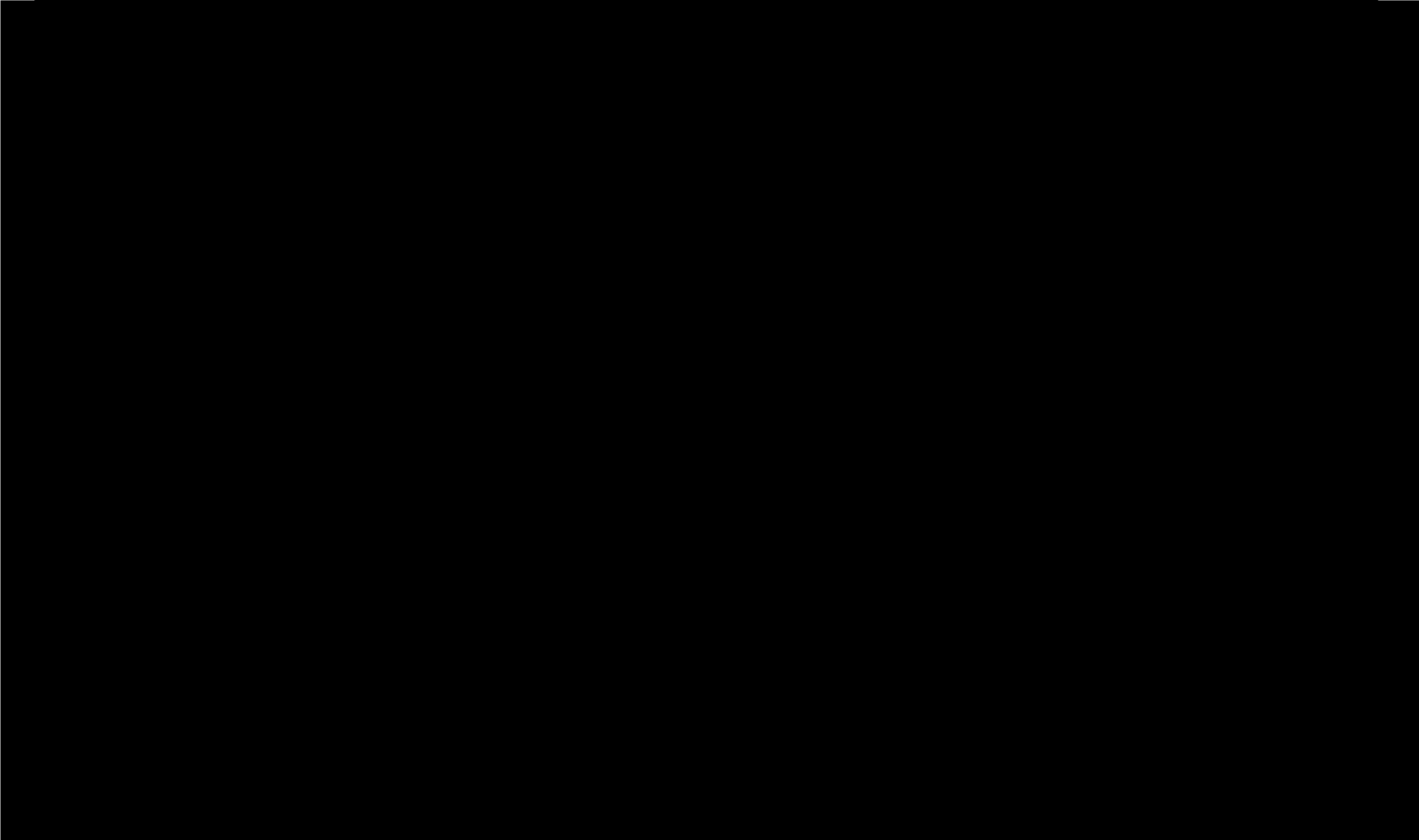
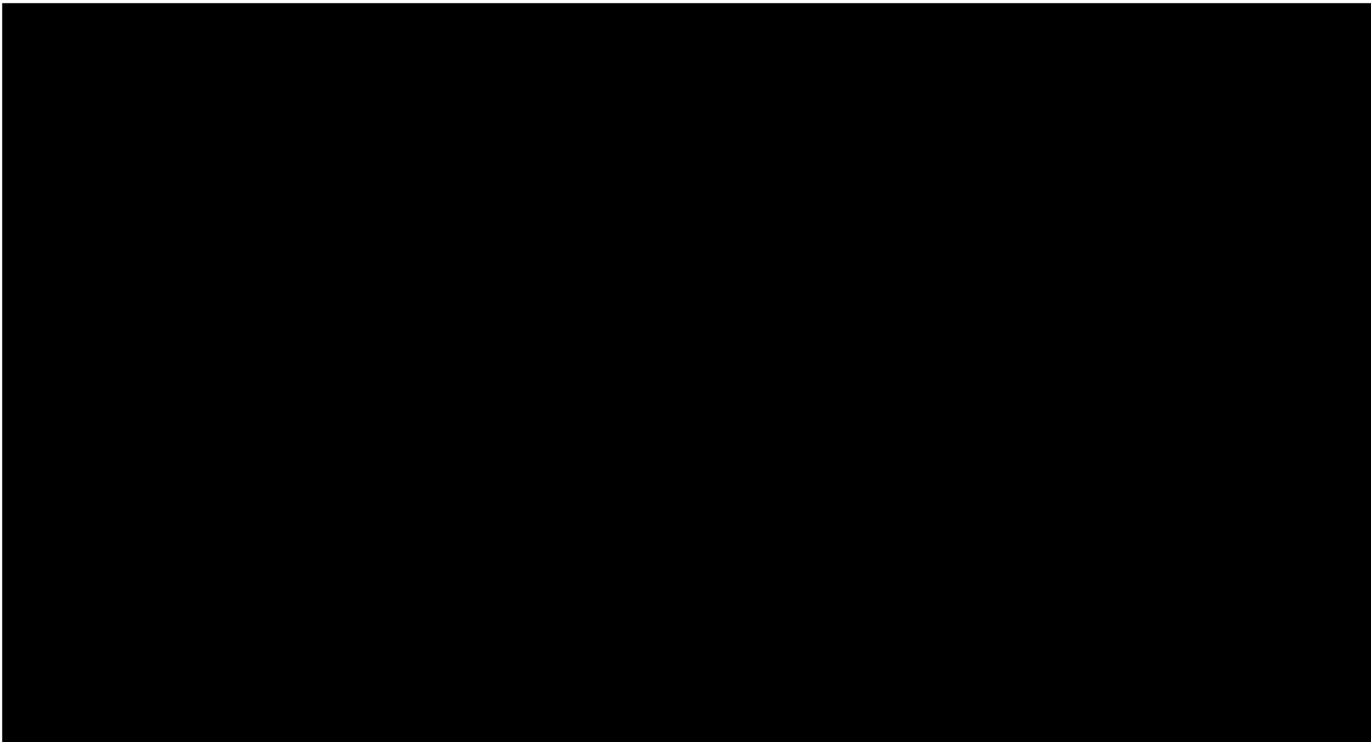






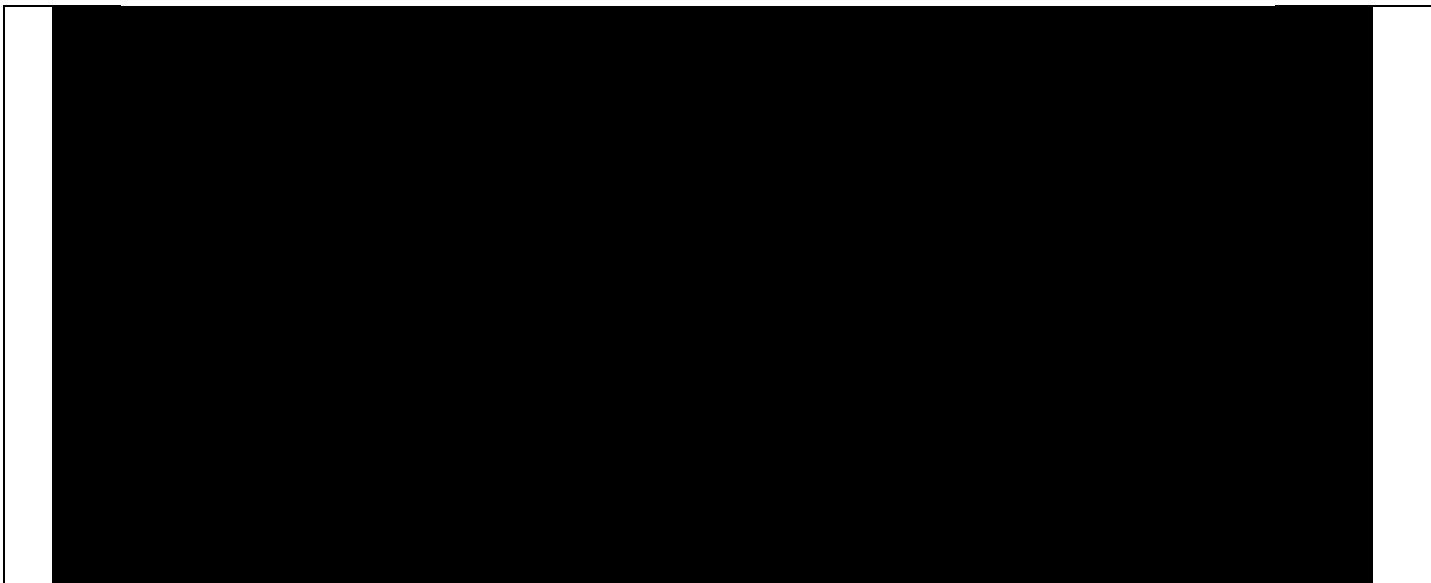
2.5	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>
2.5.1	How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?  In your response please give details of the frequency and format i.e. live data and provide examples.	1.5 / 15 max marks



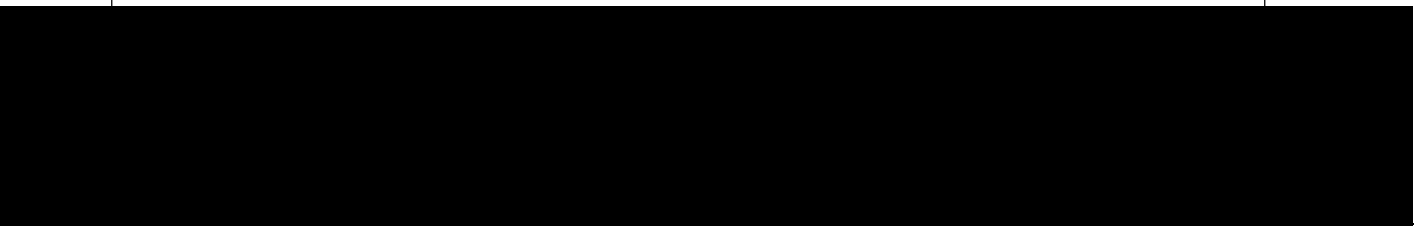
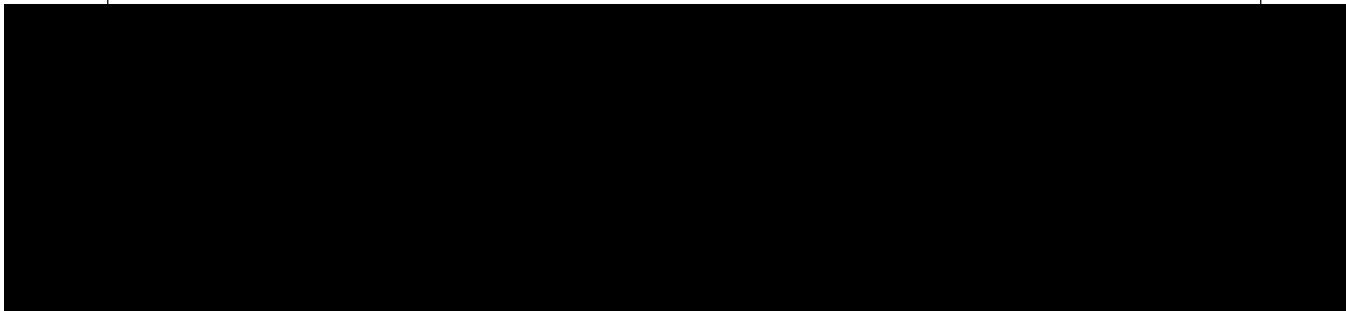


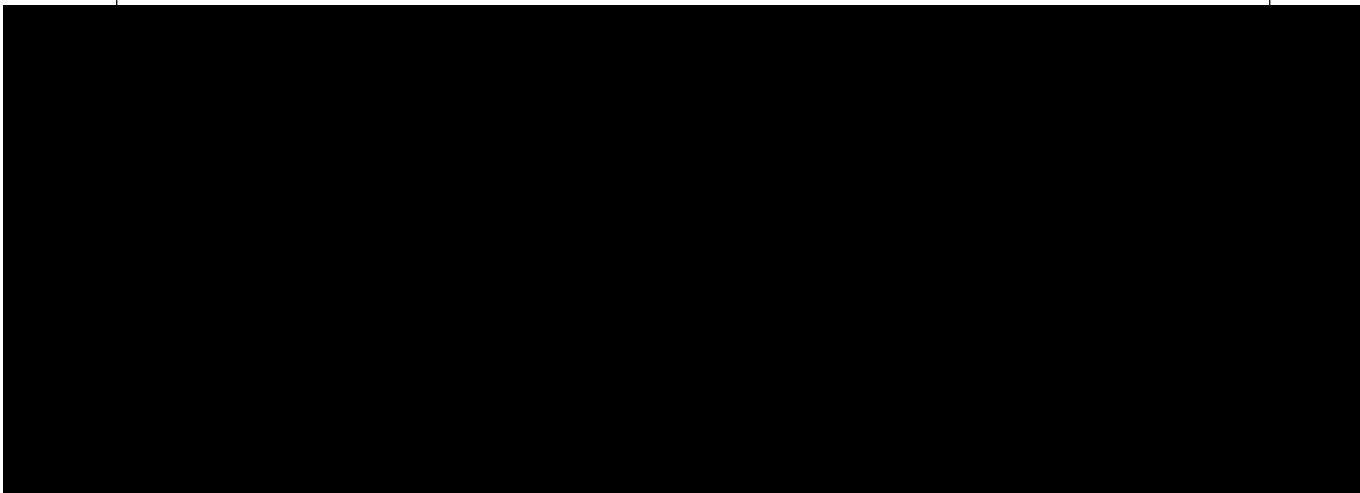
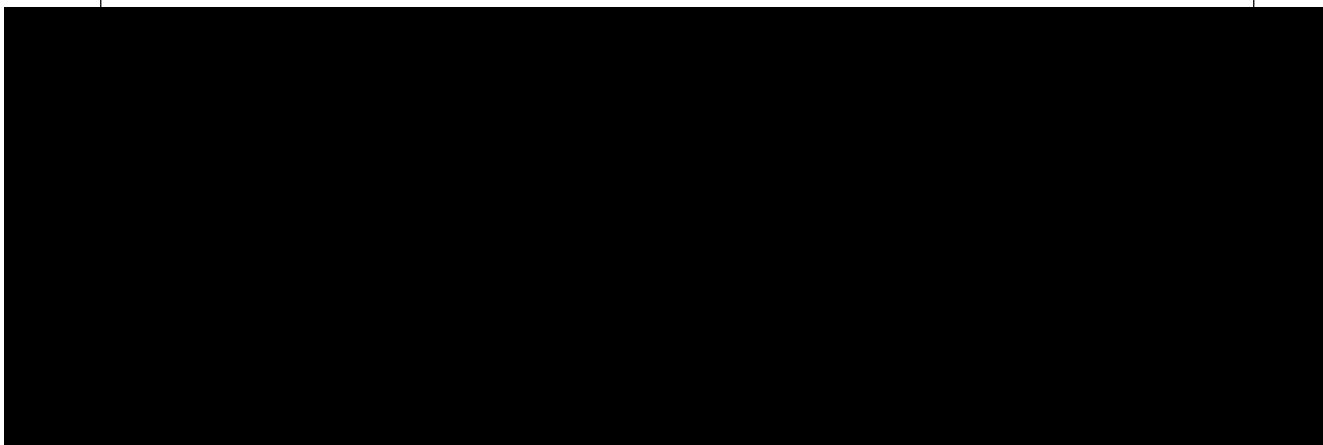
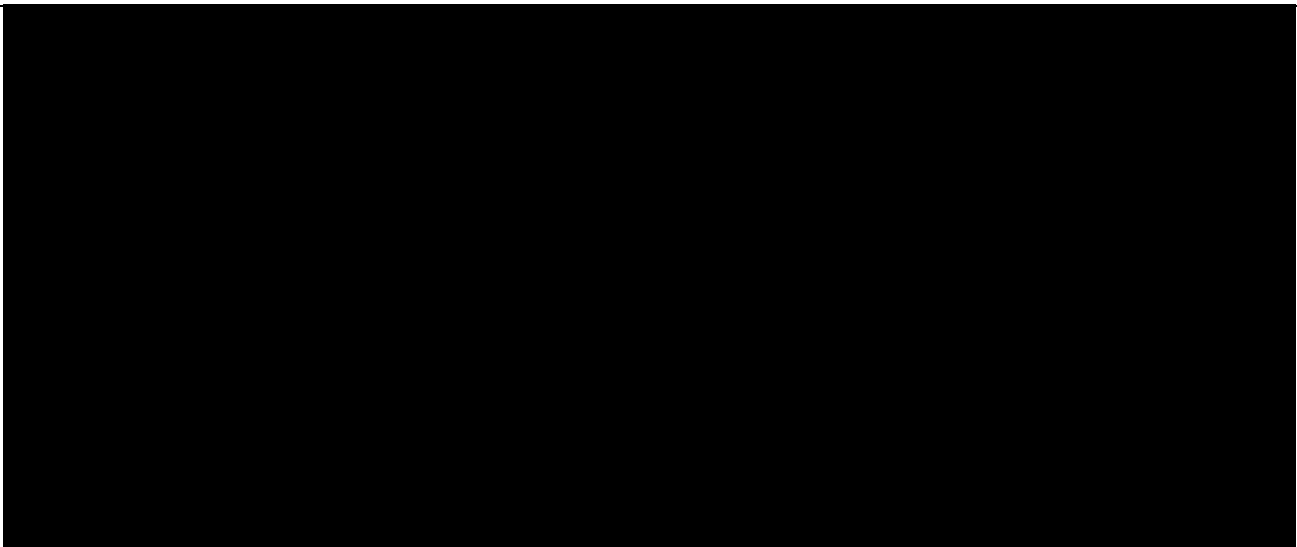


2.5.2	What action do you take, as an organisation, to make any improvements against your KPI performance?	1.5 / 15 max marks
-------	---	--------------------------



2.5.3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks
-------	--	------------------







**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**Coleg Cambria**

Please also add your company name to the footer of each page of the returned document

## Shropshire Council Tender Response Document

### **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

#### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7



These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who

	are registered as being able to deliver the specific requirement
--	--

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

## **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender Schedule	28

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

Section / Question No.	Award Criteria	Weighting / Max Marks Available	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	

<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

#### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.

**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

We hereby certify that **We** have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

We further hereby undertake that We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.



**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

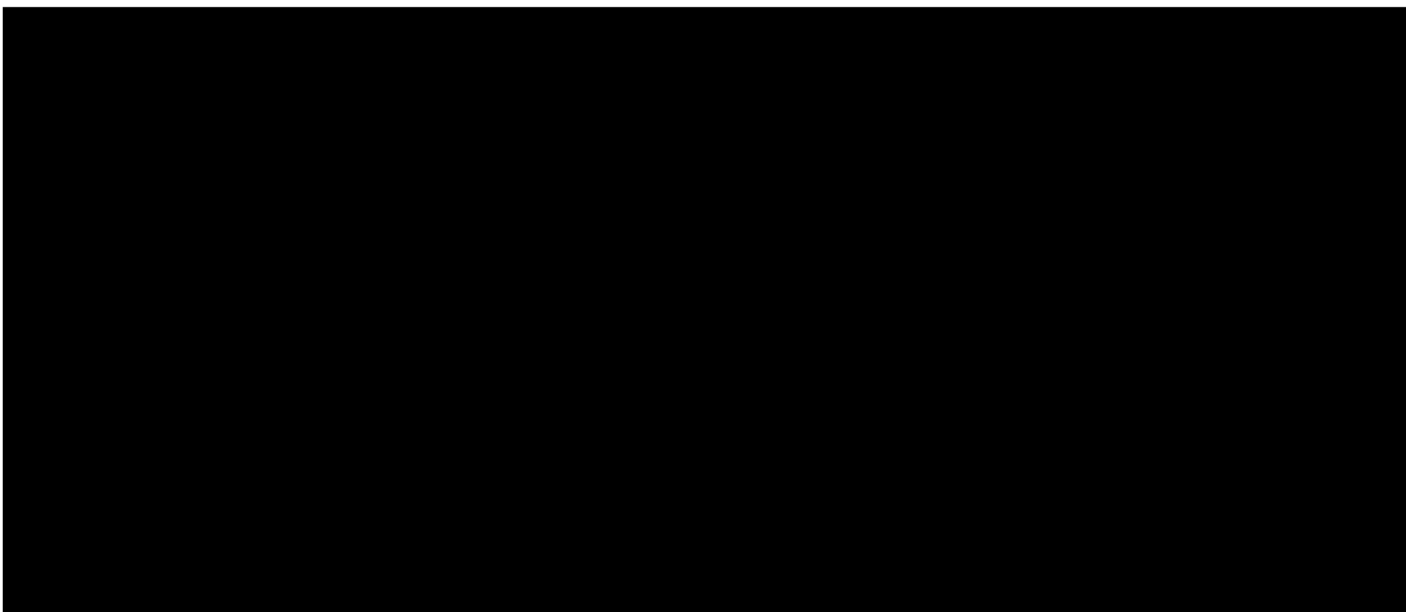
Yes / **No**

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*



# 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. 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)). 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)

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

This document provides 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. 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

Coleg Cambria

other form of entity.

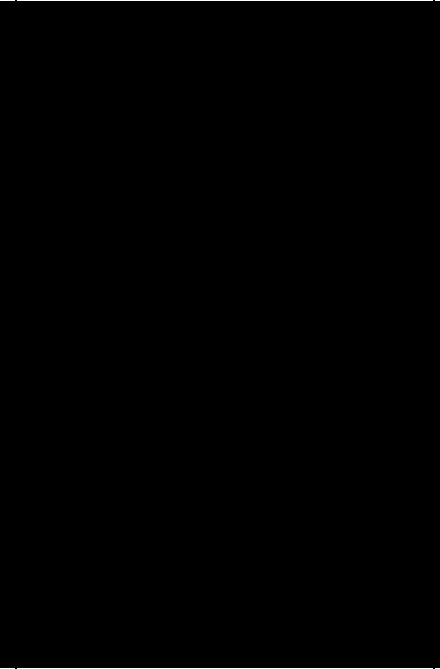
4. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state 'N/A'. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
5. The authority recognises that 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.
6. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
7. 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	[REDACTED]
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader	

	f) third sector g) <b>other</b> (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sub>2</sub> ?	
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;	

	<ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> </ul> (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	N/A
1.1(p)	Details of ultimate parent company: <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	N/A

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> <b>No <input checked="" type="checkbox"/></b> 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)	
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.	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> <b>No <input checked="" type="checkbox"/></b>

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				
	Registered address				
	Trading status				
	Company registration number				
	Head Office DUNS number (if applicable)				
	Registered VAT number				
	Type of organisation				
	SME (Yes/No)				
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables				
	The approximate % of contractual obligations assigned to each sub-contractor				

**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.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	Coleg Cambria
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	Kelsterton Road, Connah's Quay, Deeside, Flintshire,
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	[REDACTED]

## 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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> 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.	N/A
2.2	If you have answered Yes to any of the	Yes <input type="checkbox"/>



	points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	No <input type="checkbox"/> N/A
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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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.	N/A
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data</li> </ul>	

	<p>outside the EU (if such transfers will take place);</p> <ul style="list-style-type: none"> <li>○ to maintain records of personal data processing activities; and</li> <li>○ to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>	
--	---	--

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b></p>	
-----	--	--

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b>  The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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	N/A
-----	---	-----

Section 4	Economic and Financial Standing
-----------	---------------------------------

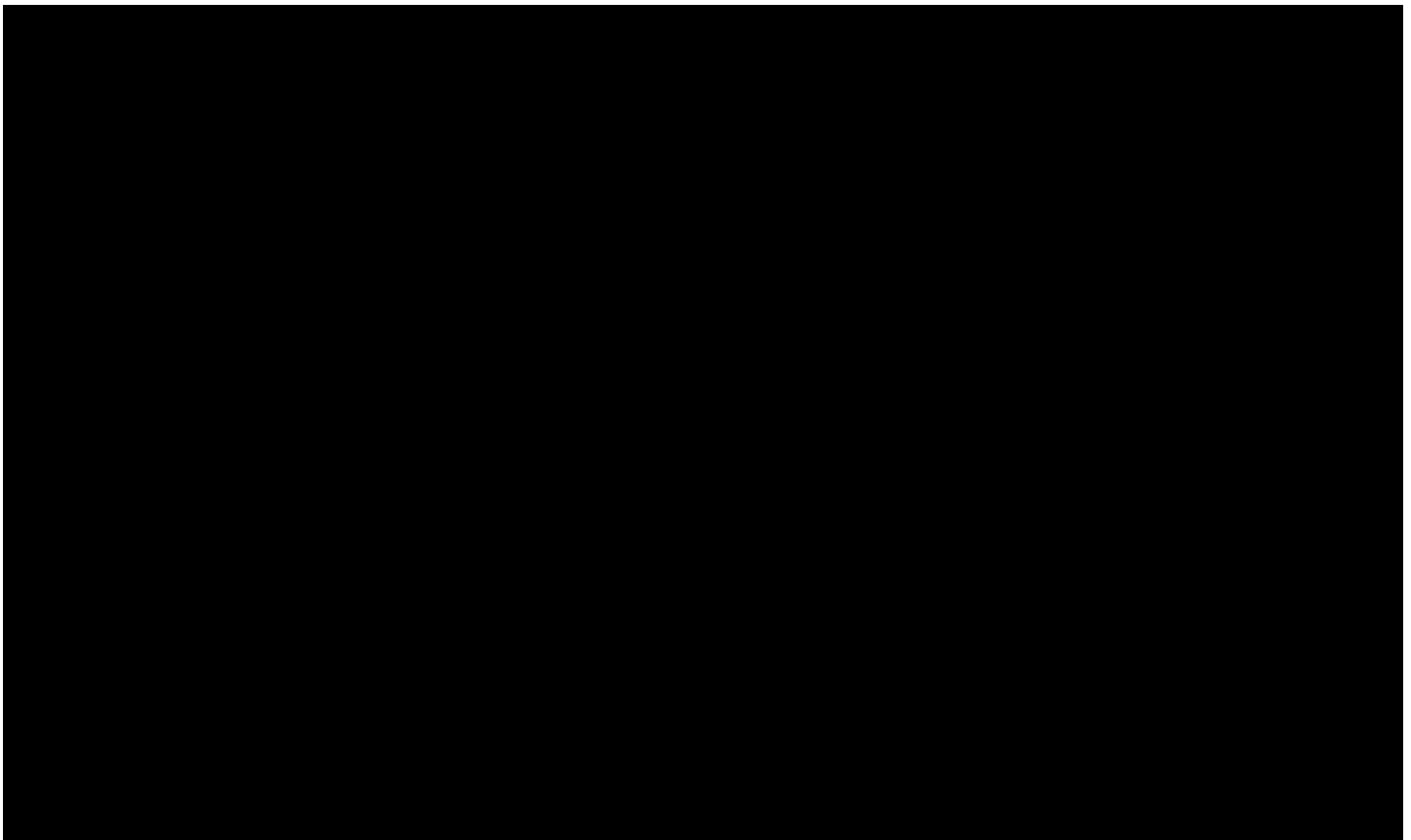
Question number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	(a) A statement 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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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	N/A	
Relationship to the Supplier completing these questions		

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	<b>Technical and Professional Ability</b>	
6.1	<b>Relevant experience and contract examples</b>  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	

	<p>from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>
--	--



6.2	<p>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)</p> <p>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)</p>
-----	---

--	--

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.

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
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?	

### 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.

Section 8	Additional Questions
8.1	Insurance
	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: Y/N - <input type="checkbox"/>

	<p>Employer’s (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p> <p>Professional Indemnity Insurance = £2 Million</p> <p>*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.</p>
--	---

<b>8.2</b>	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<sup>4</sup> 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



## 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

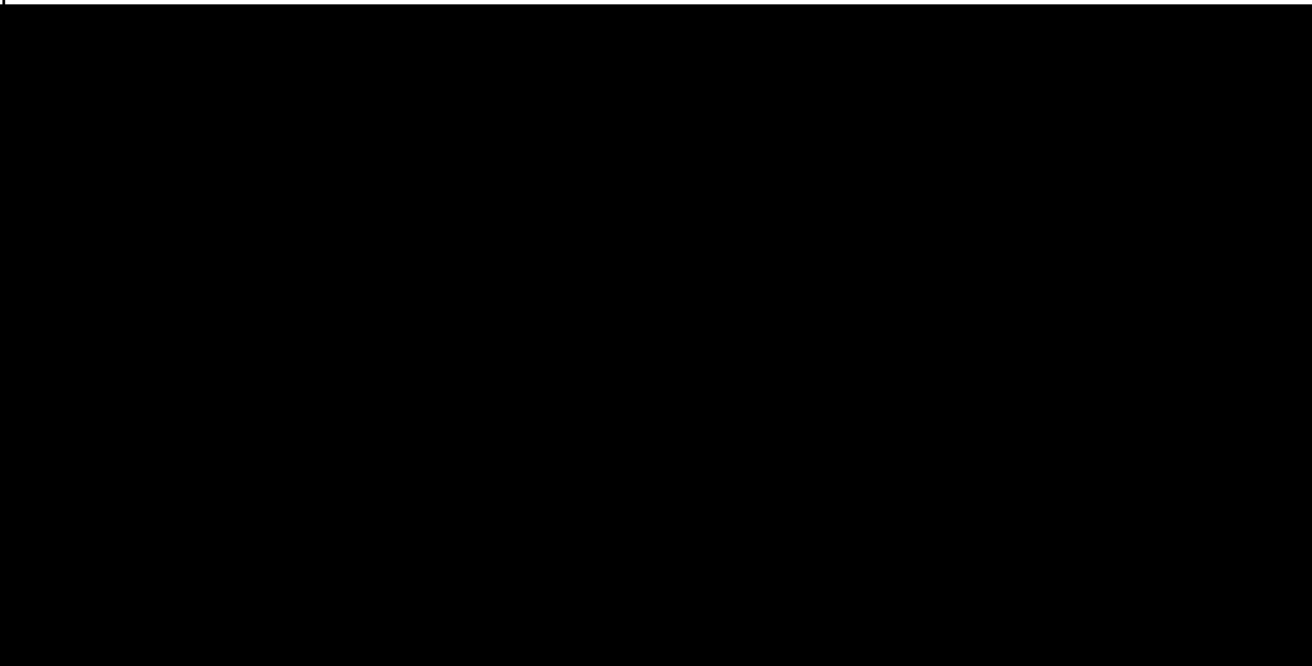
## 8.5 – Health & Safety

1.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:



The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

**Each lot you apply for will be marked against the same criteria and questions below**

In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

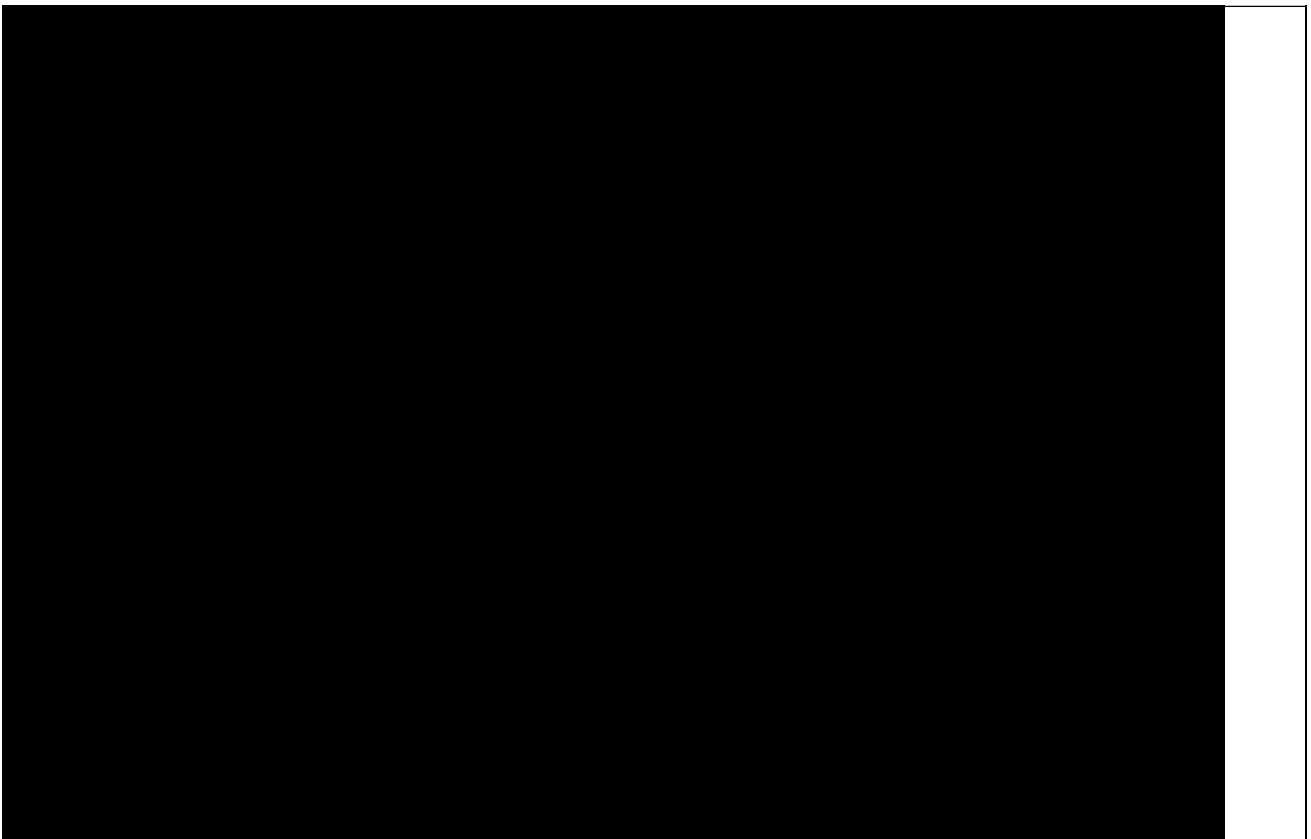
1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.	3 / 30 max marks
1.2	Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.	3 / 30 max marks

1.3	<p>Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship?            What will you offer in terms of any reduction in costs against funding bands or any other added value?</p> <div style="background-color: black; height: 120px; width: 100%; margin-top: 10px;"></div>	3 / 30 max marks
1.4	<p>If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?</p> <div style="background-color: black; height: 300px; width: 100%; margin-top: 10px;"></div>	1 / 10 max marks

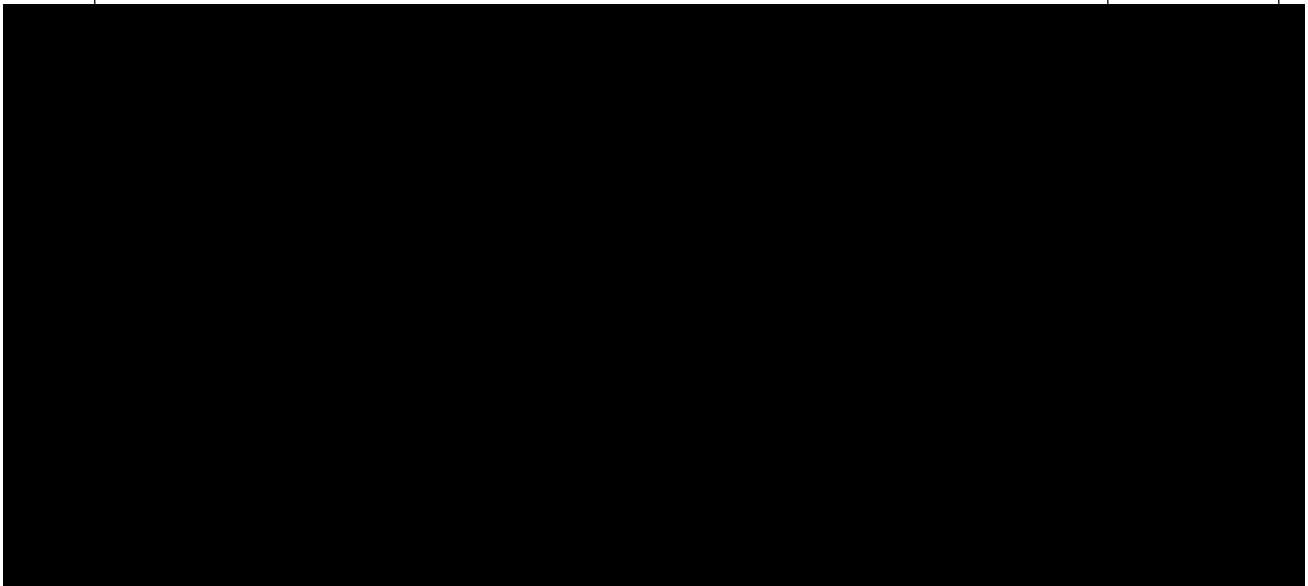
<b>2.</b>	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>

2.1.1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:	5 / 50 max marks
[Redacted content]		
2.1.2	Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).	1 / 10 max marks
[Redacted content]		

2.1.3	Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.	4 / 40 max marks
2.2	<b>Delivery</b>	<b>Weighting and Max Marks</b>
2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks

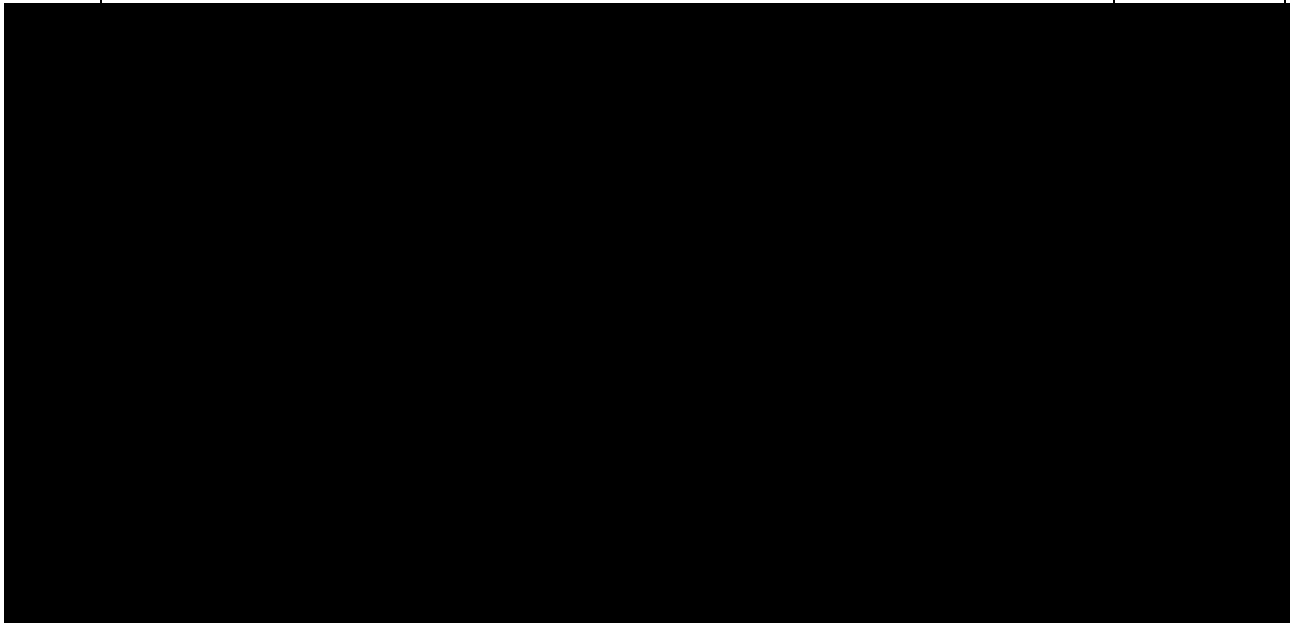
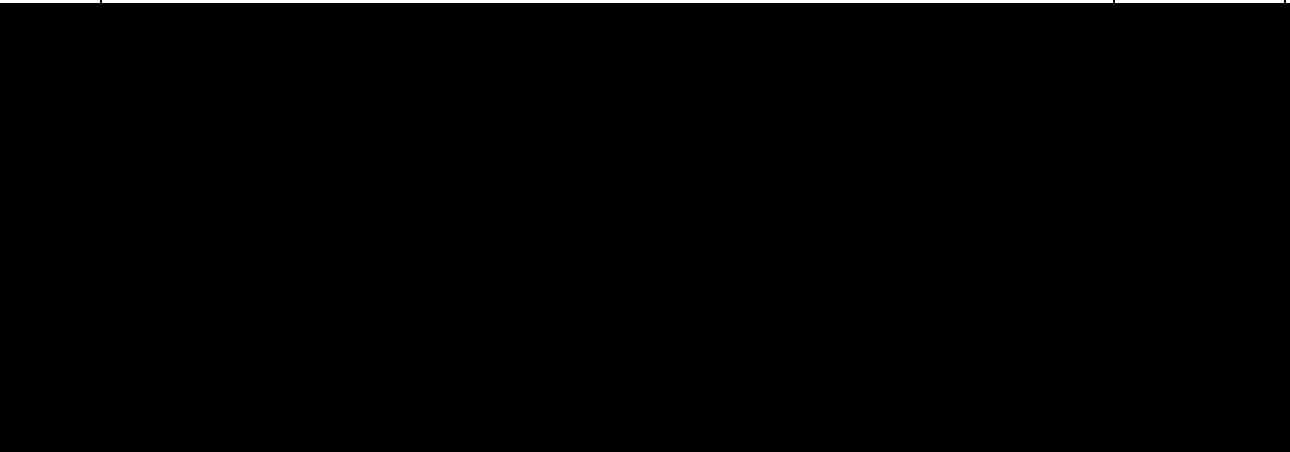
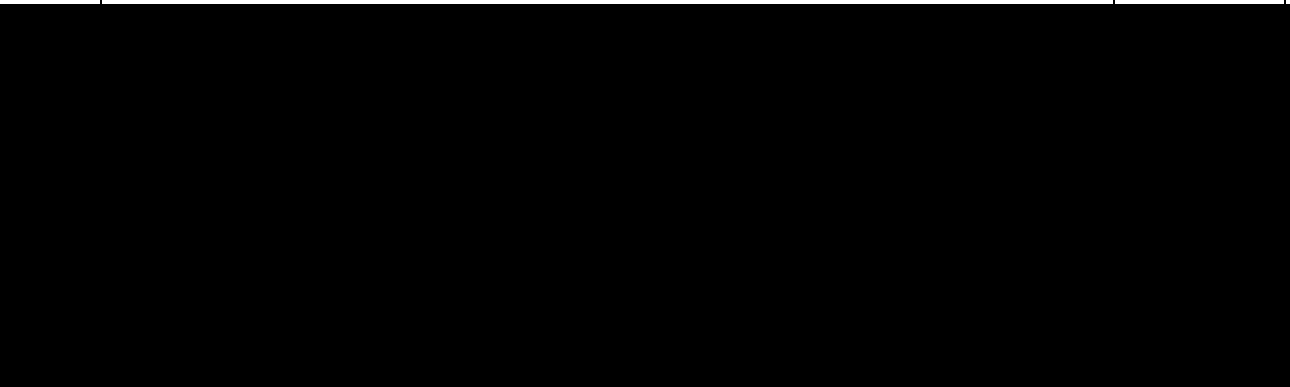


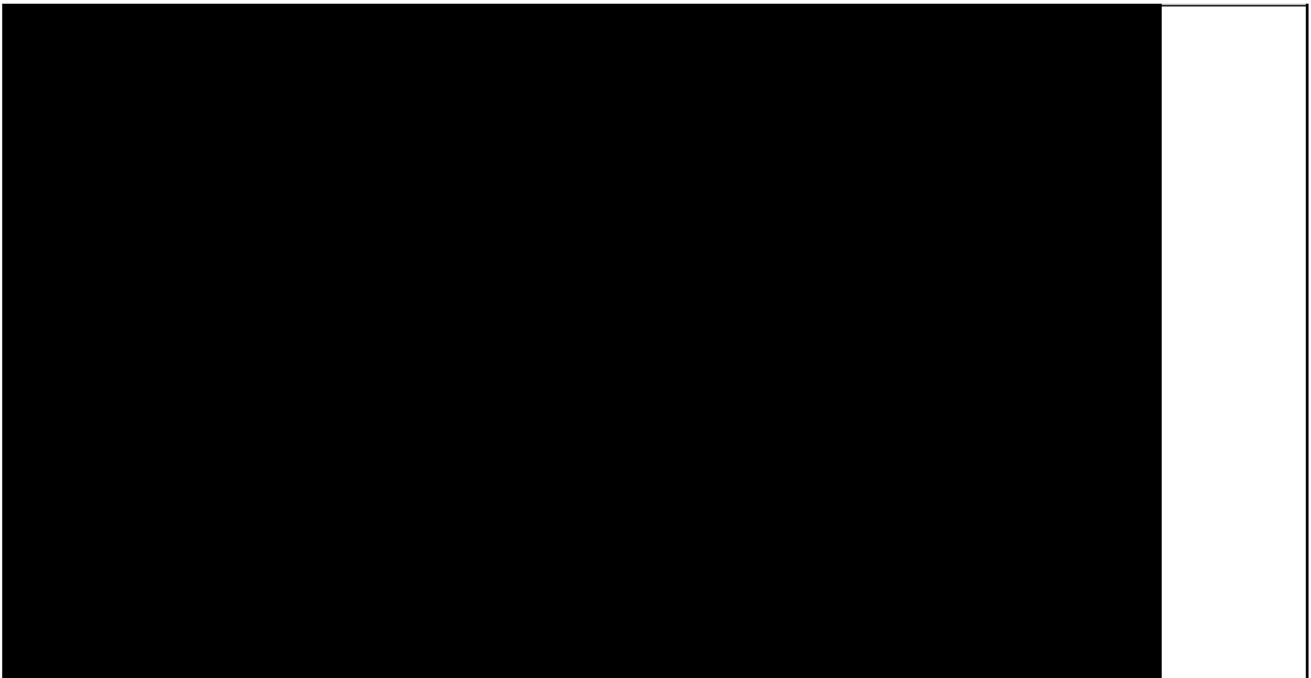
2.2.2	How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?	4 / 40 max marks
-------	--	------------------



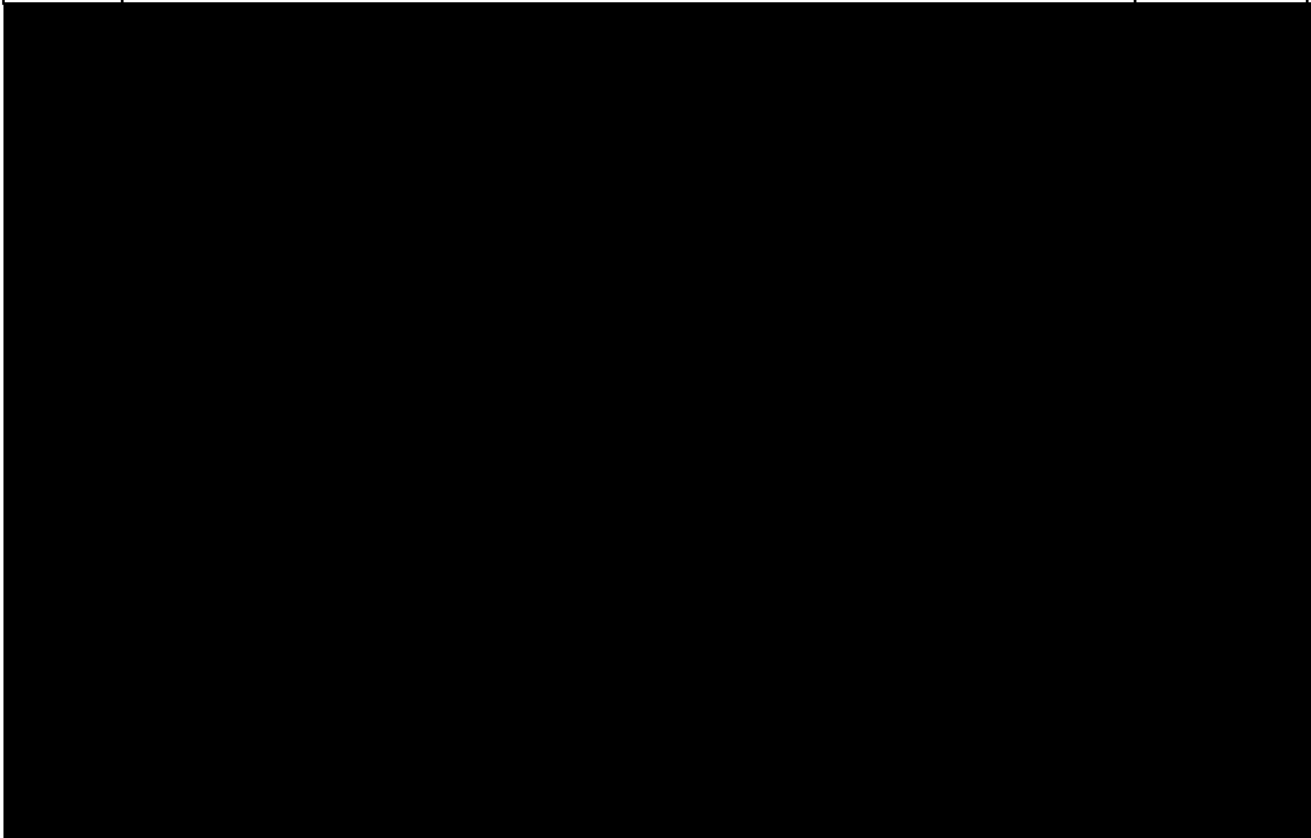
2.2.3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks
2.3	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks

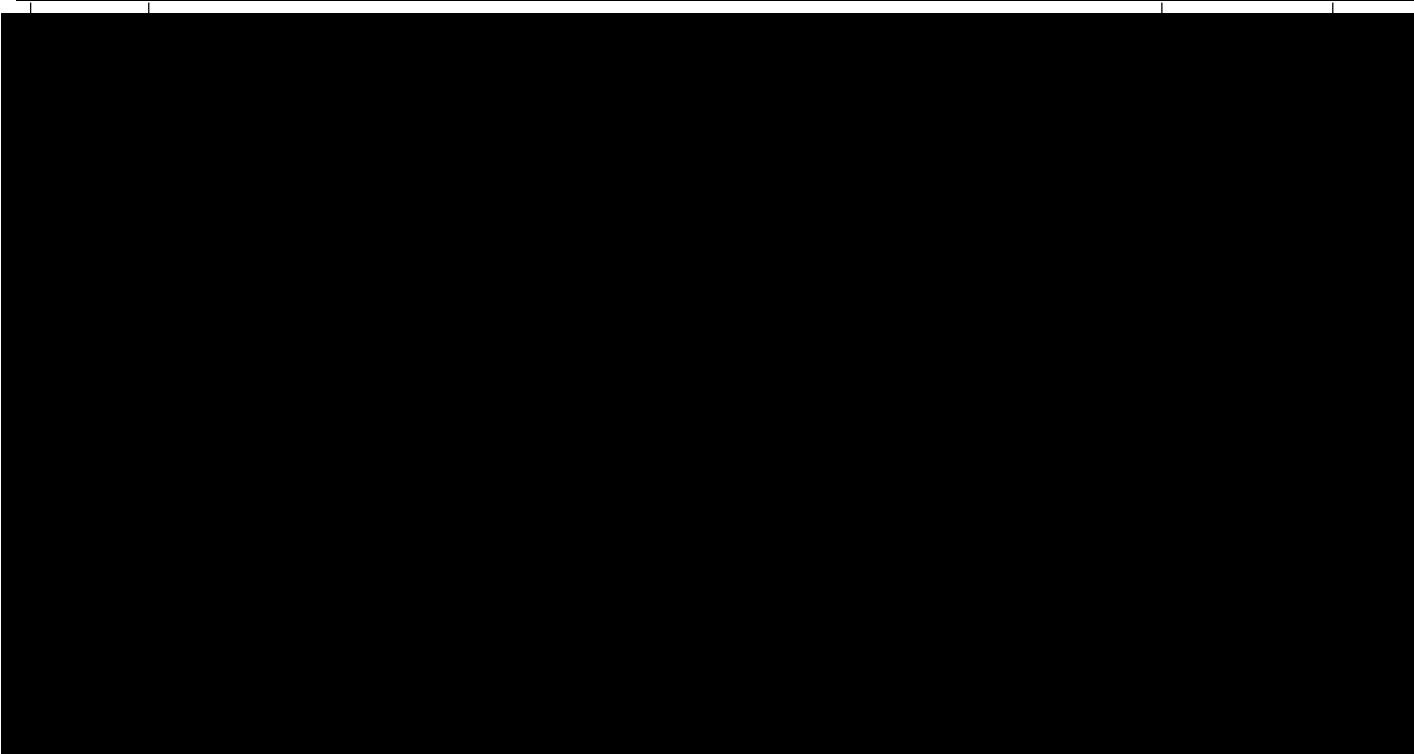
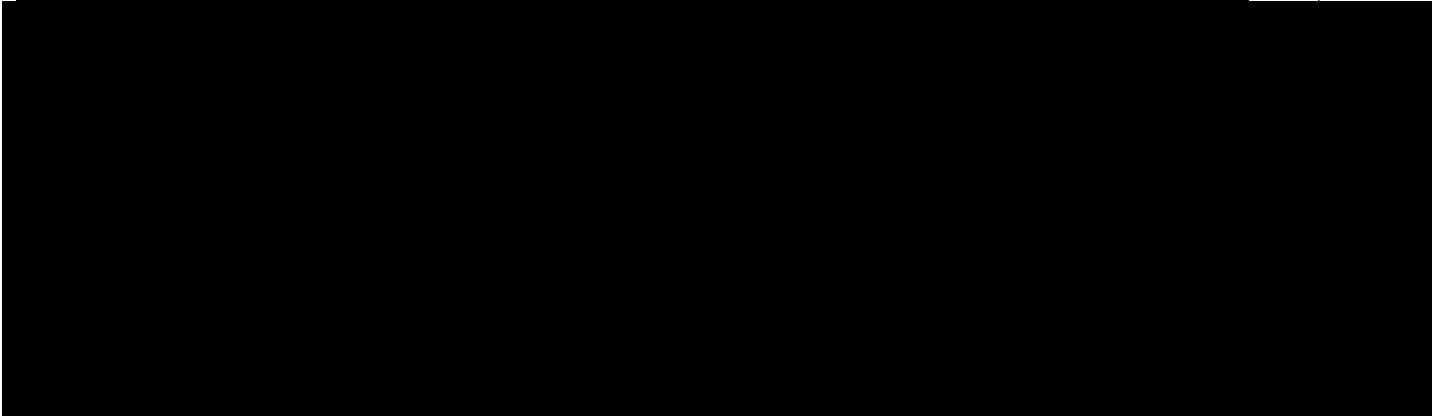
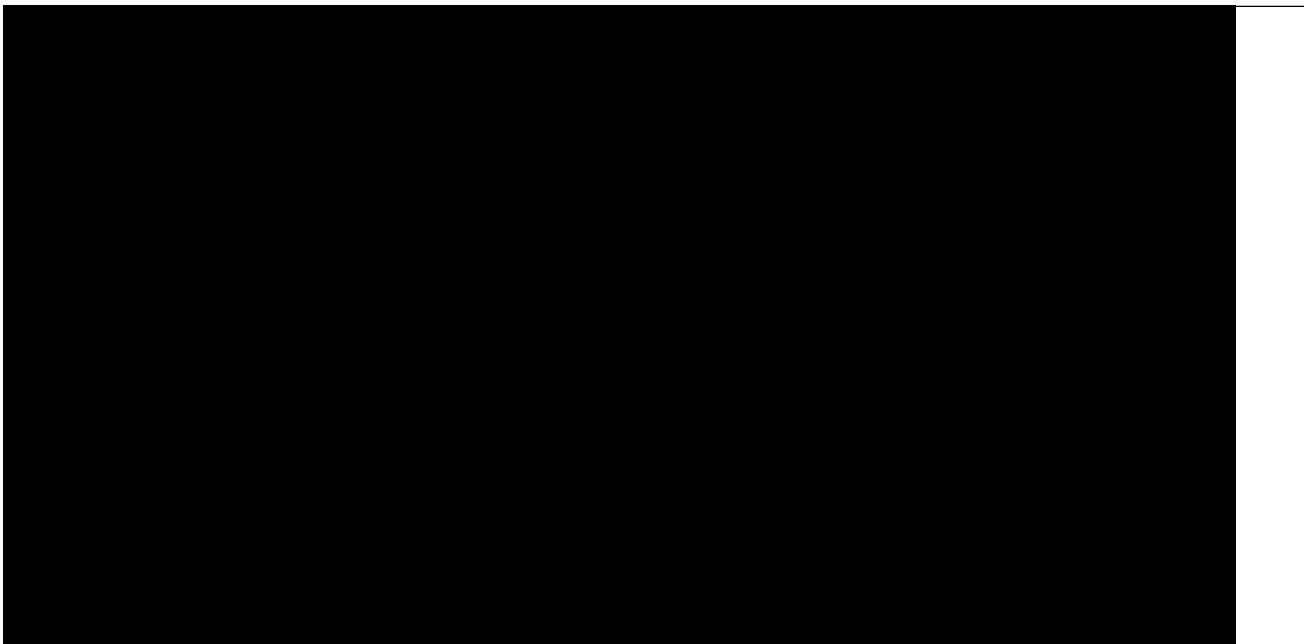


2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max marks
		
2.3.3	How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).	3 / 30 max marks
		
2.3.4	How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?  Please provide examples of where this has been successful.	2.5 / 25 max marks
		

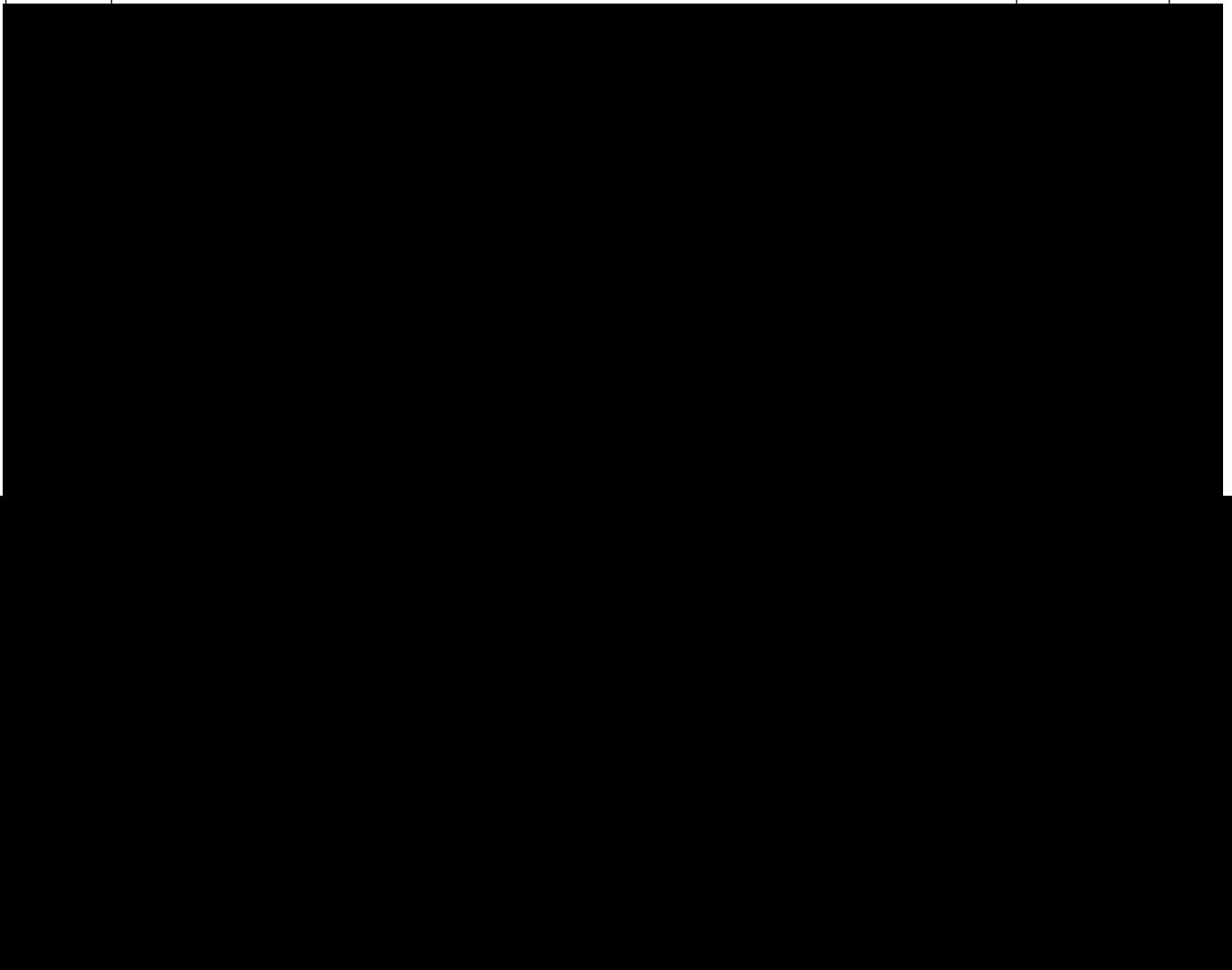


2.4	Development of Apprenticeships in Shropshire	Weighting and Max Marks
2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p>	2.5 / 25 max marks

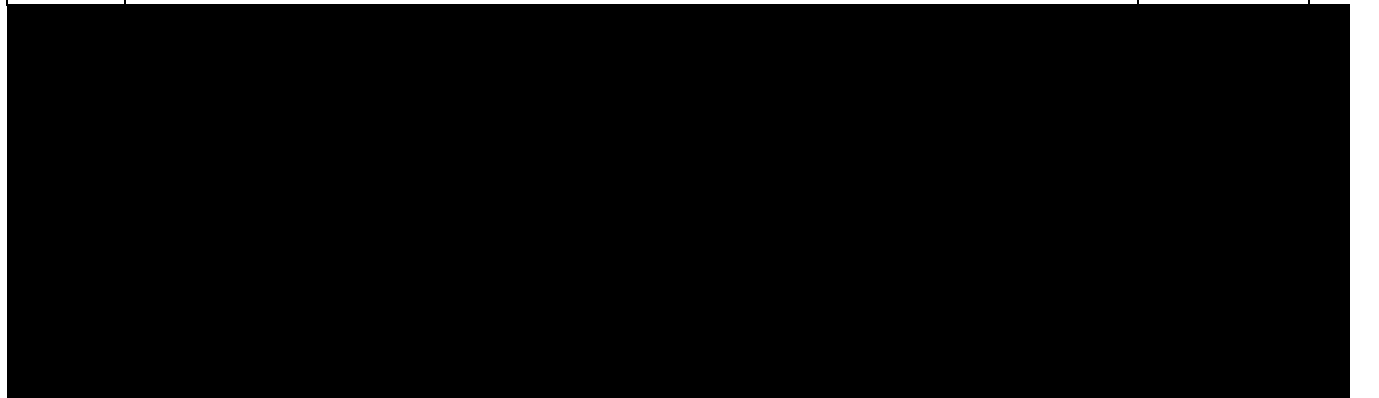


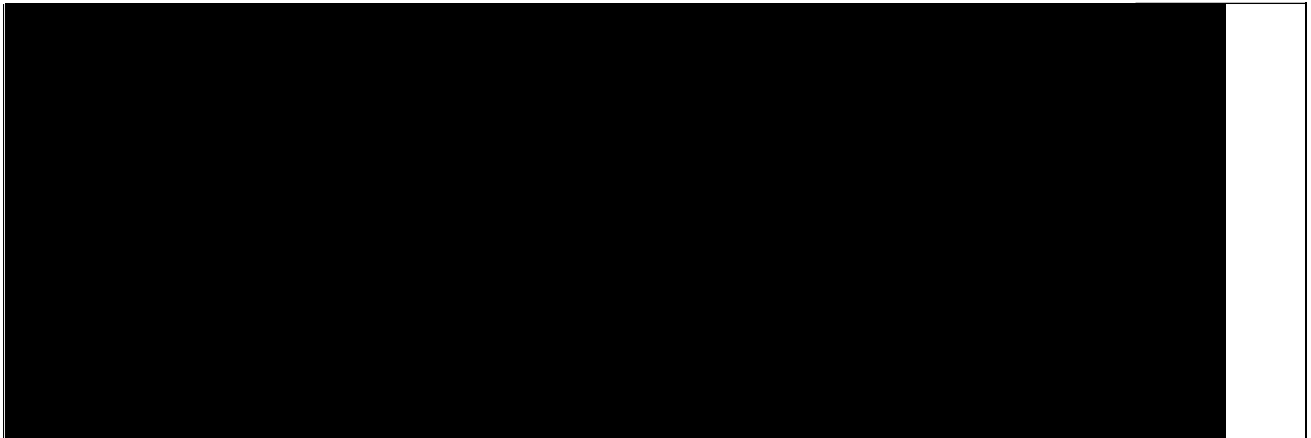


2.4.2	<p>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</p> <p>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire</p>	1.25 / 12.5 max marks
-------	--	-----------------------------



2.4.3	<p>How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire?</p> <p>Please provide examples of organisations where you have previously done successfully (if applicable)</p>	0.5 / 5 max marks
-------	--	-------------------------

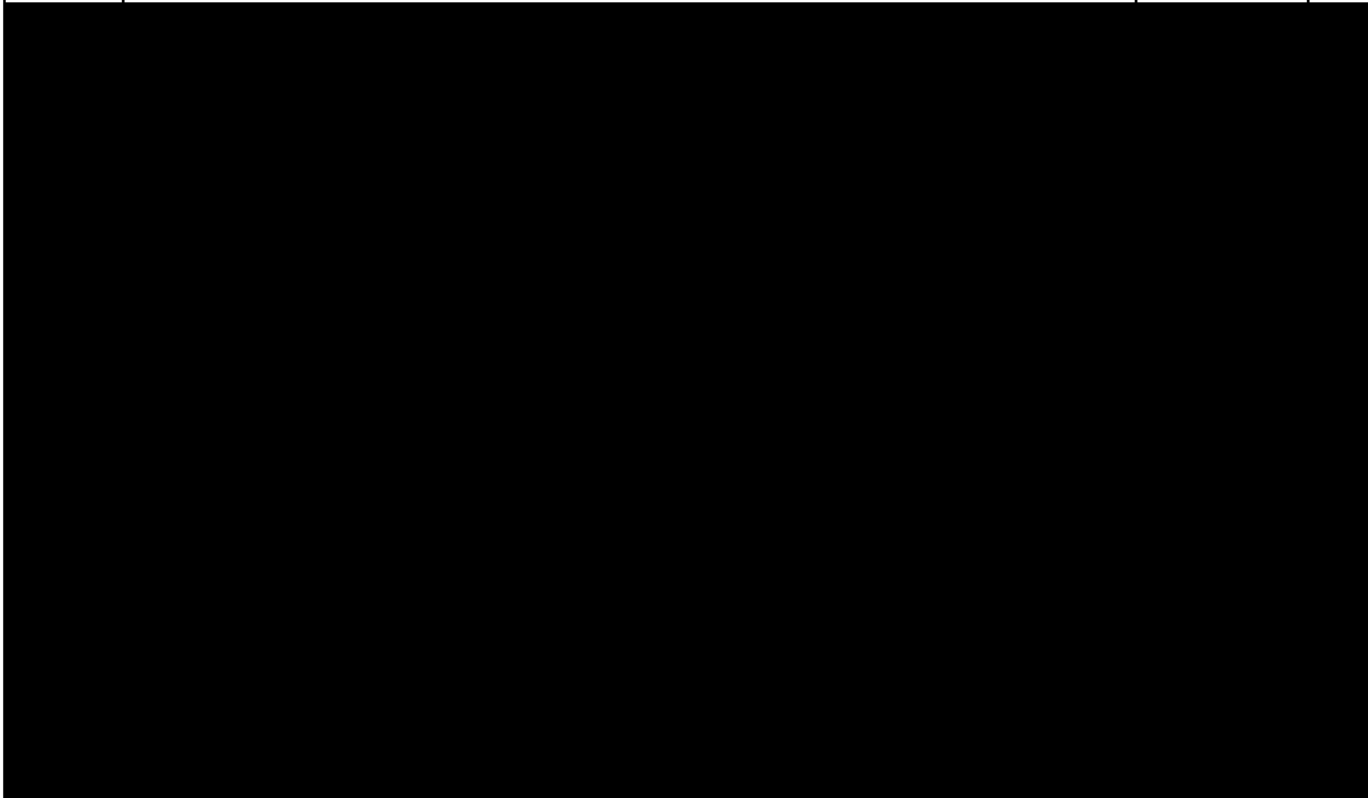




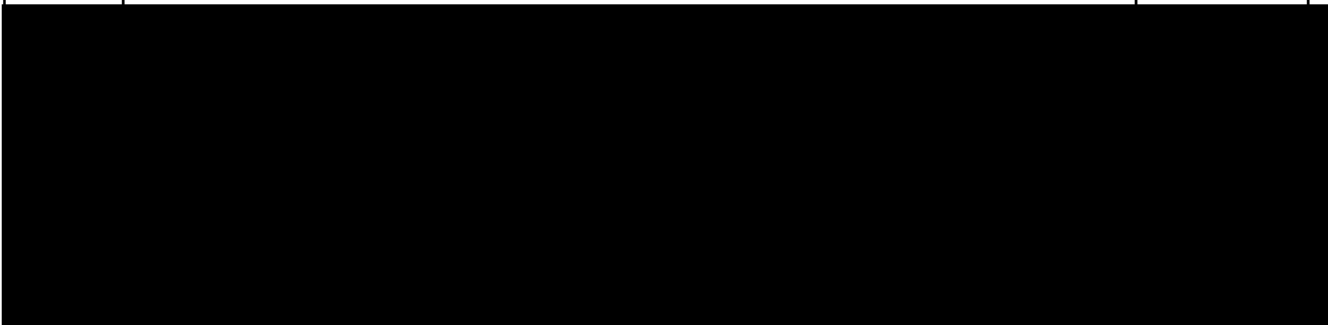
2.4.4	How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?	0.75 / 7.5 max marks



<b>2.5</b>	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>	
2.5.1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p>	1.5 / 15 max marks	



2.5.2	<p>What action do you take, as an organisation, to make any improvements against your KPI performance?</p>	1.5 / 15 max	
-------	--	--------------	--



2.5.3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks







**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**Coventry University**

Please also add your company name to the footer of each page of the returned document

# Shropshire Council Tender Response Document

## **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who are registered as being able to deliver the specific requirement

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

### **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

4. Where copies of certificates and other details are requested a **copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

<b>Section / Question No.</b>	<b>Award Criteria</b>	<b>Weighting / Max Marks Available</b>	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

**Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.**

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

<b>Assessment</b>	<b>Mark</b>	<b>Interpretation</b>
-------------------	-------------	-----------------------

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	
<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.



**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

**No**

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

## SECTION B

### 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. 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). 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)

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

This document provides 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.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

	g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	NA
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (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. (Please enter N/A if not applicable)	NA

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

1.1(o)	<p>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 (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<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 (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	NA

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	<p>No <input type="checkbox"/></p> <p>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.</p> <p>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.</p>
1.2(a) - (ii)	Name of group of economic operators (if applicable)	NA
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.	NA
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	NA
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.	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



	Name					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

### 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.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	Coventry University
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	Coventry University, Alan Berry Building, Priory Street, Coventry, CV1 5FB
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	[REDACTED]

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

## 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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	No <input type="checkbox"/>
	Corruption.	No <input type="checkbox"/>
	Fraud.	No <input type="checkbox"/>
	Terrorist offences or offences linked to terrorist activities	No <input type="checkbox"/>
	Money laundering or terrorist financing	No <input type="checkbox"/>
	Child labour and other forms of trafficking in human beings	No <input type="checkbox"/>
2.1(b)	<p>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.</p>	NA
2.2	<p>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>	NA
2.3(a)	<p><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</p>	No <input type="checkbox"/>


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

	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?	
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.	NA
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>○ to maintain records of personal data processing activities; and</li> <li>○ to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>	

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	Please confirm you are registered on the	Yes <input type="checkbox"/>
-----	--	------------------------------

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

	<p>national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</b></p>	
--	--	--

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b> The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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?	No <input type="checkbox"/>
3.1(b)	Breach of social obligations?	No <input type="checkbox"/>
3.1(c)	Breach of labour law obligations?	No <input type="checkbox"/>
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?	No <input type="checkbox"/>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

3.1(e)	Guilty of grave professional misconduct?	No <input type="checkbox"/>
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	No <input type="checkbox"/>
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	No <input type="checkbox"/>
3.1(h)	Been involved in the preparation of the procurement procedure?	No <input type="checkbox"/>
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?	No <input type="checkbox"/>

3.1(j)	Please answer the following statements	
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"/>
3.1(j) - (ii)	The organisation has withheld such information.	No <input type="checkbox"/>
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	No <input type="checkbox"/>
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.	No <input type="checkbox"/>

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	NA
-----	---	----

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

Section 4	Economic and Financial Standing	
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/>
	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	Yes <input type="checkbox"/>

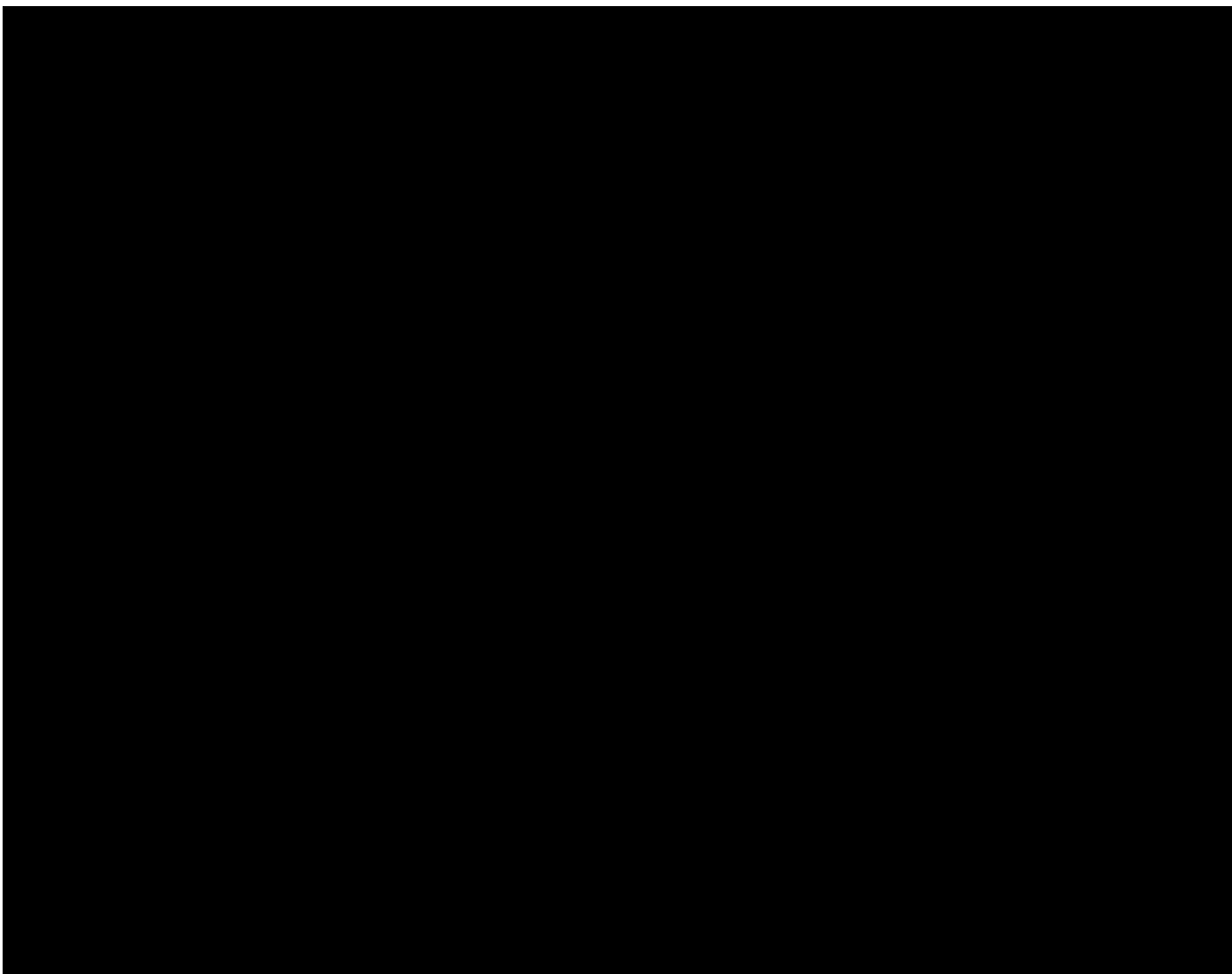
Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
	Name of organisation	
	Relationship to the Supplier completing these questions	

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

Section 6	<b>Technical and Professional Ability</b>	
6.1	<b>Relevant experience and contract examples</b>	
	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	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

	<p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>
--	---



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

value			
-------	--	--	--

6.2	<p>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)</p> <p>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)</p>

6.3	<p>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.</p>

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input type="checkbox"/>
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?	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



--	--	--

## 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.

Section 8	Additional Questions	
8.1	Insurance	
	<p>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:</p> <p>■</p> <p>Employer's (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p> <p>Professional Indemnity Insurance = £2 Million</p> <p>*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.</p>	
8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input type="checkbox"/>
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?	Yes <input type="checkbox"/>

<sup>4</sup> 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> No
2.	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?	<input type="checkbox"/> No
If you have answered “yes” to one or both of the questions in this		

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

	<p>module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	NA

#### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> No
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	NA

#### 8.5 – Health & Safety

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input type="checkbox"/> Yes
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority's satisfaction that appropriate remedial action has been</p>	<input type="checkbox"/> No

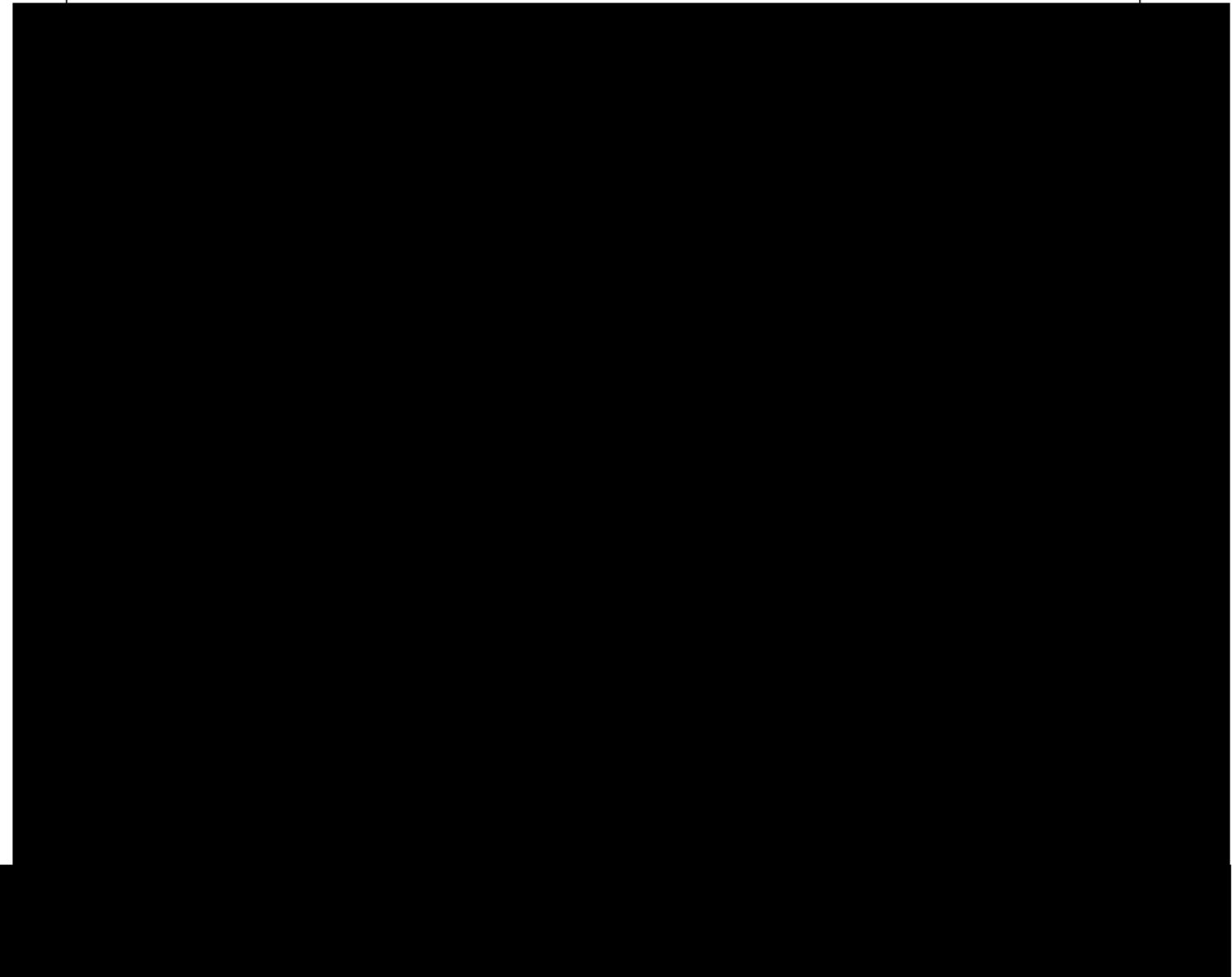
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

	taken to prevent future occurrences or breaches.	
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	NA

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state ‘as above’. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an ‘x’ appropriately) which of the category lots you are applying for:

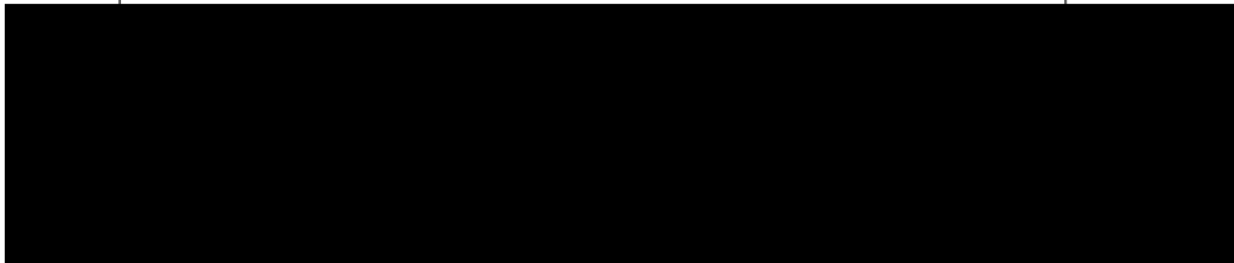
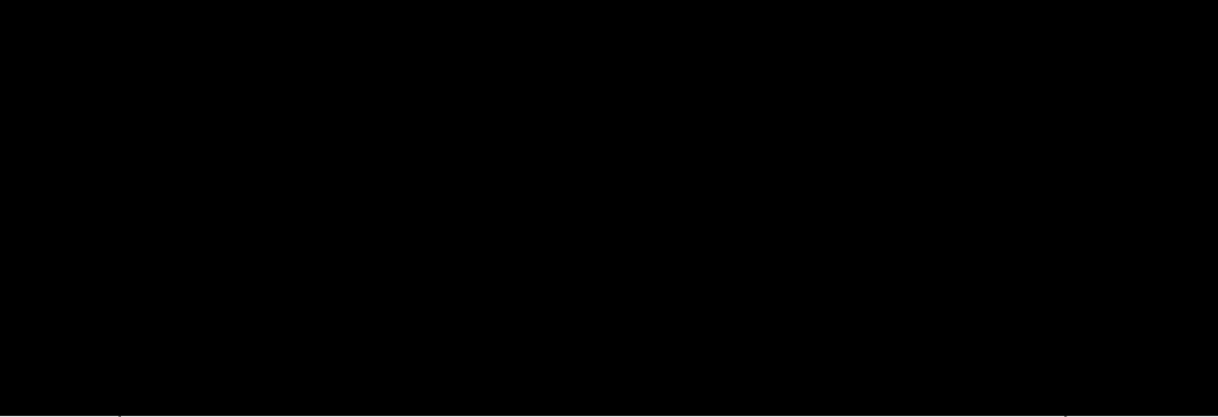
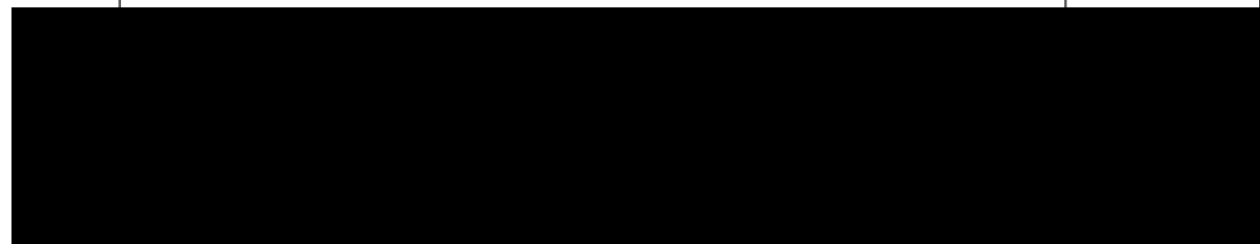


The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be

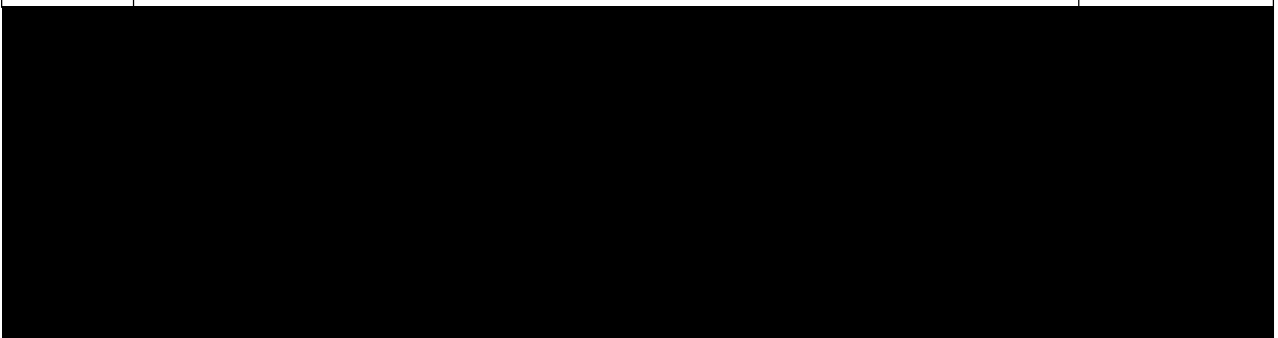
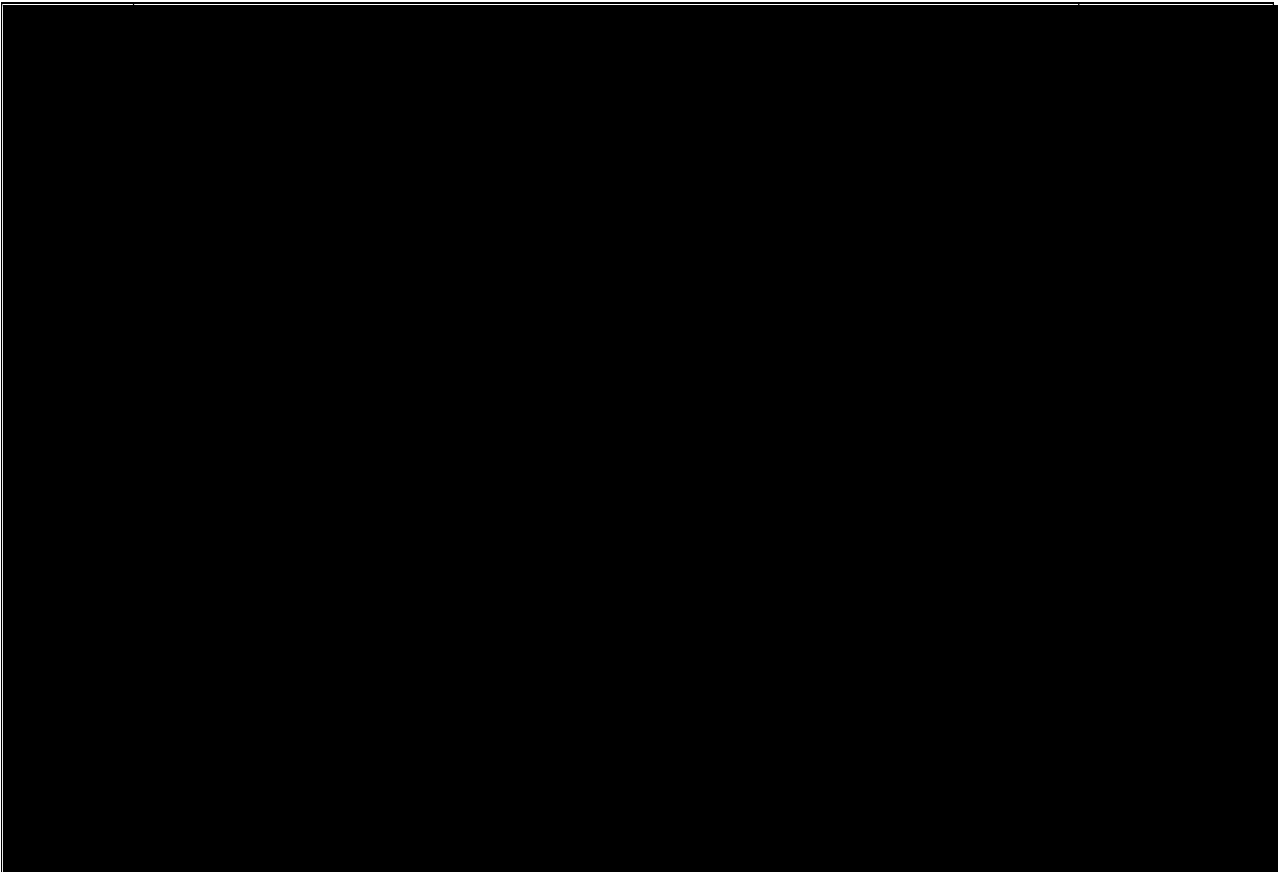
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

considered to be within lots 1-15 but will sit in this separate category.	
<b>Each lot you apply for will be marked against the same criteria and questions below</b>	

In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.	3 / 30 max marks
		
1.2	Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.	3 / 30 max marks
		
		

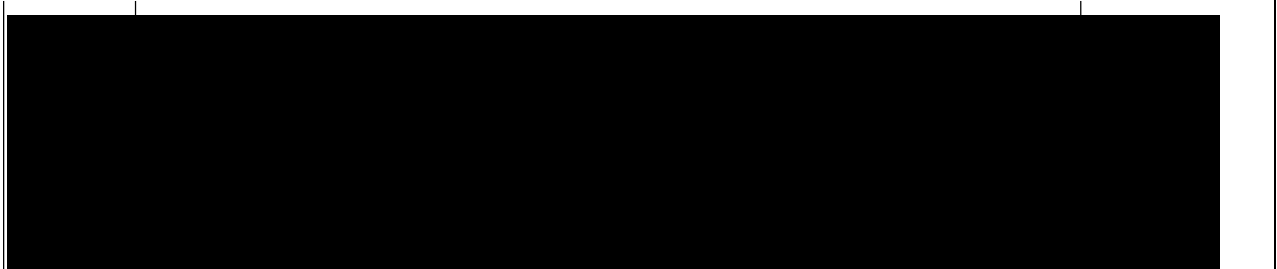
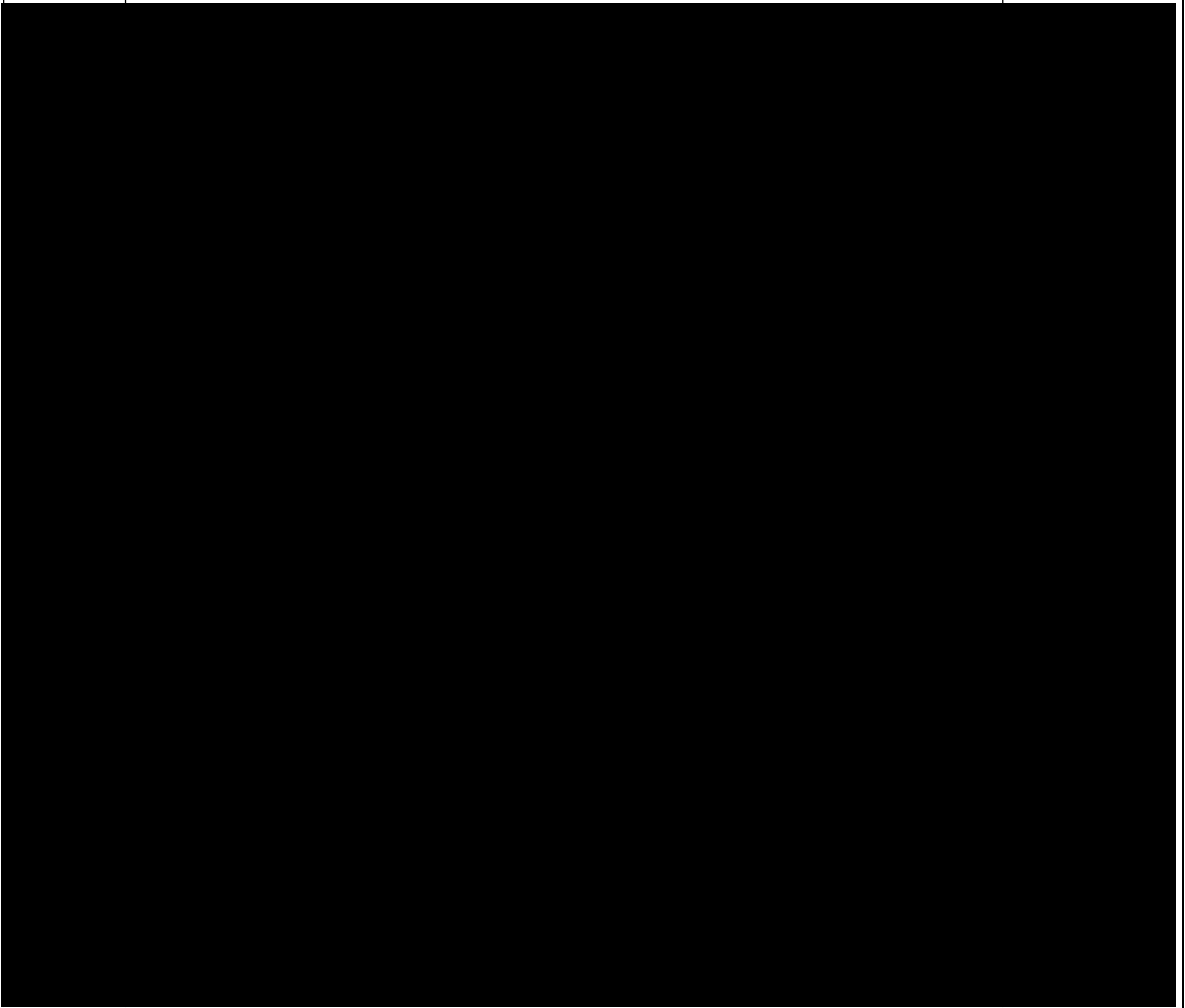
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



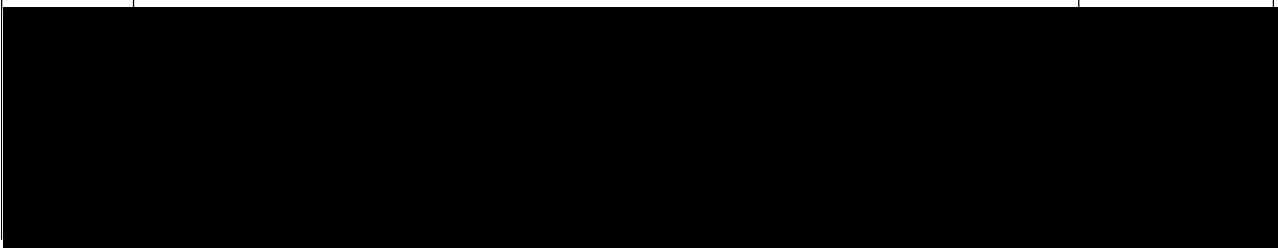
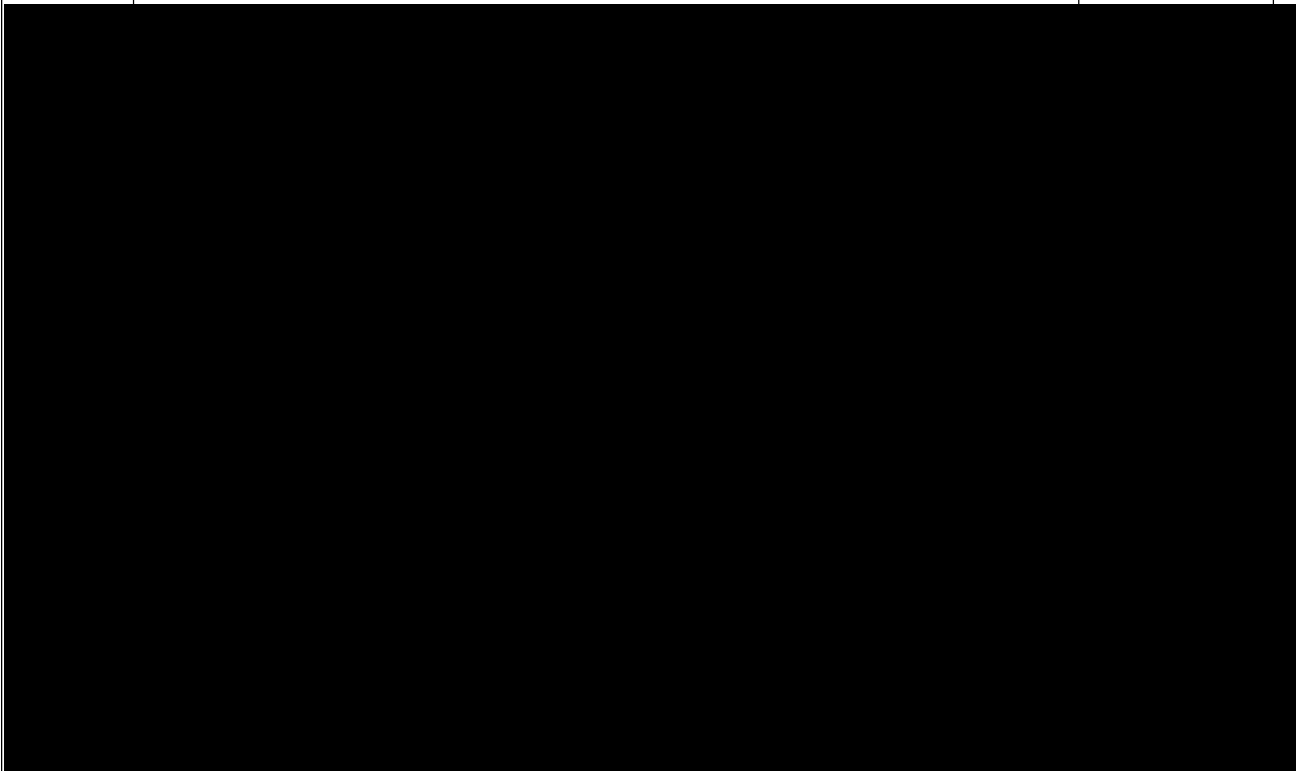
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



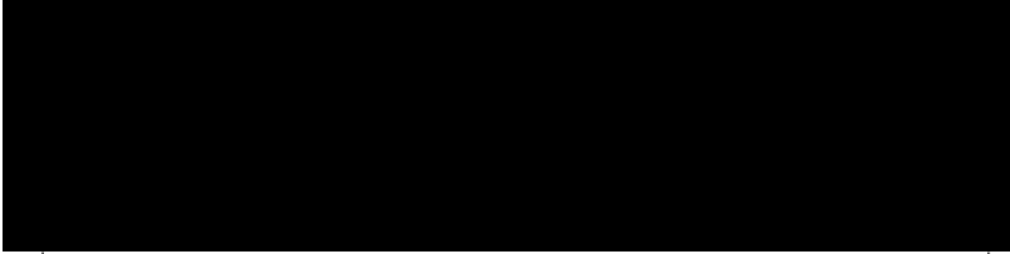
1.3	Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?	3 / 30 max marks
-----	---	------------------

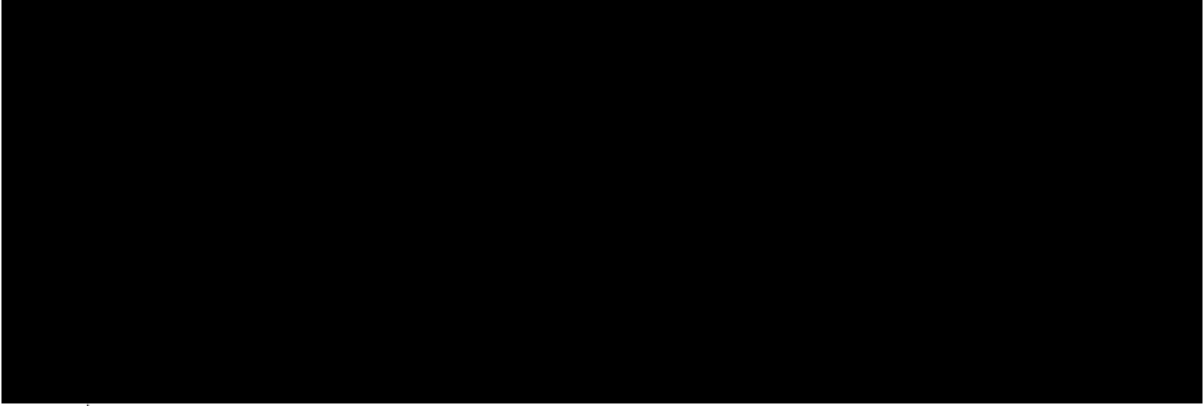
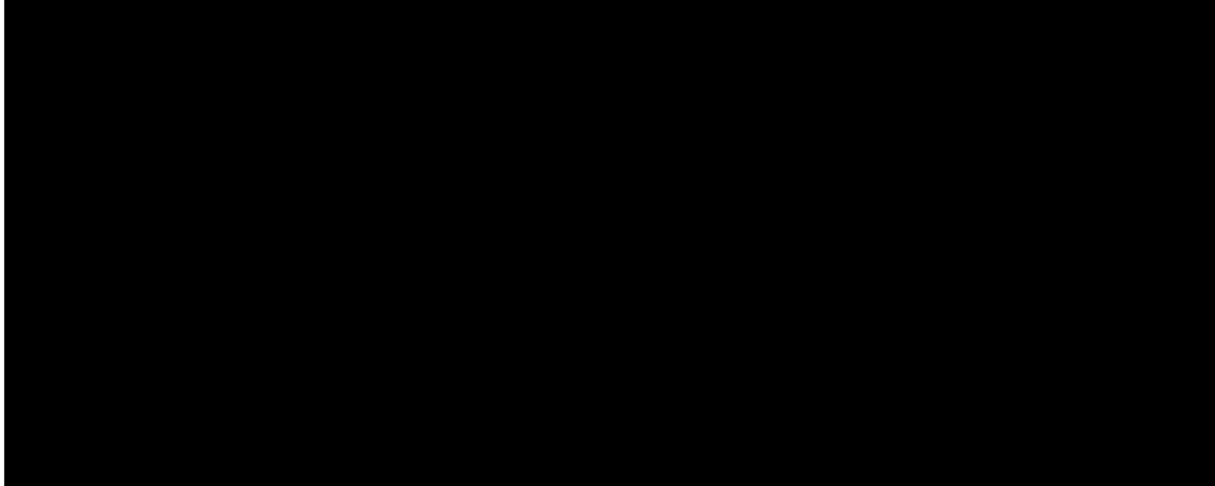


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

1.4	If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?	1 / 10 max marks
		

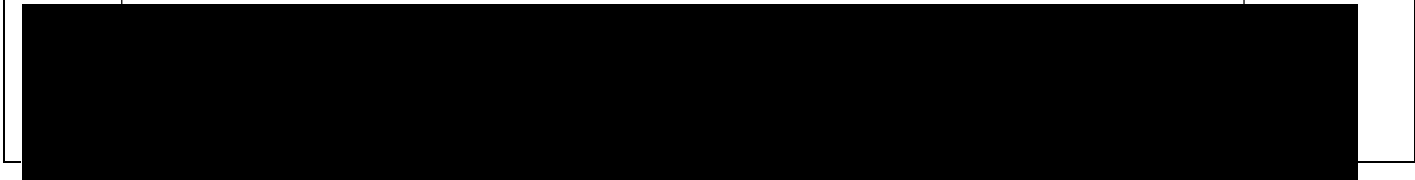
<b>2.</b>	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>
2.1.1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:	5 / 50 max marks
		
		

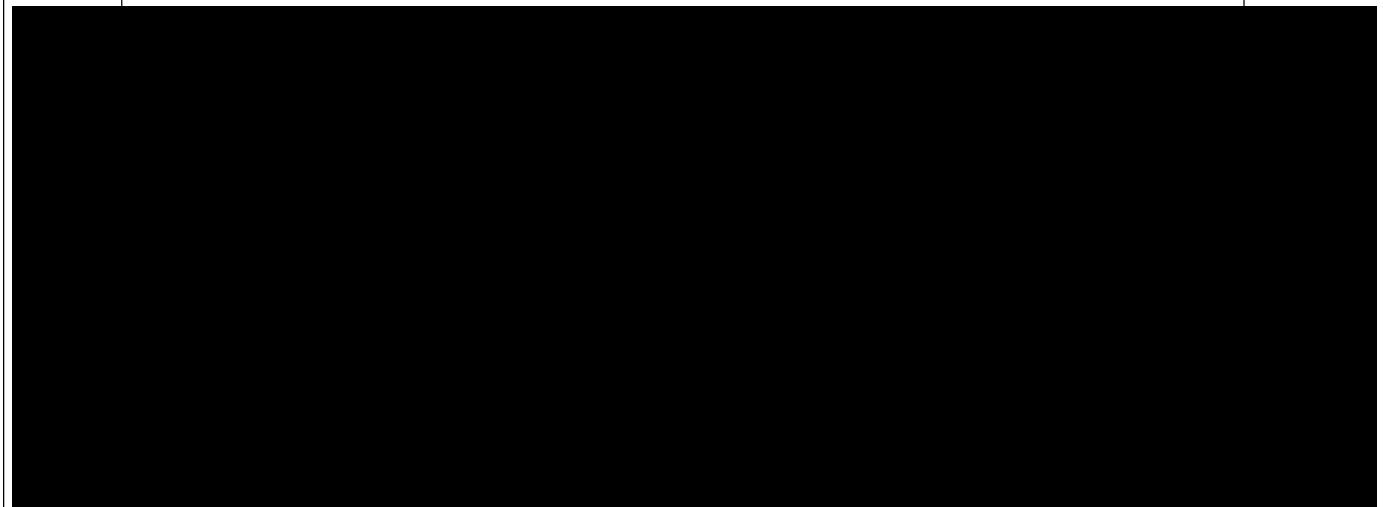
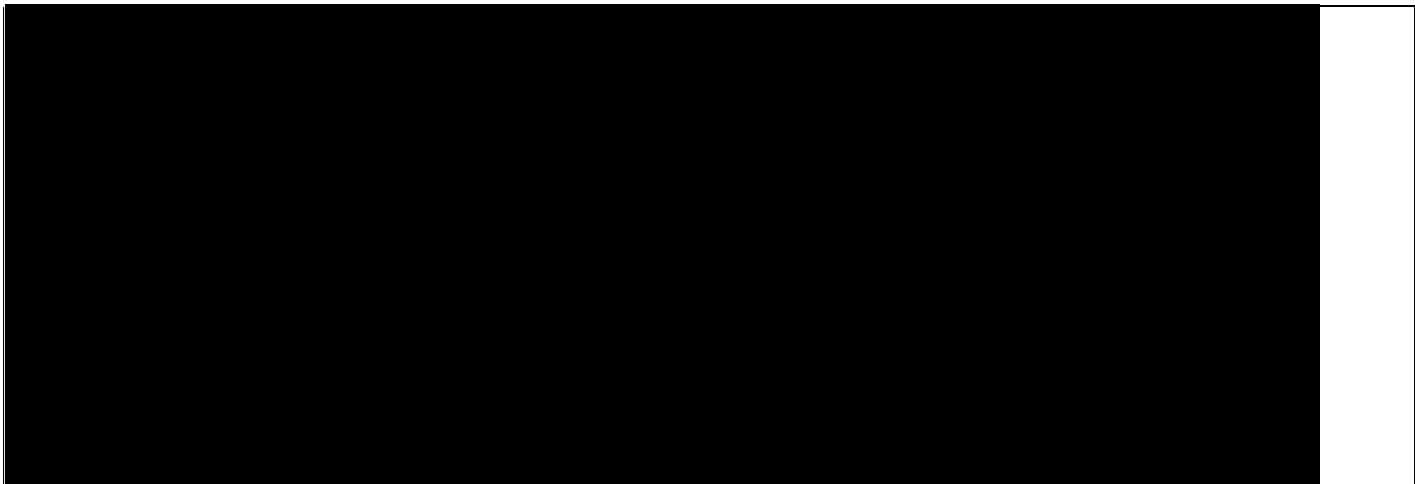
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University


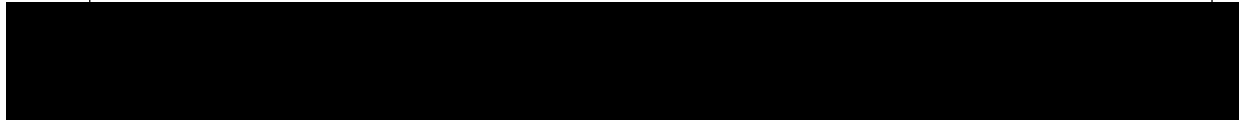




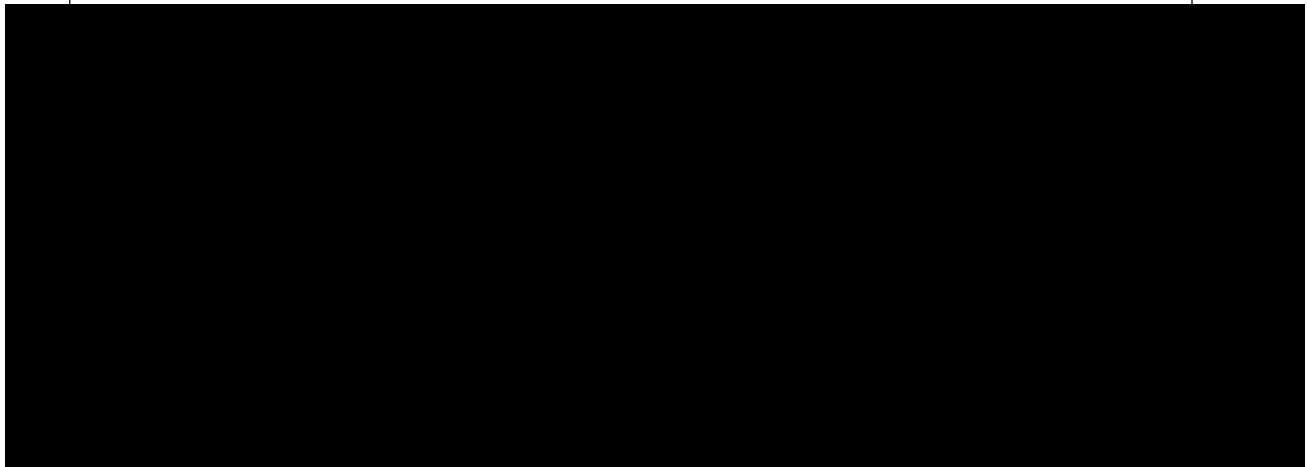
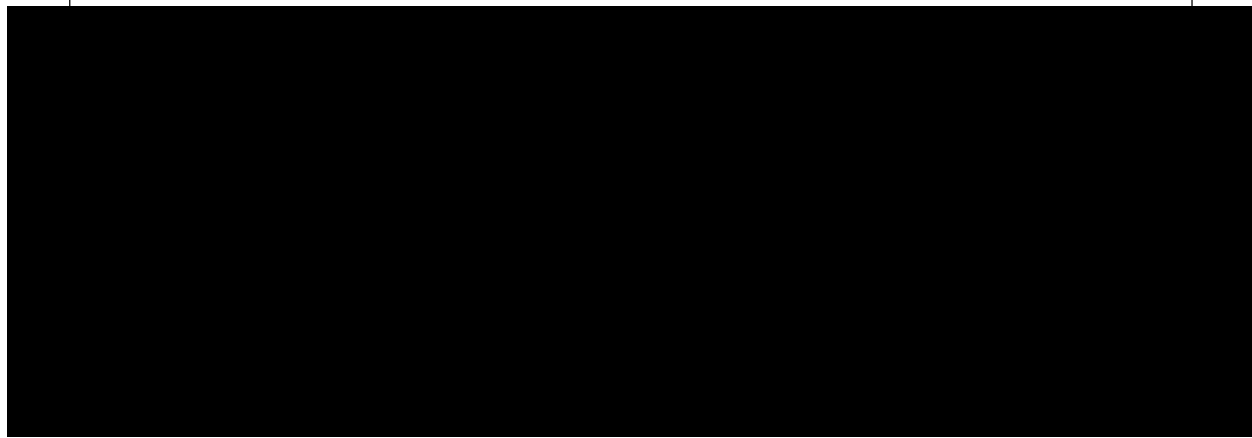
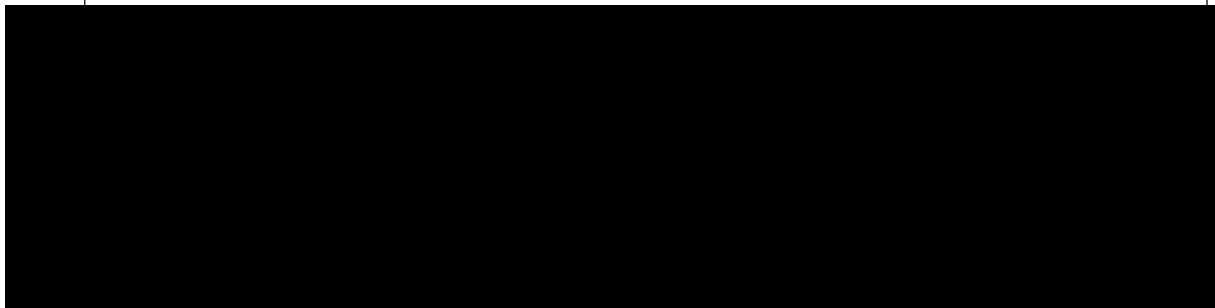
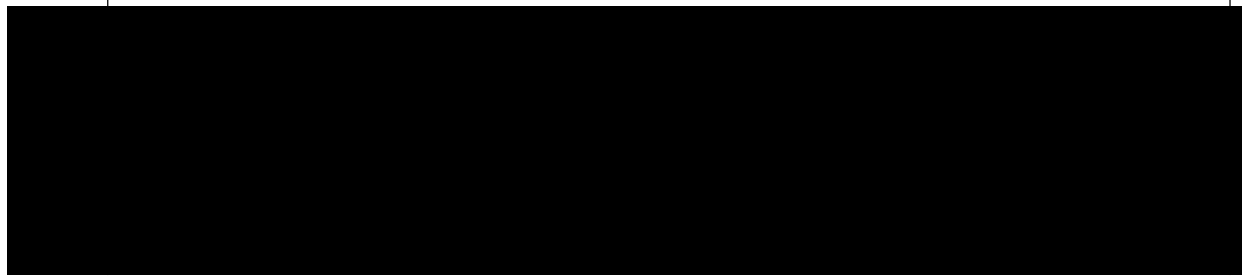
2.1.2	Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).	1 / 10 max marks
-------	---	------------------



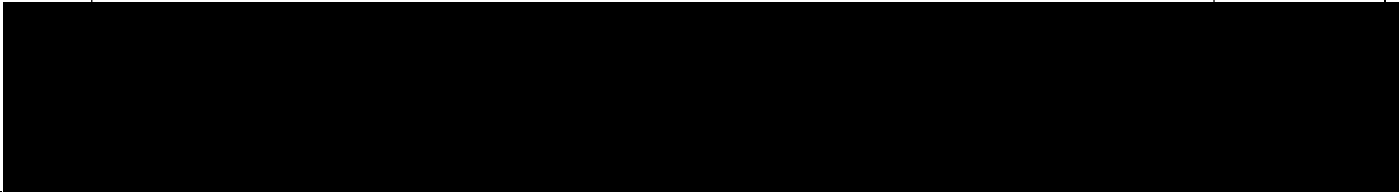
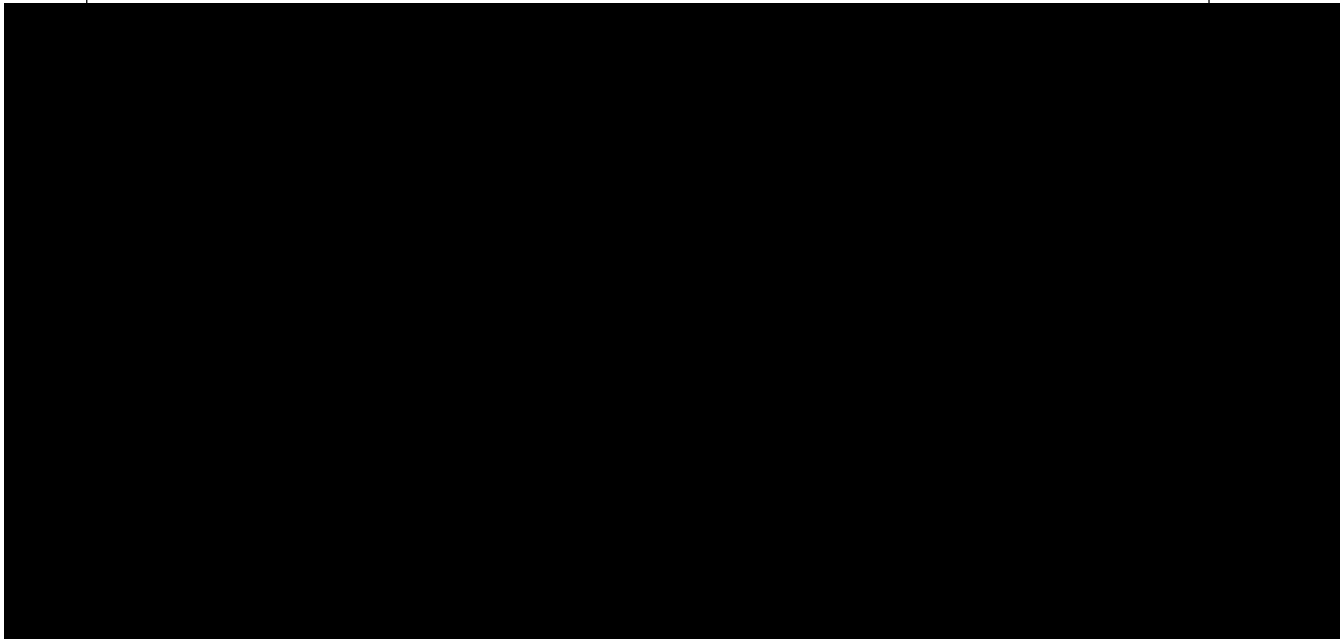
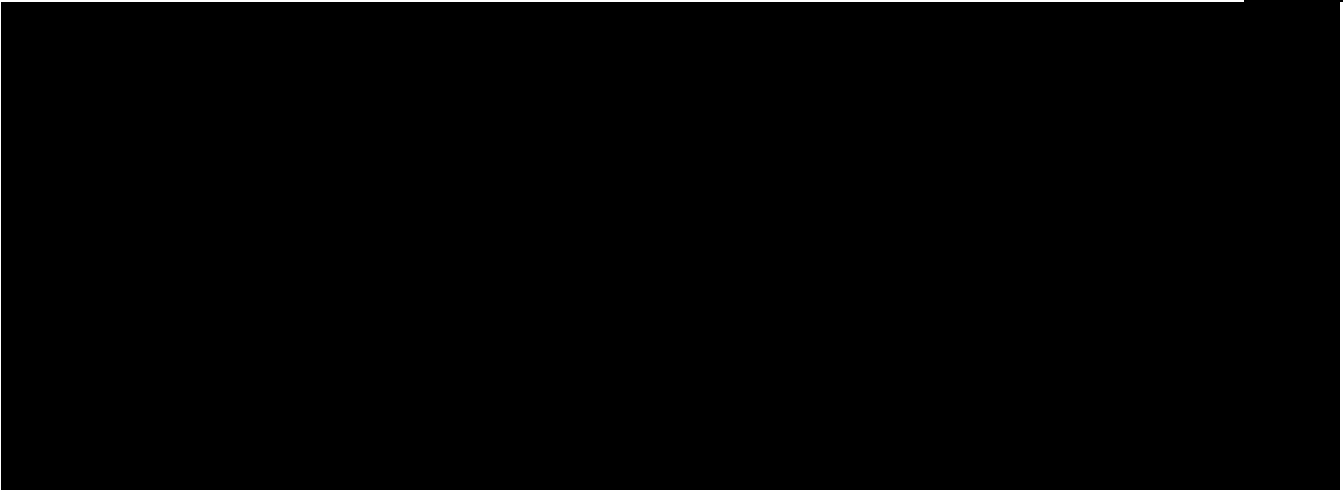


2.1.3	<p>Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.</p>	4 / 40 max marks
		
		

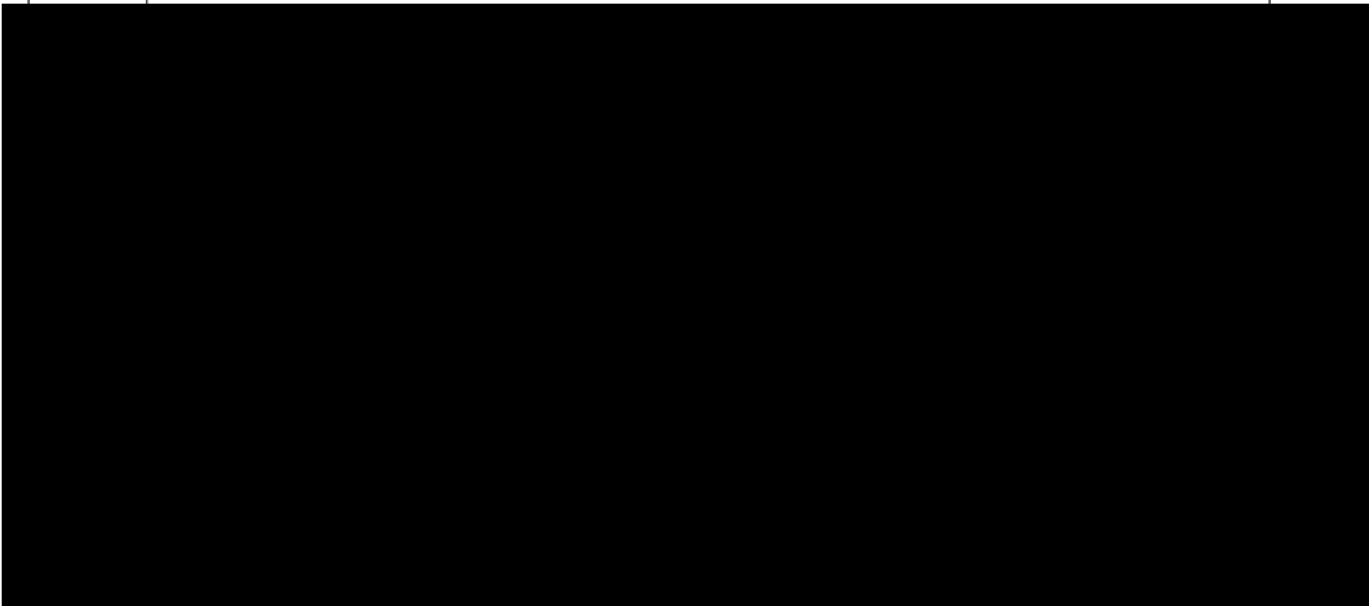
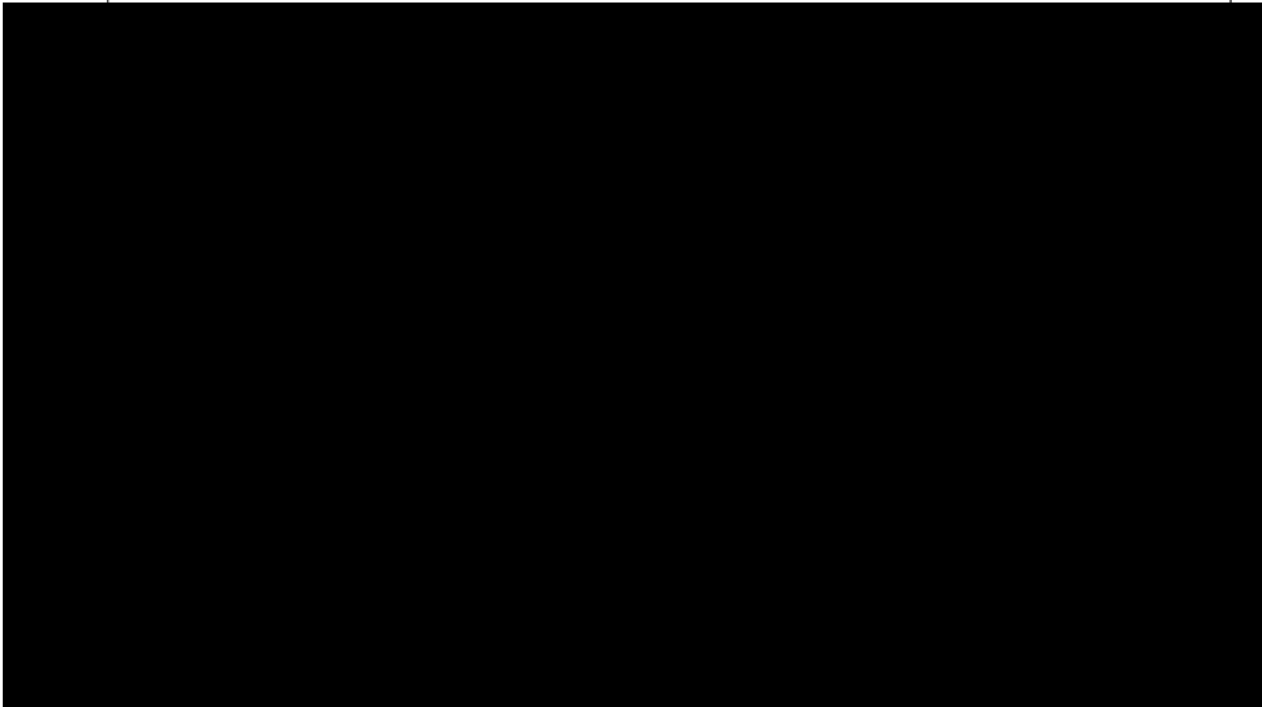
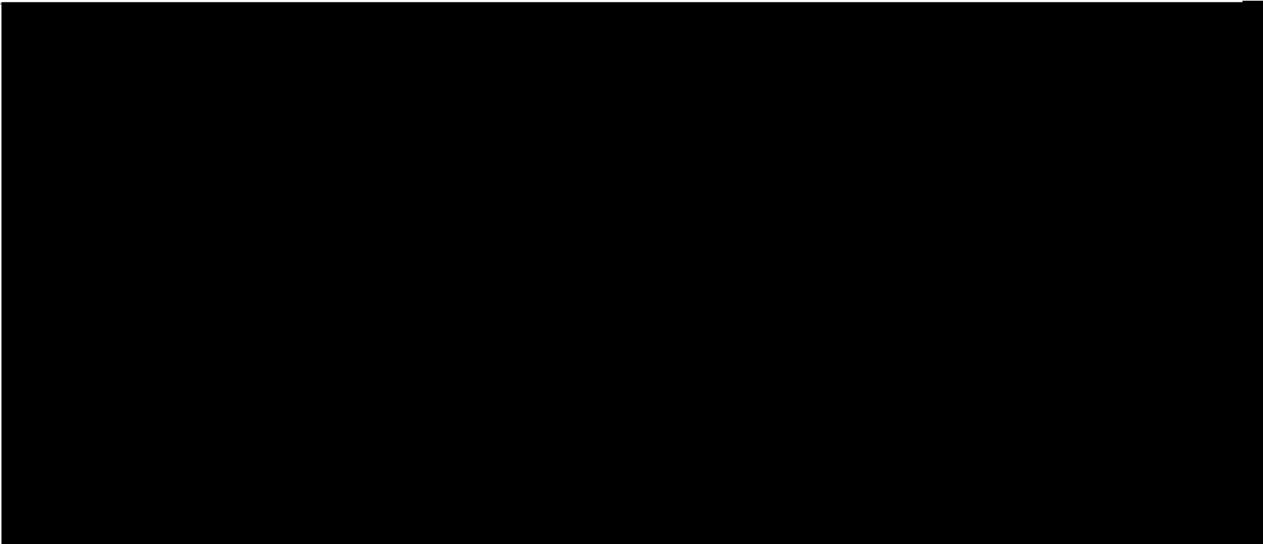
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



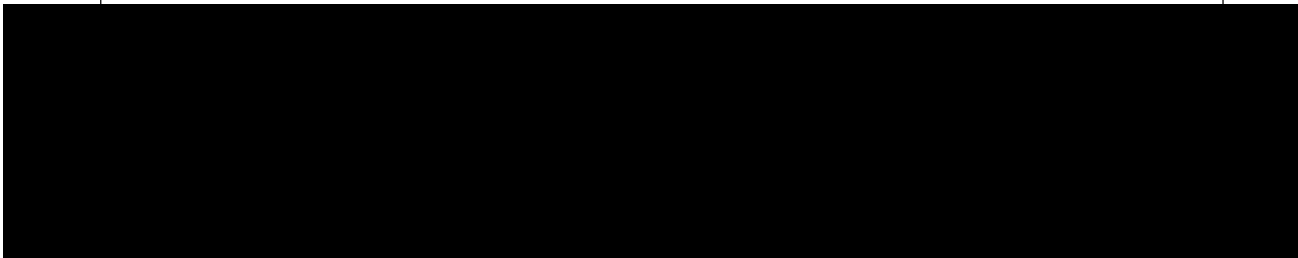
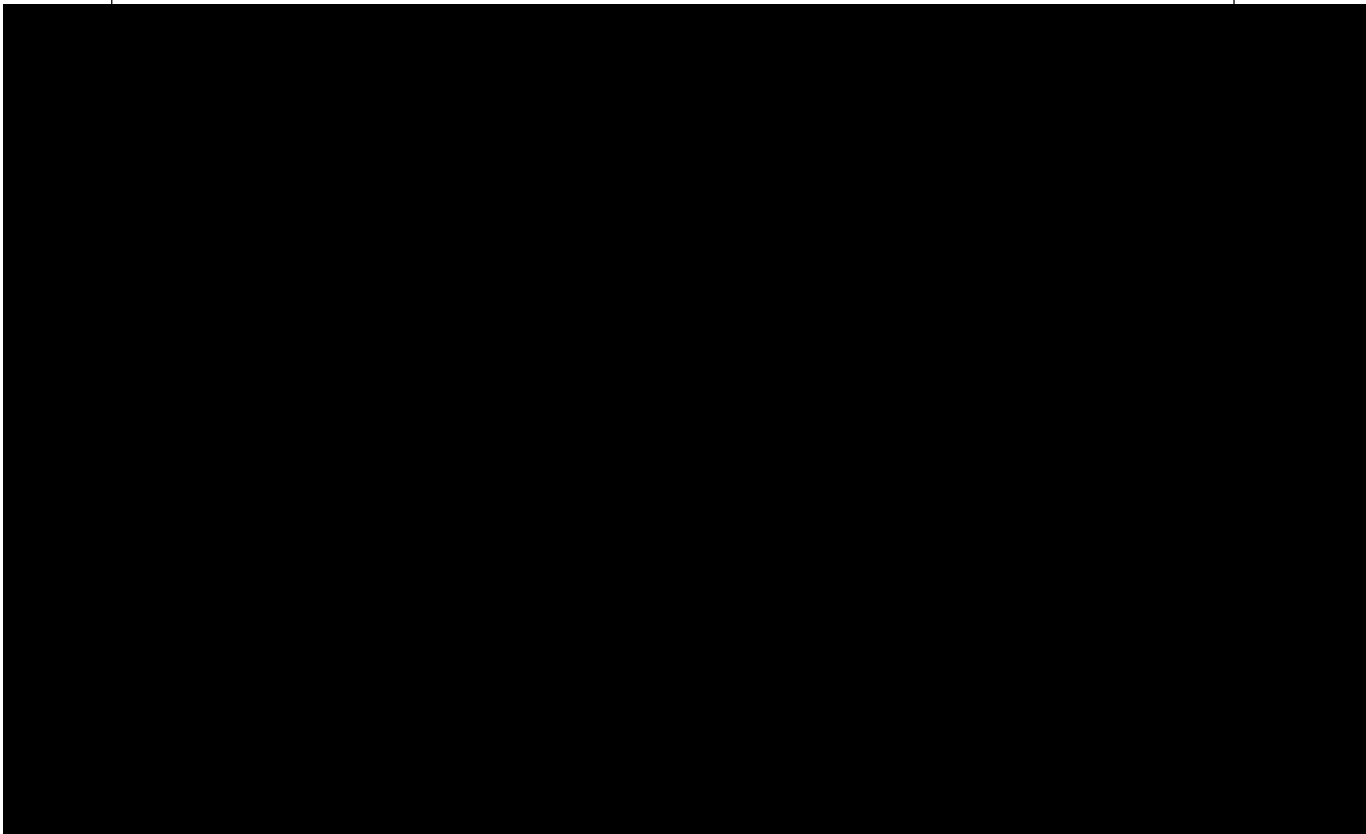
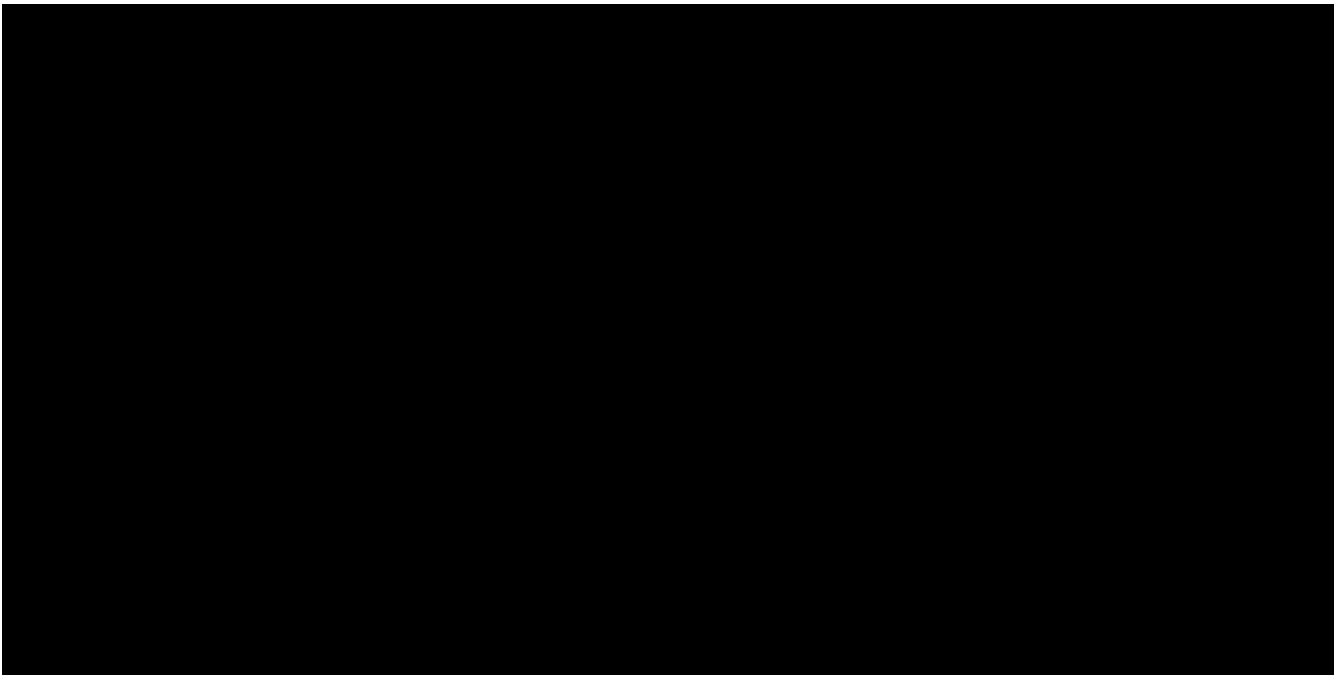
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



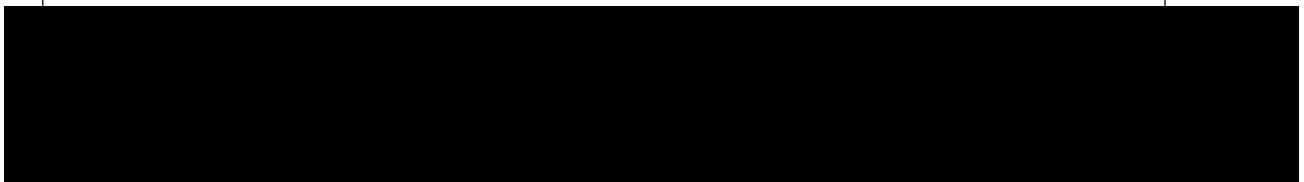
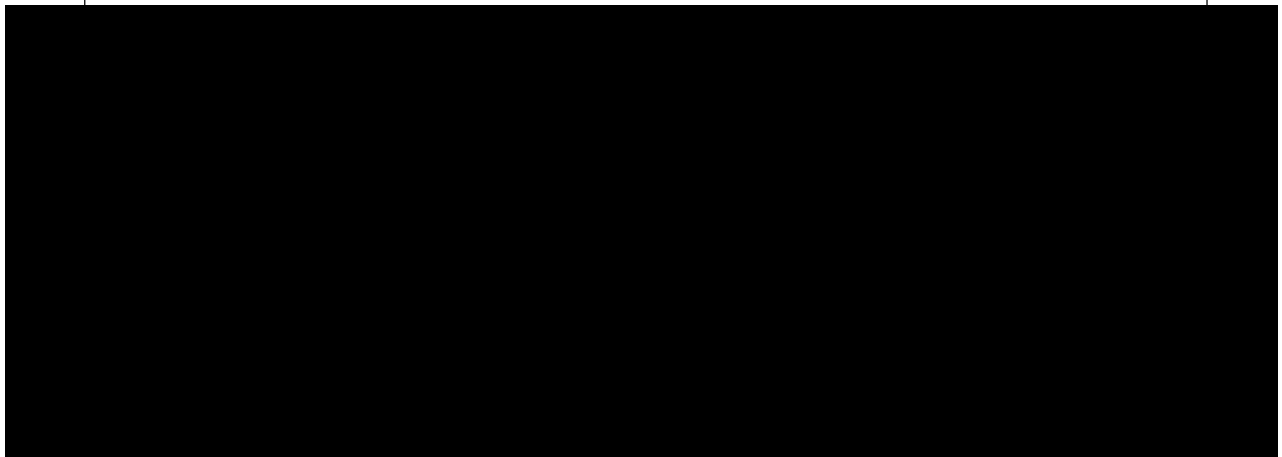
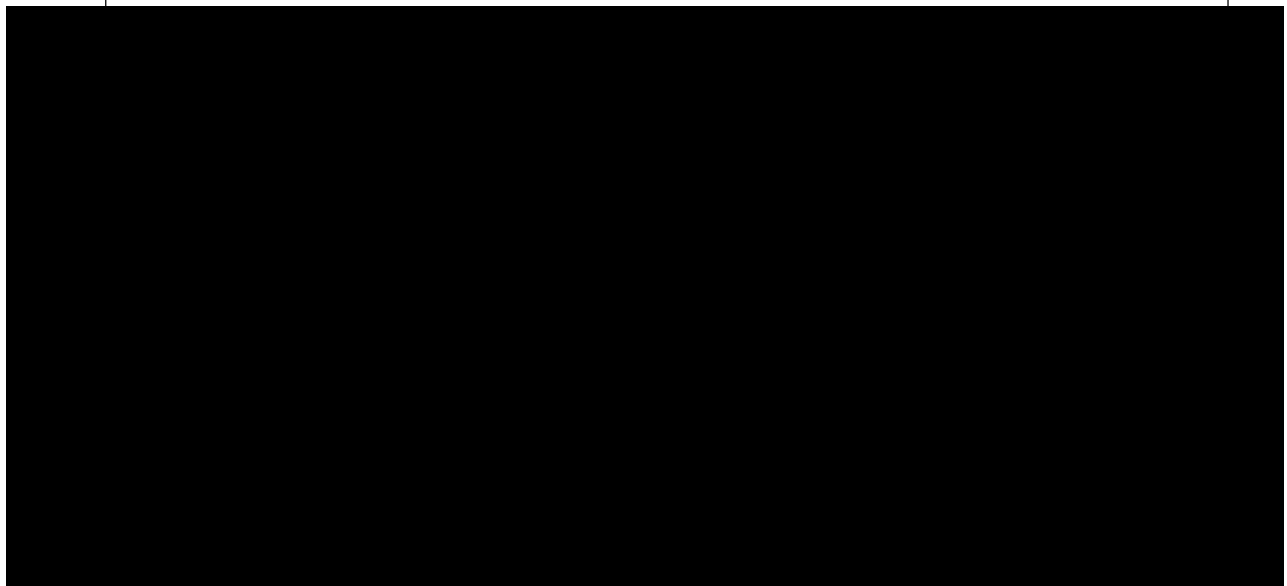
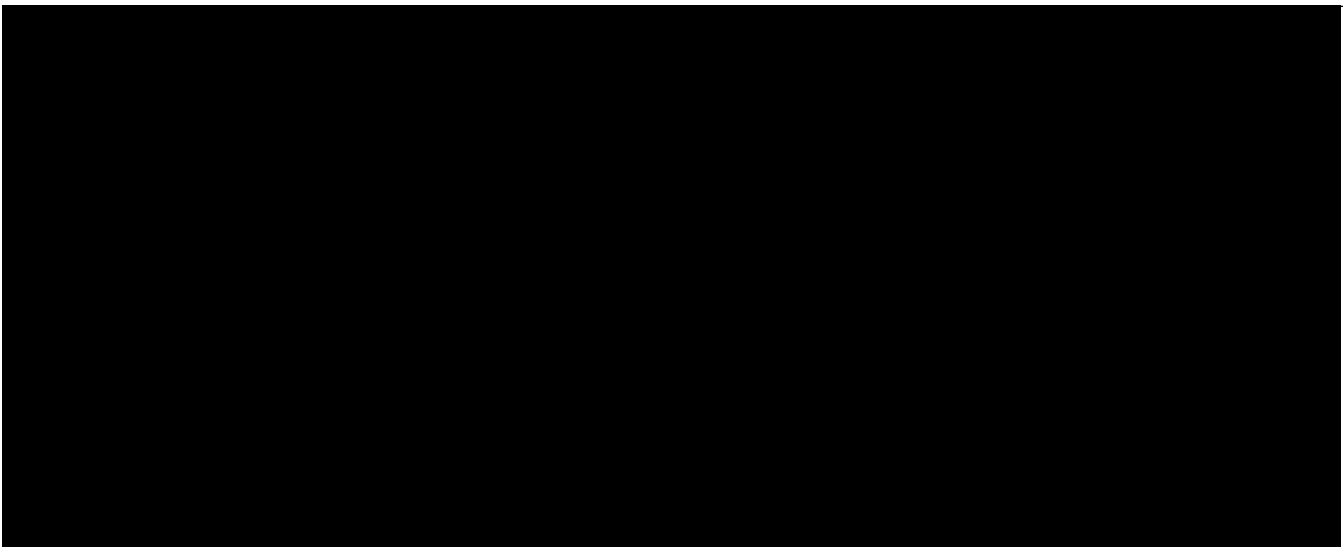
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

[REDACTED]	
[REDACTED]	[REDACTED]
[REDACTED]	
[REDACTED]	[REDACTED]

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

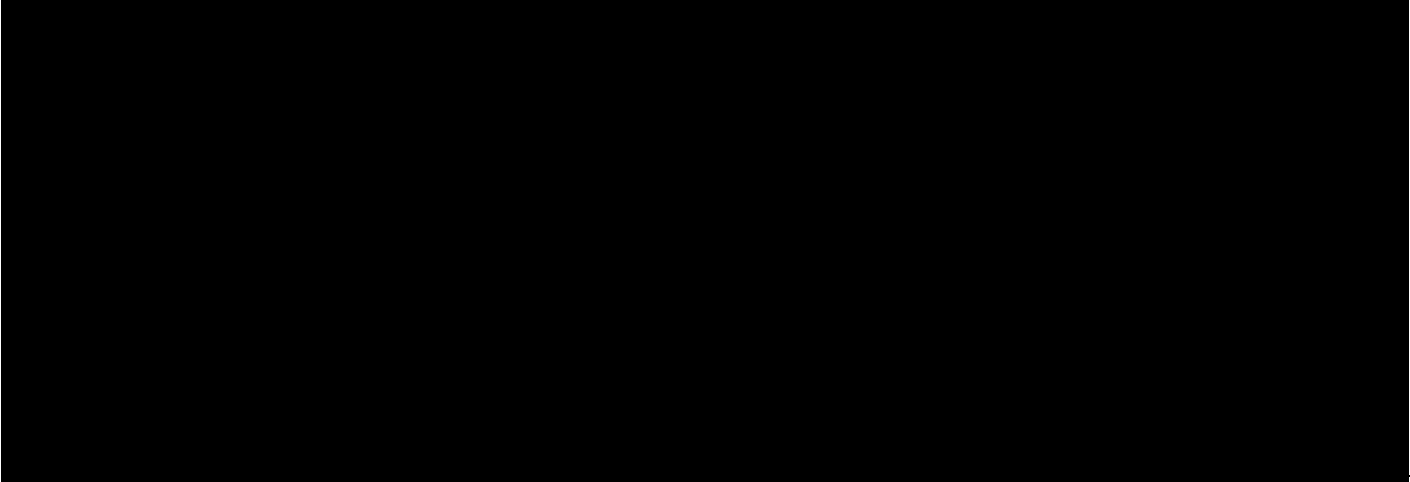
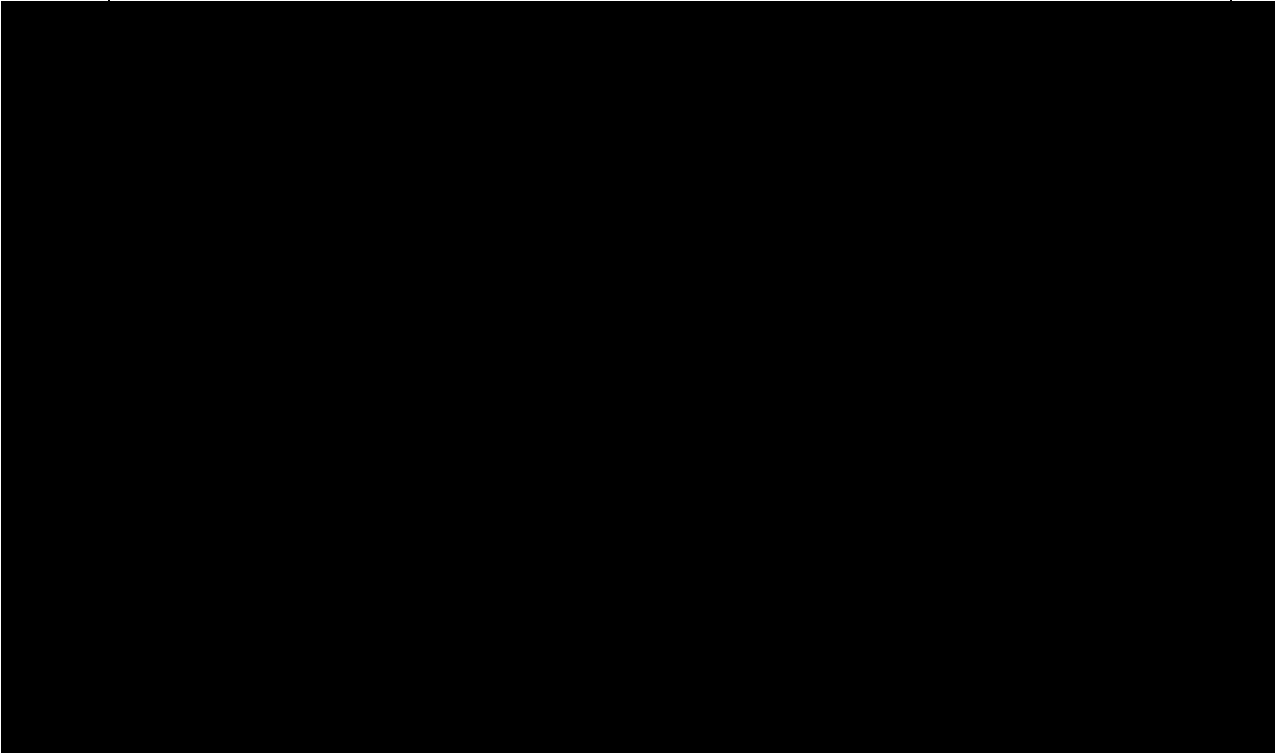
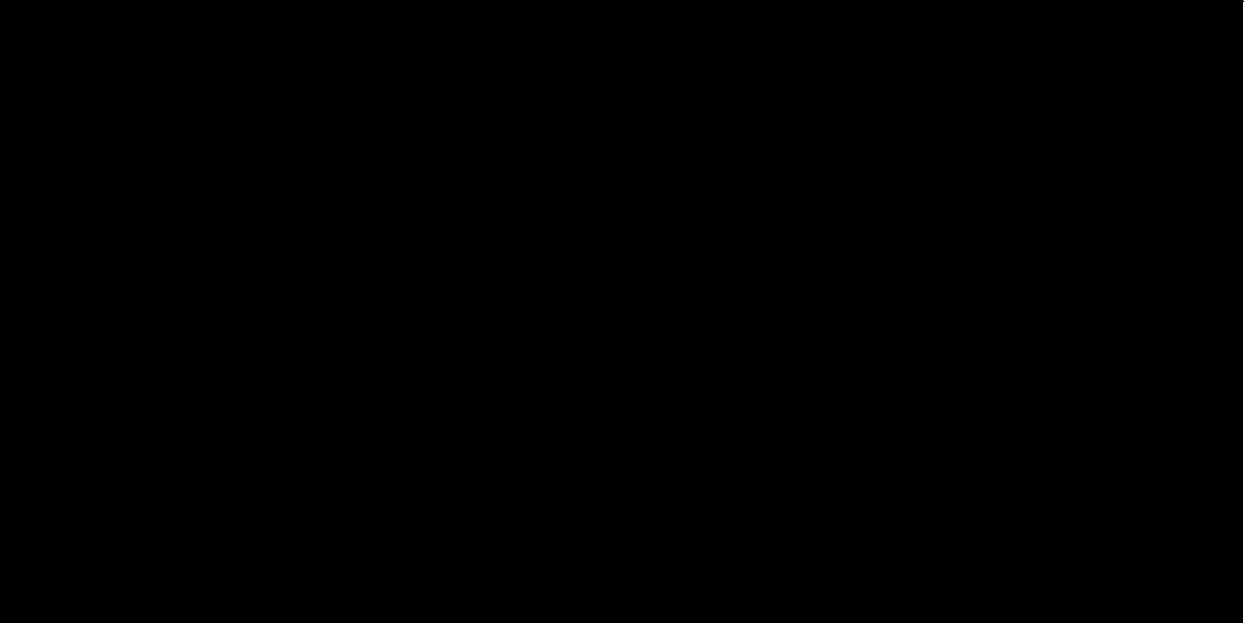


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



2.2	Delivery	Weighting and Max Marks
2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



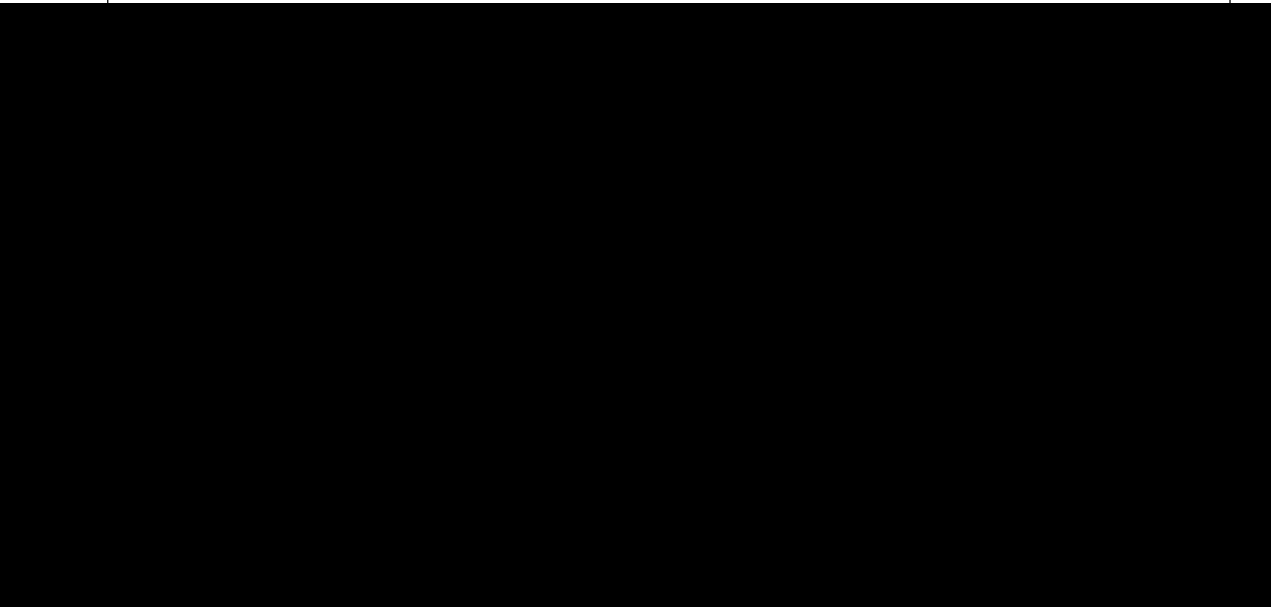
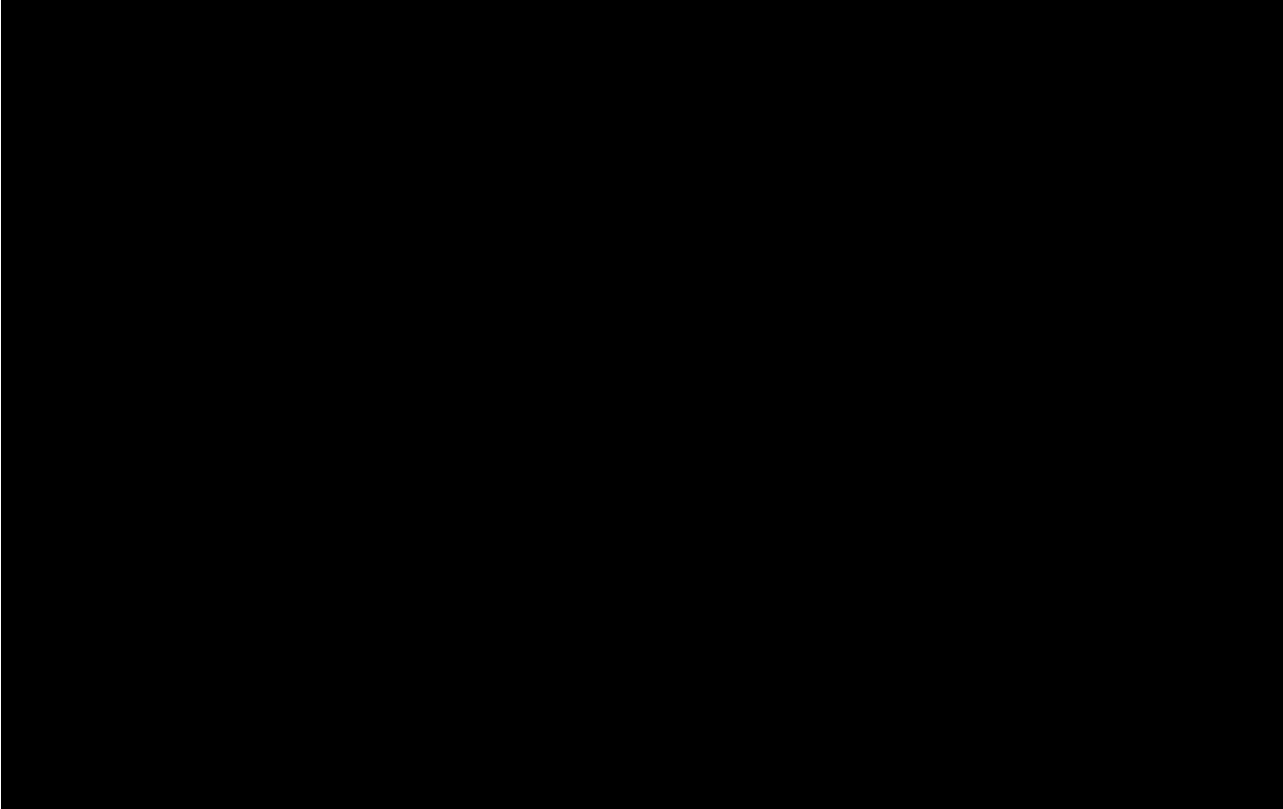
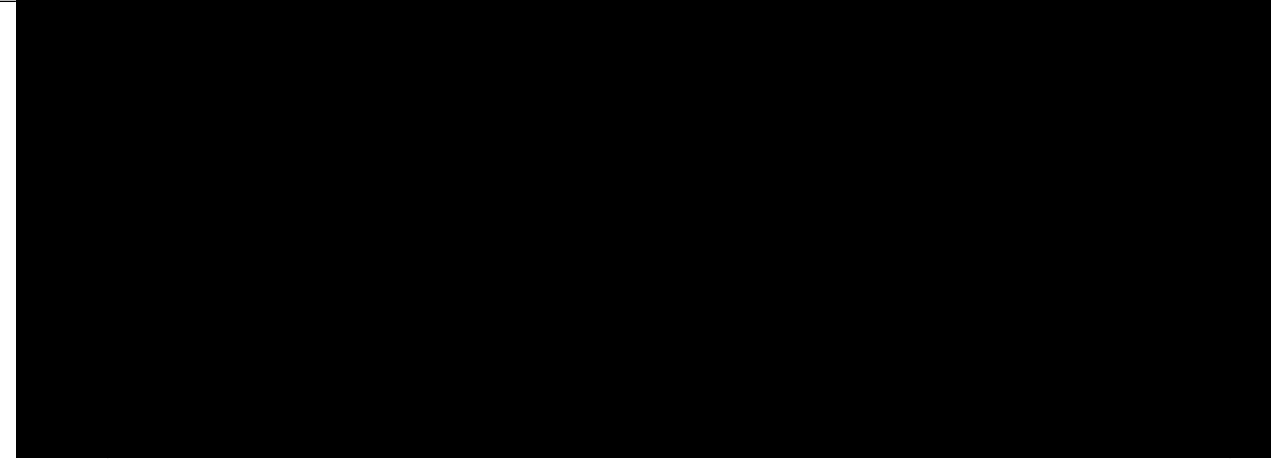
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

2.2.2	How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?	4 / 40 max marks
2.2.3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

<b>2.3</b>	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks

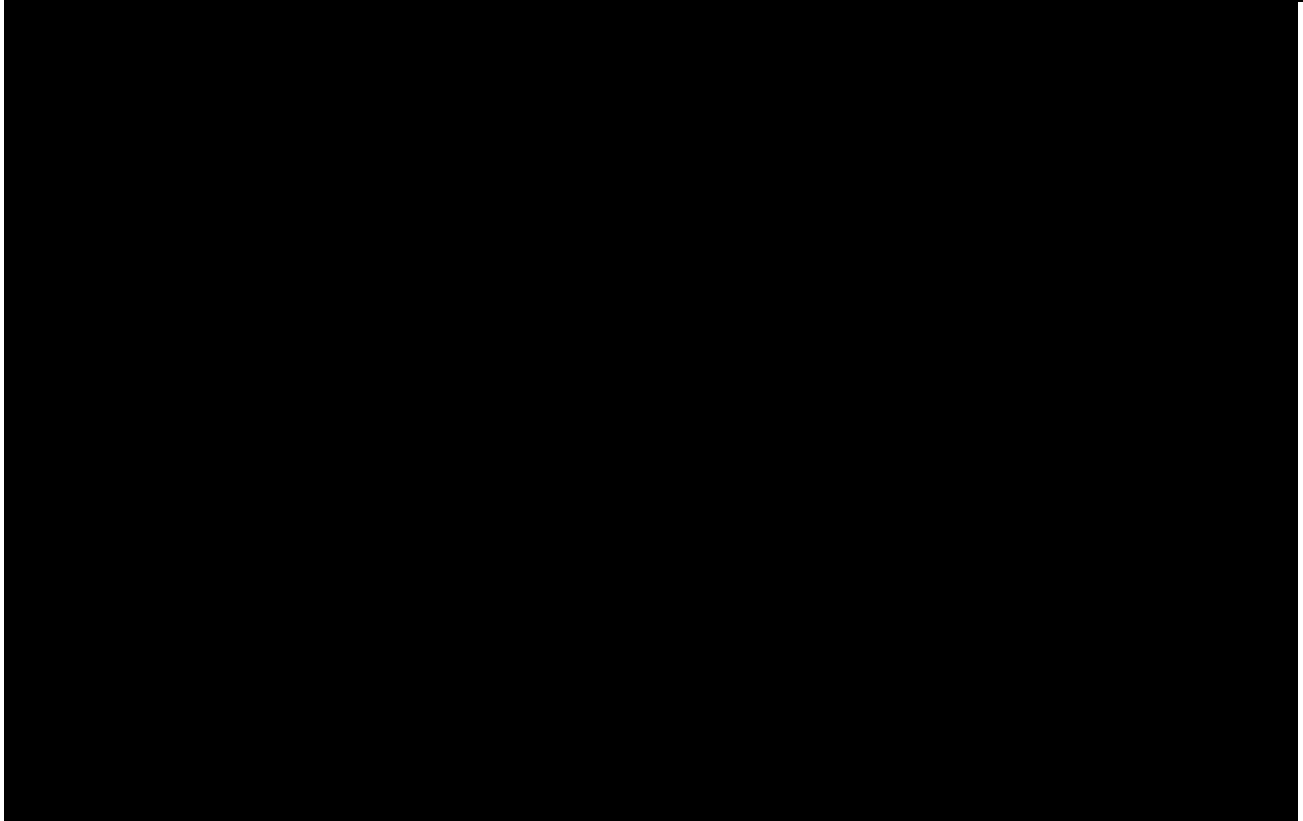
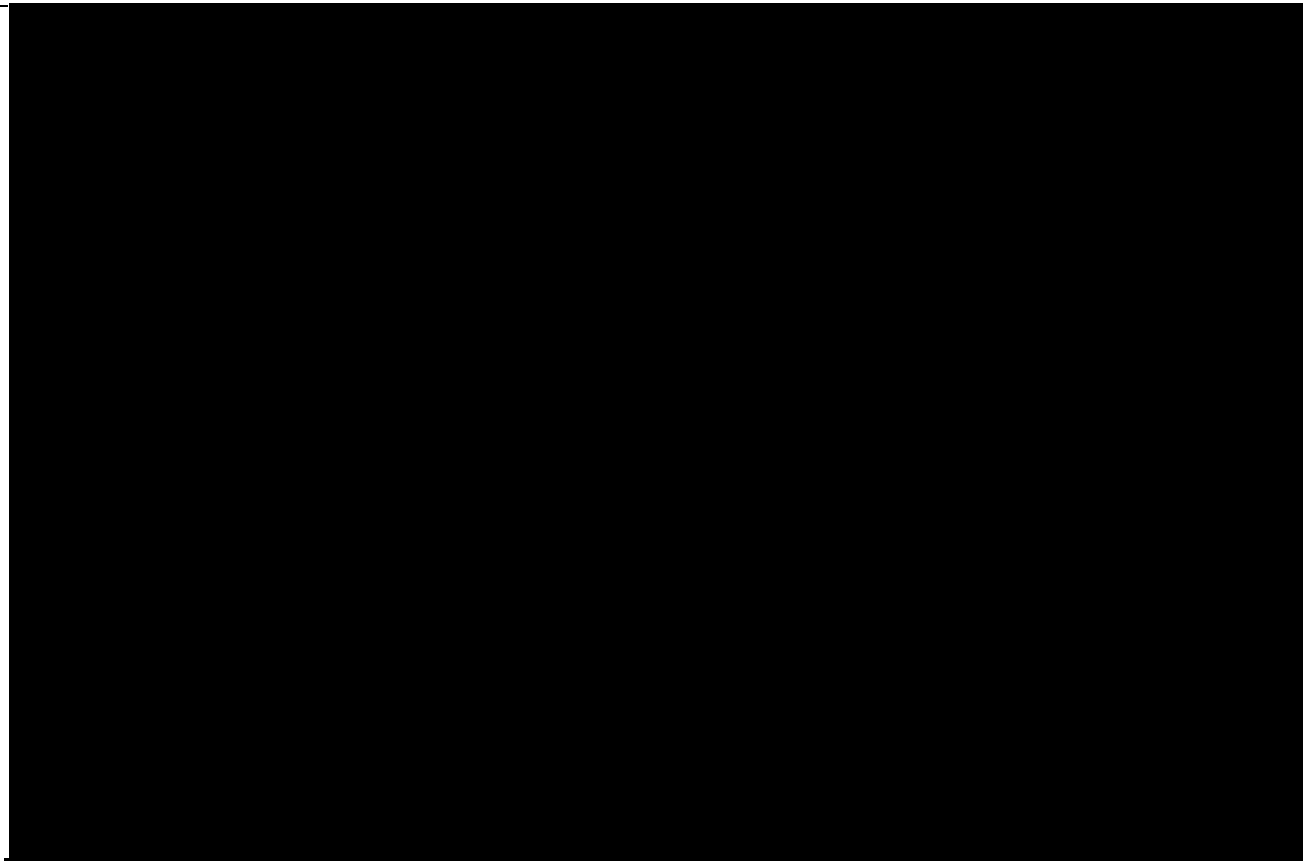
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



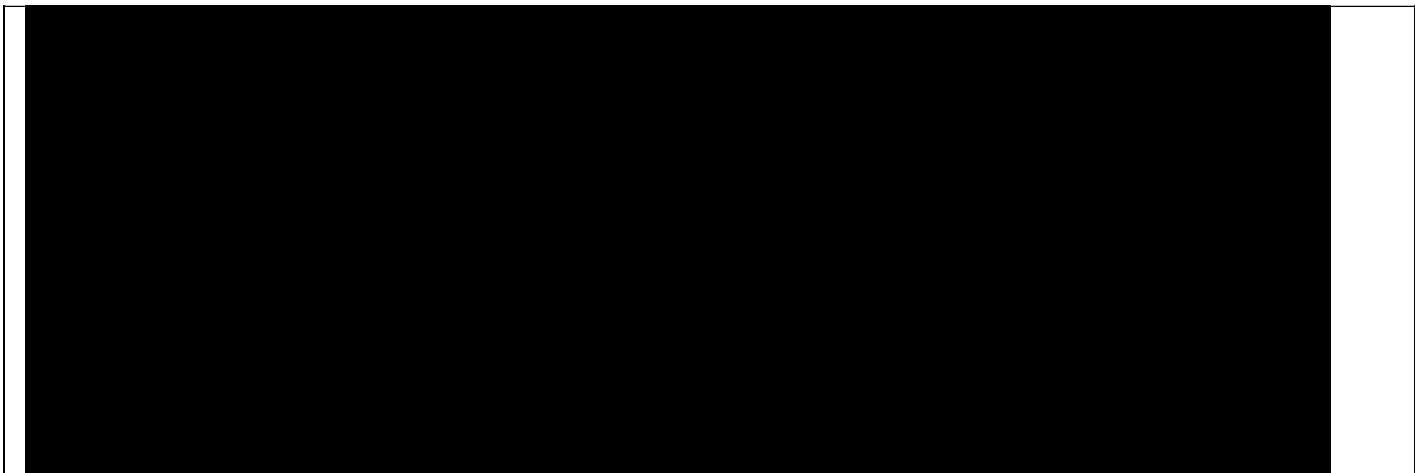
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



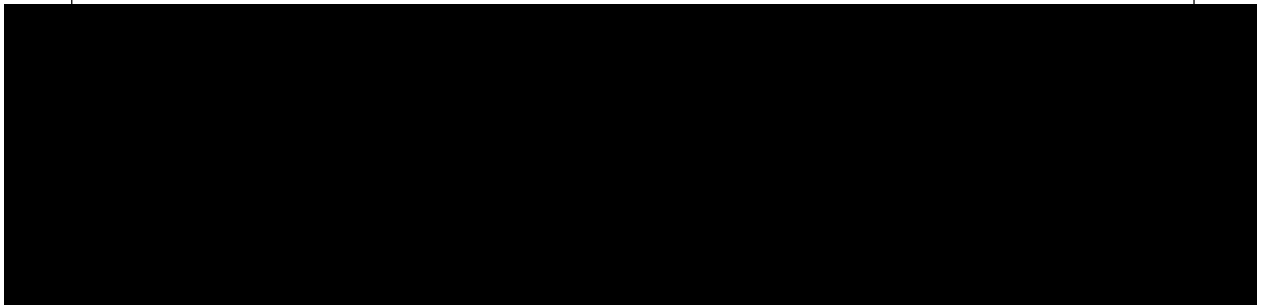
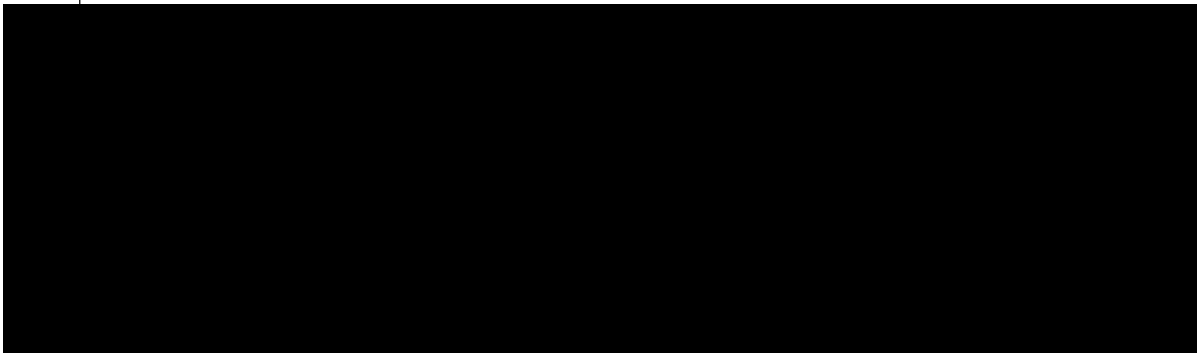
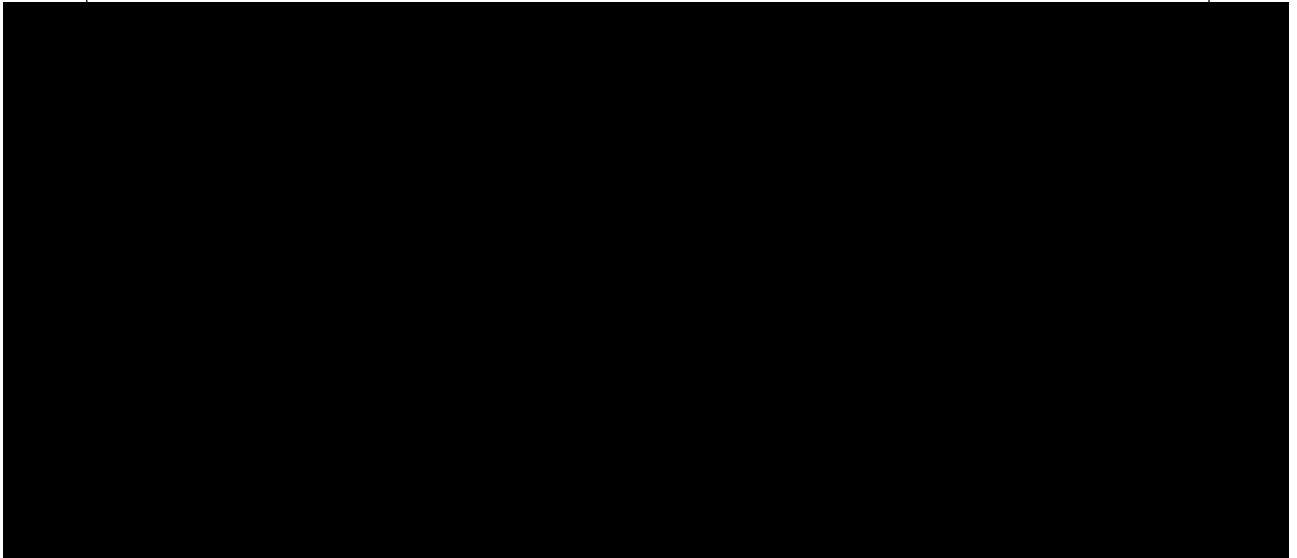
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



2.3.3

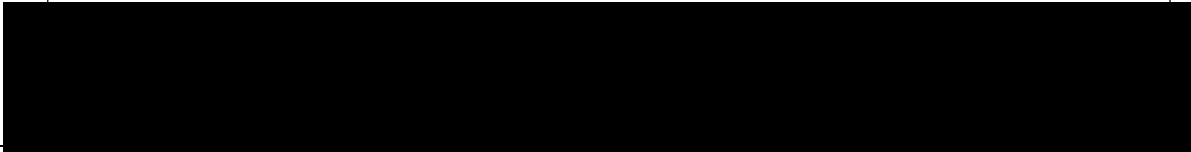
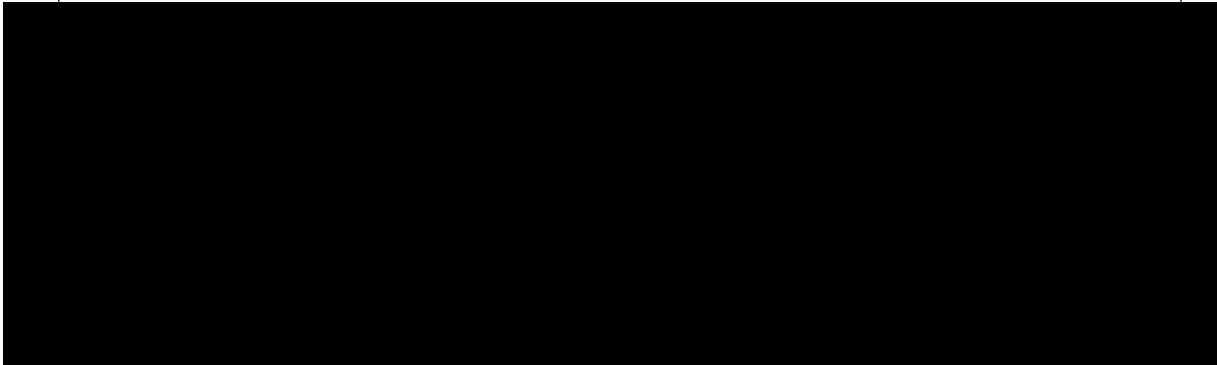
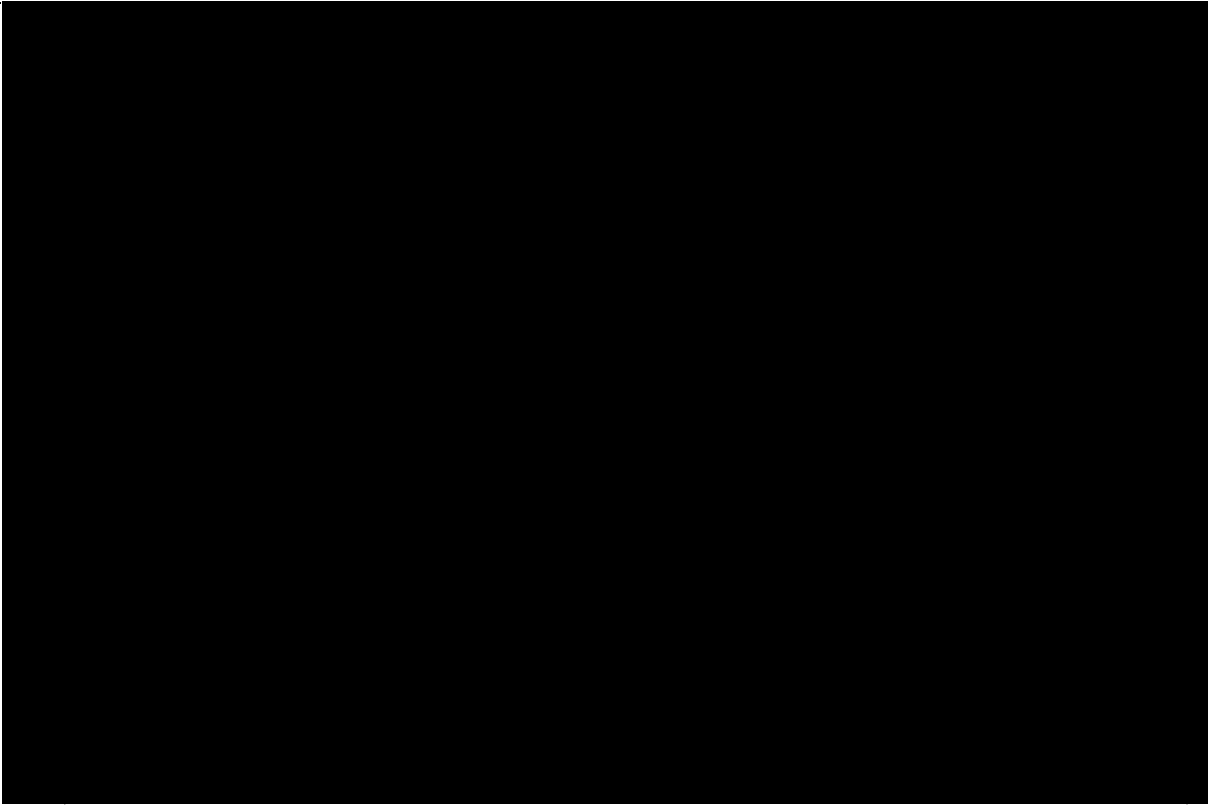
How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc.  
Please also include details of your relationship with the AAO(s).

3 / 30 max marks



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



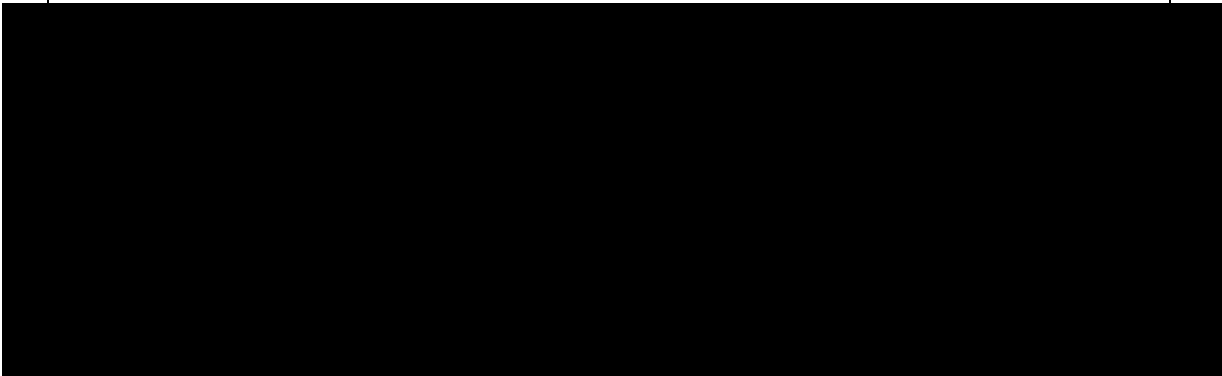


2.3.4

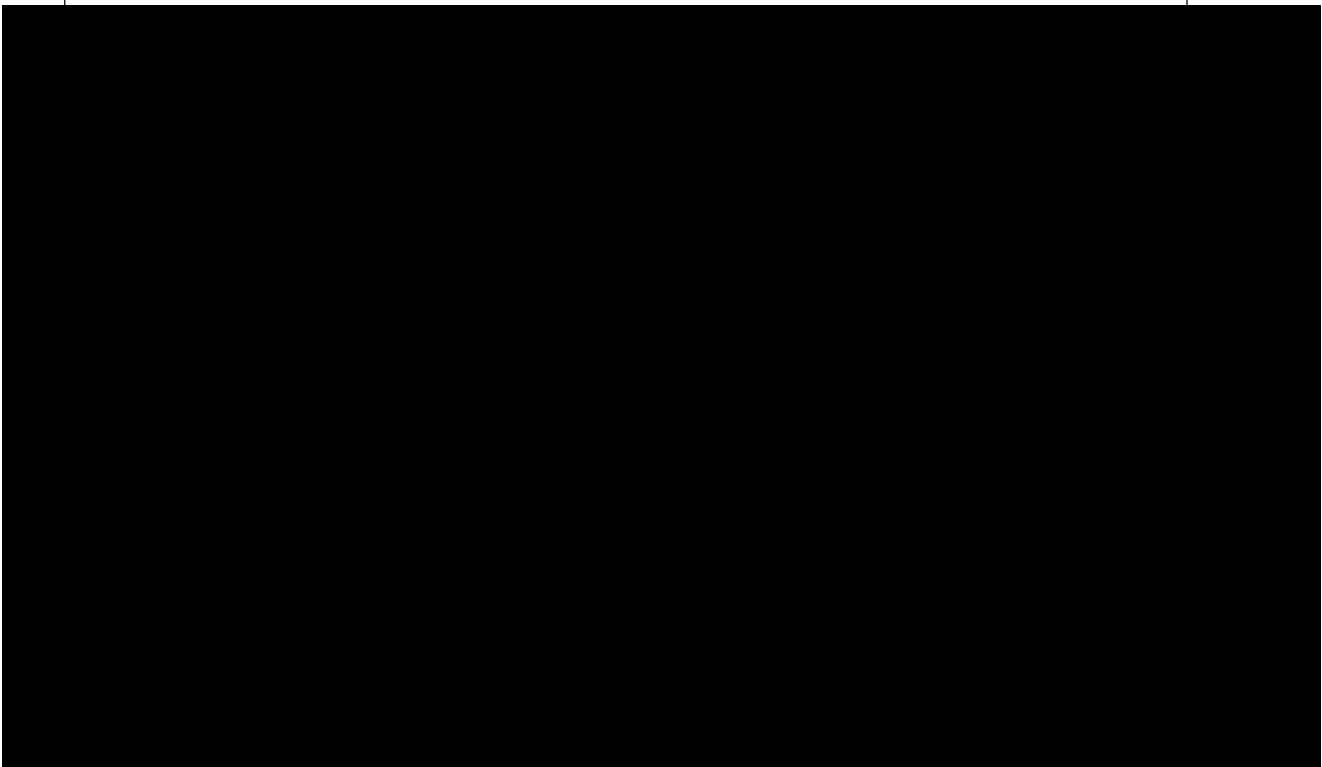
How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?

Please provide examples of where this has been successful.

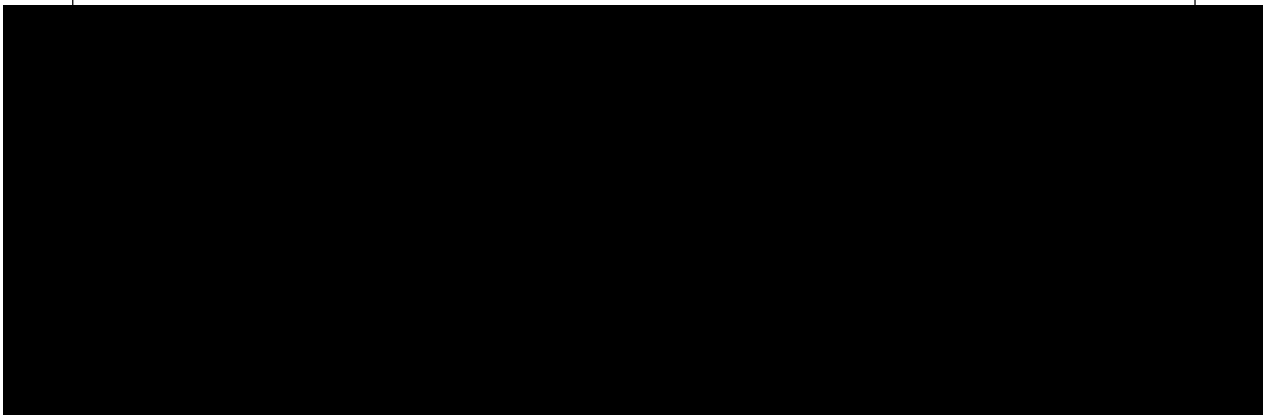
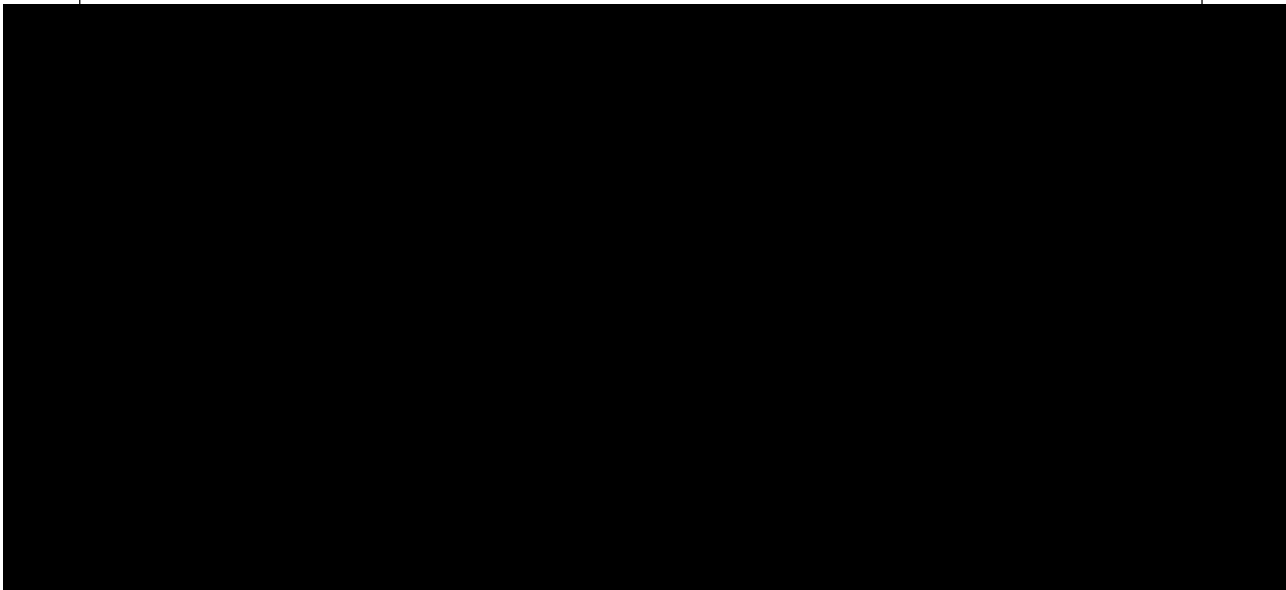
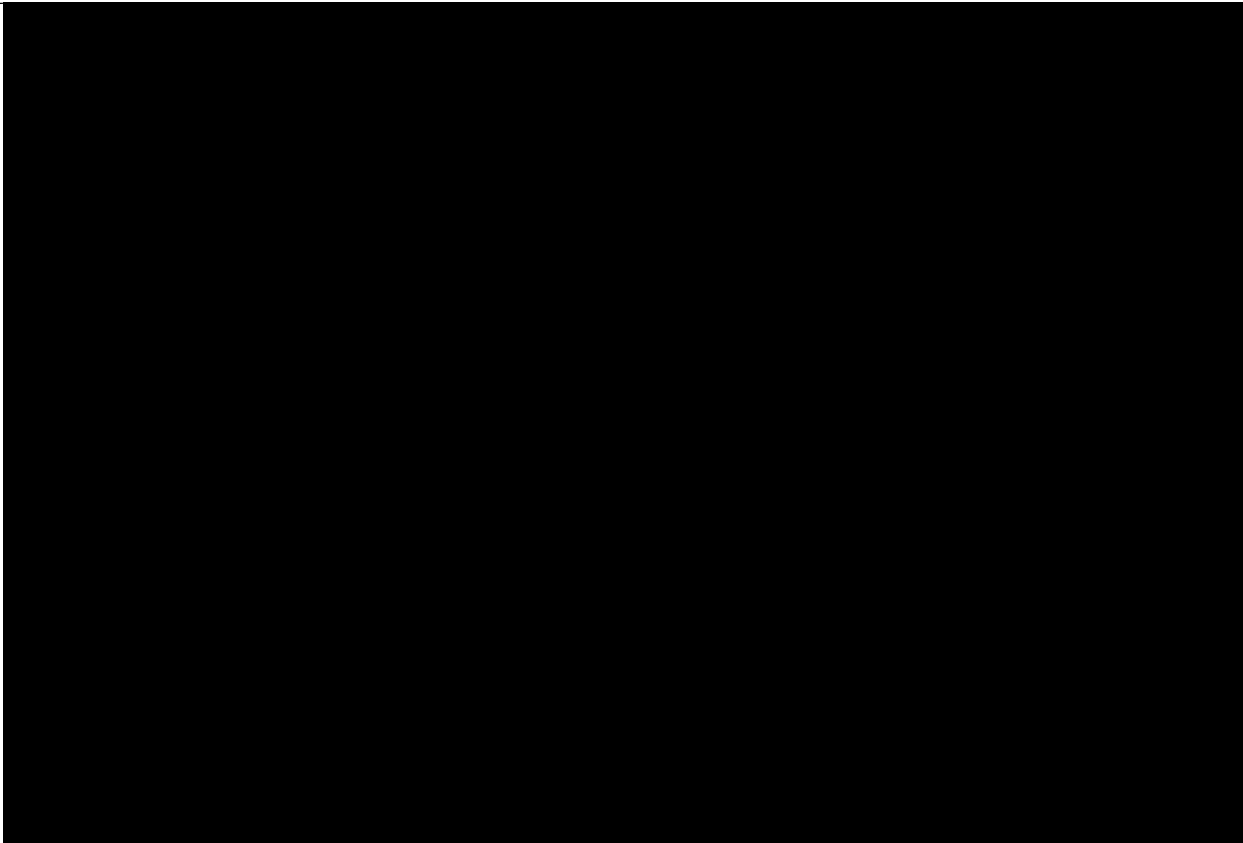
2.5 / 25  
max  
marks



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



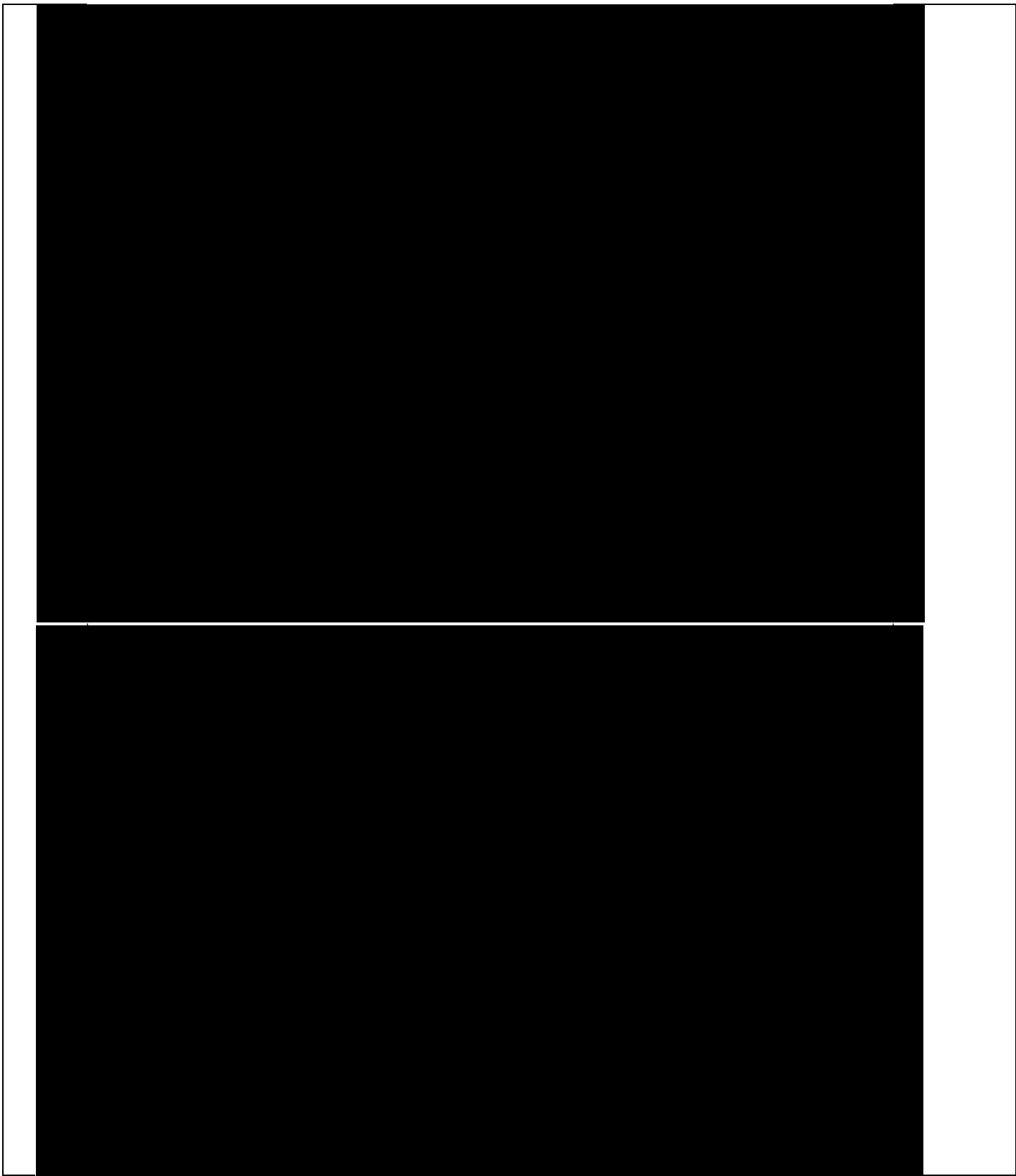
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University




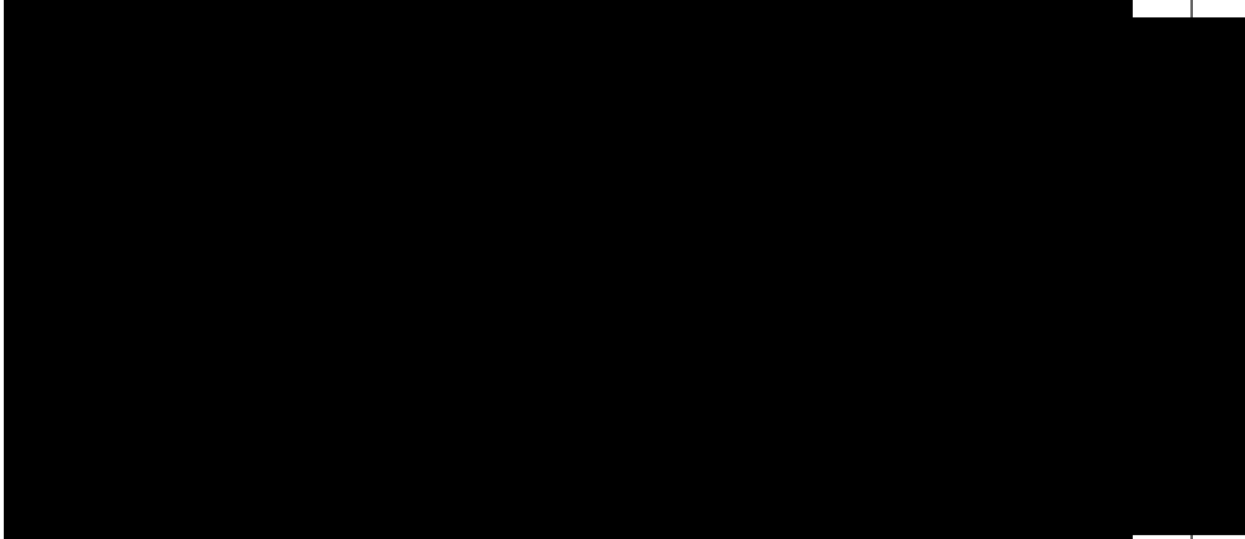
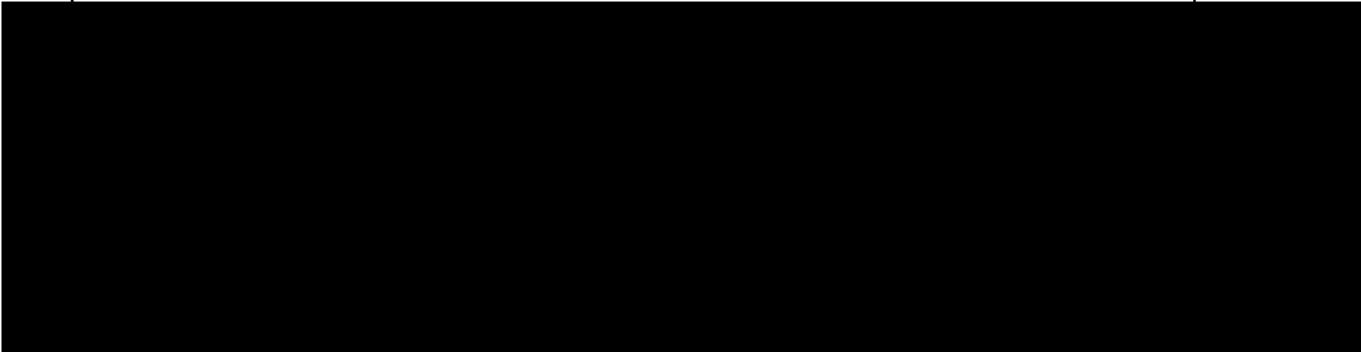
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

2.4	<b>Development of Apprenticeships in Shropshire</b>	<b>Weighting and Max Marks</b>
2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p>	2.5 / 25 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



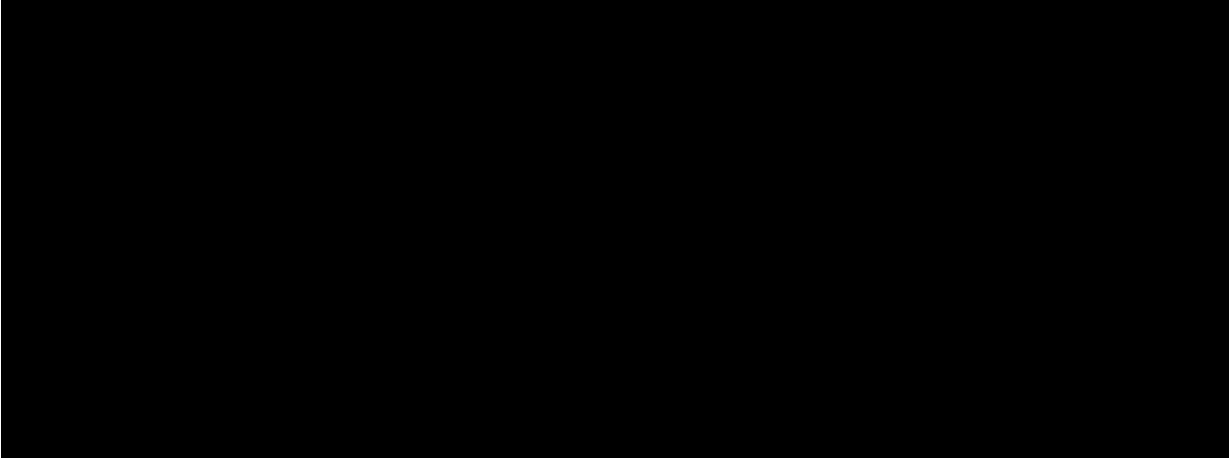
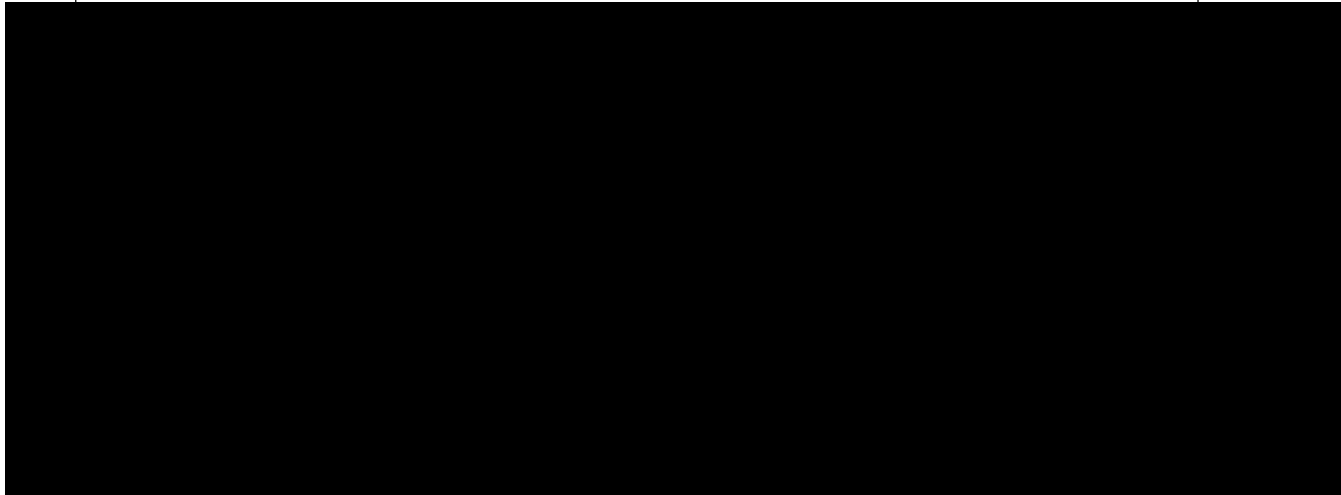
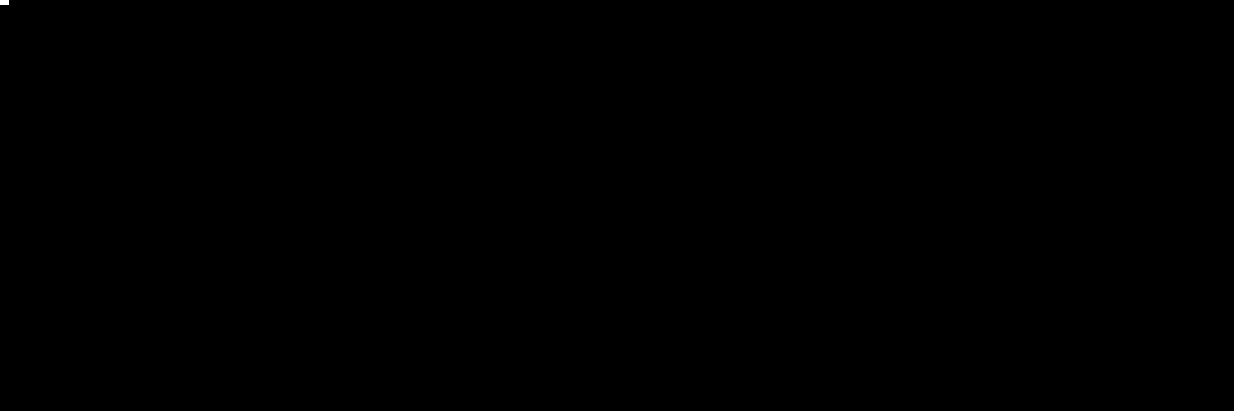
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

2.4.2	<p>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</p> <p>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.</p> 	1.25 / 12.5 max marks
2.4.3	<p>How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire?</p> <p>Please provide examples of organisations where you have previously done successfully (if applicable)</p> 	0.5 / 5 max marks
2.4.4	<p>How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?</p> 	0.75 / 7.5 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

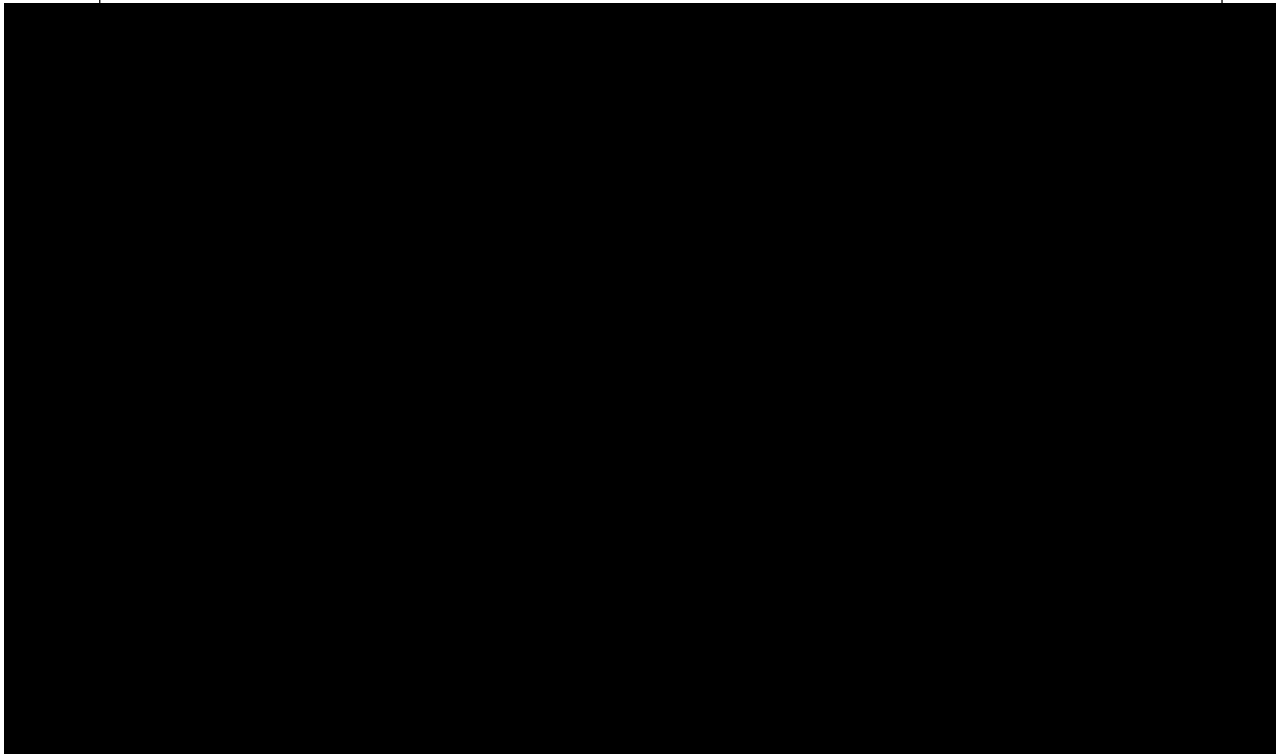
2.5	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

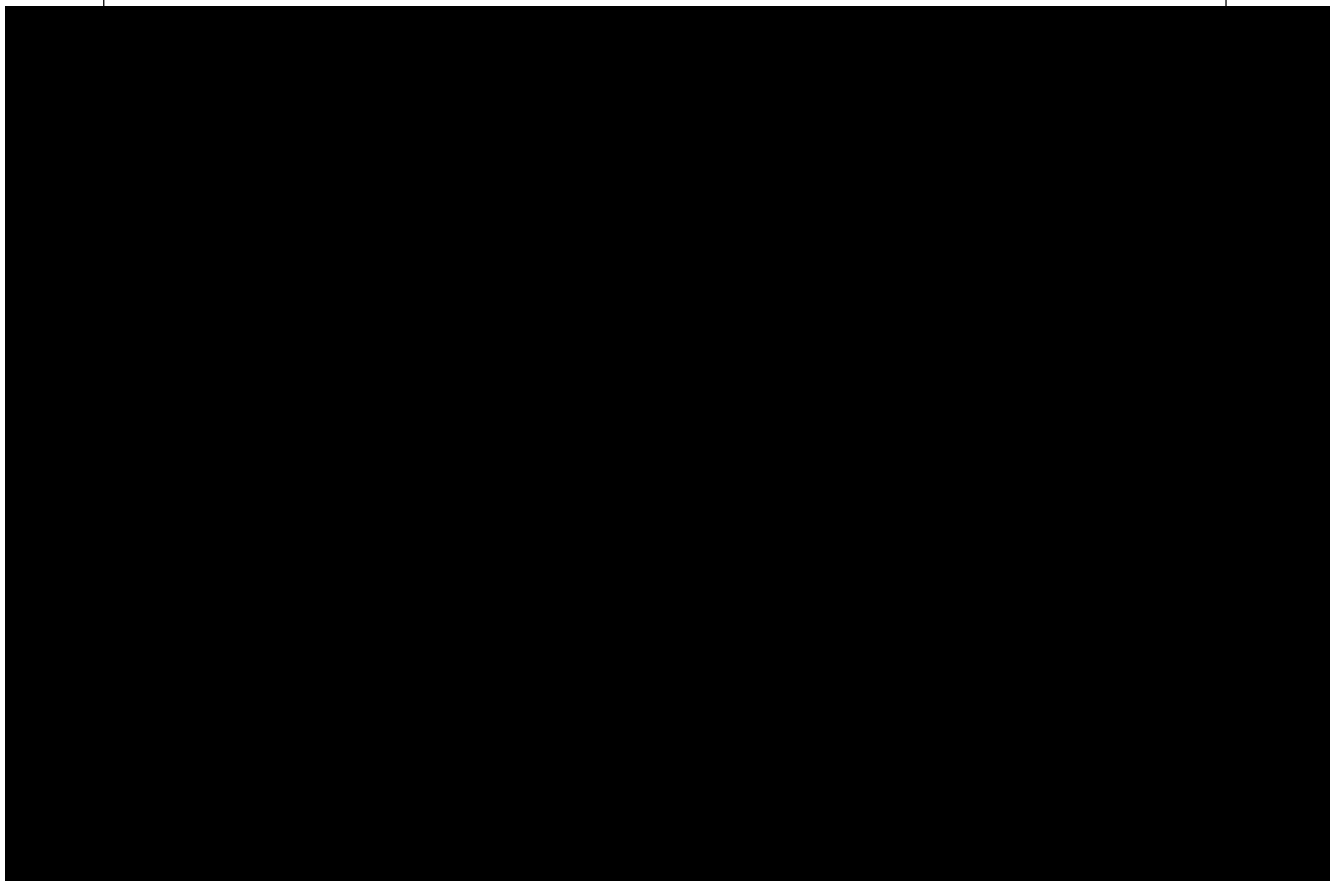
2.5.1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p>   	1.5 / 15 max marks
-------	--	--------------------------

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University





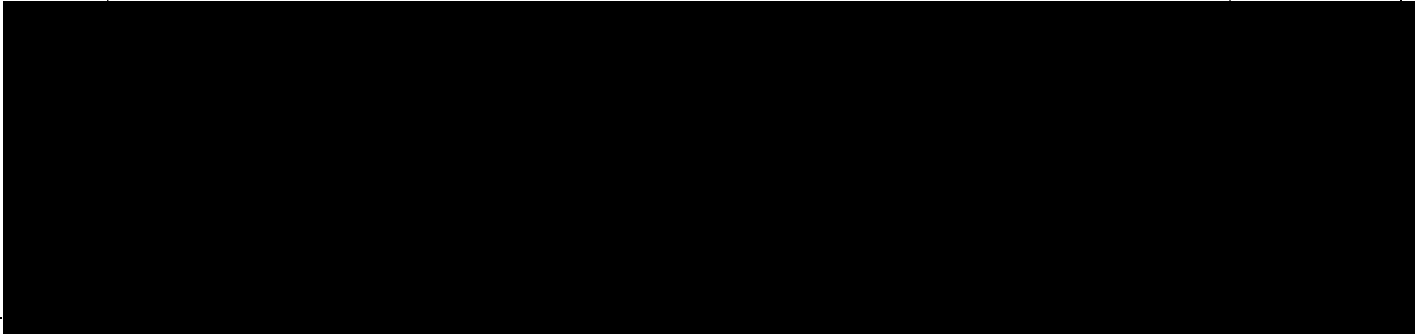
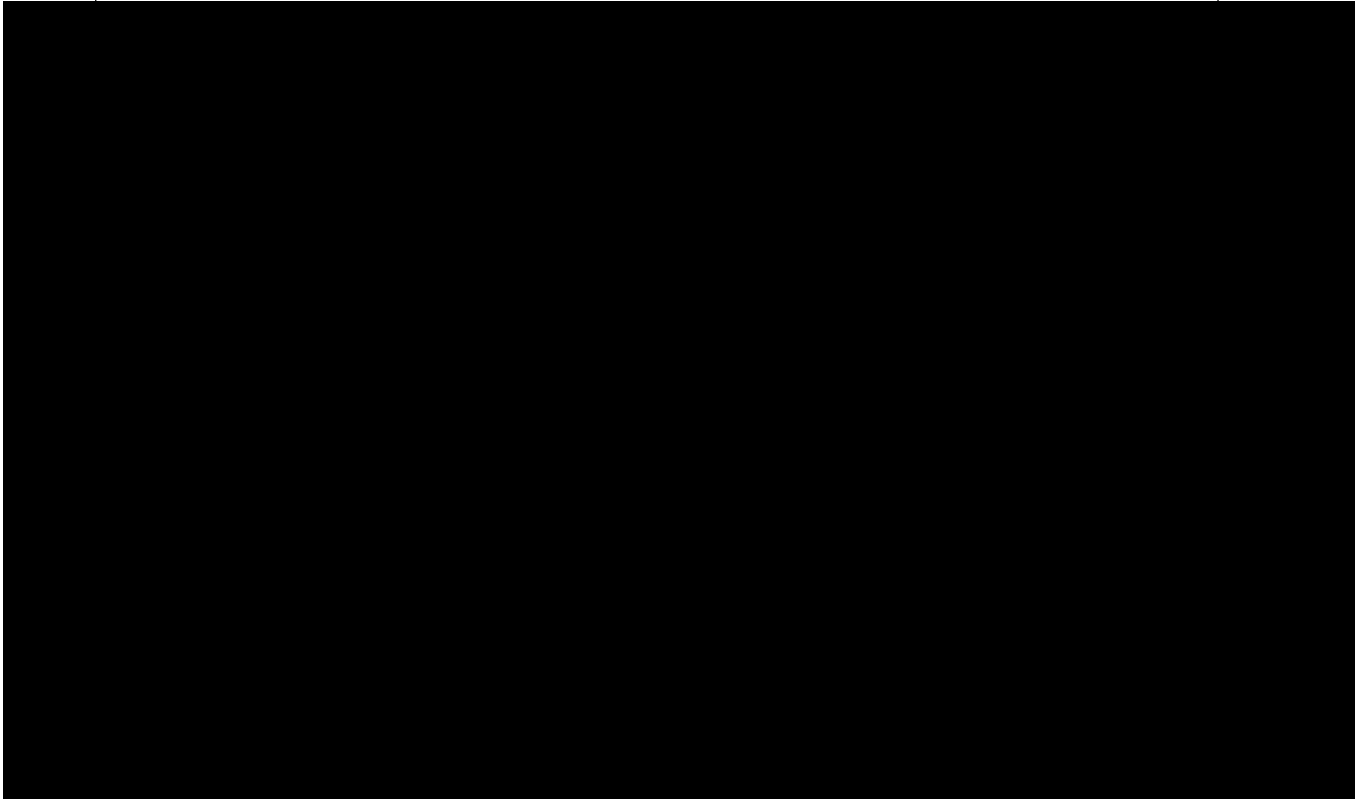
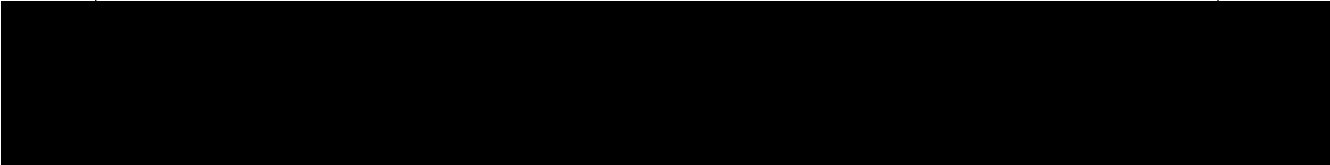
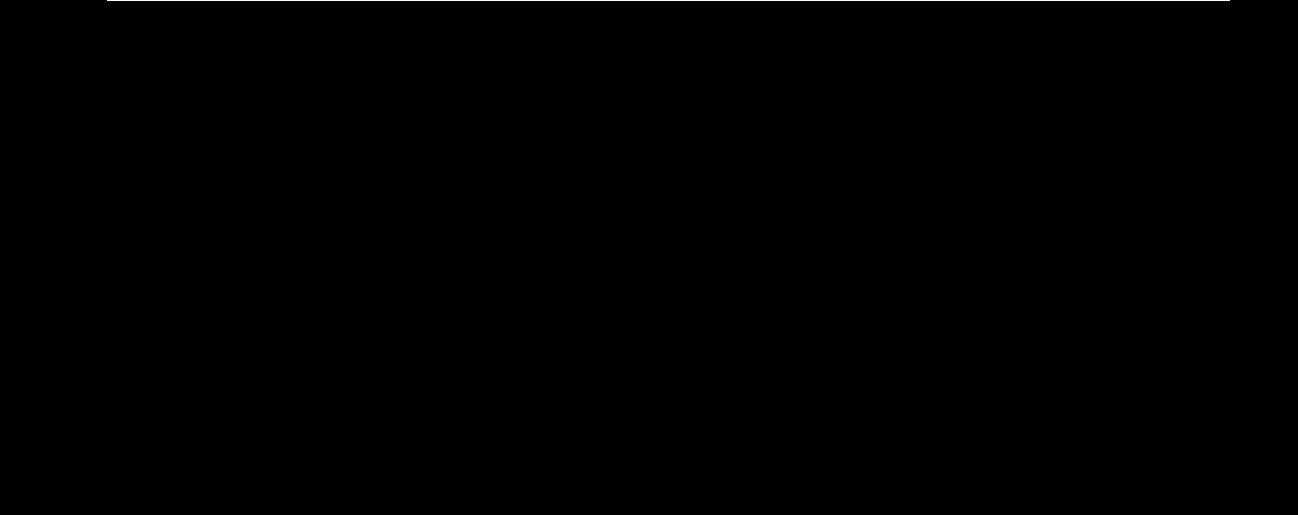
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

2.5.2	What action do you take, as an organisation, to make any improvements against your KPI performance?	1.5 / 15 max marks

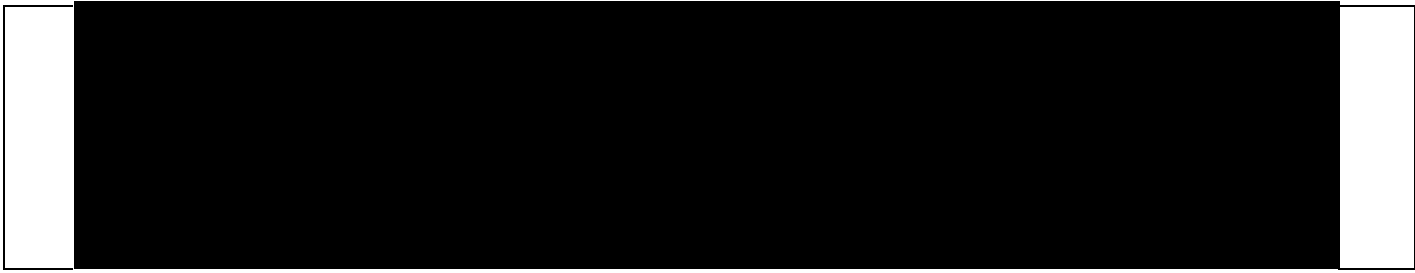
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University

2.5.3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Coventry University



**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**Herefordshire, Ludlow & North  
Shropshire College**

Please also add your company name to the footer of each page of the returned document

Herefordshire, Ludlow and North Shropshire College:

Tender Response Document

## Shropshire Council Tender Response Document

### **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

#### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7



These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who

	are registered as being able to deliver the specific requirement
--	--

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

## **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested a **copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

**Financial viability:** Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

### Award Criteria – Weighted Marked Questions

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

Section / Question No.	Award Criteria	Weighting / Max Marks Available	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### Quality Questions/ Scoring Scheme

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	

<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

#### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.

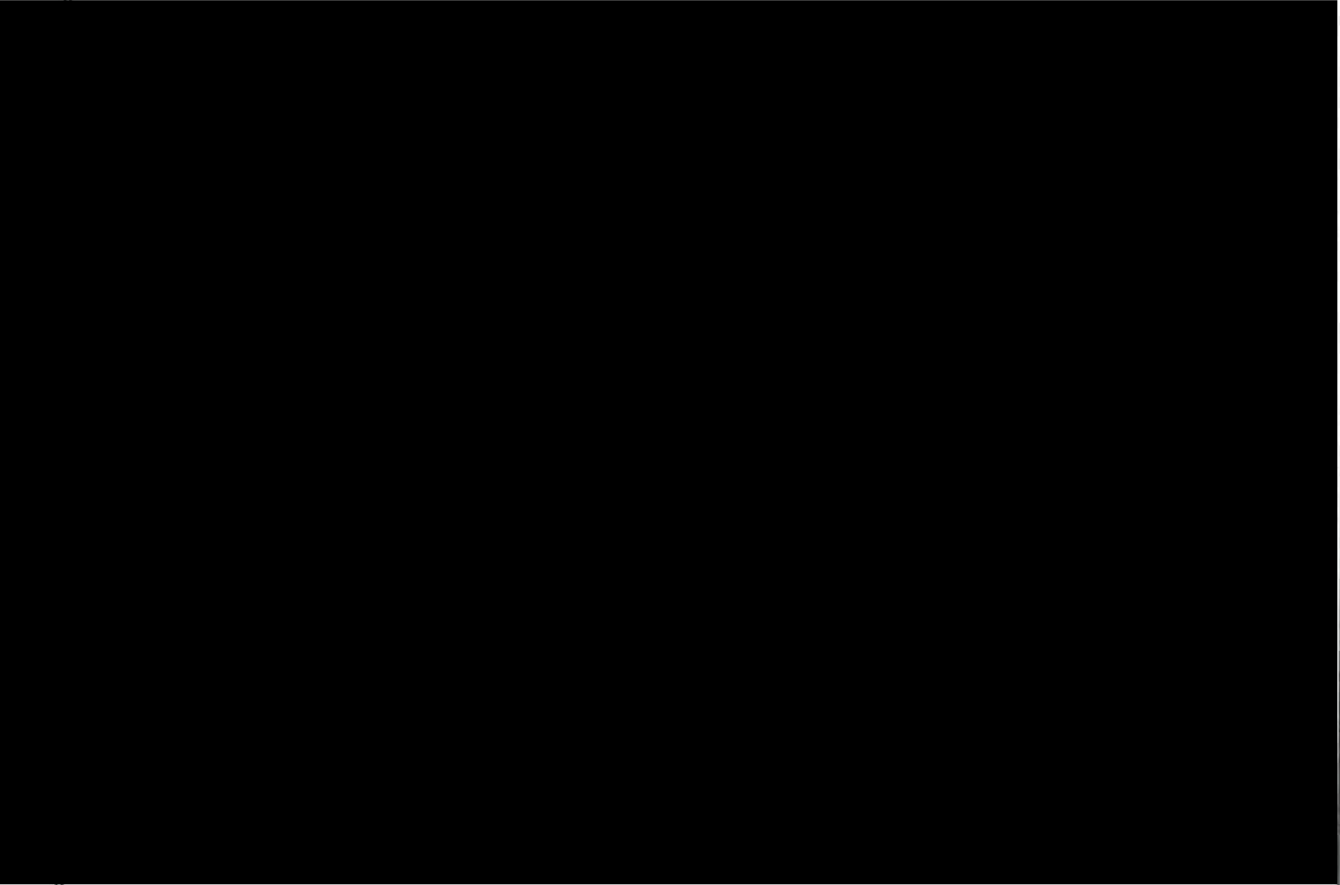
## Section A: 1. Form of Tender

Form of Tender

### **Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.



**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender of any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.



**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

**Section A:**  
**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

**Yes/ No**

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*

## SECTION B

### 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. 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).

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)

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

This document provides 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector	

	g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sub>2</sub> ?	
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sub>3</sub> - 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. (Please enter N/A if not applicable)	
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)	N/A
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)	N/A

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 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)	N/A
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	N/A

Herefordshire, Ludlow and North Shropshire College:

	not propose to form a single legal entity, please explain the legal structure.	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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. <b>N/A</b>	
	Name	
	Registered address	
	Trading status	
	Company registration number	
	Head Office DUNS number (if applicable)	
	Registered VAT number	
	Type of organisation	
	SME (Yes/No)	
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables	
	The approximate % of contractual obligations assigned to each sub-contractor	

#### 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.

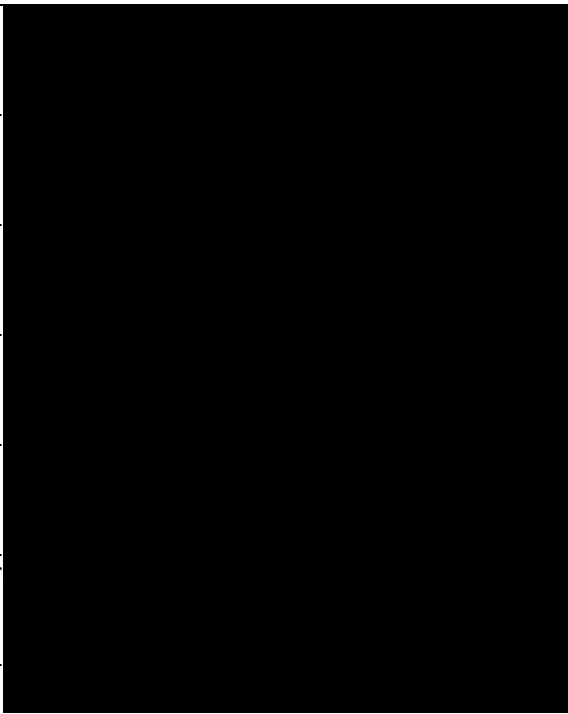
I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	Herefordshire, Ludlow & North Shropshire College
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	[REDACTED]
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	[REDACTED]

Herefordshire, Ludlow and North Shropshire College:

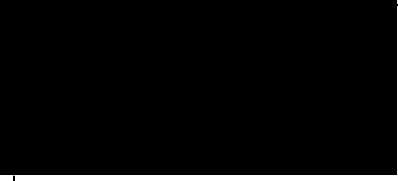
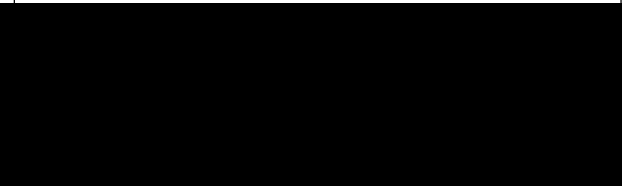
## Part 2: Exclusion Grounds

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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	
	Corruption.	
	Fraud.	
	Terrorist offences or offences linked to terrorist activities	
	Money laundering or terrorist financing	
	Child labour and other forms of trafficking in human beings	
2.1(b)	<p>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.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to	Yes <input type="checkbox"/> No <input type="checkbox"/>

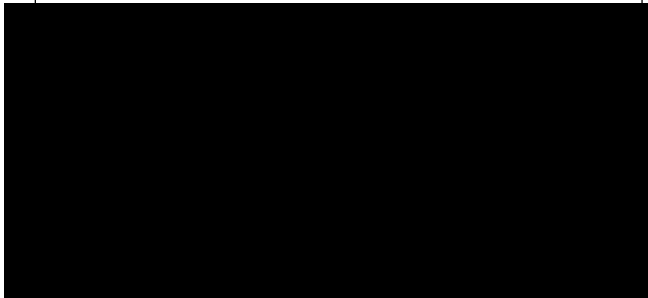
Herefordshire, Ludlow and North Shropshire College:



	demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	N/A
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?	
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.	N/A
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> $\checkmark$ No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take</li> </ul>	Please see the attached policies: 

	place); ○ to maintain records of personal data processing activities; and ○ to regularly test, assess and evaluate the effectiveness of the above measures.	
--	---	--

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent  <b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b>	Yes <input checked="" type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> 
-----	---	---

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b>  The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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	N/A
-----	---	-----

Section 4	Economic and Financial Standing	
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	(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.	Yes <input type="checkbox"/> N/A No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> N/A No <input type="checkbox"/>
	(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	Yes <input type="checkbox"/> N/A No <input type="checkbox"/>

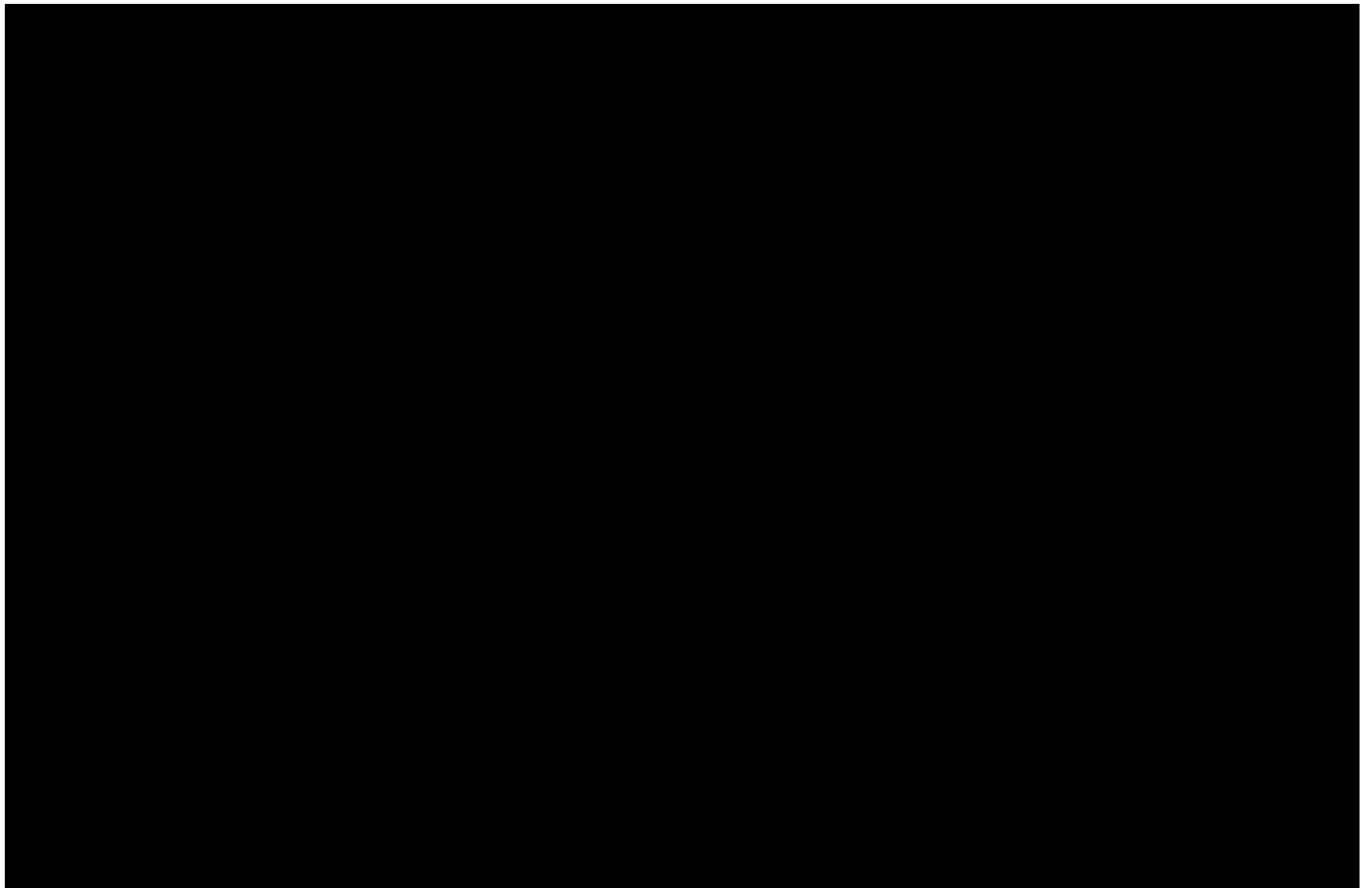
Herefordshire, Ludlow and North Shropshire College:

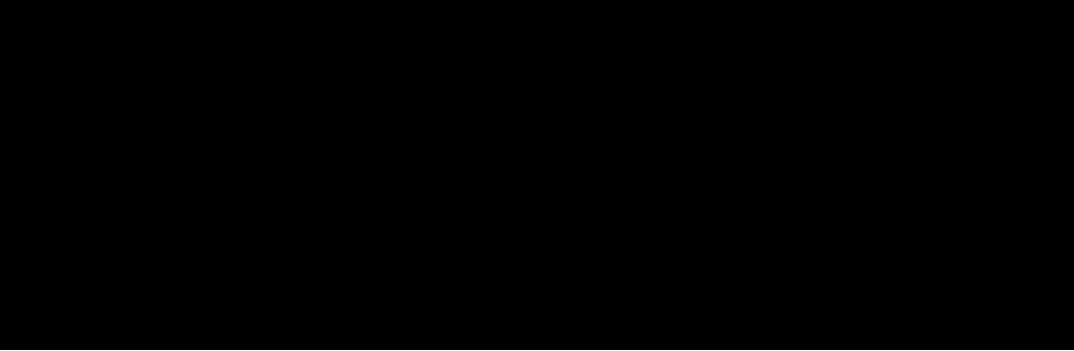
	the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> <b>N/A</b> No <input type="checkbox"/>

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		N/A
Relationship to the Supplier completing these questions		N/A

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>N/A</b>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>N/A</b>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>N/A</b>

Section 6	<b>Technical and Professional Ability</b>
6.1	<p><b>Relevant experience and contract examples</b></p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>



6.2	<p>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)</p> <p>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)</p>
	

6.3	<p>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.</p>
-----	--

Herefordshire, Ludlow and North Shropshire College:

--	--	--

Section 7	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")?	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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?	

### 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.

Section 8	Additional Questions	
8.1	Insurance	
	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: Y/N	
		ce of

8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.	
1.	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?</p> <p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> <b>√ No</b></p>
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p> <p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> <b>√ No</b></p>
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p> <p><input checked="" type="checkbox"/> <b>√ Yes</b>  <input type="checkbox"/> No</p>

### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p> <p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> <b>√ No</b></p>
2.	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p> <p><input checked="" type="checkbox"/> <b>√ Yes</b>  <input type="checkbox"/> No</p>



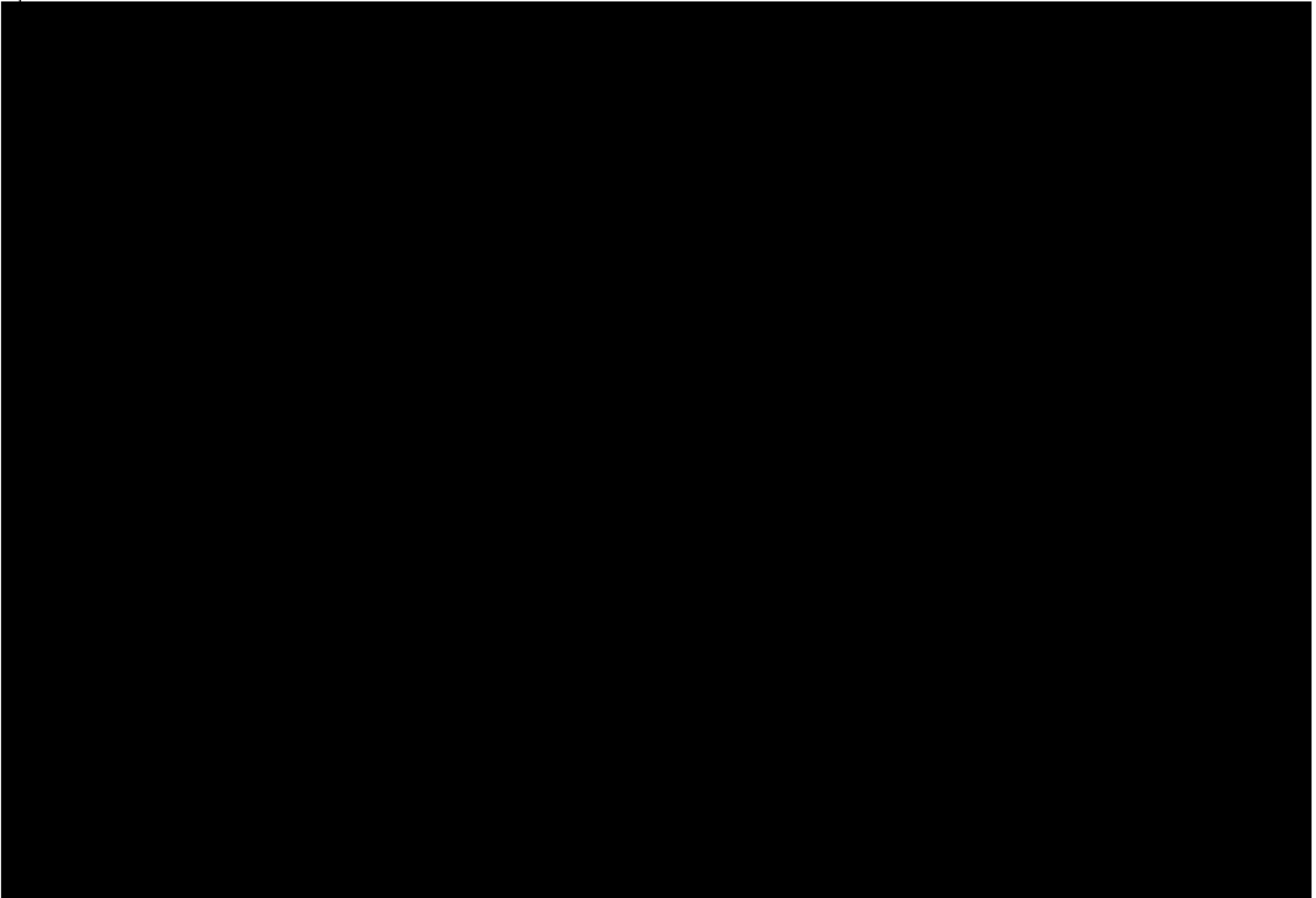
## 8.5 – Health & Safety

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input checked="" type="checkbox"/> <b>√ Yes</b> <input type="checkbox"/> <b>No</b>
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> <del>Yes</del> <input checked="" type="checkbox"/> <b>√ No</b>
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> <b>√ Yes</b> <input type="checkbox"/> <b>No</b>

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:

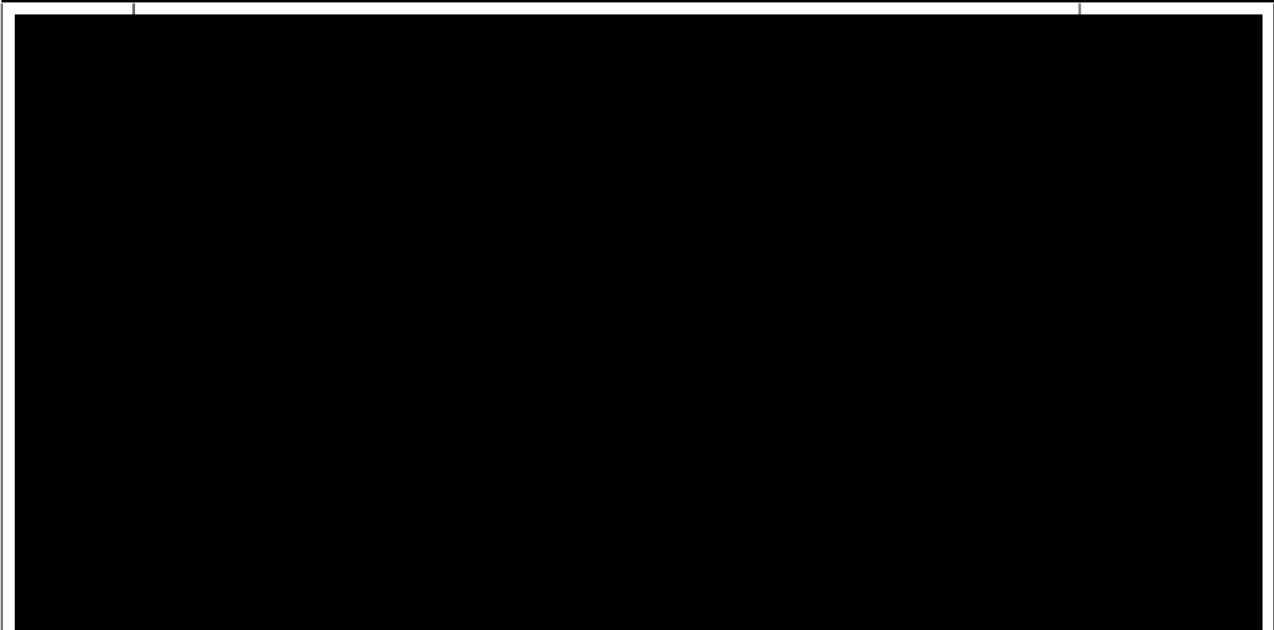
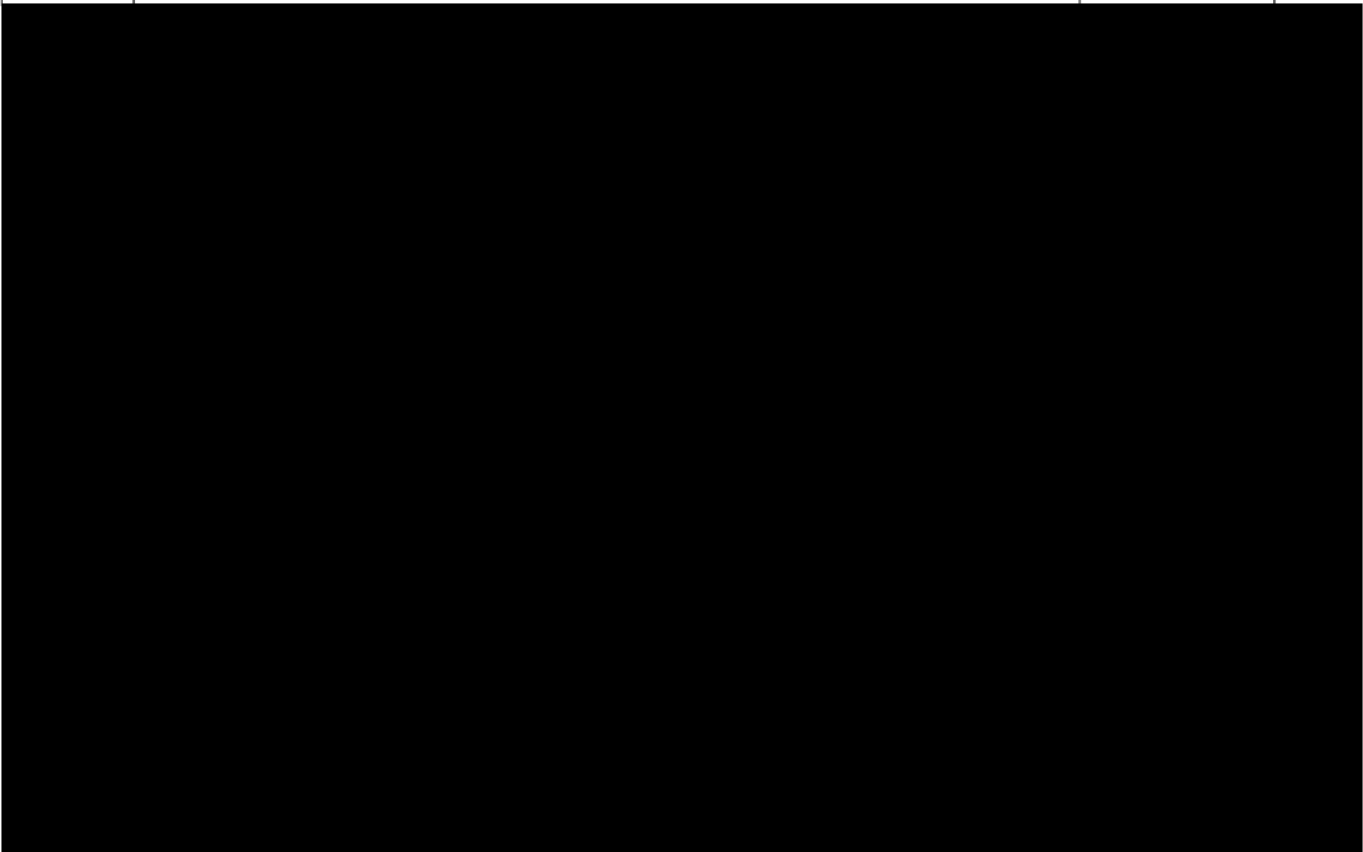


The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

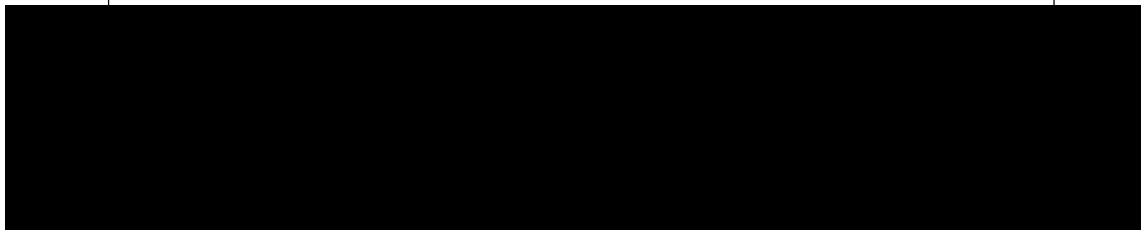
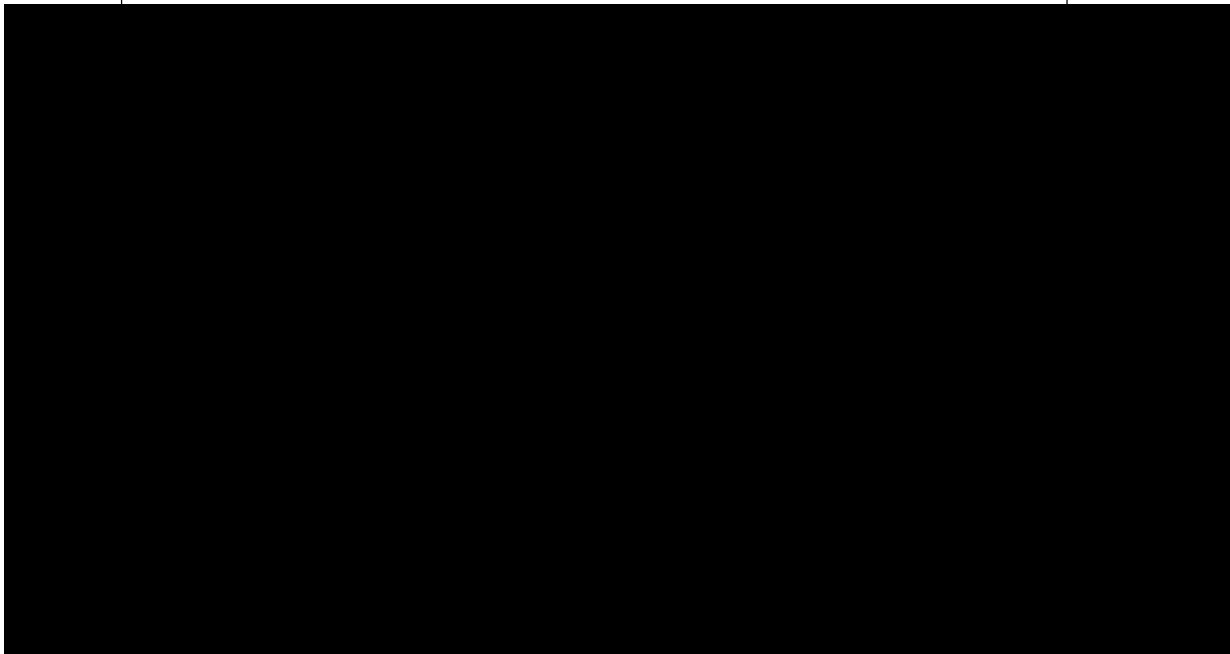
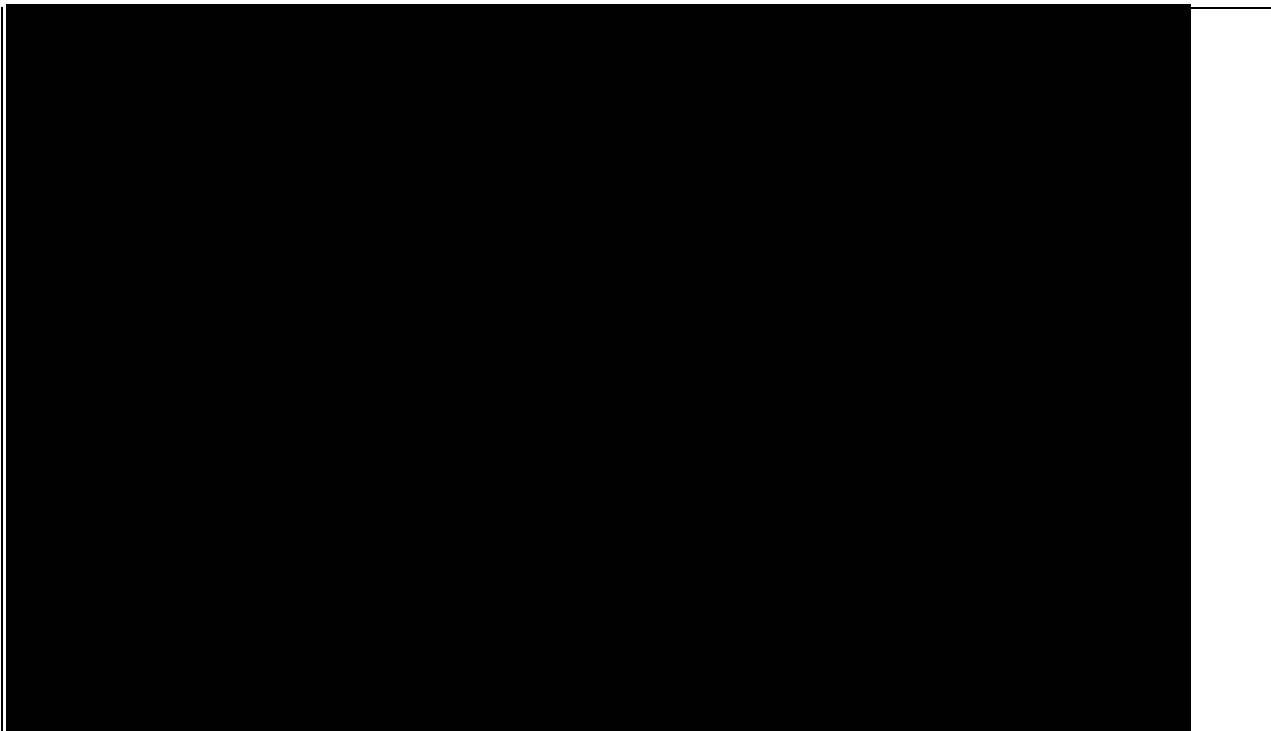
**Each lot you apply for will be marked against the same criteria and questions below**

In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

1.	Value for Money	Weighting and Max Marks
1.1	<b>Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.</b>	3 / 30 max marks

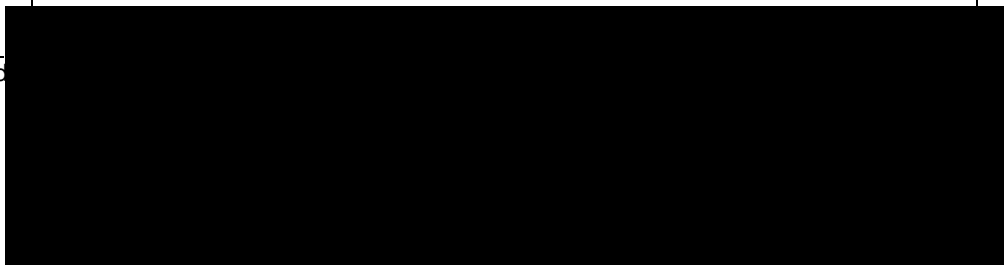


Herefordshire, Ludlow and North Shropshire College:



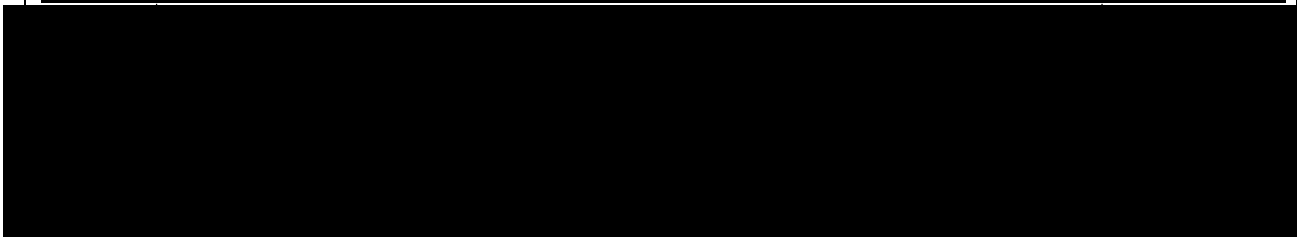
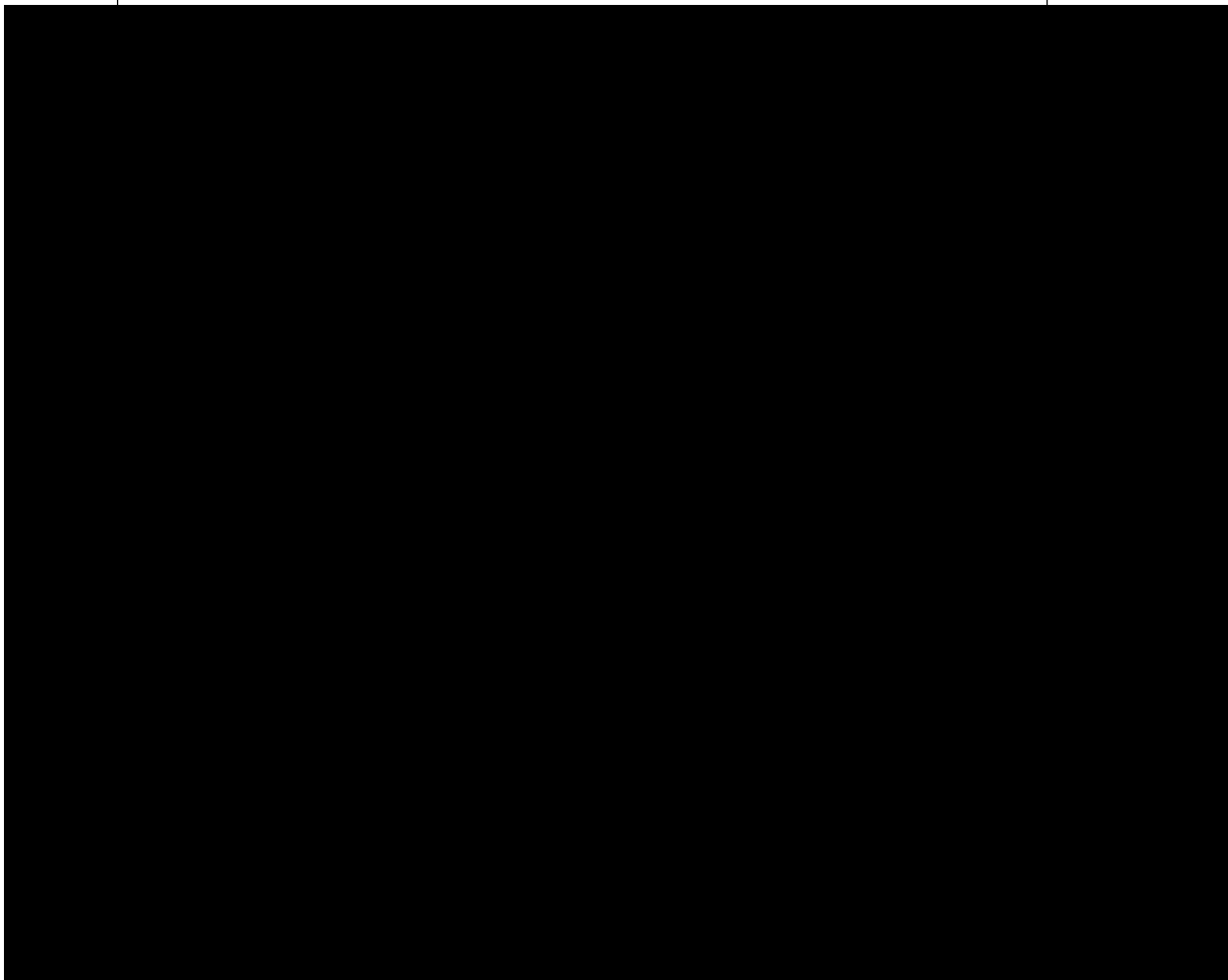
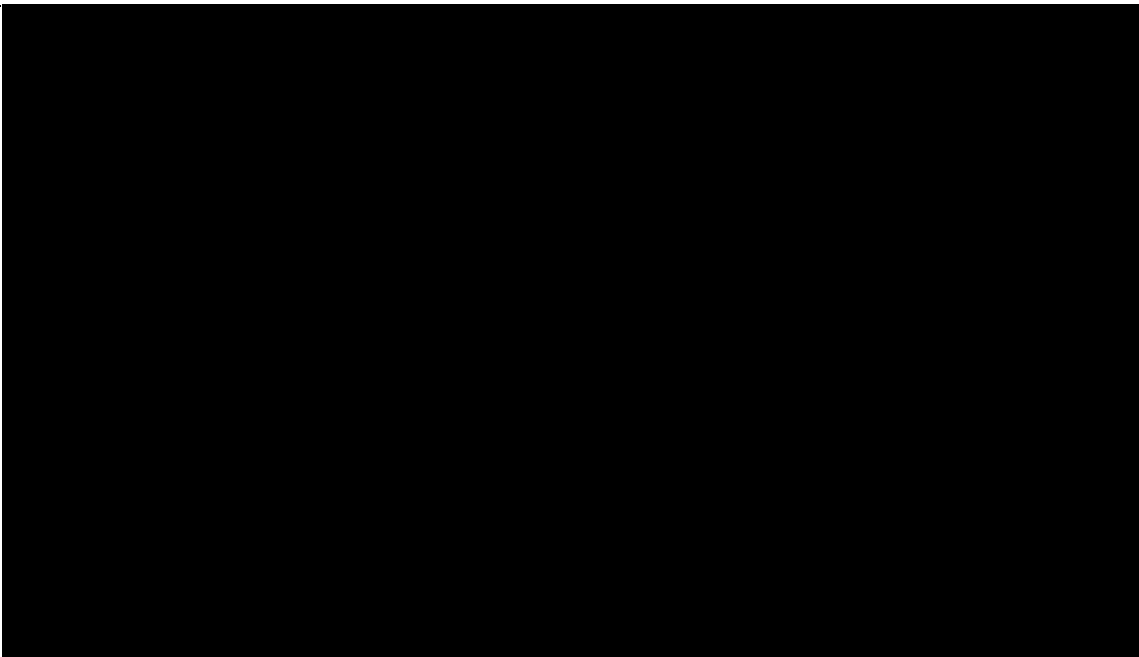
1.2	<b>Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.</b>	3 / 30 max marks
-----	---	------------------

Hereford  
Tender



1.3	<p><b>Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship?</b></p> <p><b>What will you offer in terms of any reduction in costs against funding bands or any other added value?</b></p>	3 / 30 max marks

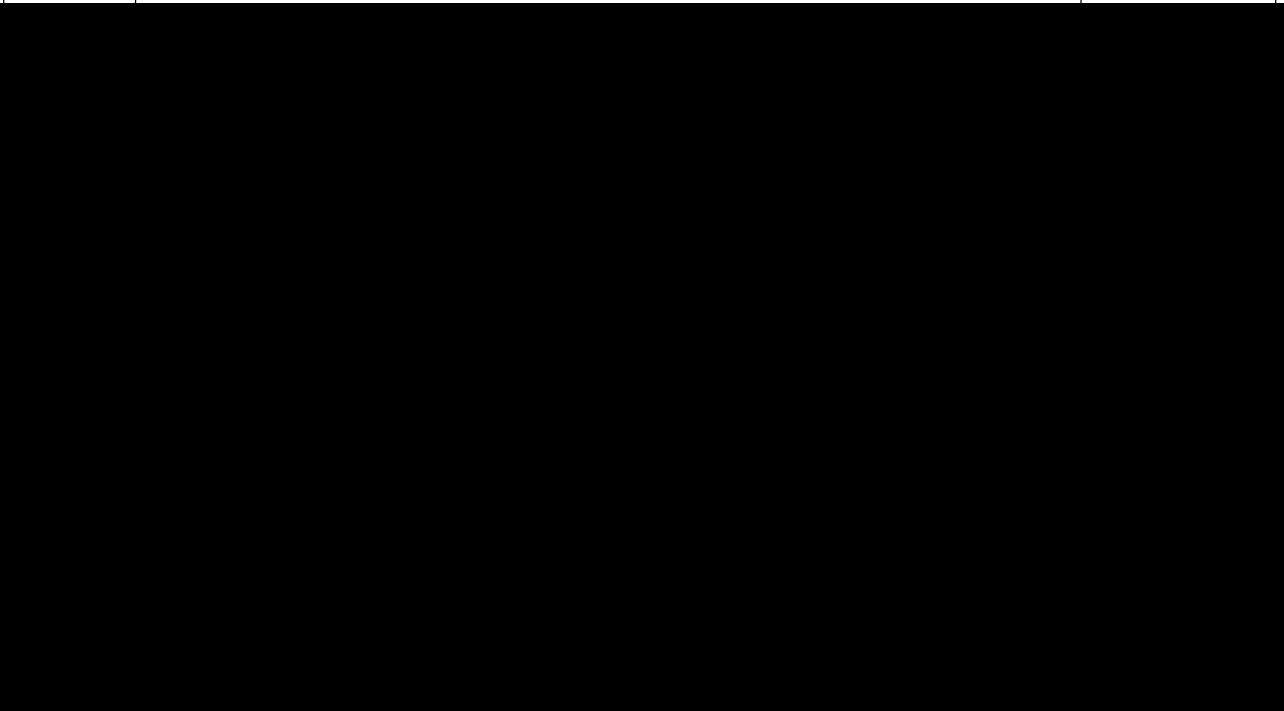
Herefordshire, Ludlow and North Shropshire College:



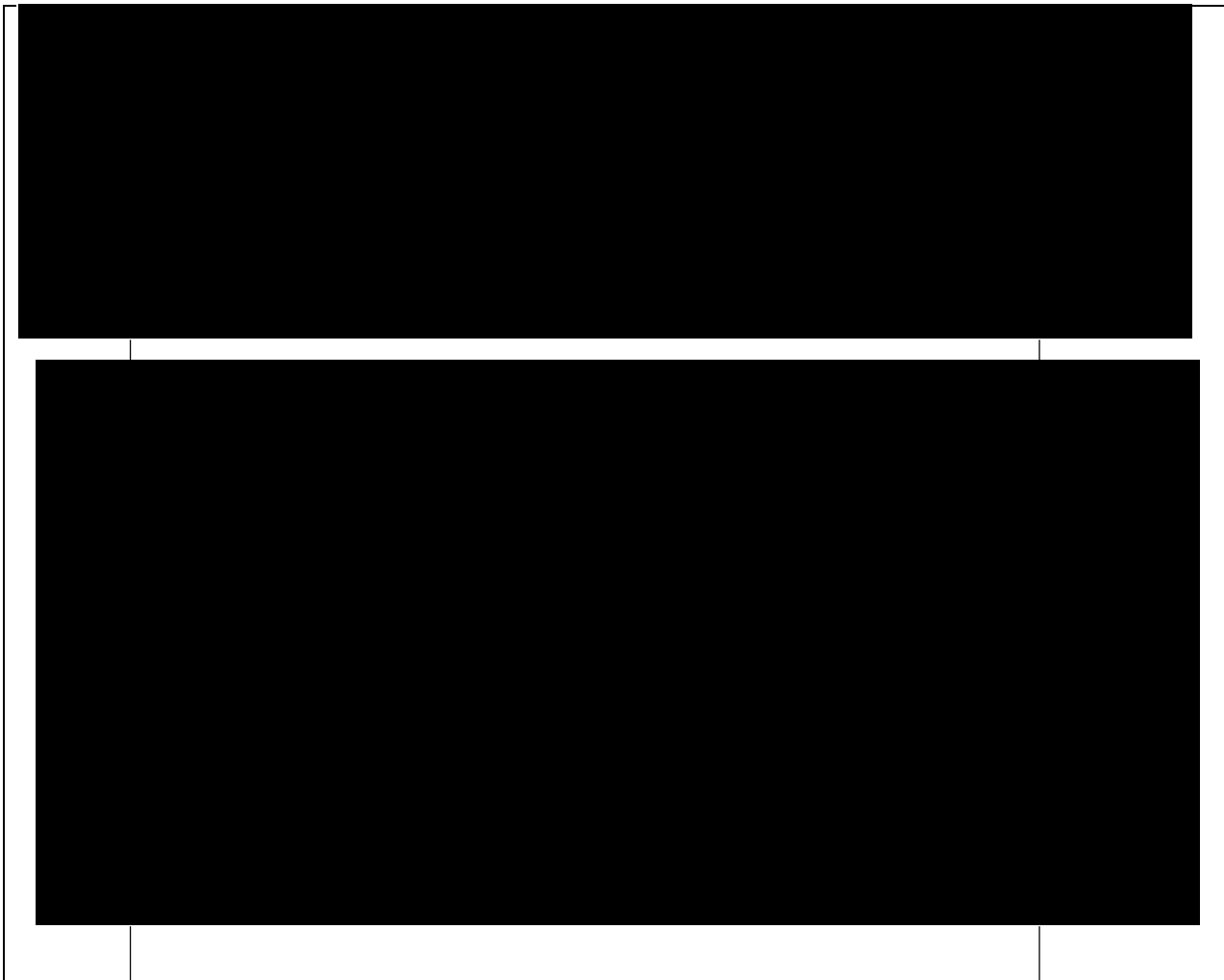
Herefordshire, Ludlow and North Shropshire College:



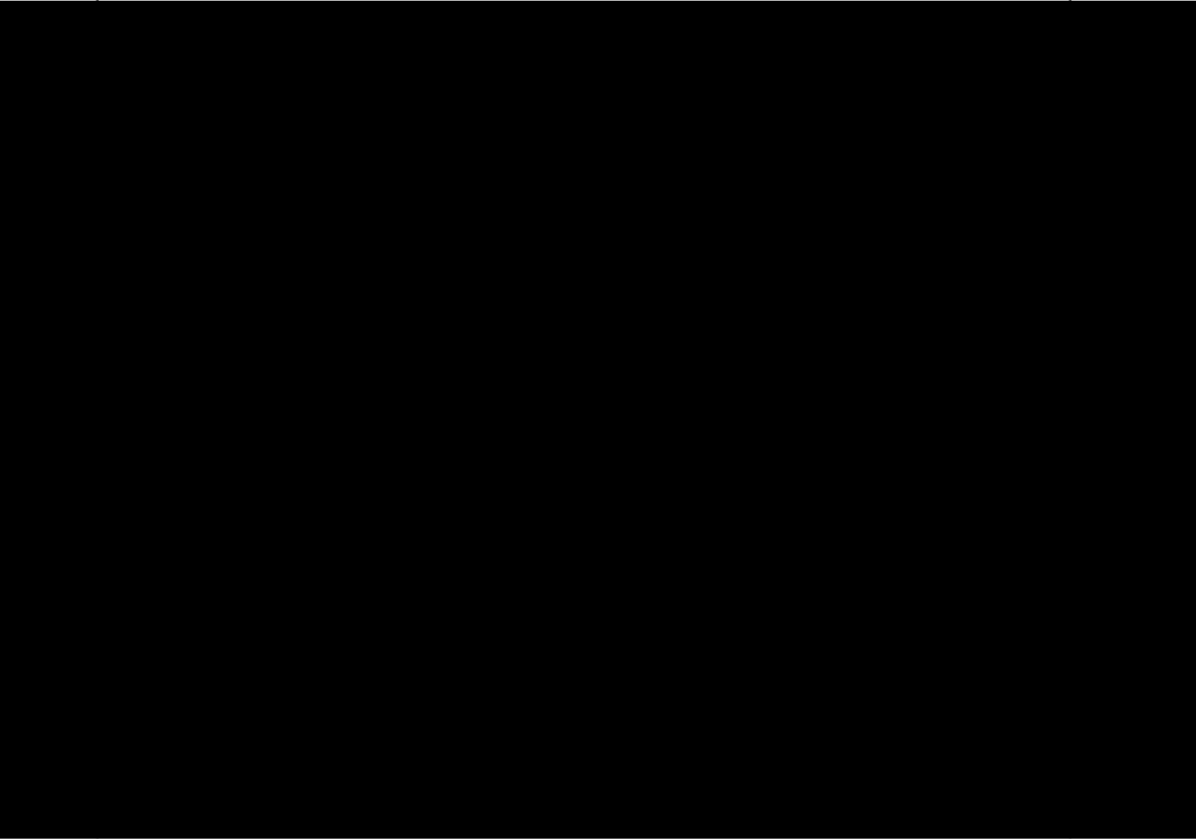
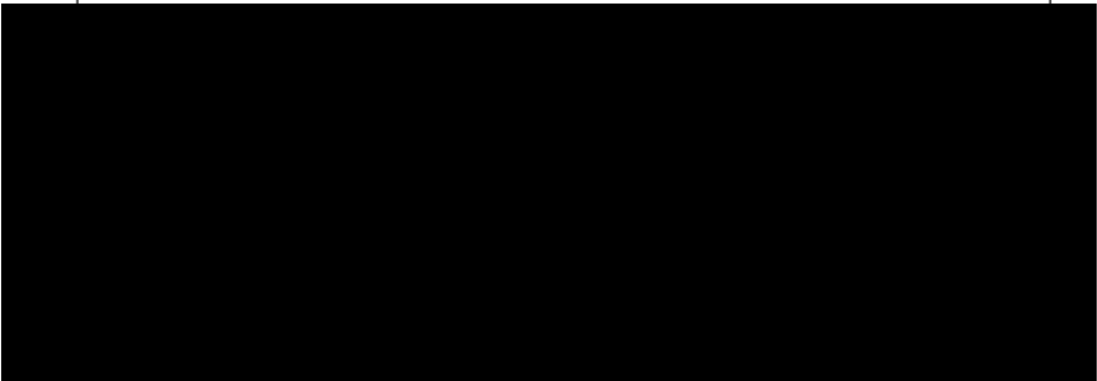
1.4	<b>If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?</b>	1 / 10 max marks
-----	---	------------------



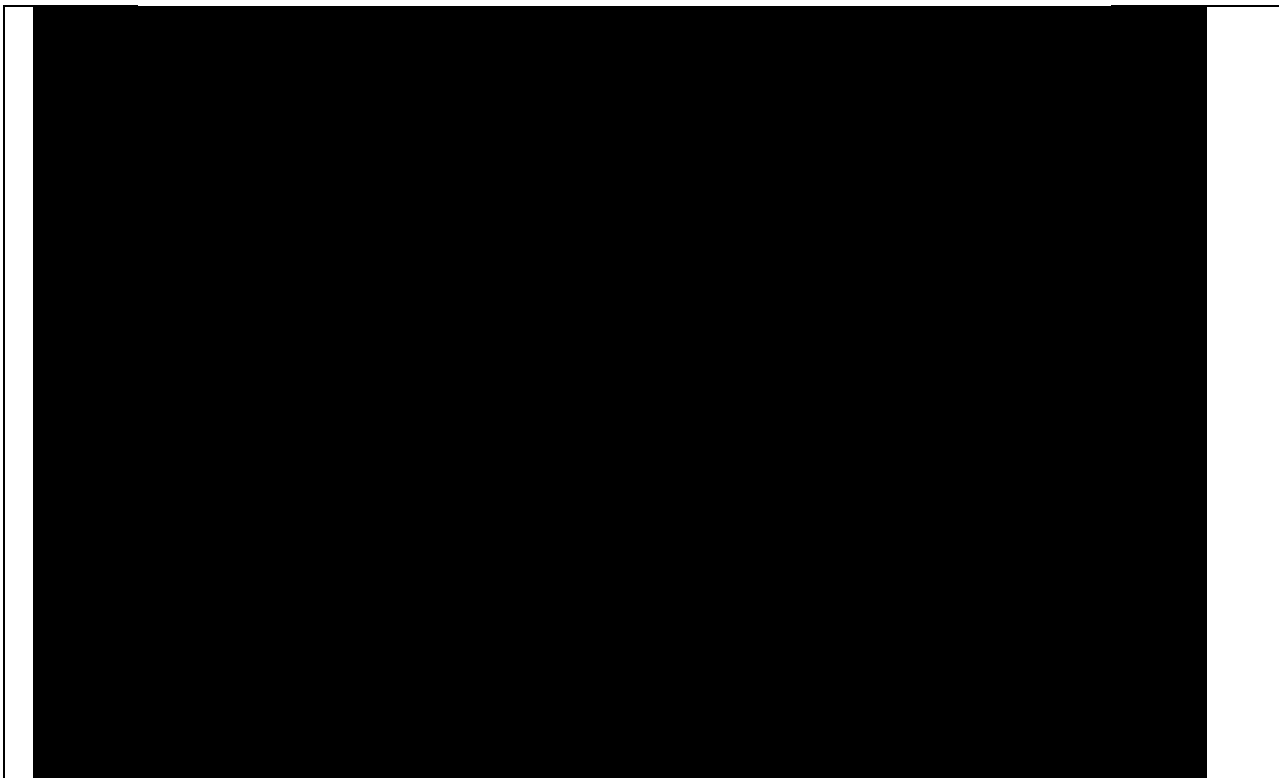
Herefordshire, Ludlow and North Shropshire College:



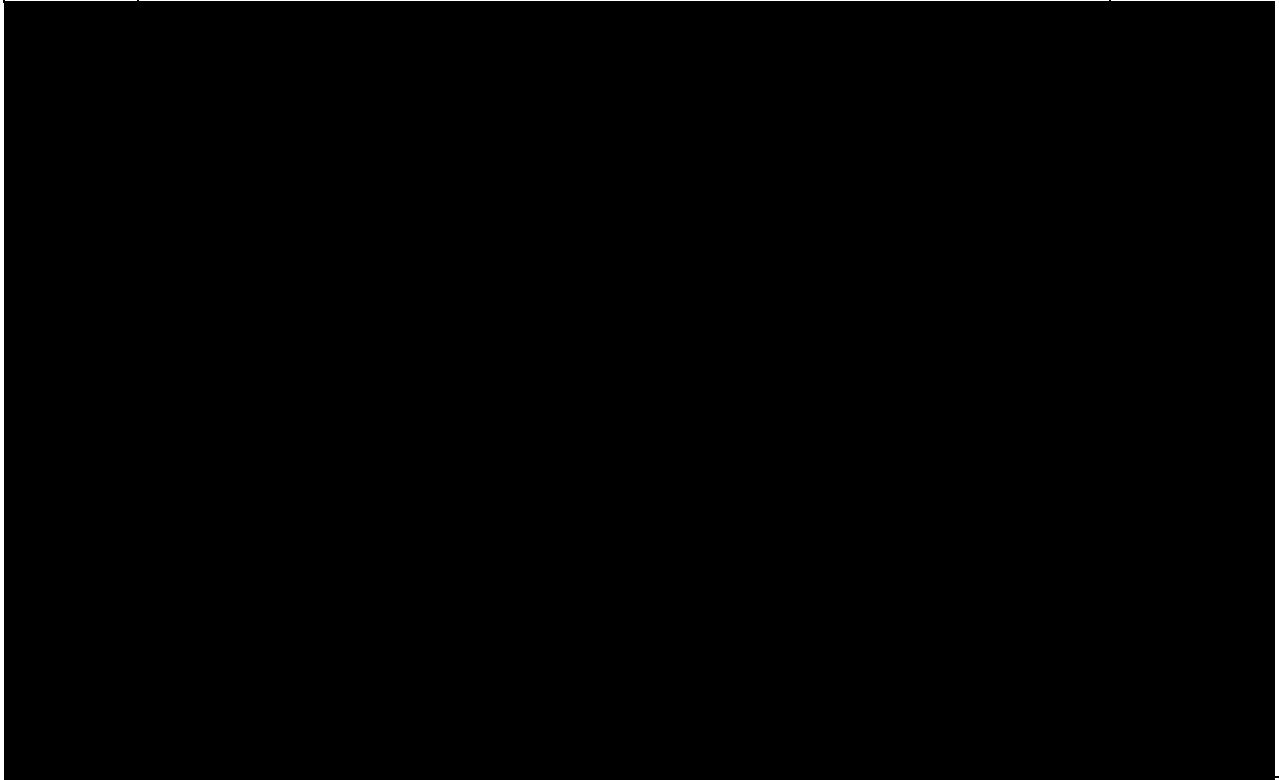


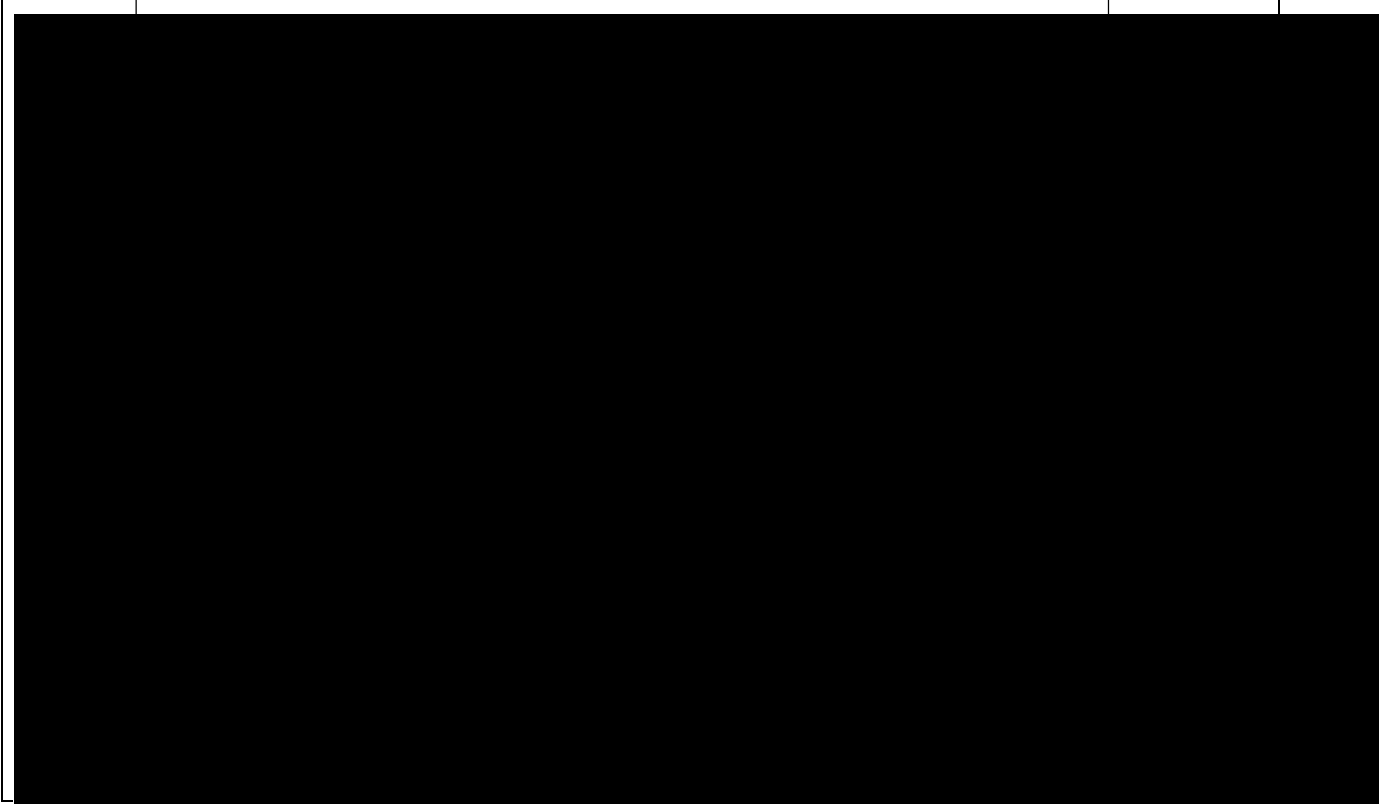
2.	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>
2.1.1	<p><b>Shropshire Council expect that providers on this framework will be rated at ‘require improvement’ or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:</b></p> 	5 / 50 max marks
2.1.2	<p><b>Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).</b></p> 	1 / 10 max marks

Herefordshire, Ludlow and North Shropshire College:



2.1.3	<b>Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.</b>	4 / 40 max marks
-------	---	------------------

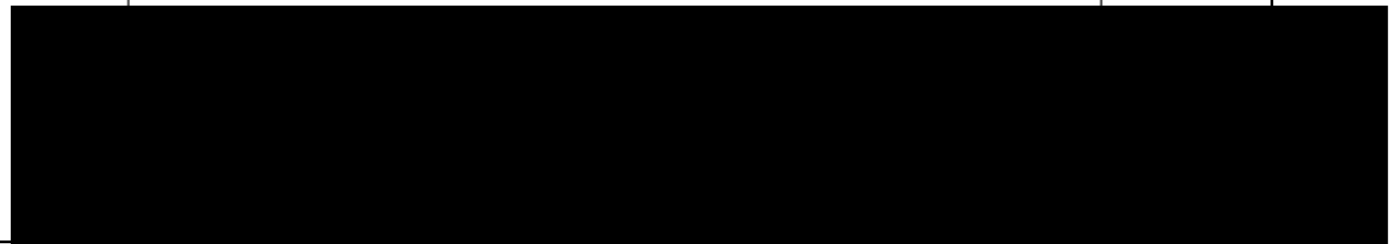
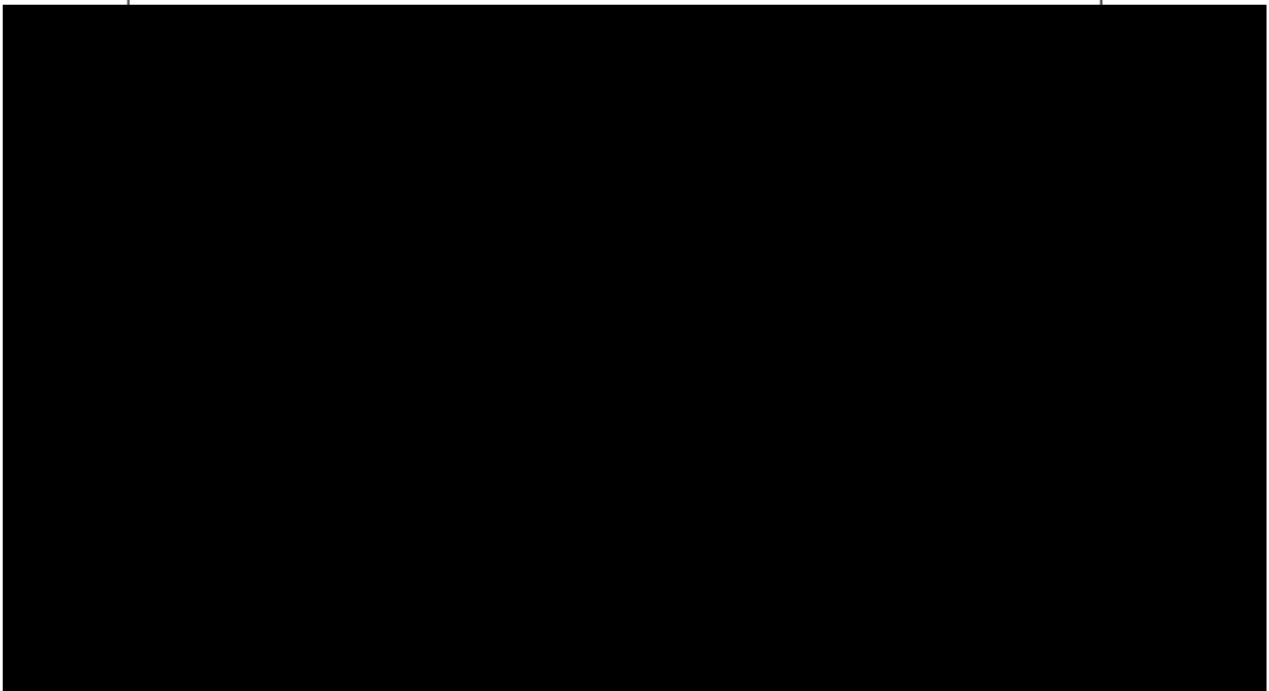


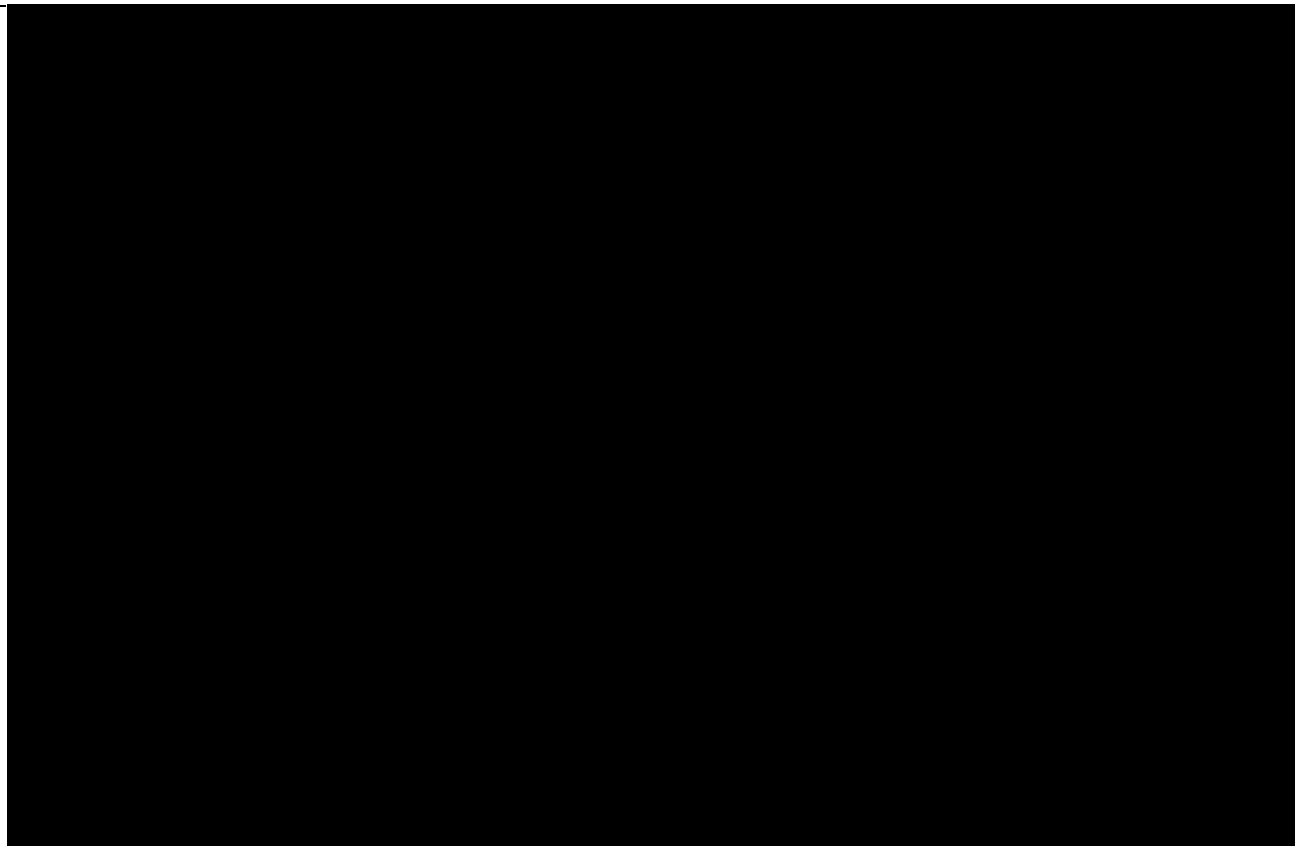


Herefordshire, Ludlow and North Shropshire College:

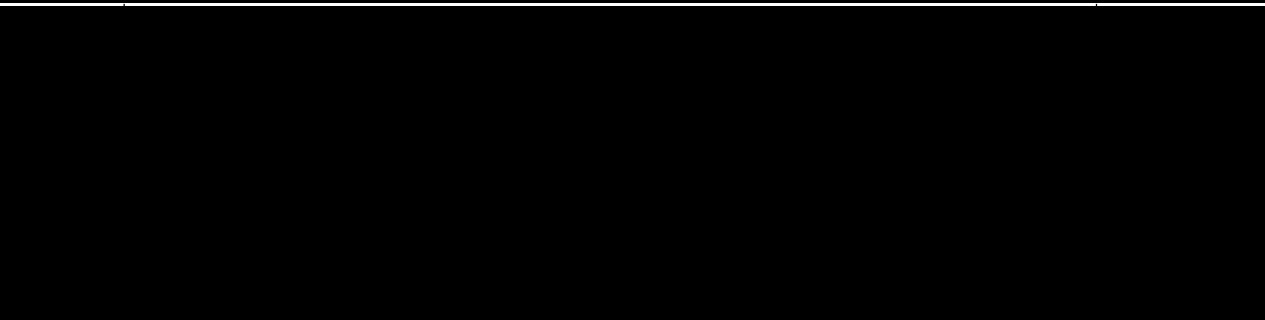
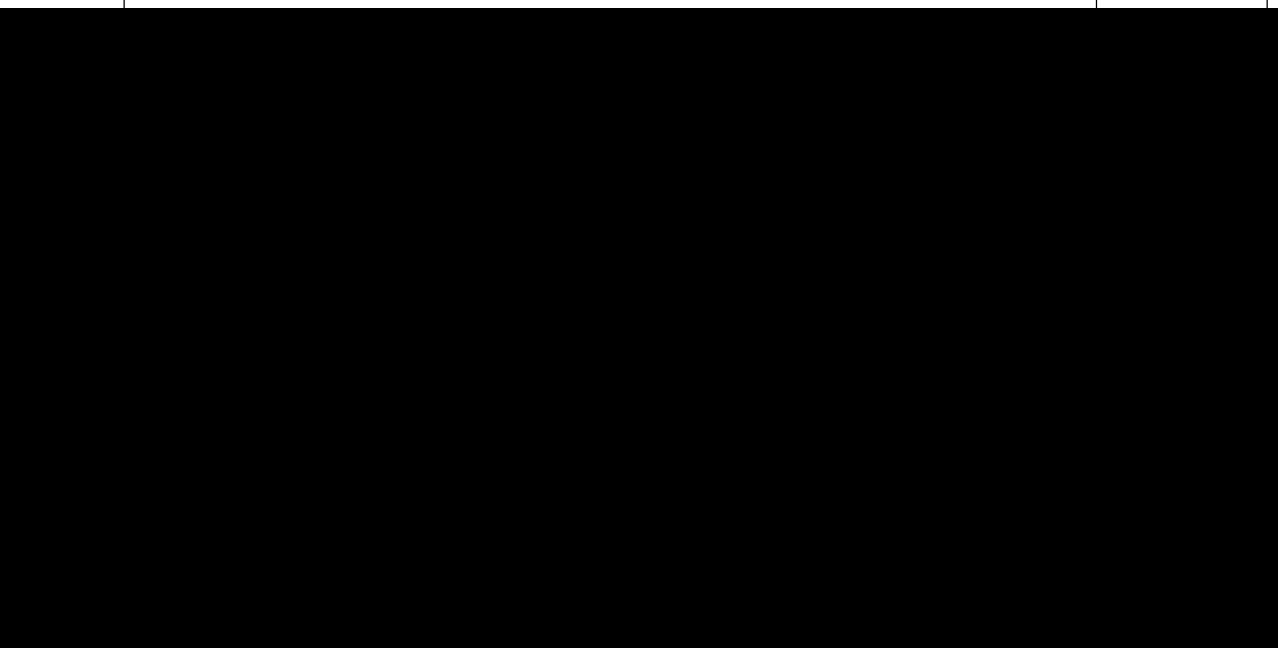


<b>2.2</b>	<b>Delivery</b>	<b>Weighting and Max Marks</b>
2.2.1	<b>Shropshire Council require delivery to have a high level of convenience, variety and methods to cater for learner’s individual needs in order to reduce incurring any additional costs. What methods of delivery for training do you use for the apprenticeships within this/these categories?</b>	4 / 40 max marks





2.2.2	<b>Please describe your intakes – are these flexible or do you have set timescales? i.e. roll-on-roll-off, cohorts.</b>	4 / 40 max marks
-------	---	------------------

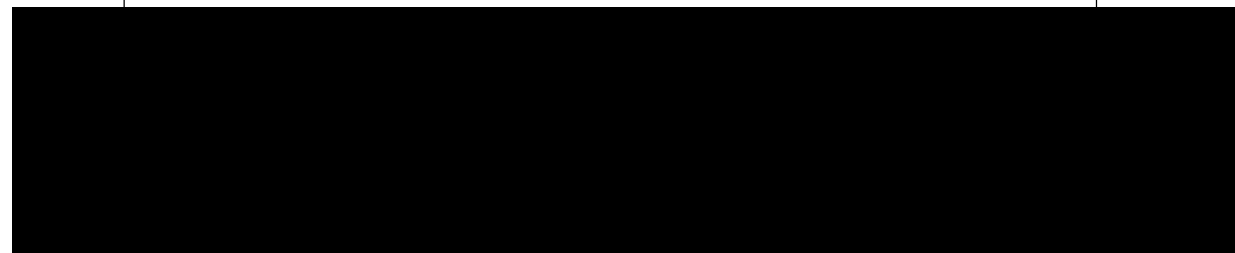
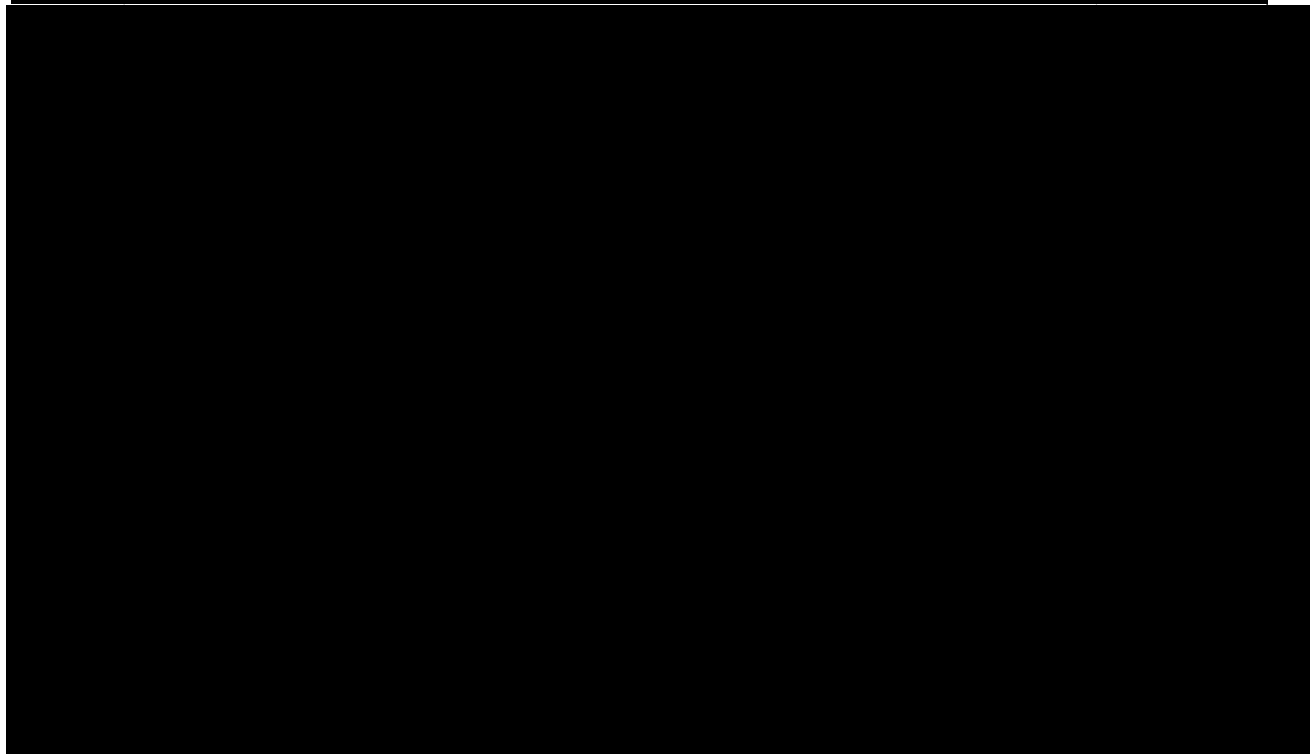
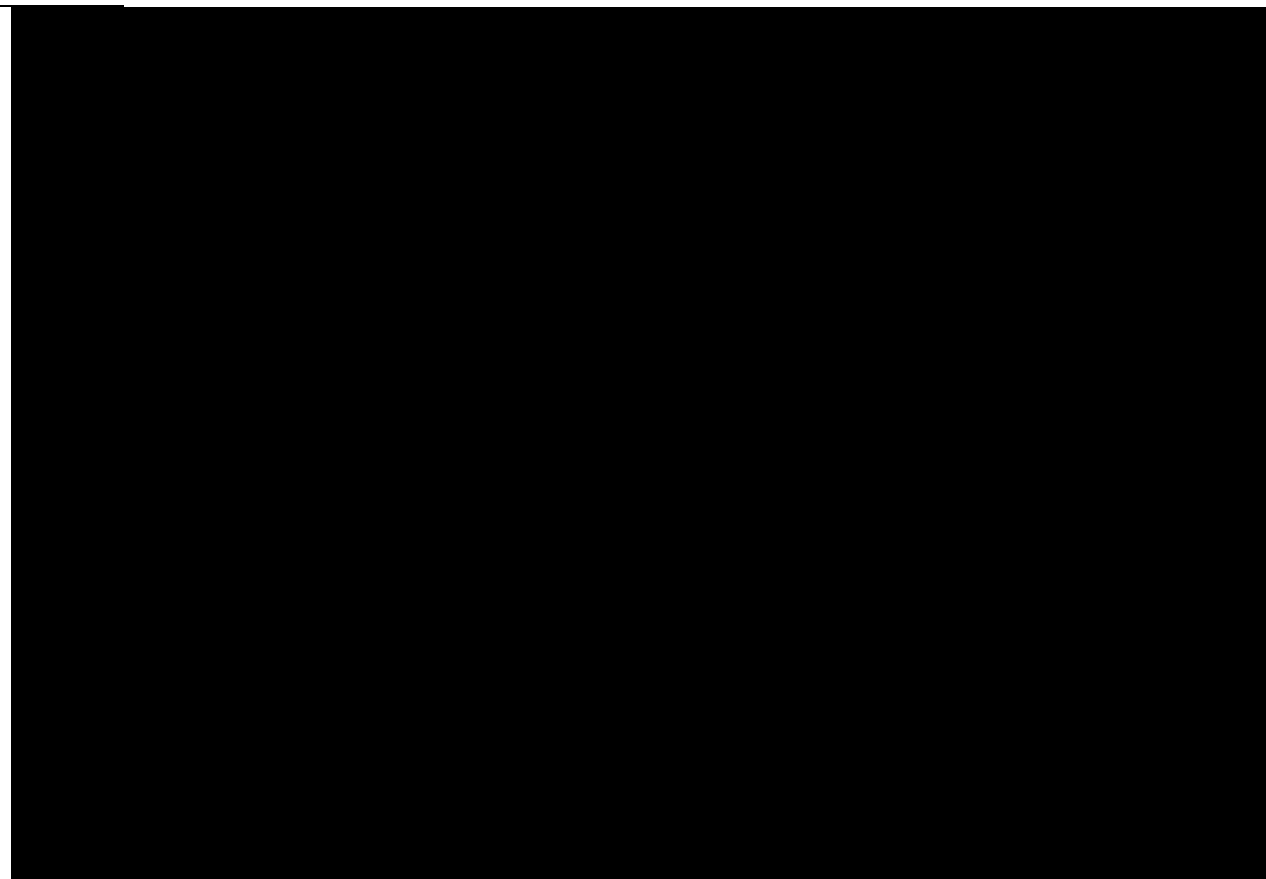


Herefordshire, Ludlow and North Shropshire College:

2.2.3	<p><b>Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.</b></p>	2 / 20 max marks

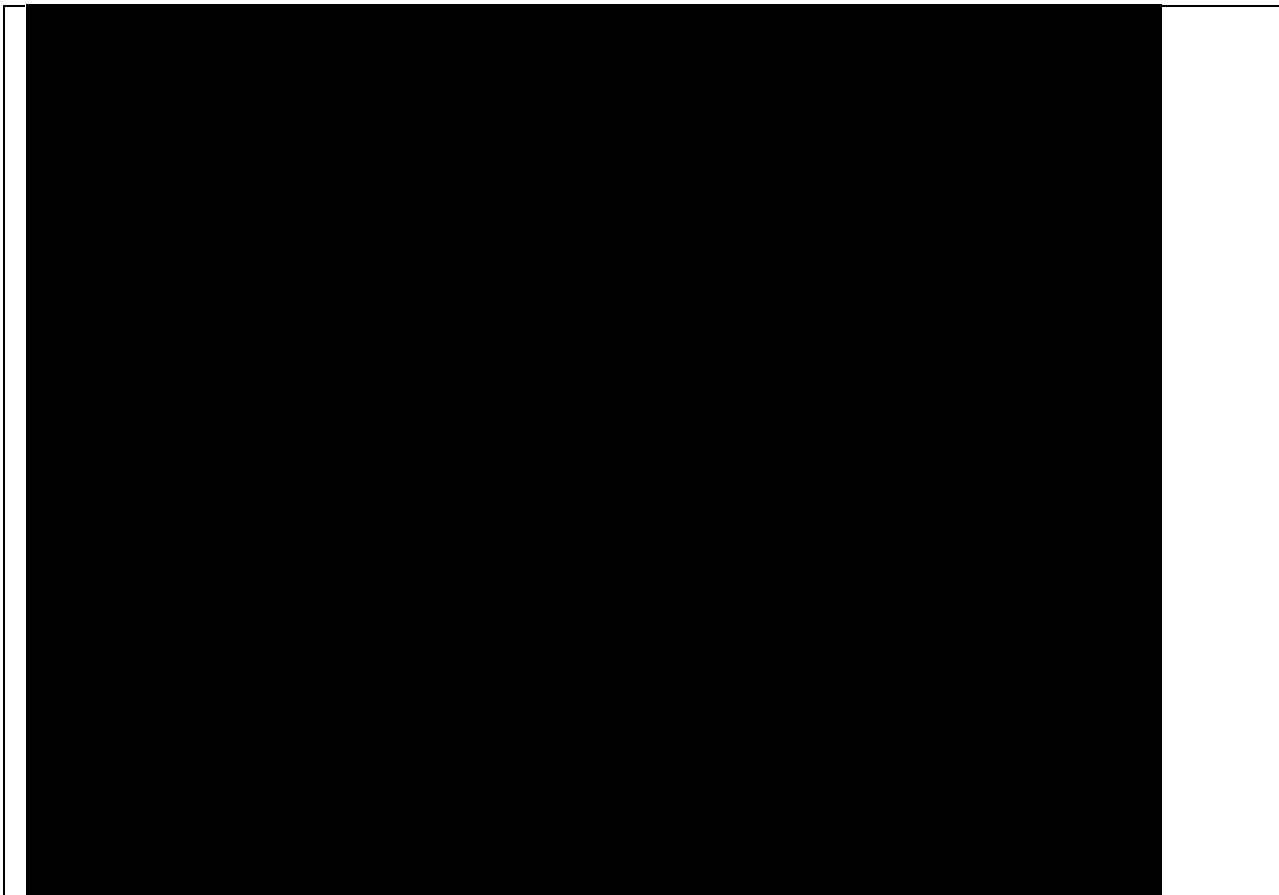
Herefordshire, Ludlow and North Shropshire College:

<b>2.3</b>	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	<b>Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching?</b> <b>Please give details:</b>	3 / 30 max marks

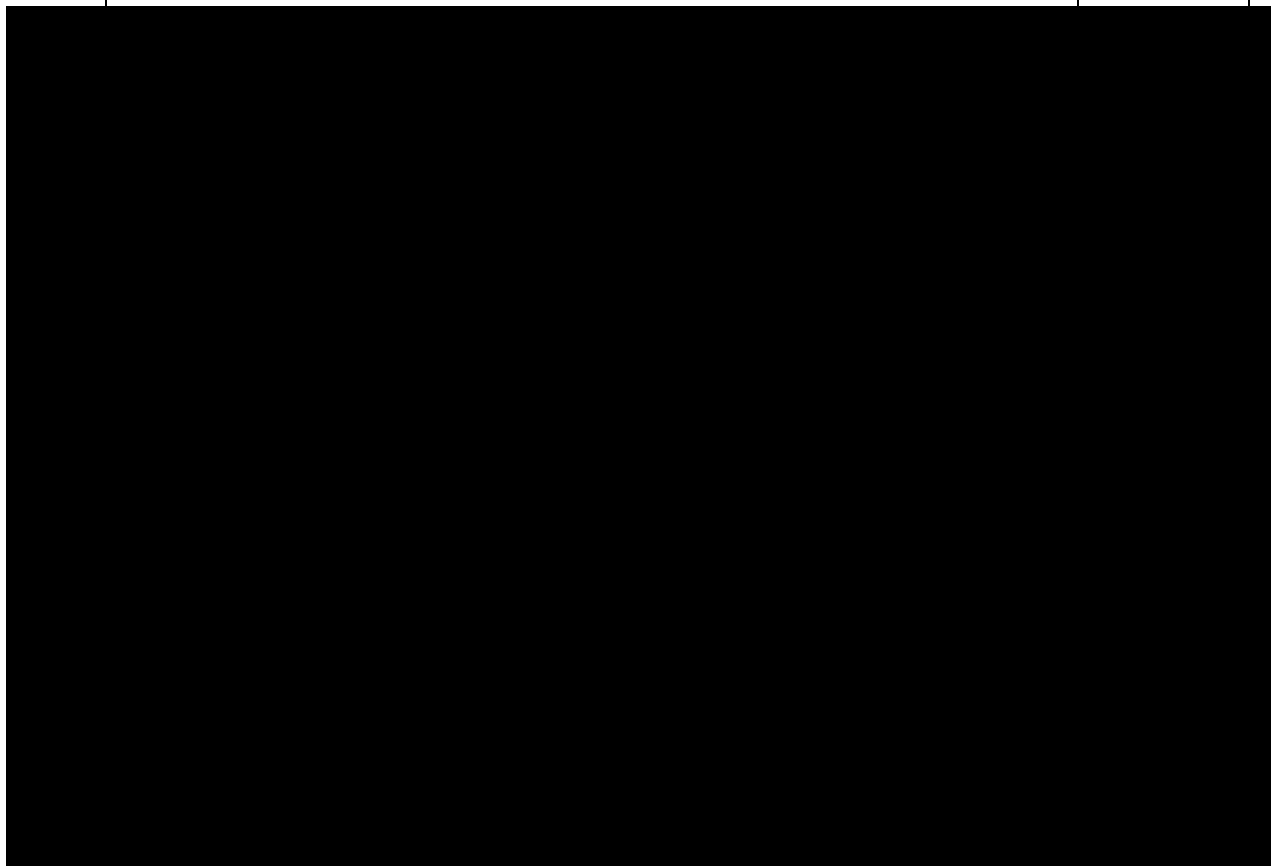


Herefordshire, Ludlow and North Shropshire College:

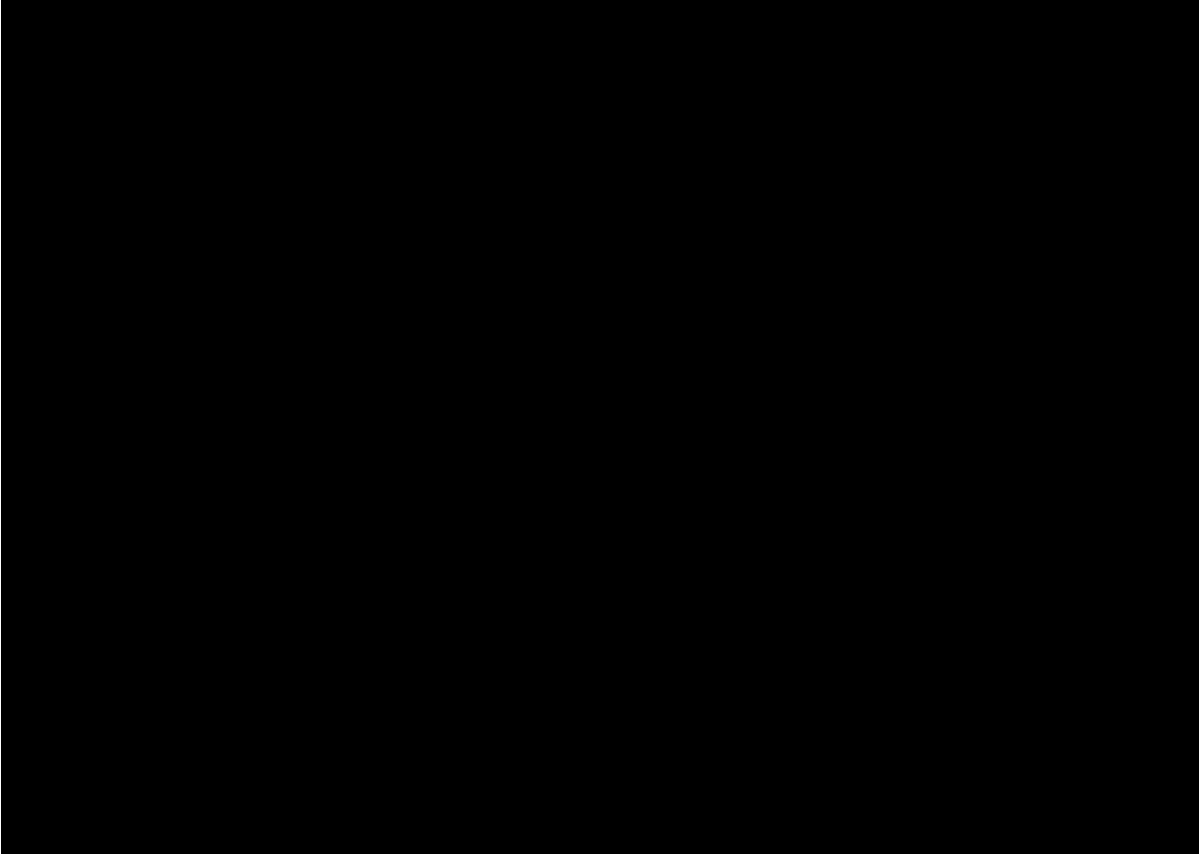
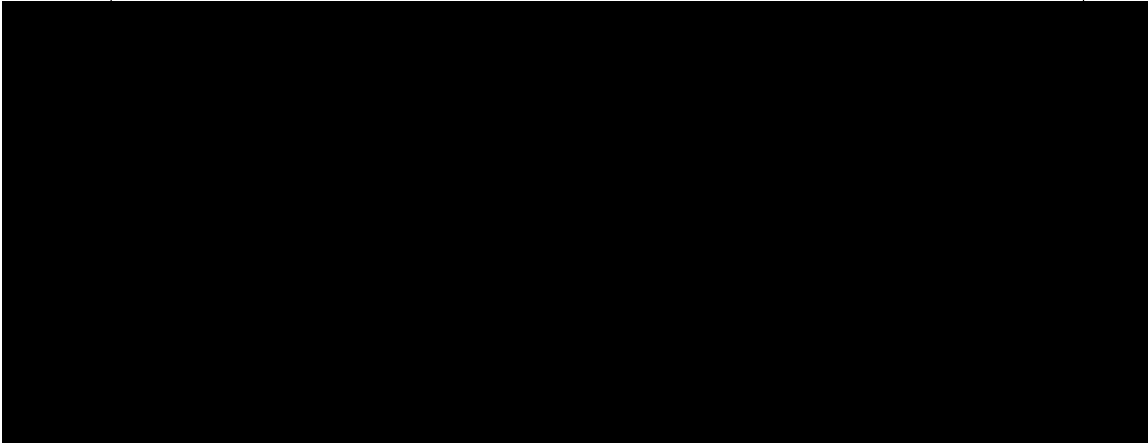



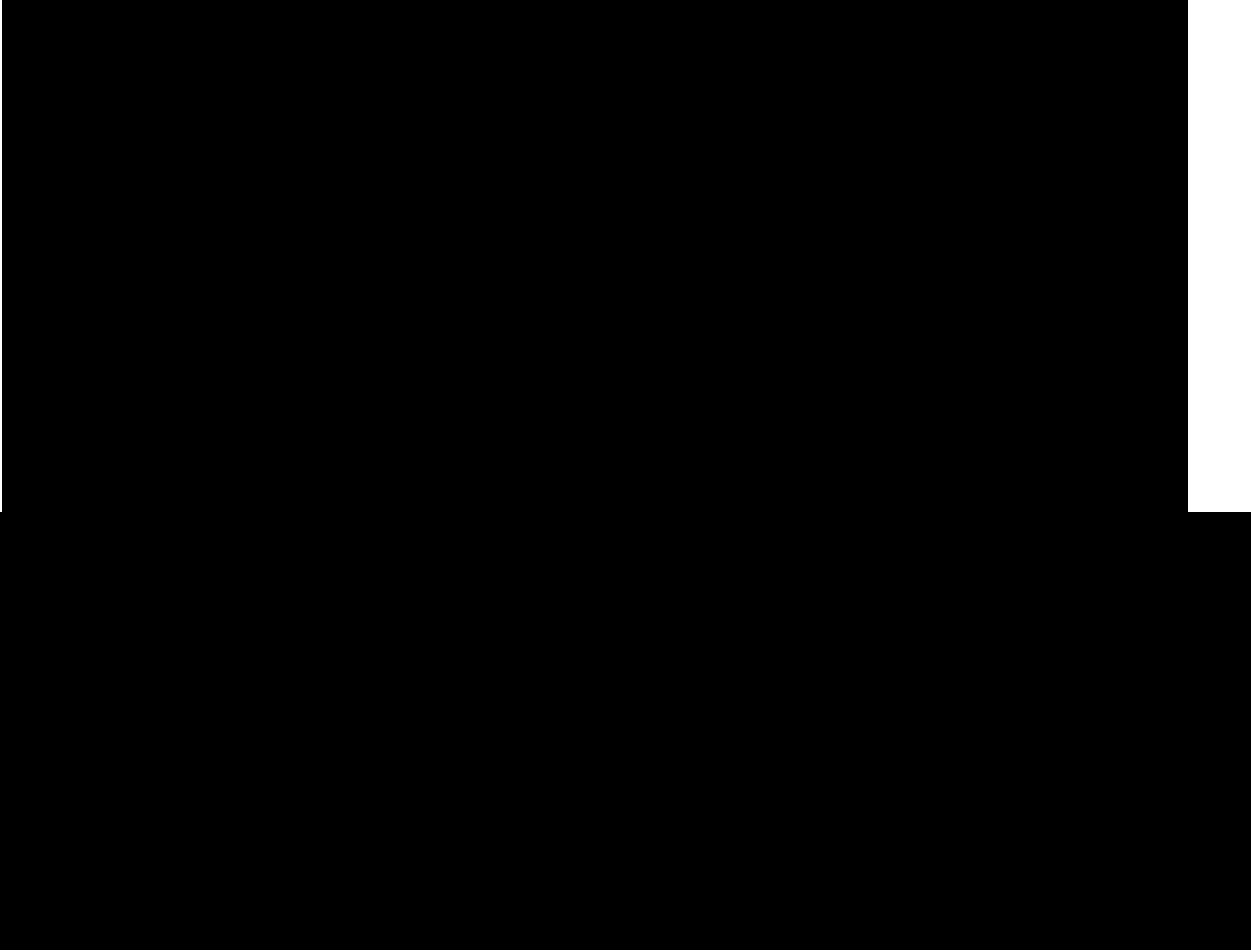
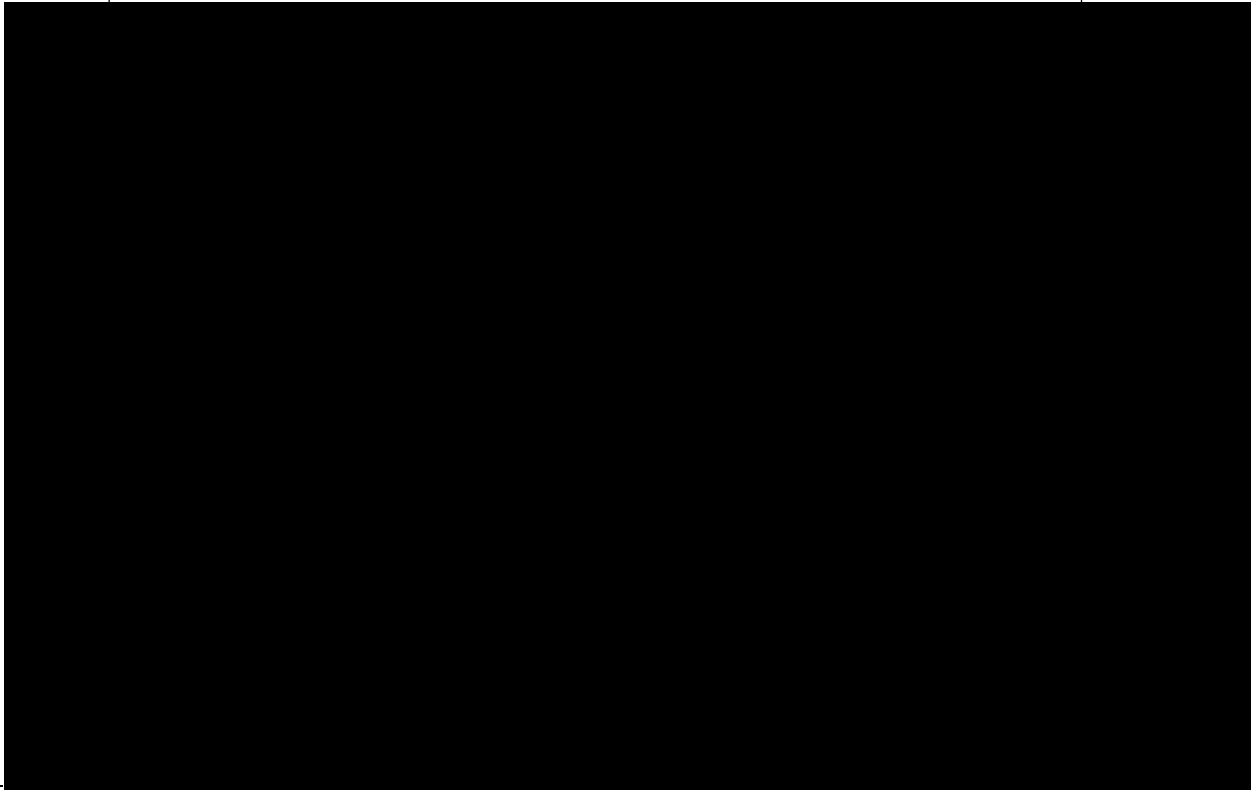


2.3.2	<b>How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.</b>	1.5 / 15 max marks
-------	---	--------------------------

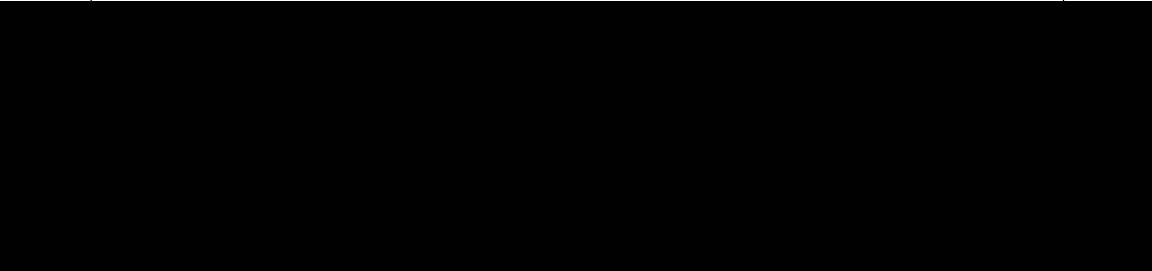




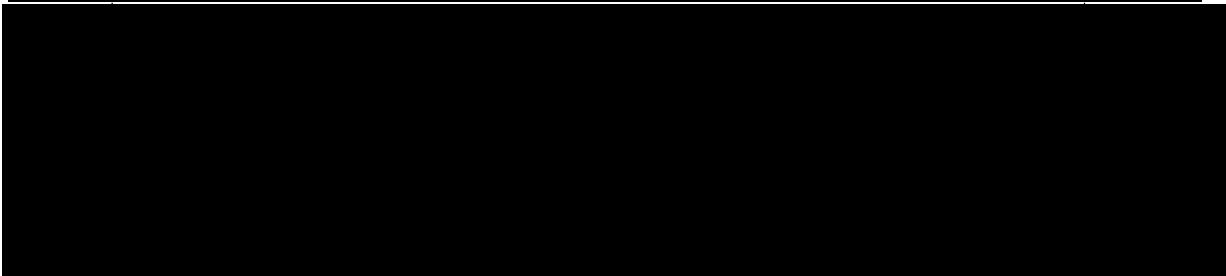
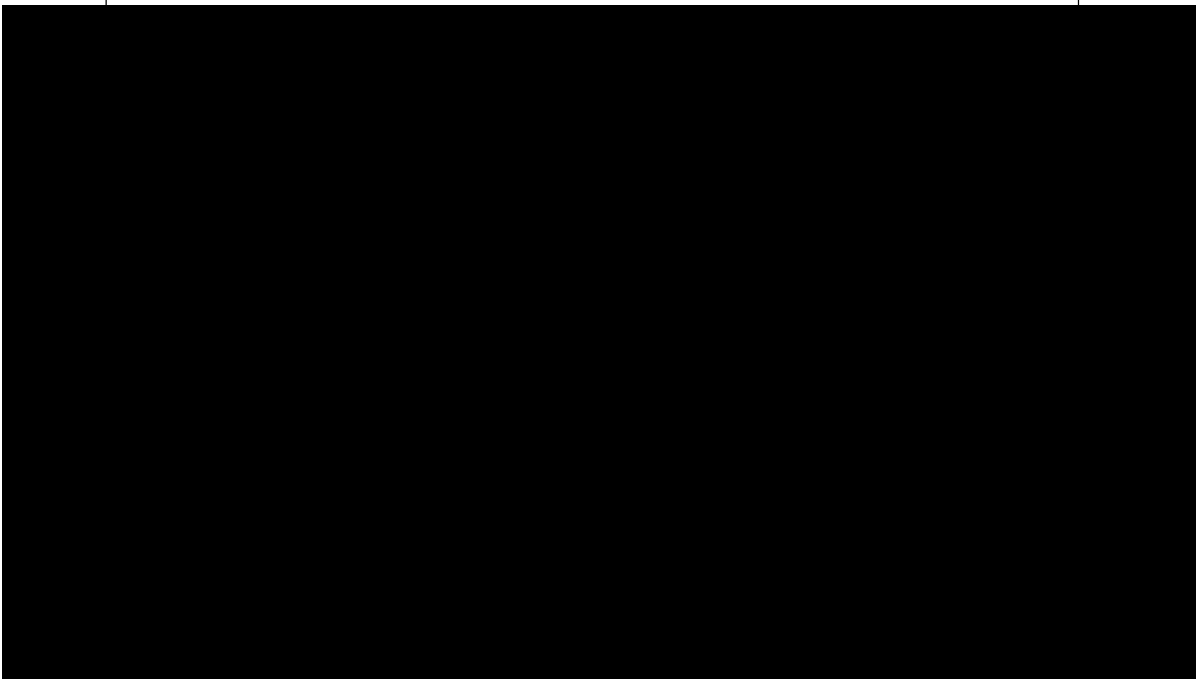
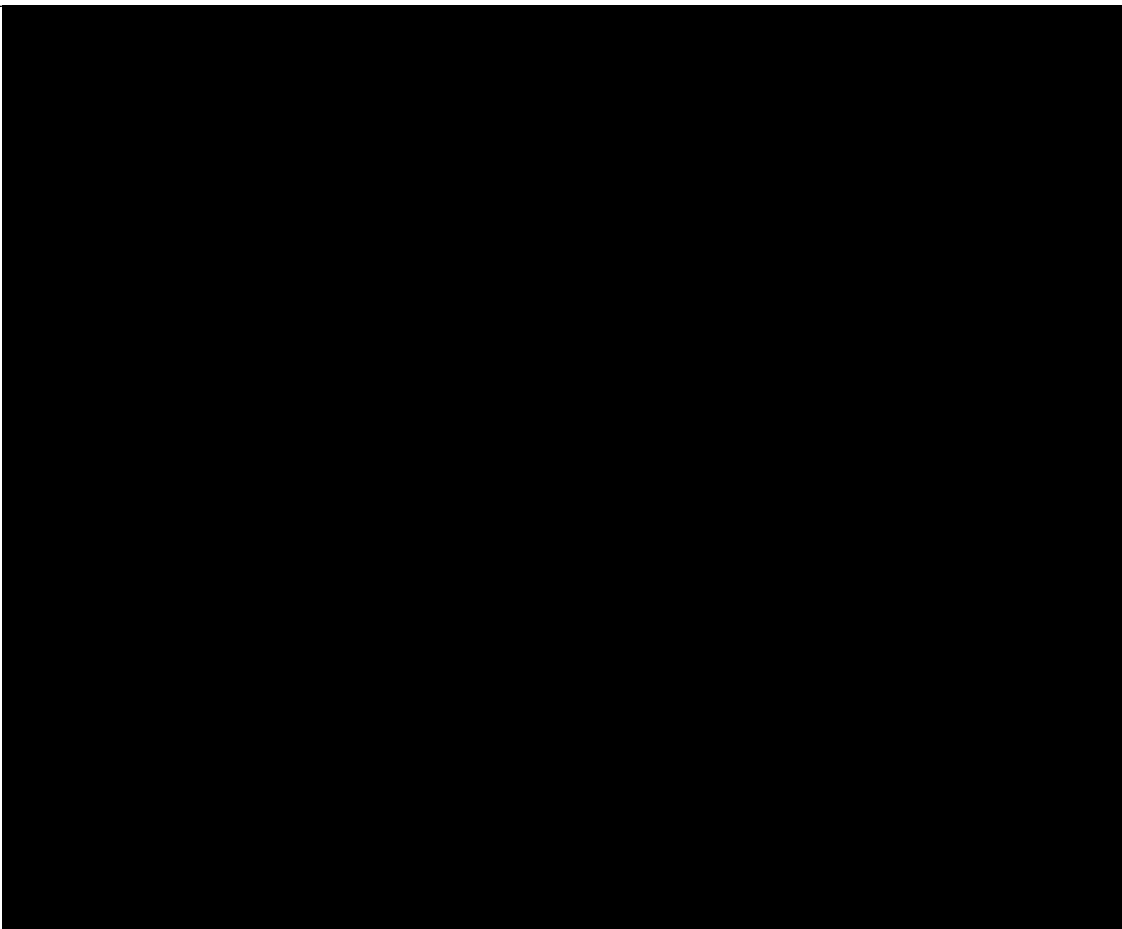
Herefordshire, Ludlow and North Shropshire College:

2.3.3	<b>How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).</b>	3 / 30 max marks
		
		

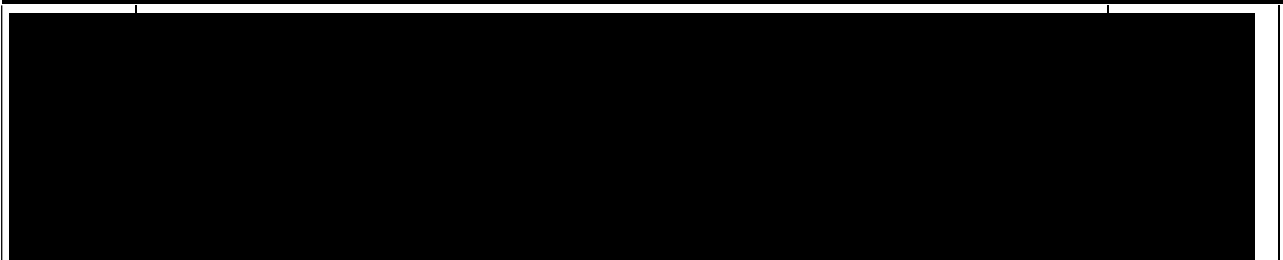
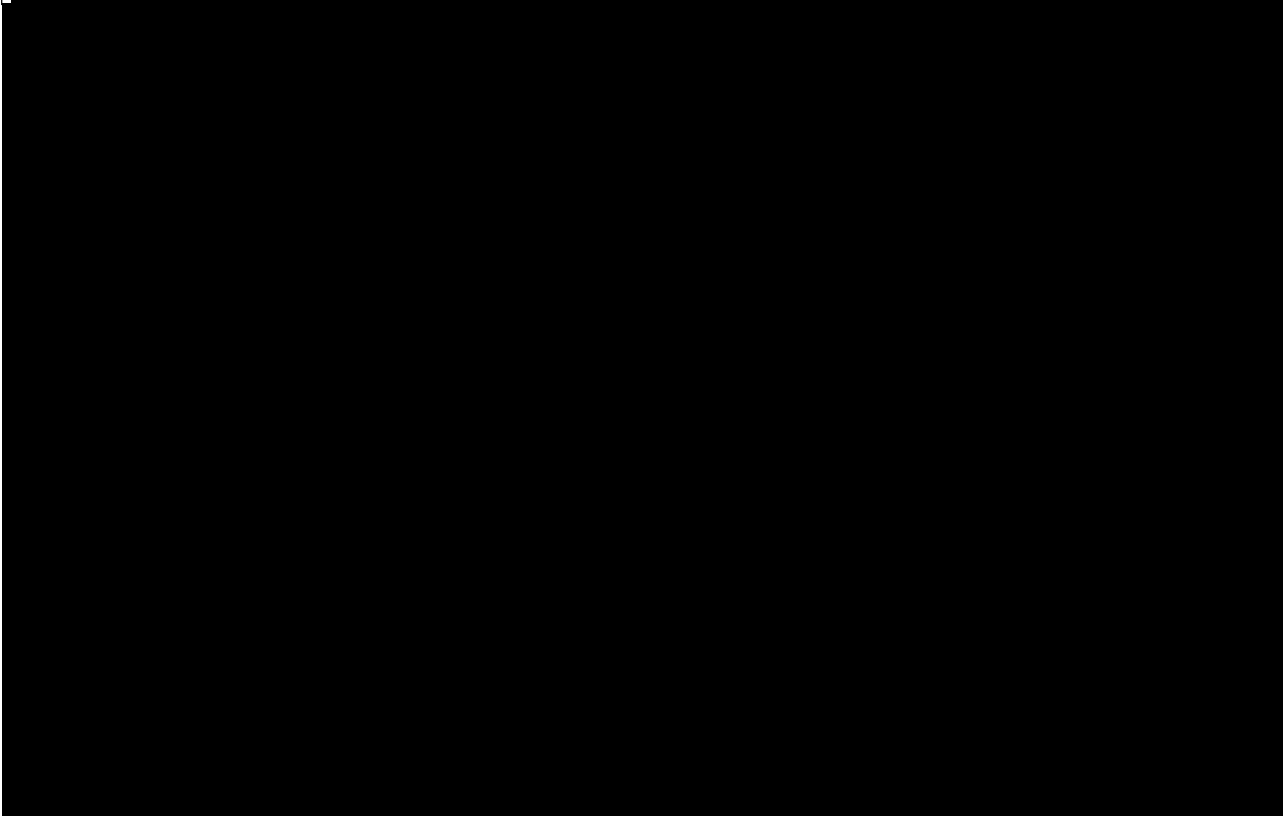
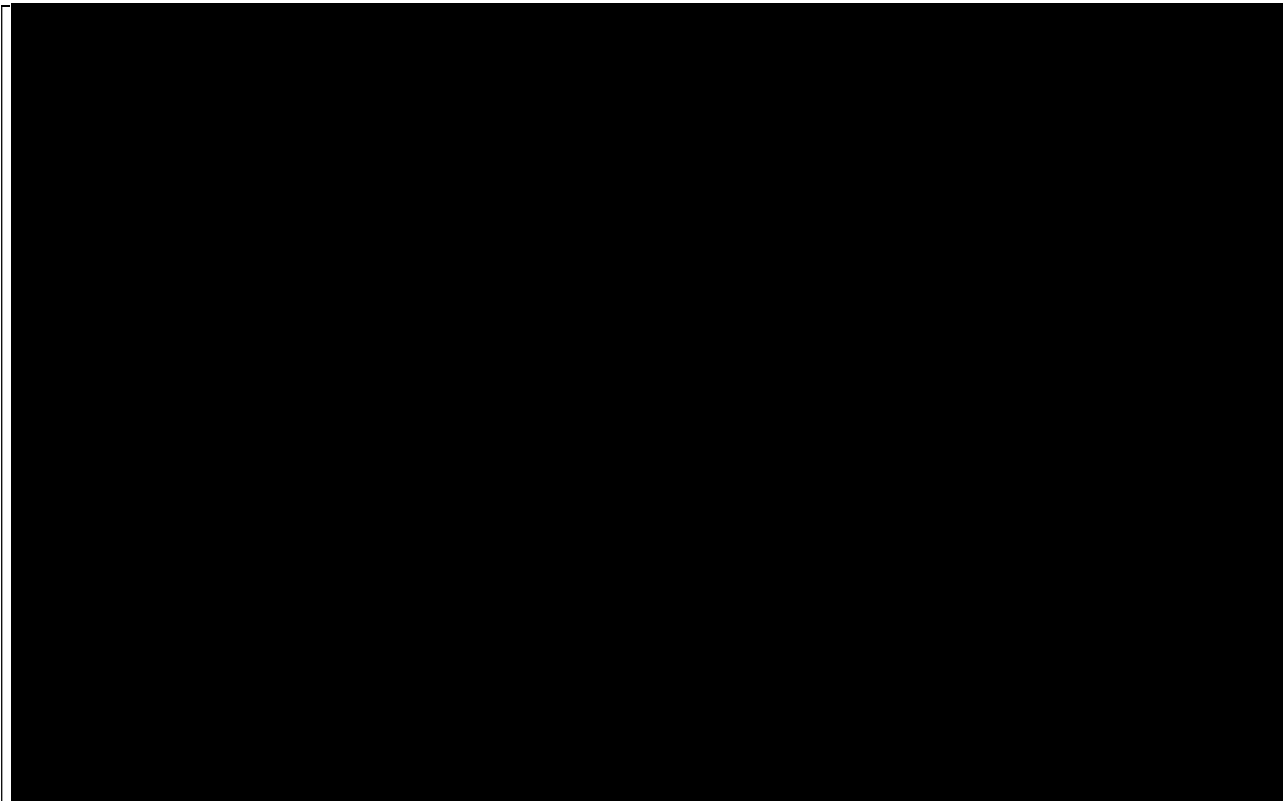
Herefordshire, Ludlow and North Shropshire College:

		
2.3.4	<b>How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?</b>	2.5 / 25 max marks
	<b>Please provide examples of where this has been successful.</b>	
		
		



Herefordshire, Ludlow and North Shropshire College:

<b>2.4</b>	<b>Development of Apprenticeships in Shropshire</b>	<b>Weighting and Max Marks</b>
2.4.1	<p><b>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</b></p> <p><b>Illustrate this by detailing previous work for other organisations.</b></p>	2.5 / 25 max marks



Herefordshire, Ludlow and North Shropshire College:

2.4.2	<p><b>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</b></p> <p><b>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.</b></p>	1.25 / 12.5 max marks

Herefordshire, Ludlow and North Shropshire College:



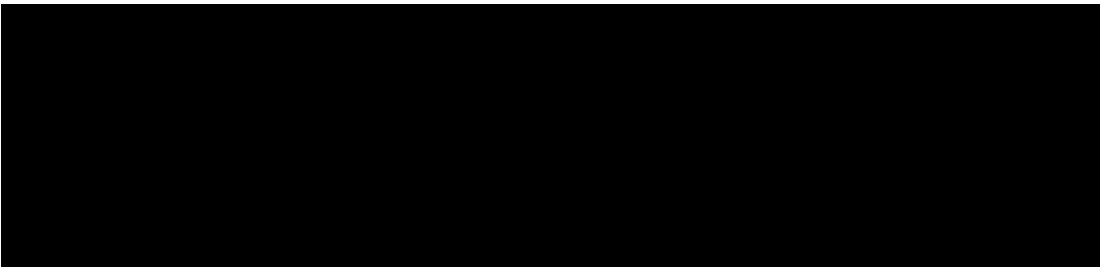
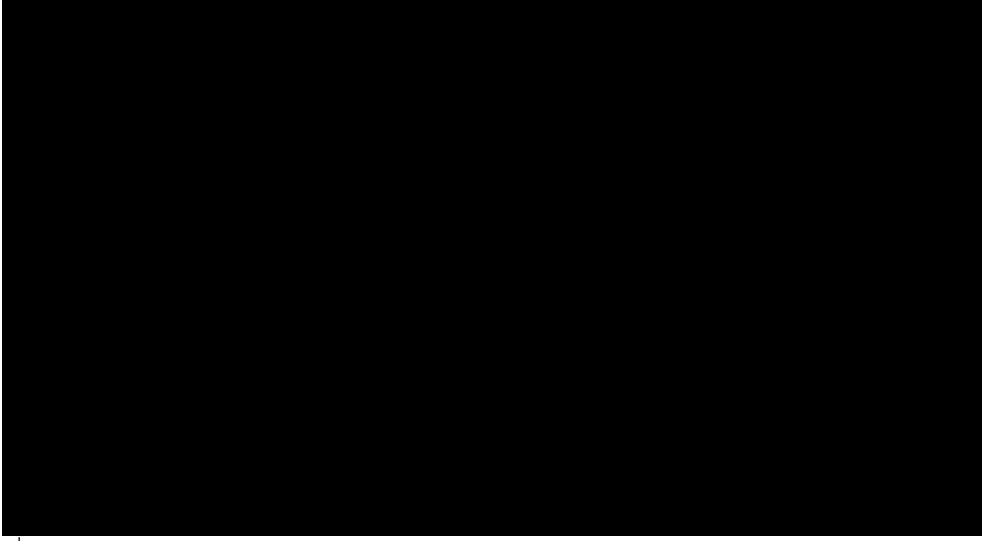
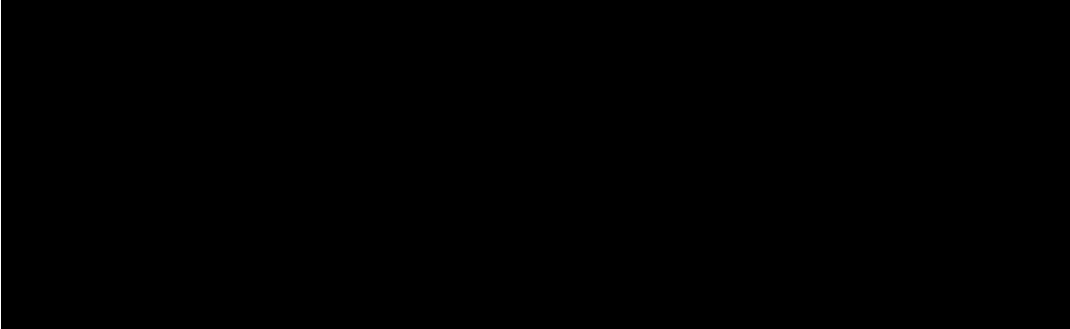
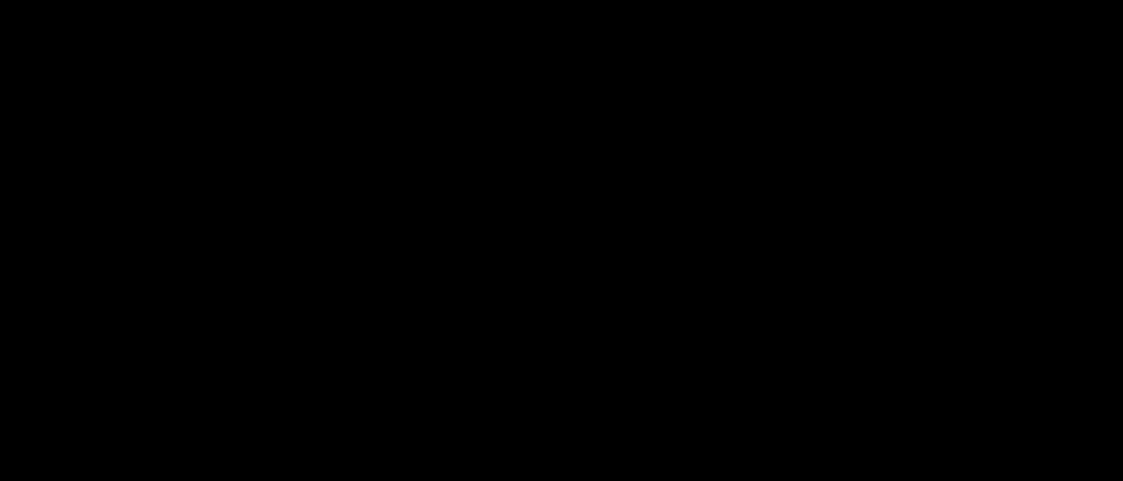
2.4.3	<p><b>How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire? Please provide examples of organisations where you have previously done successfully (if applicable)</b></p>	0.5 / 5 max marks

2.4.4	<p><b>How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?</b></p>	0.75 / 7.5 max marks

Herefordshire, Ludlow and North Shropshire College:

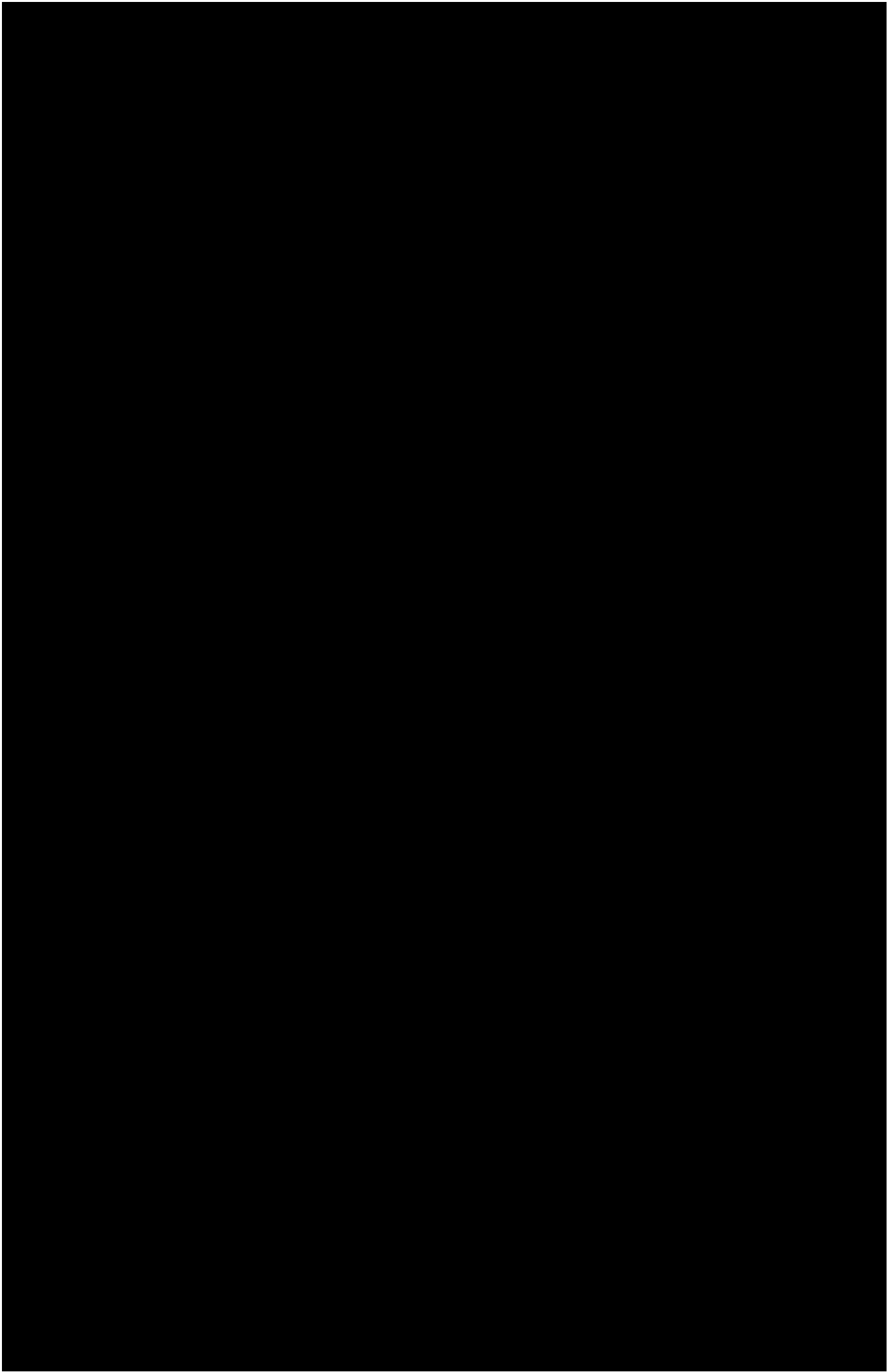
<b>2.5</b>	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>
2.5.1	<b>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</b>	1.5 / 15 max marks

Herefordshire, Ludlow and North Shropshire College:

		
2.5.2	<b>What action do you take, as an organisation, to make any improvements against your KPI performance?</b>   	1.5 / 15 max marks

2.5.3	<p><b>Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.</b></p>	2 / 20 max marks





[REDACTED]

[REDACTED]

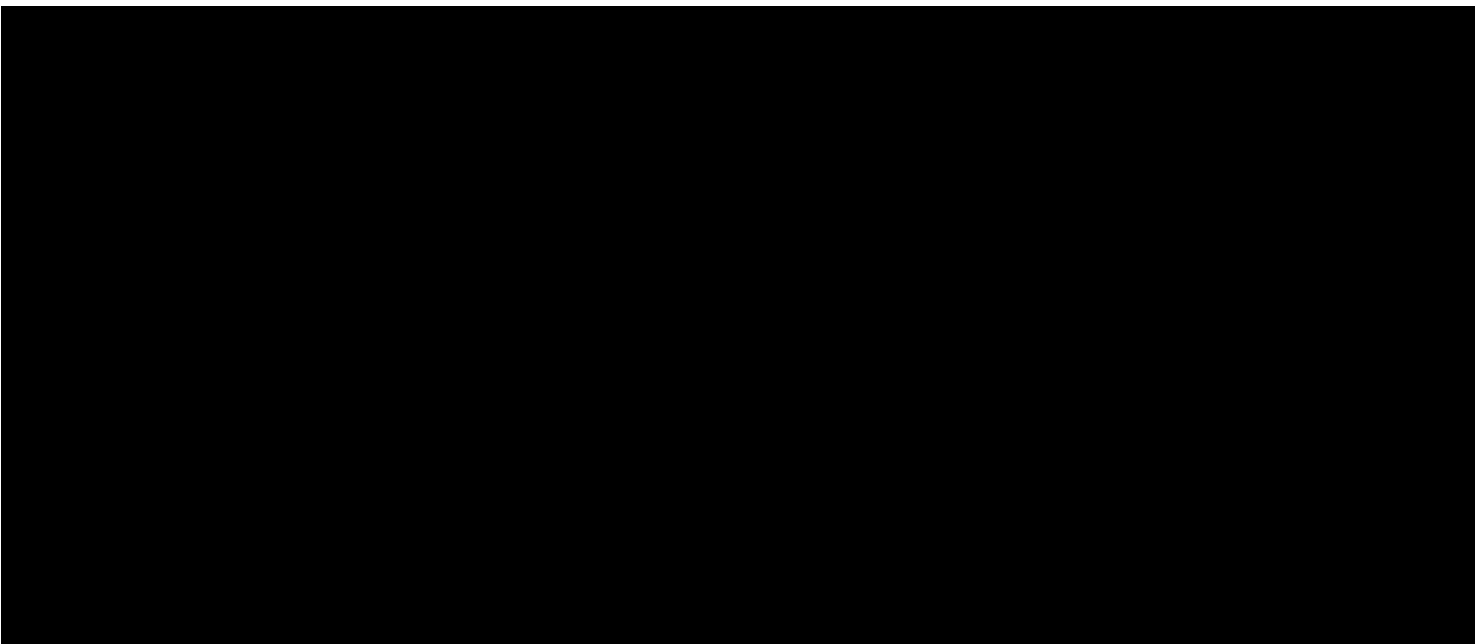
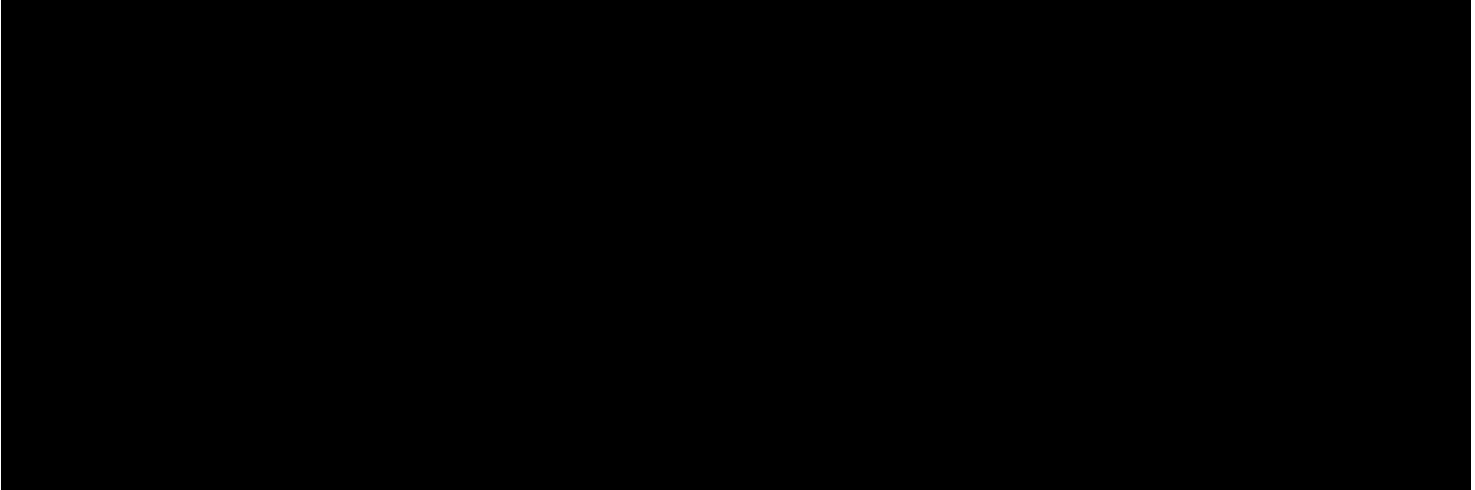
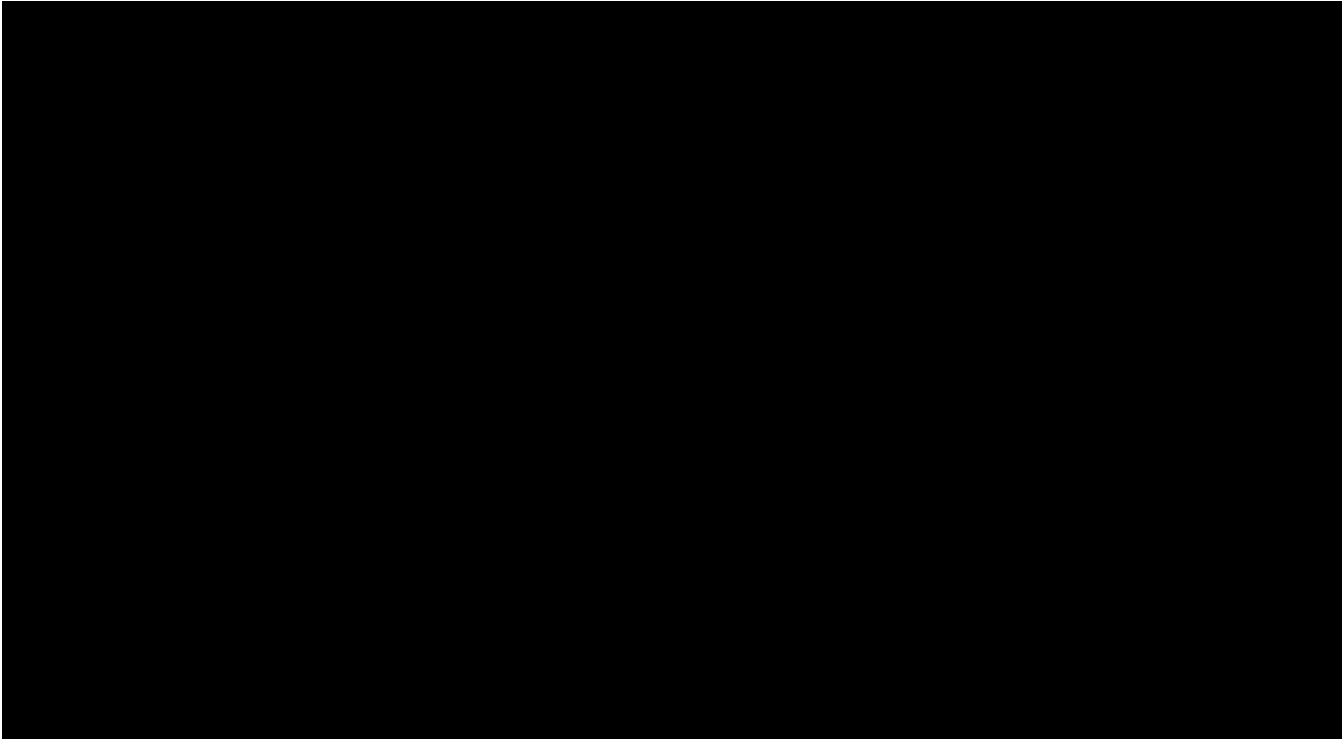
[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

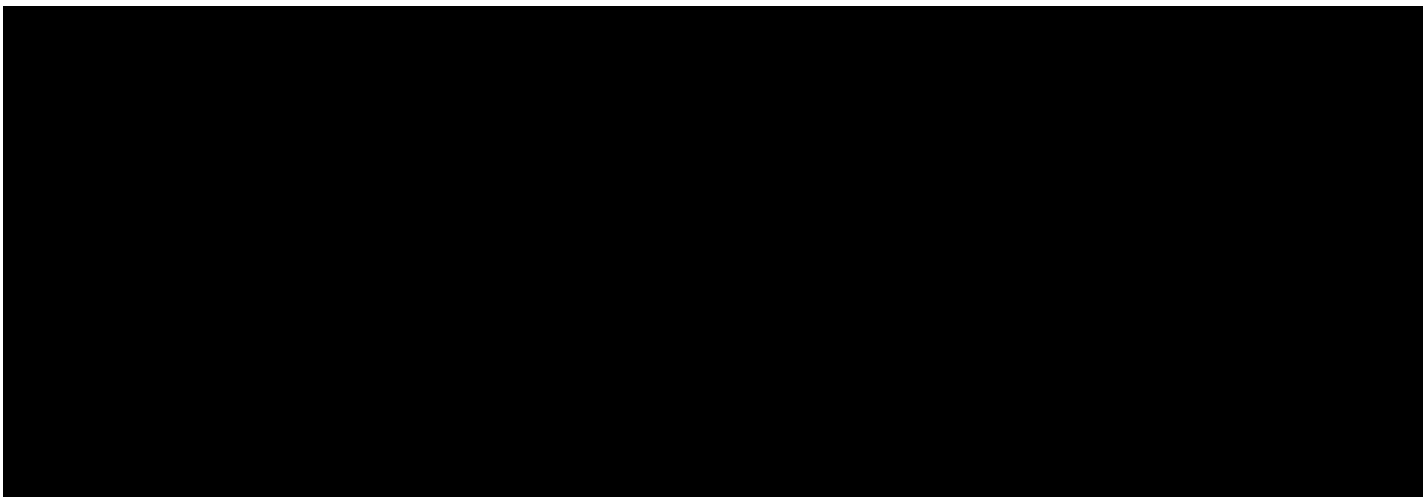
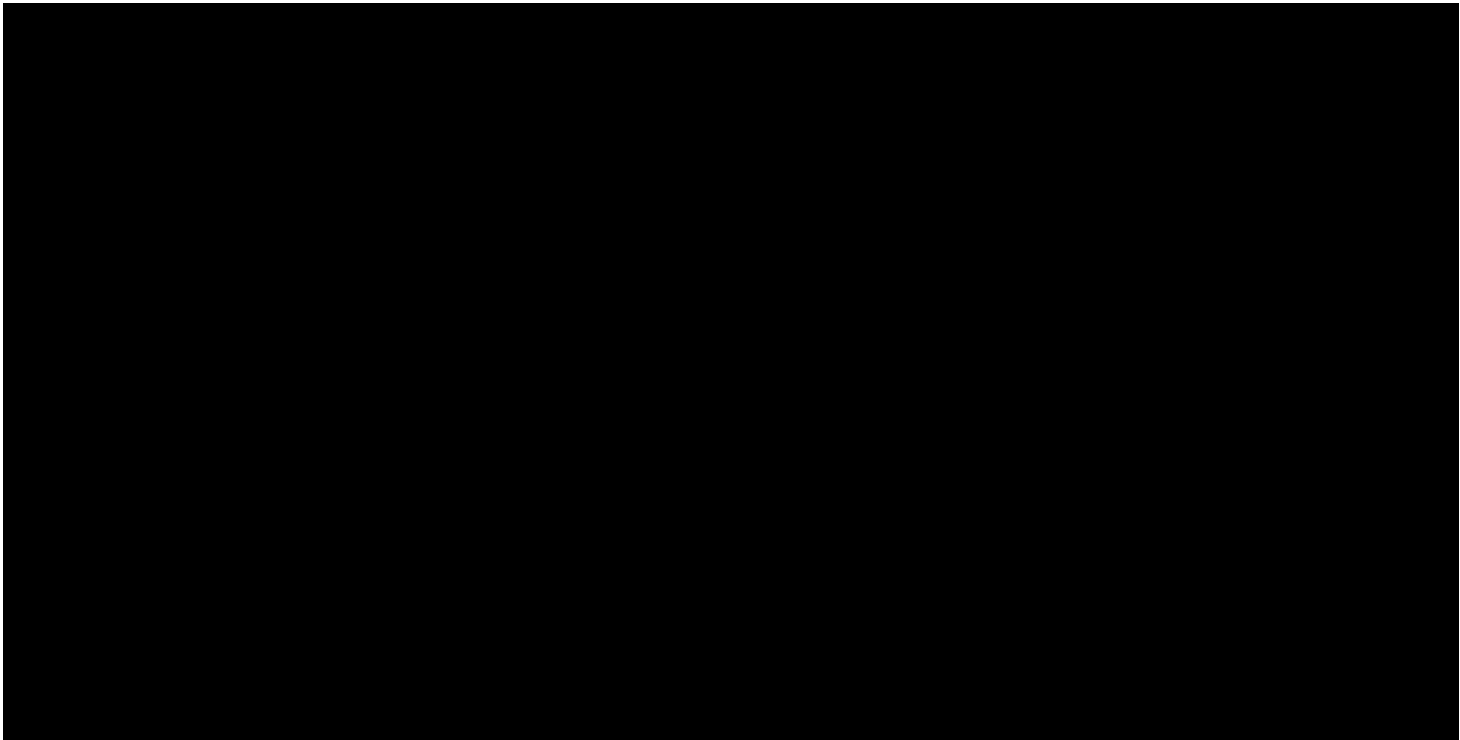


[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

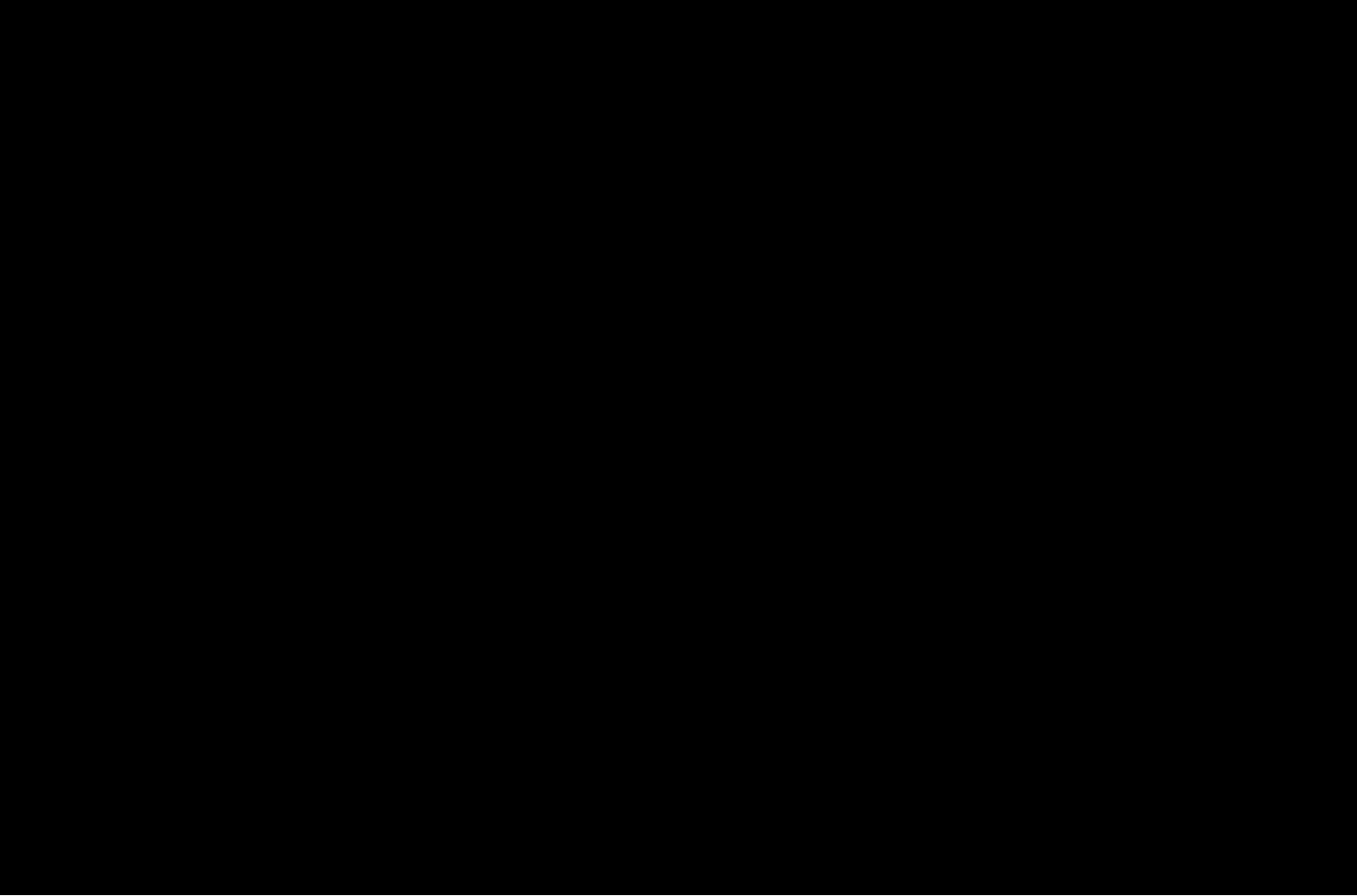
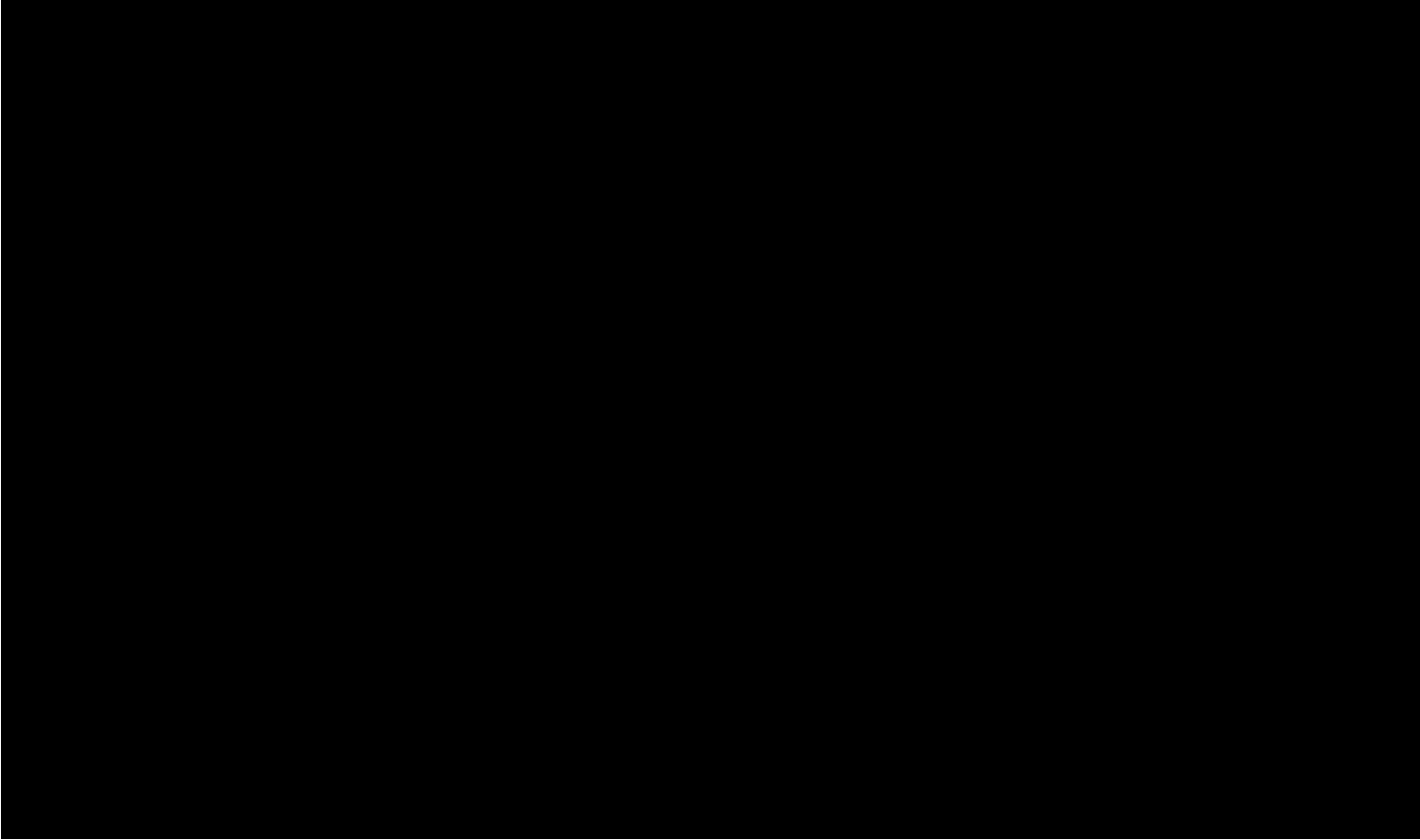
[REDACTED]

[REDACTED]

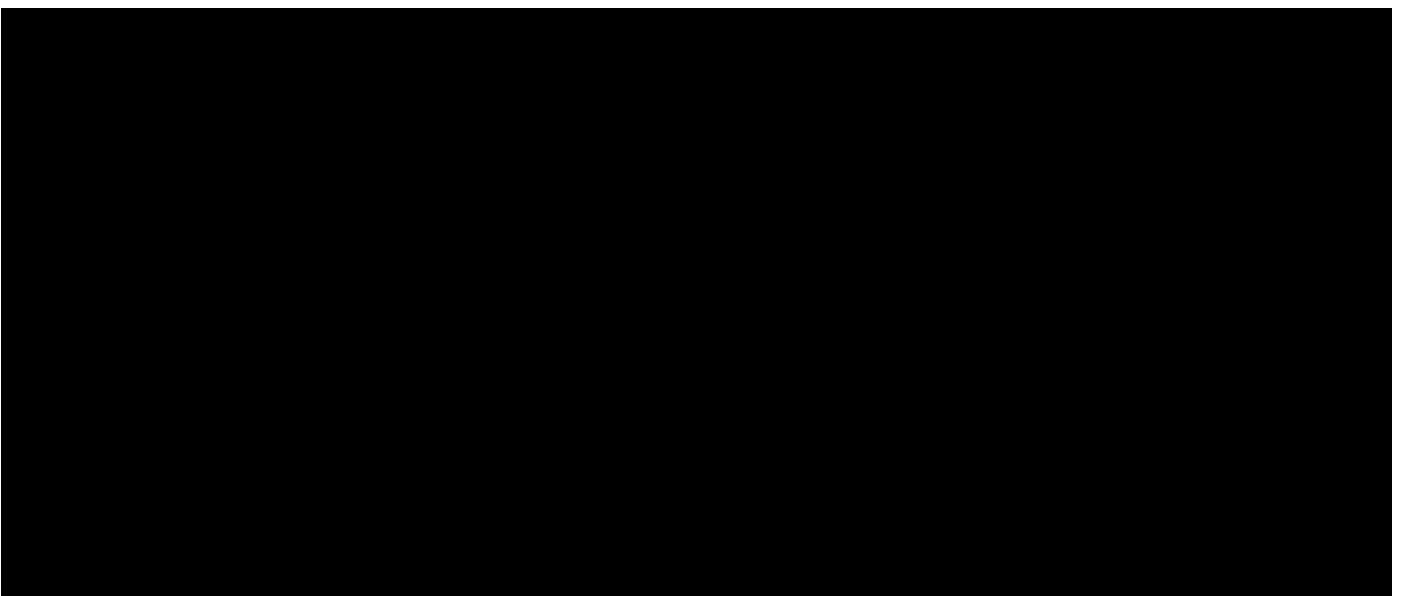
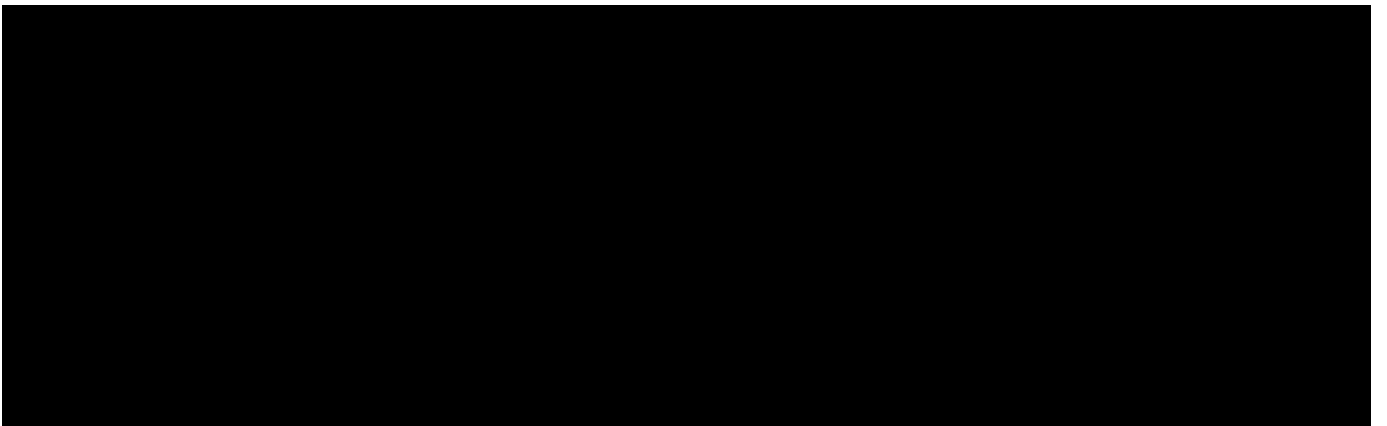
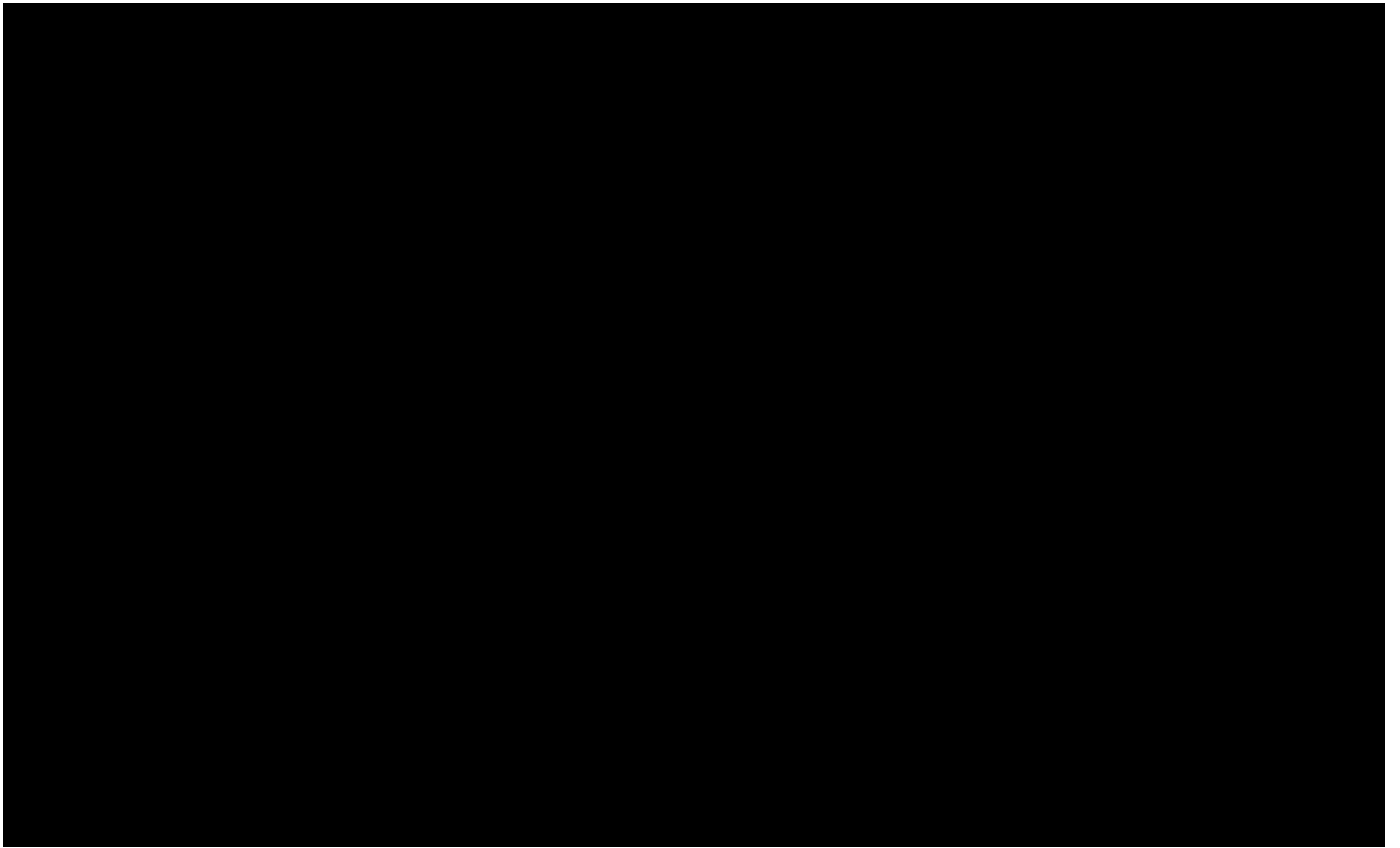
[REDACTED]

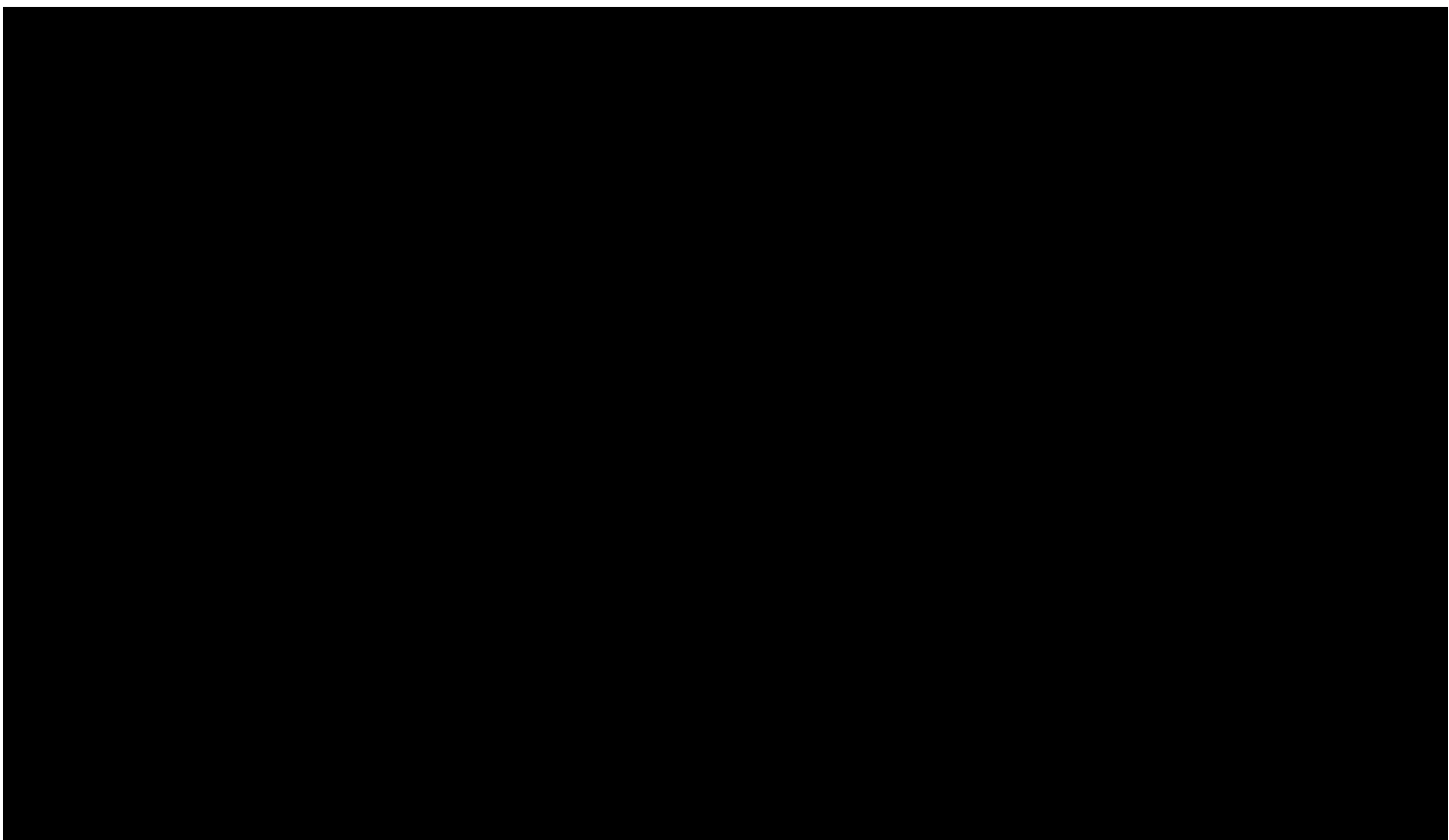
[REDACTED]

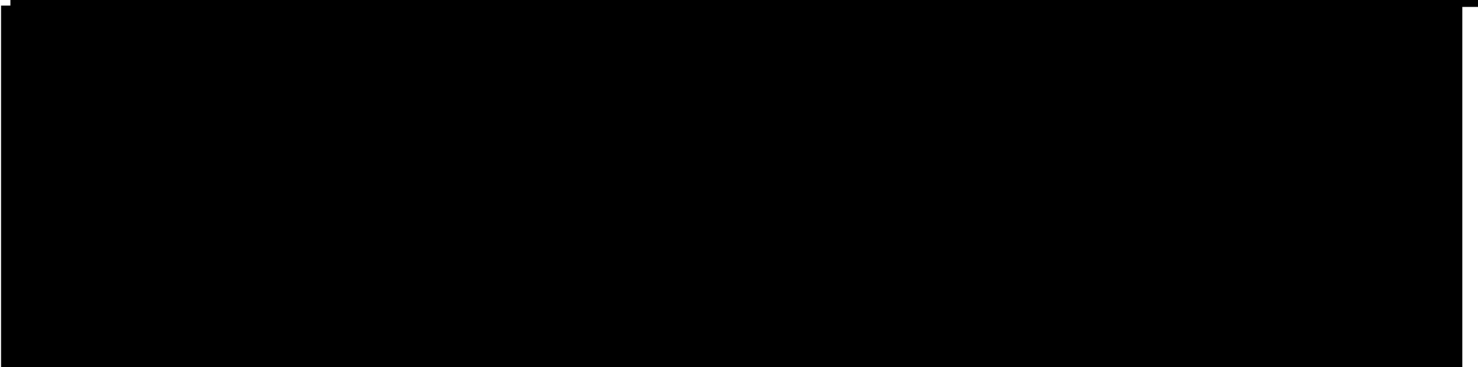
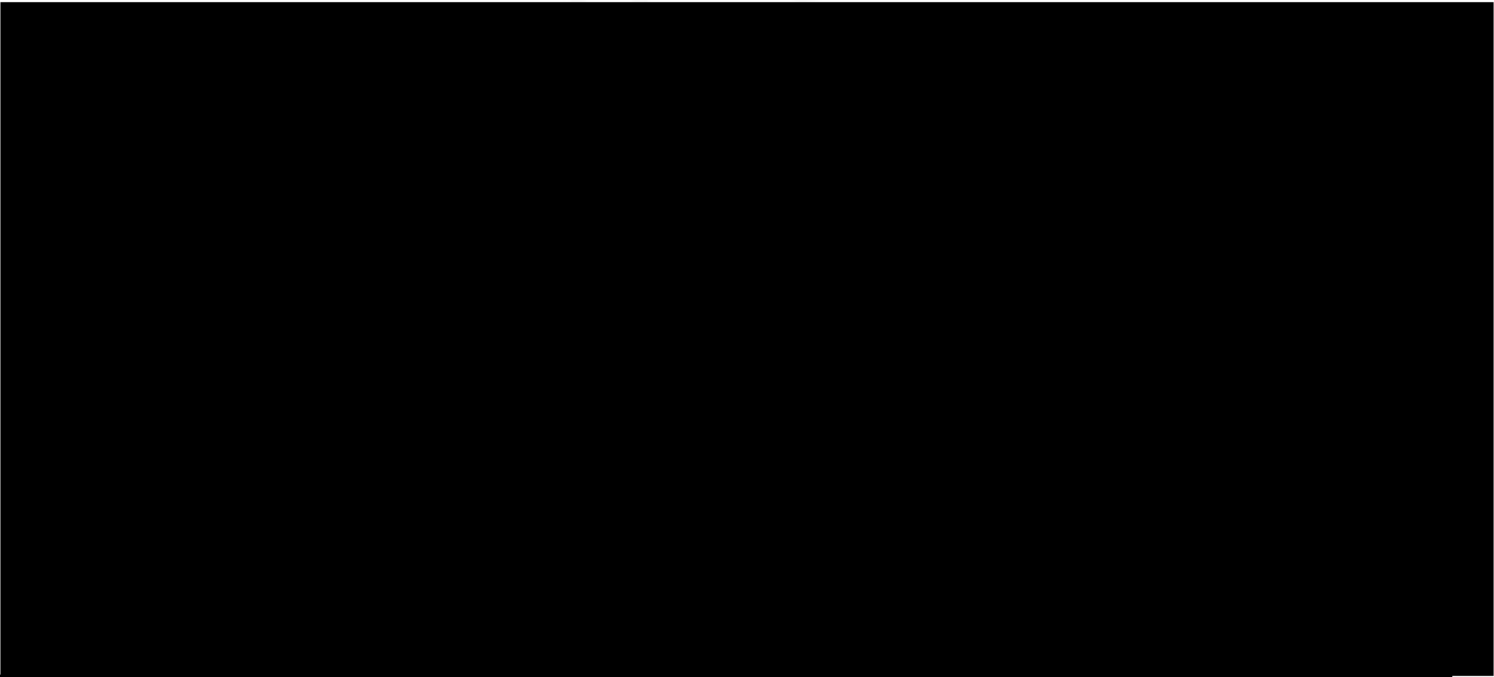
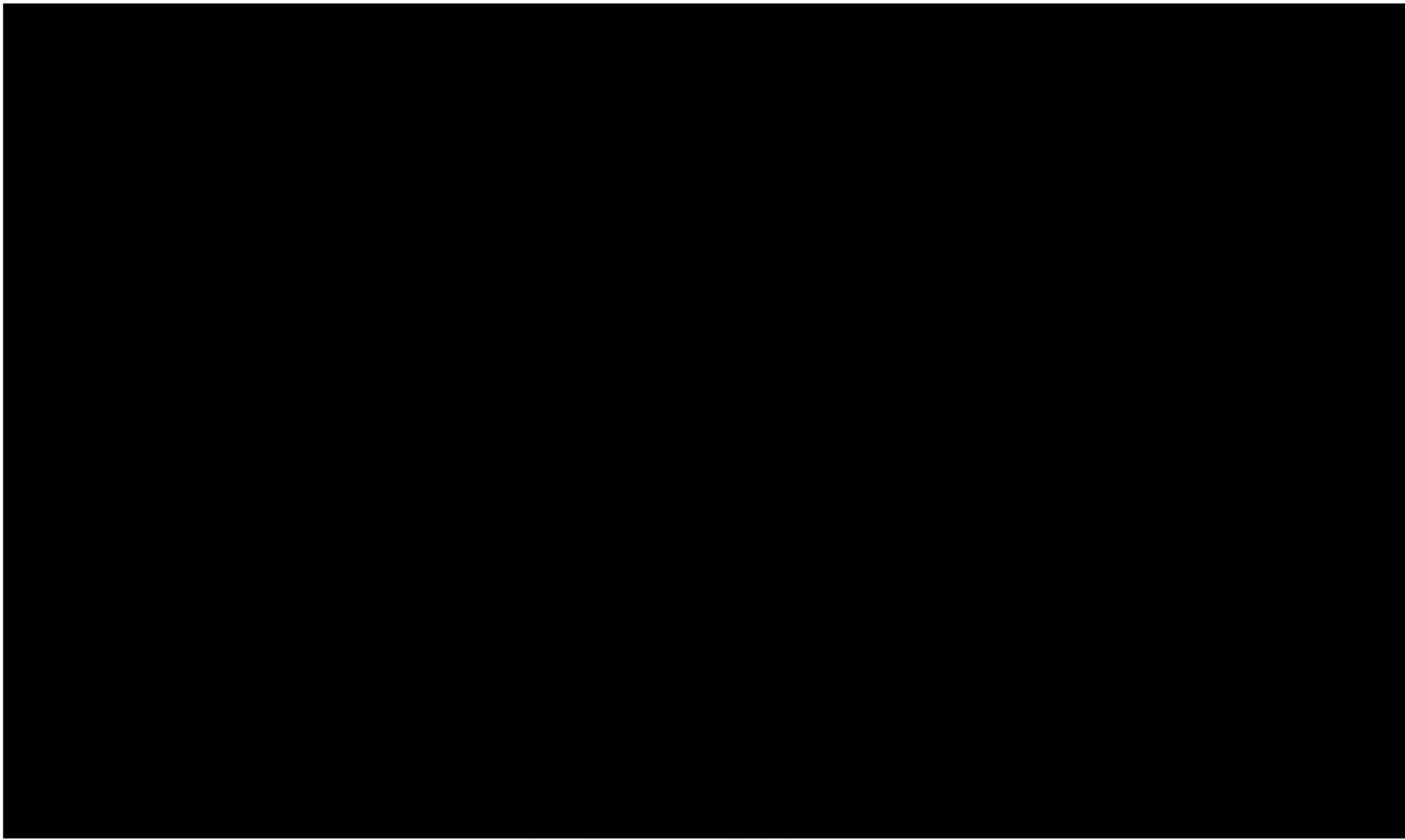
[REDACTED]







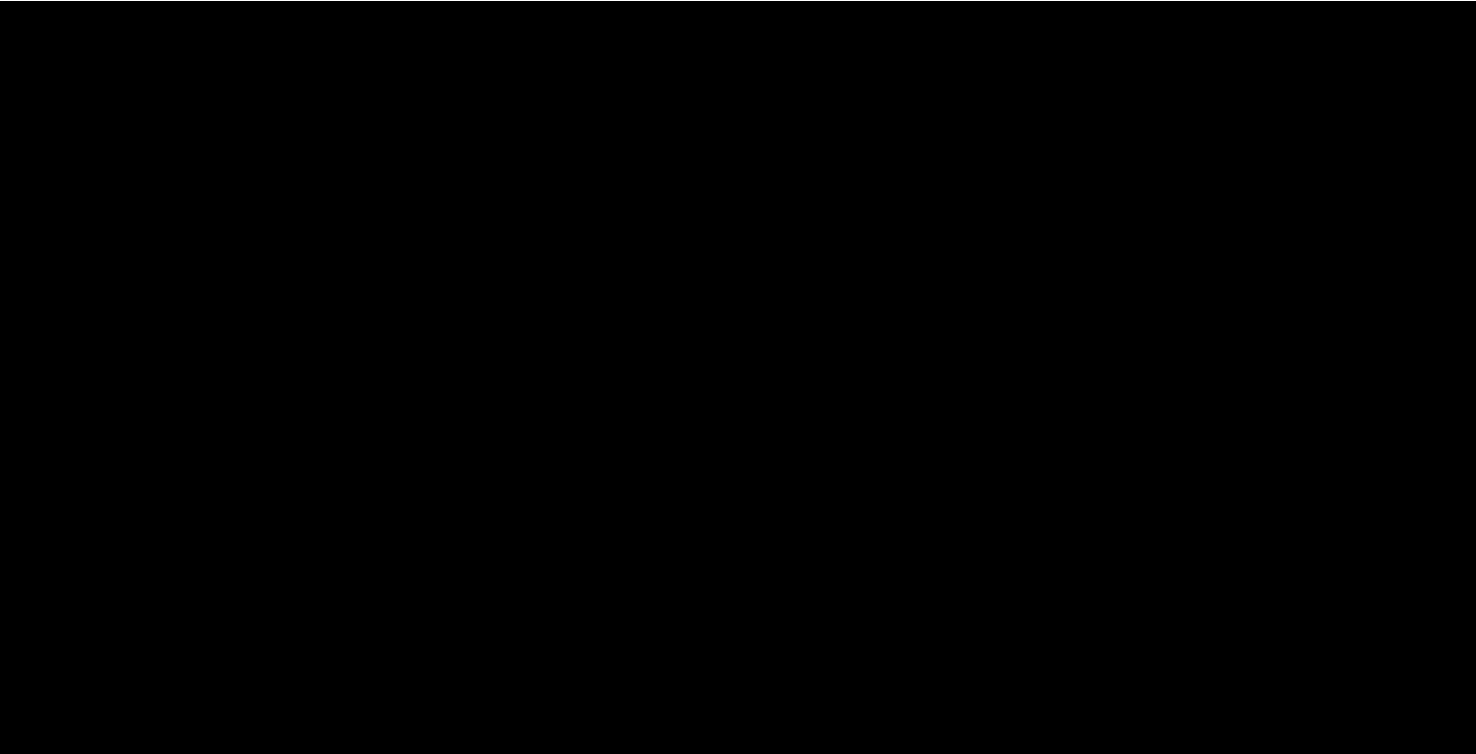


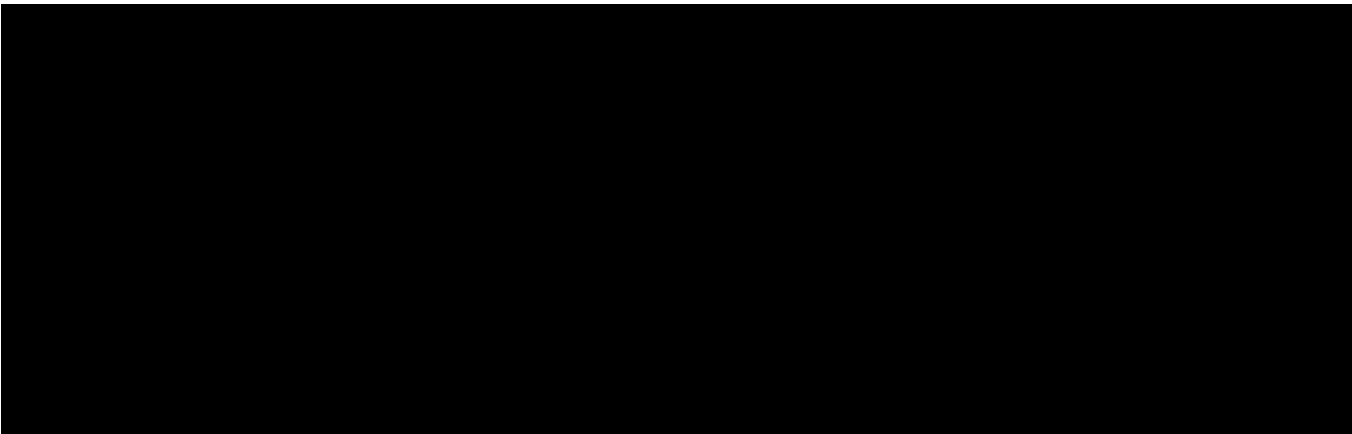
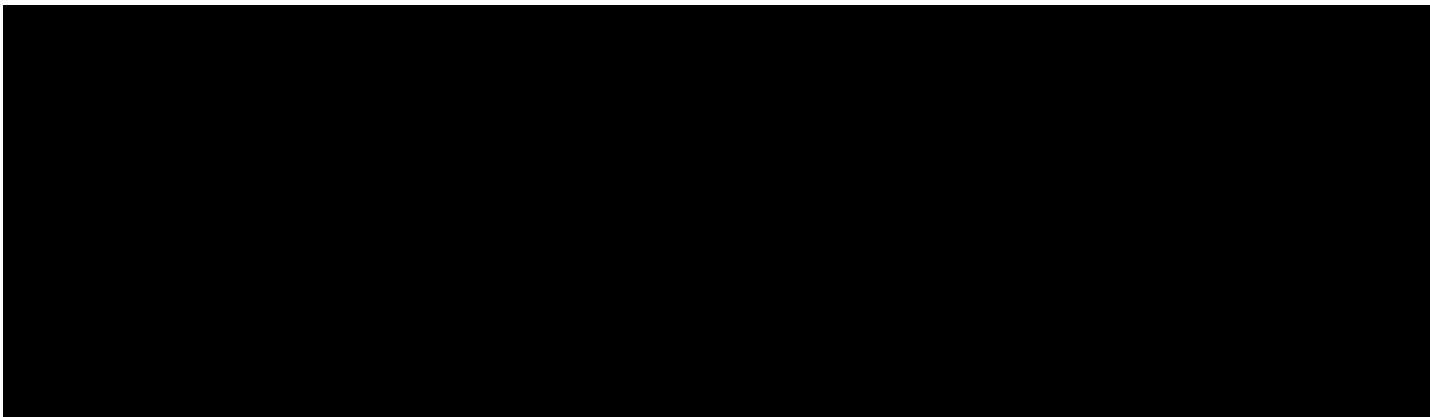
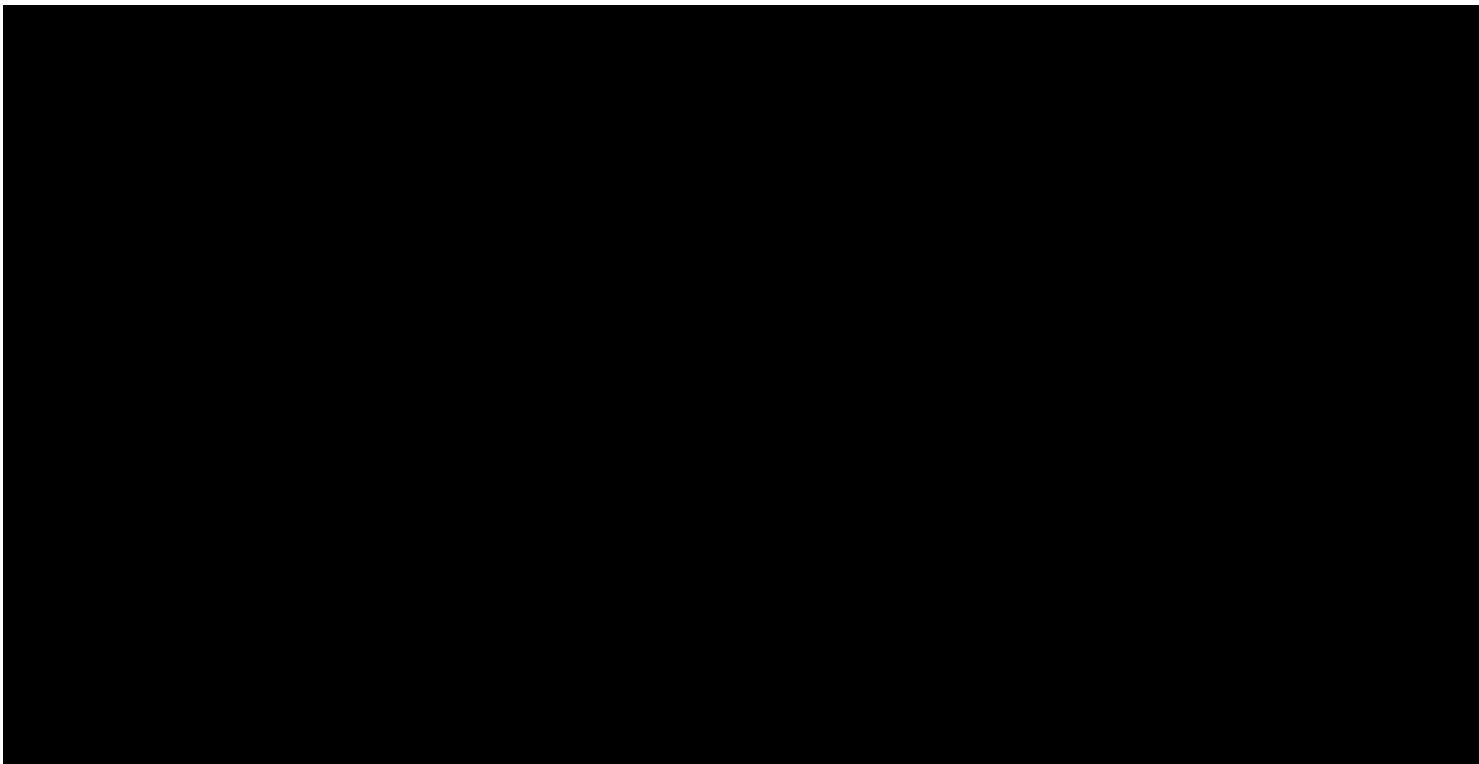


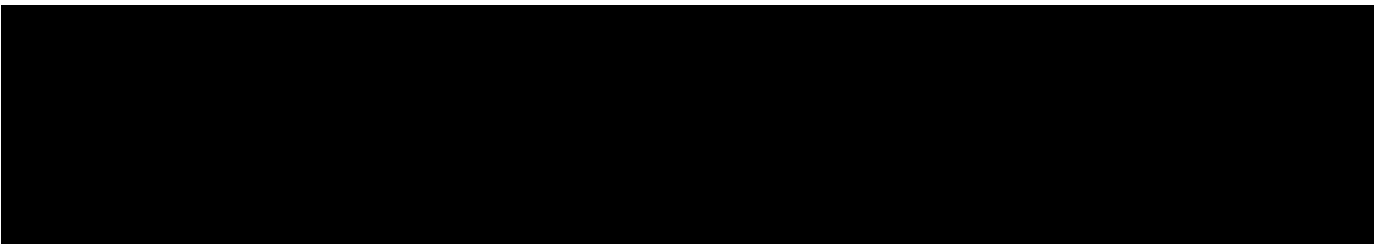
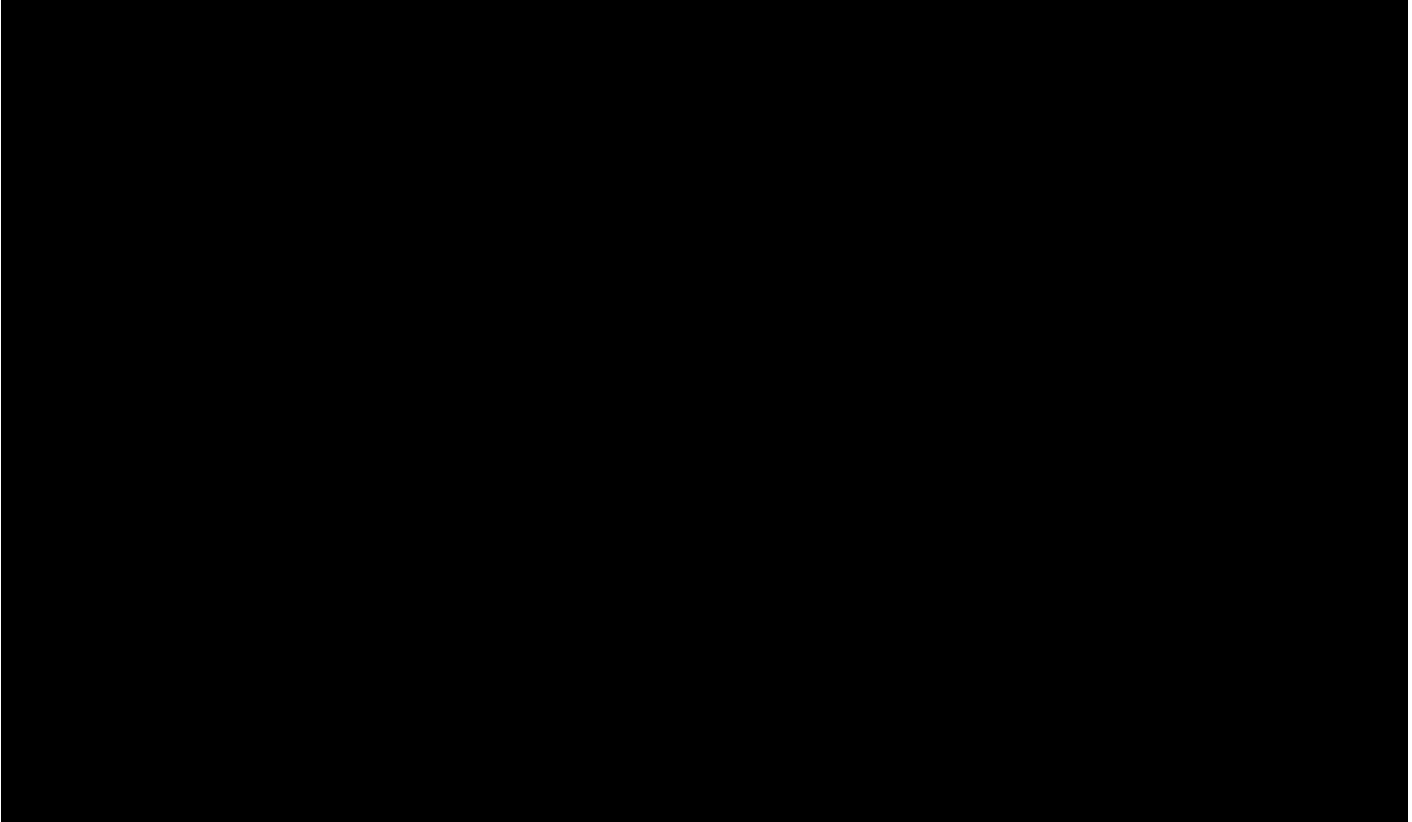
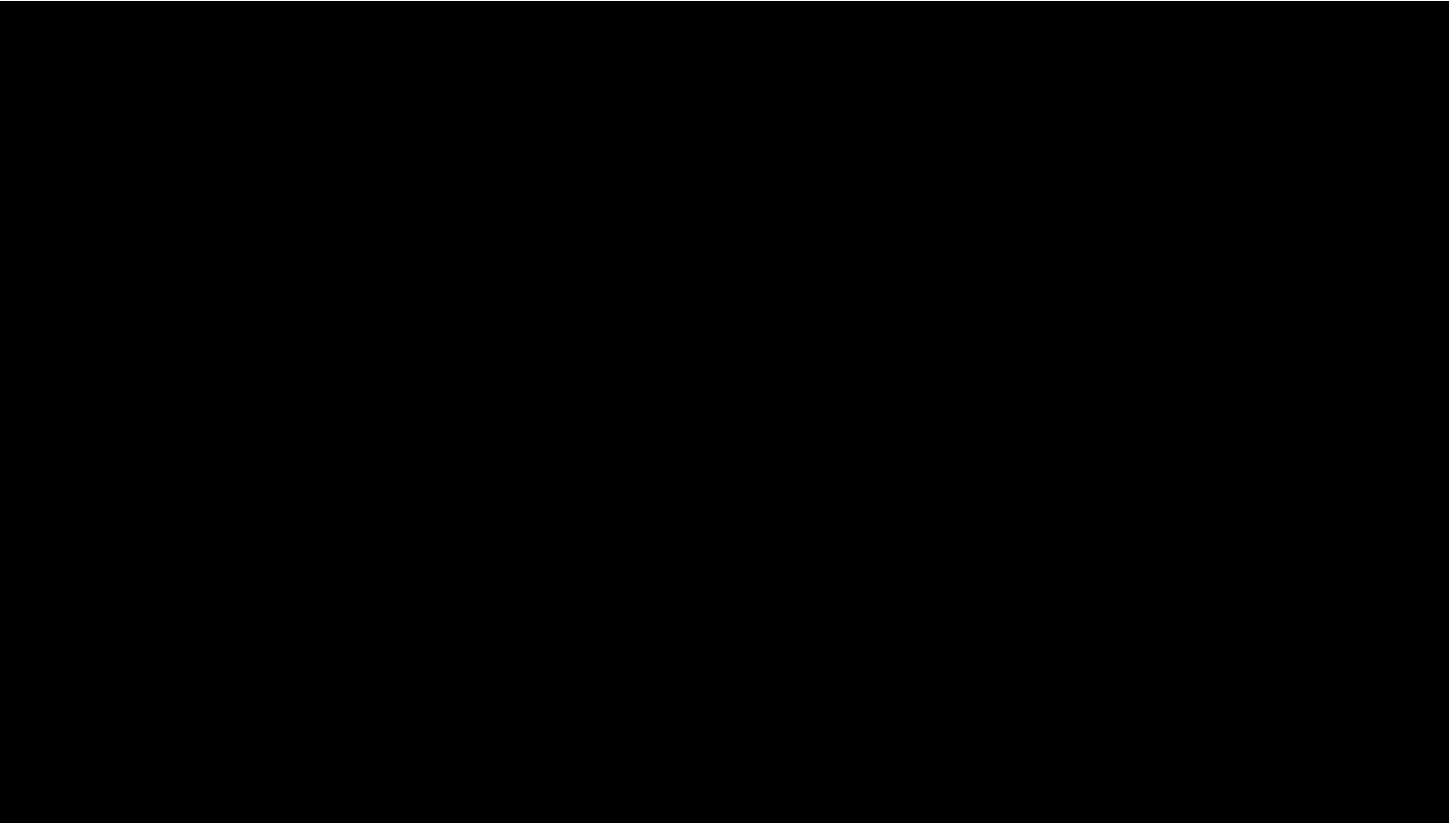
[REDACTED]

[REDACTED]

[REDACTED]





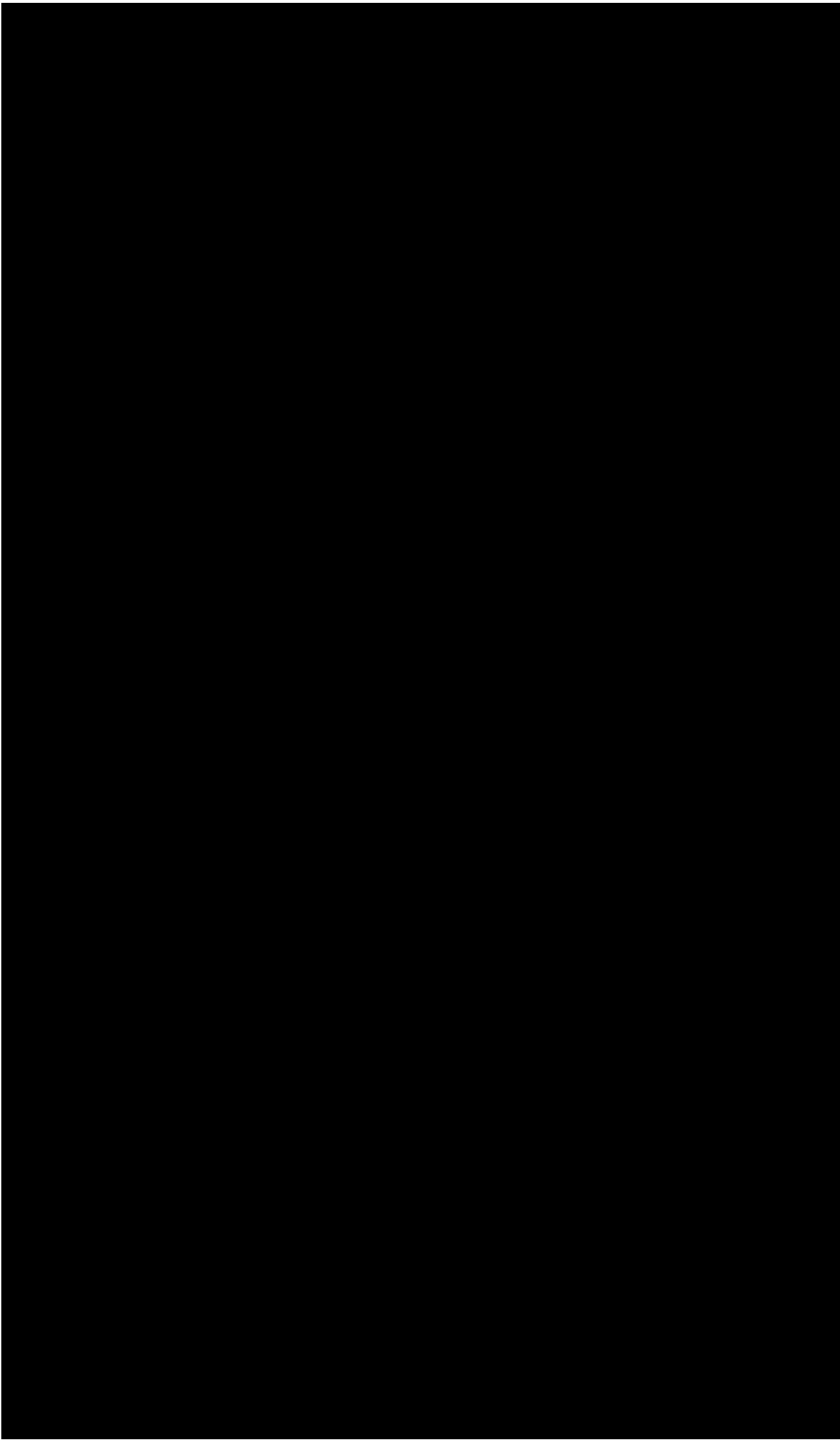


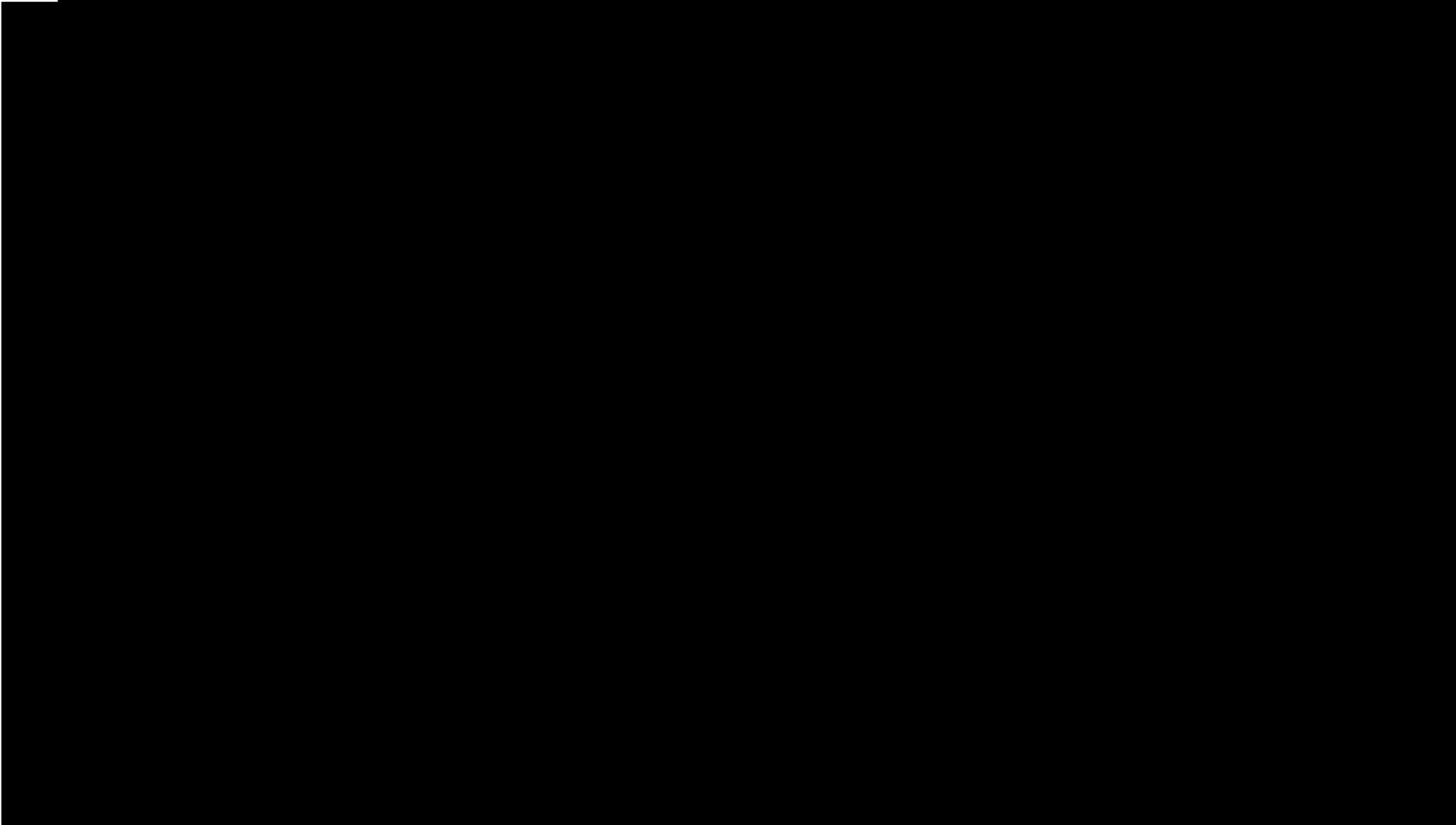
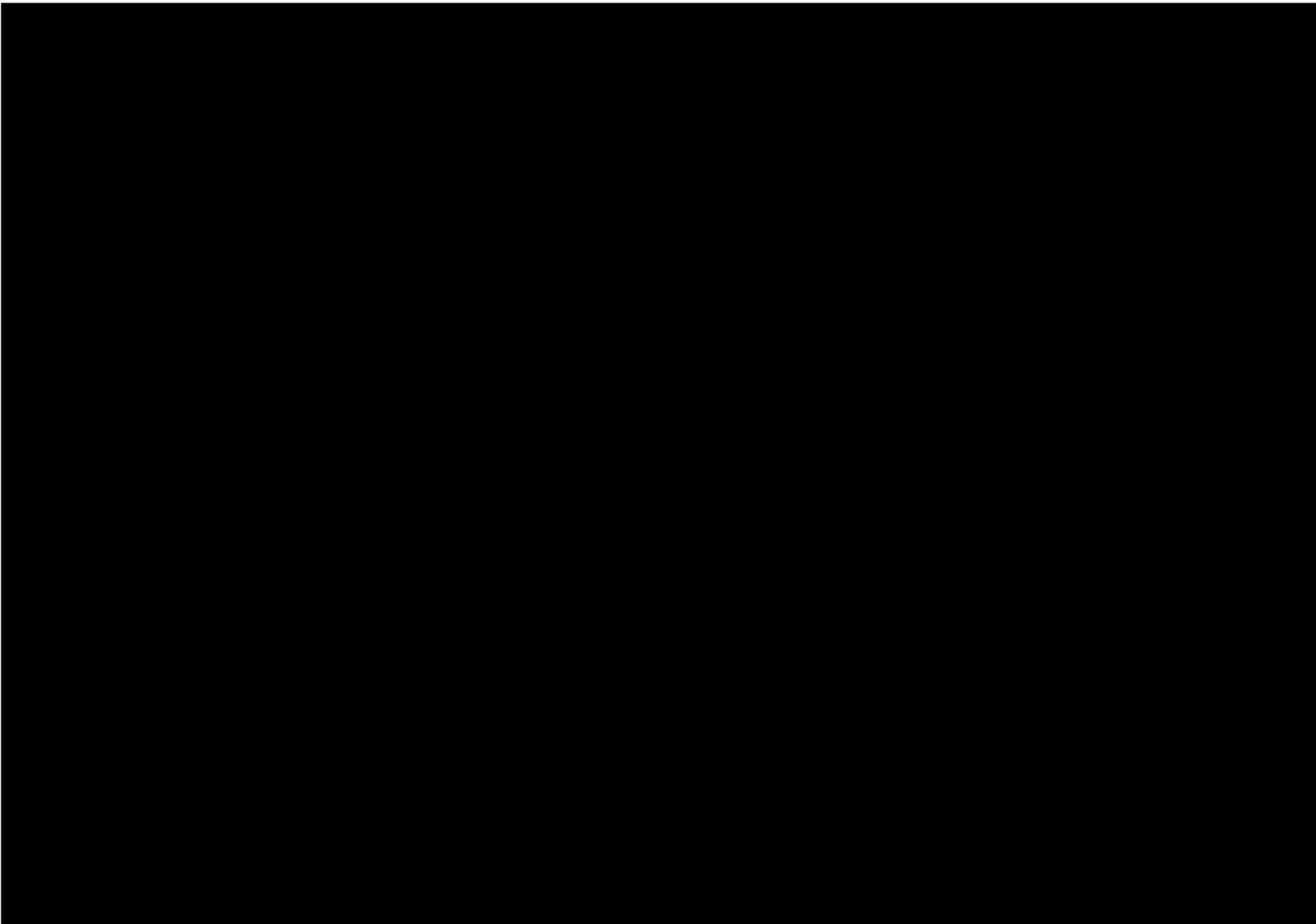
[REDACTED]

[REDACTED]

[REDACTED]







[REDACTED]

[REDACTED]

[REDACTED]



**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**Juniper Training Ltd**

Please also add your company name to the footer of each page of the returned document

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

# Shropshire Council Tender Response Document

## **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who are registered as being able to deliver the specific requirement

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

## **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested a **copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28



## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

## **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

Section / Question No.	Award Criteria	Weighting / Max Marks Available	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

#### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

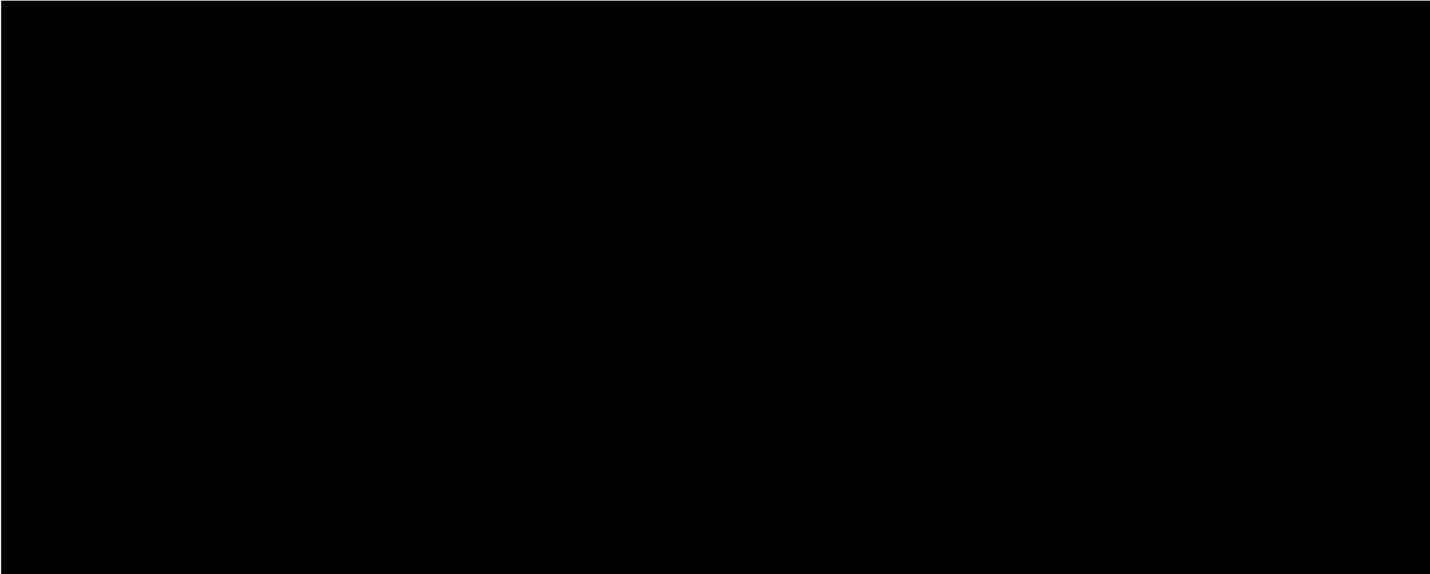
**No**

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

## SECTION B

### 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. 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). 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)

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

This document provides 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.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd



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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	[REDACTED]
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

	e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address;	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

	<ul style="list-style-type: none"> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met;</li> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> </ul> (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	N/A
1.1(p)	Details of ultimate parent company: <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	N/A

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No X 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)	N/A
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	N/A

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

	structure.																																																													
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																																																												
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.																																																													
	<table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
Name																																																														
Registered address																																																														
Trading status																																																														
Company registration number																																																														
Head Office DUNS number (if applicable)																																																														
Registered VAT number																																																														
Type of organisation																																																														
SME (Yes/No)																																																														
The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables																																																														
The approximate % of contractual obligations assigned to each sub-contractor																																																														

**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.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	Juniper Training Ltd
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	Office 5 Element Court, Hilton Cross Business Park, Featherstone, Wolverhampton WV10 7QZ
1.3(g)	Signature (electronic is acceptable)	[REDACTED]

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

1.3(h)	Date	
--------	------	--

## 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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No X If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No X If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No X If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No X If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No X If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No X 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	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

	of the documents.	
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)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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?	Yes <input type="checkbox"/> No X
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.	N/A
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes X No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents</li> </ul>	

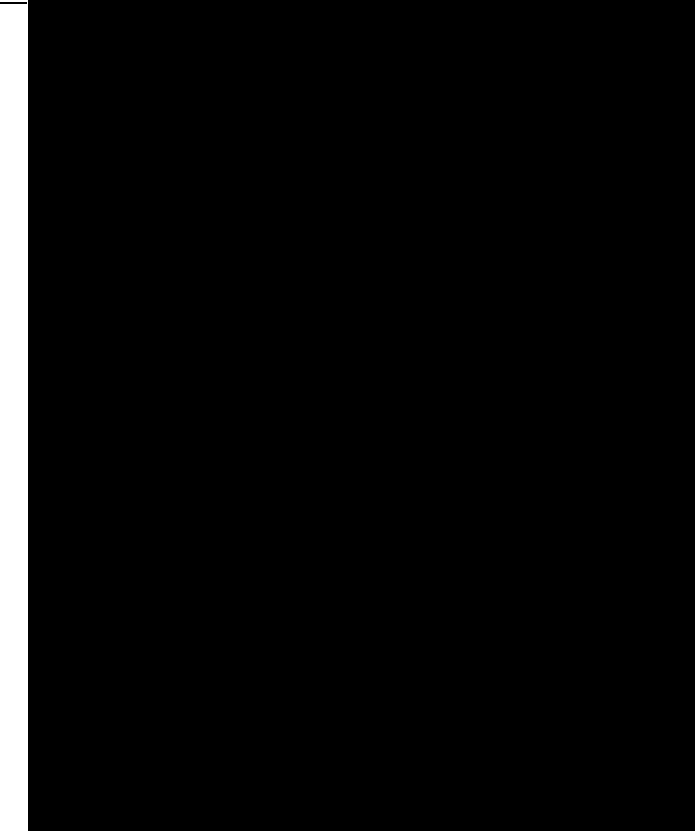

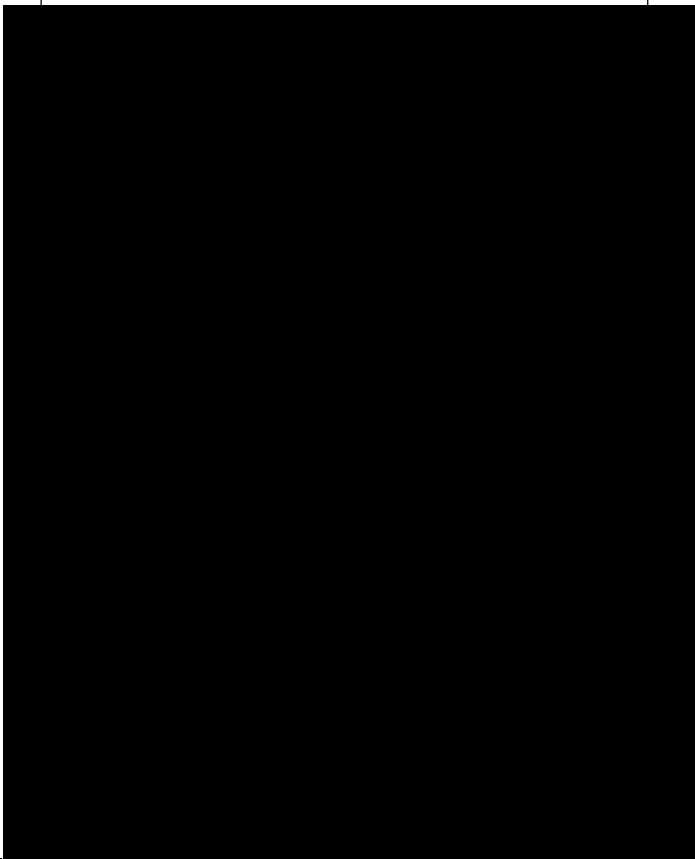
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

are recorded and auditable;

- to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);
- to maintain records of personal data processing activities; and
- to regularly test, assess and evaluate the effectiveness of the above measures.



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

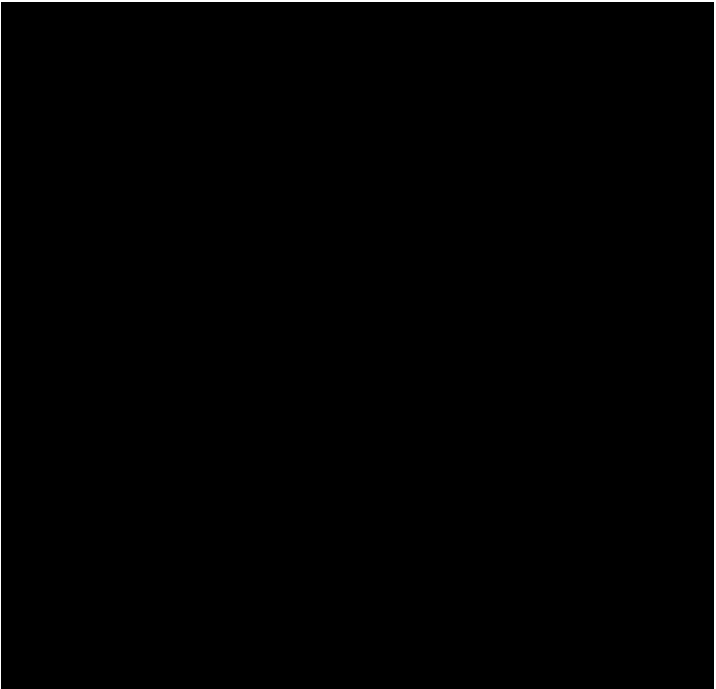

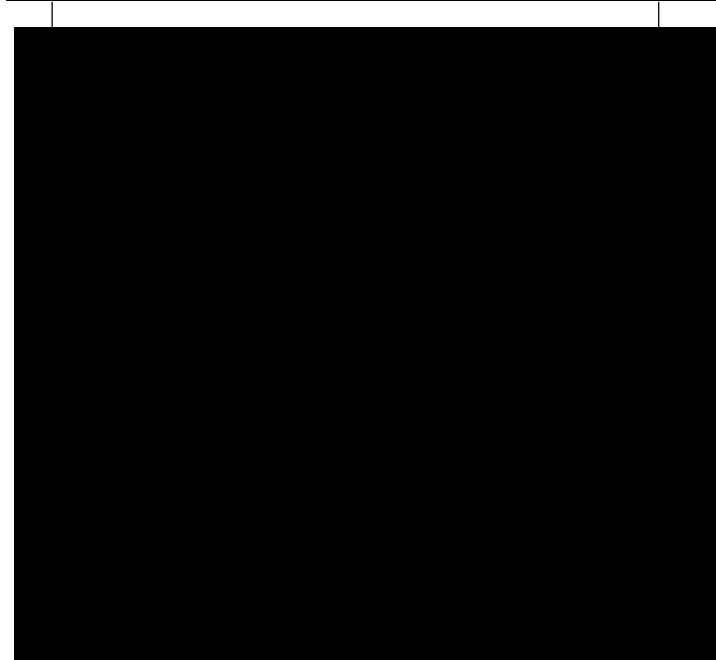
		
		
		

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd



		[Redacted]
		[Redacted]
		[Redacted]

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

--	--	--

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent  <b>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</b>	

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<b>Regulation 57 (8)</b> The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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?	Yes <input type="checkbox"/> No X

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

		If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No X If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No X 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 X If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No X 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 X 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 X 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 X 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 X If yes please provide details at 3.2

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No X If yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No X If yes please provide details at 3.2

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

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 X 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 X 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	N/A
-----	---	-----

Section 4	Economic and Financial Standing	
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	Yes X No <input type="checkbox"/>
	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	Yes X No <input type="checkbox"/>

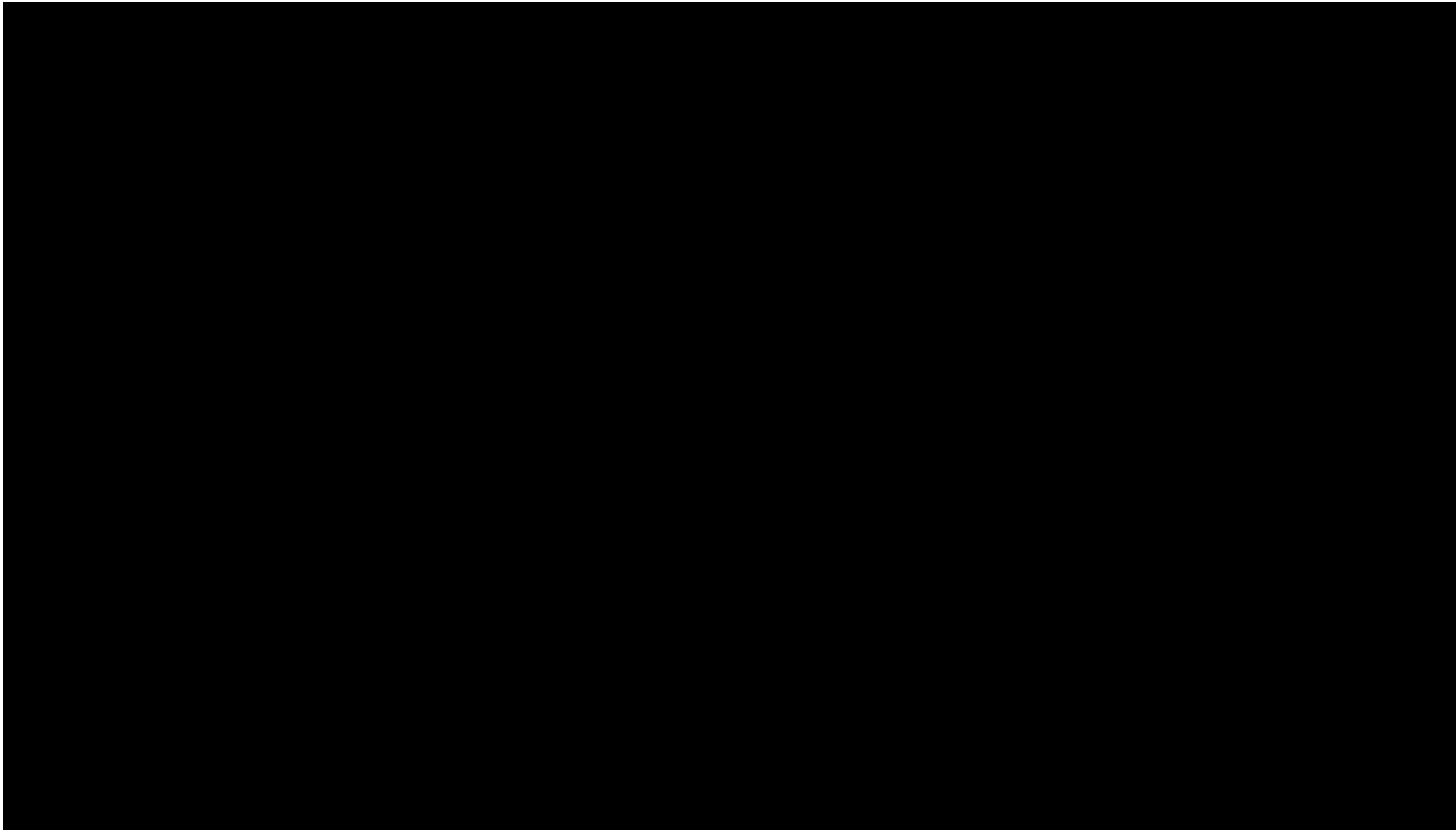
Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation	N/A	
Relationship to the Supplier completing these questions	N/A	

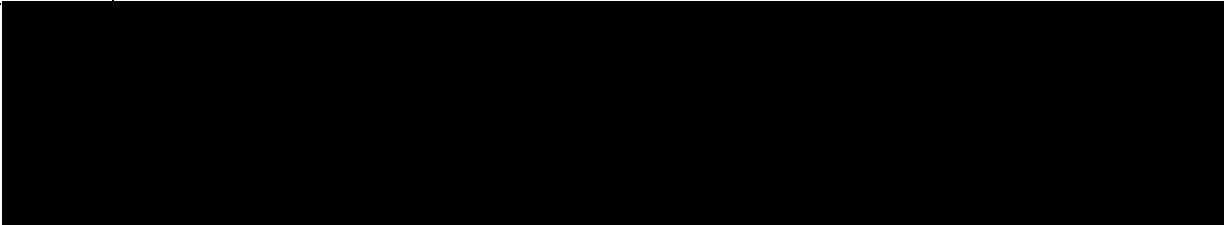
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

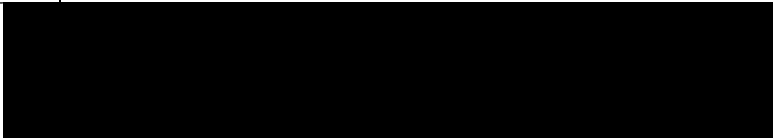
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Section 6	<b>Technical and Professional Ability</b>
6.1	<p><b>Relevant experience and contract examples</b></p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd



6.2	<p>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)</p> <p>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)</p>
	

6.3	<p>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.</p>
	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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 <input type="checkbox"/> Please provide the relevant url to view the statement ...  No <input type="checkbox"/> Please provide an explanation

## 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.

Section 8	Additional Questions	
8.1	Insurance	
	<p>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:</p> <p><b>[REDACTED]</b></p> <p>Employer's (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p> <p>Professional Indemnity Insurance = £2 Million</p> <p>*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.</p>	

8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

4 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd



### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A

### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

## 8.5 – Health & Safety

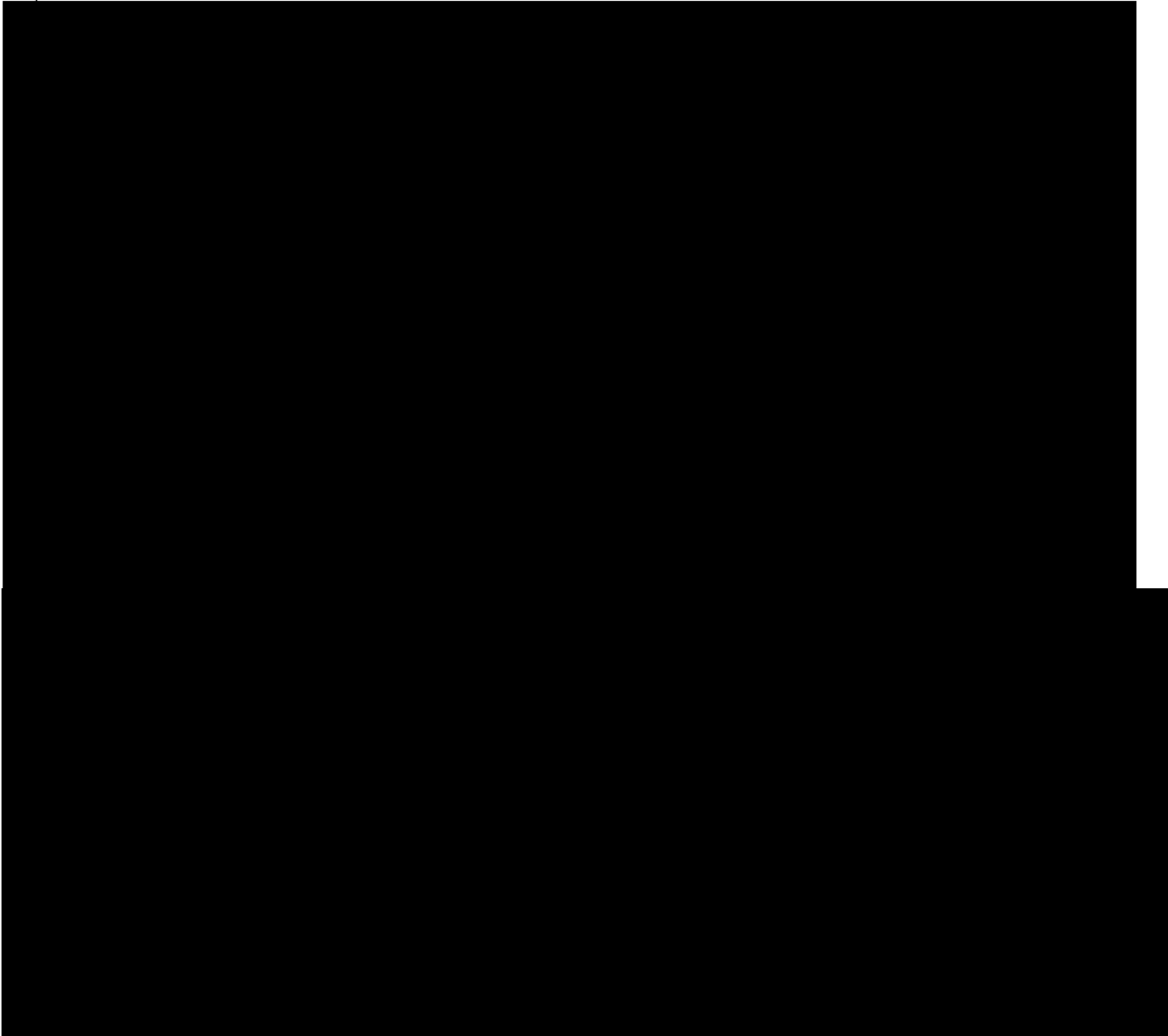
1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No  N/A

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:



The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

**Each lot you apply for will be marked against the same criteria and questions below**

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

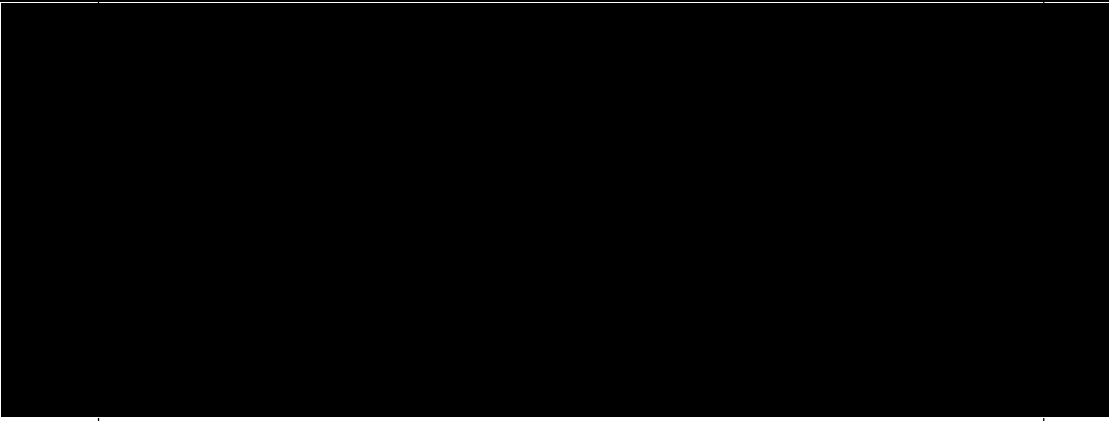
In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.	\
1.2	Please provide details of any other additional costs, not included in	3 / 30 max

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

	1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.	marks
[Redacted]		
[Redacted]		
[Redacted]		
1.3	Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?	3 / 30 max marks

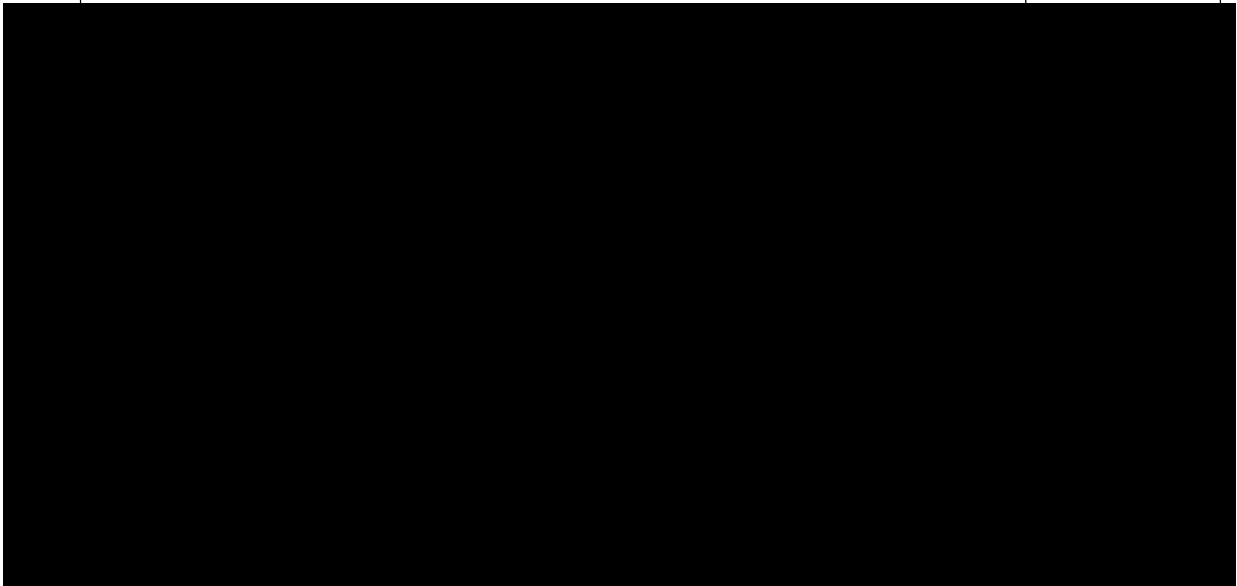
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd



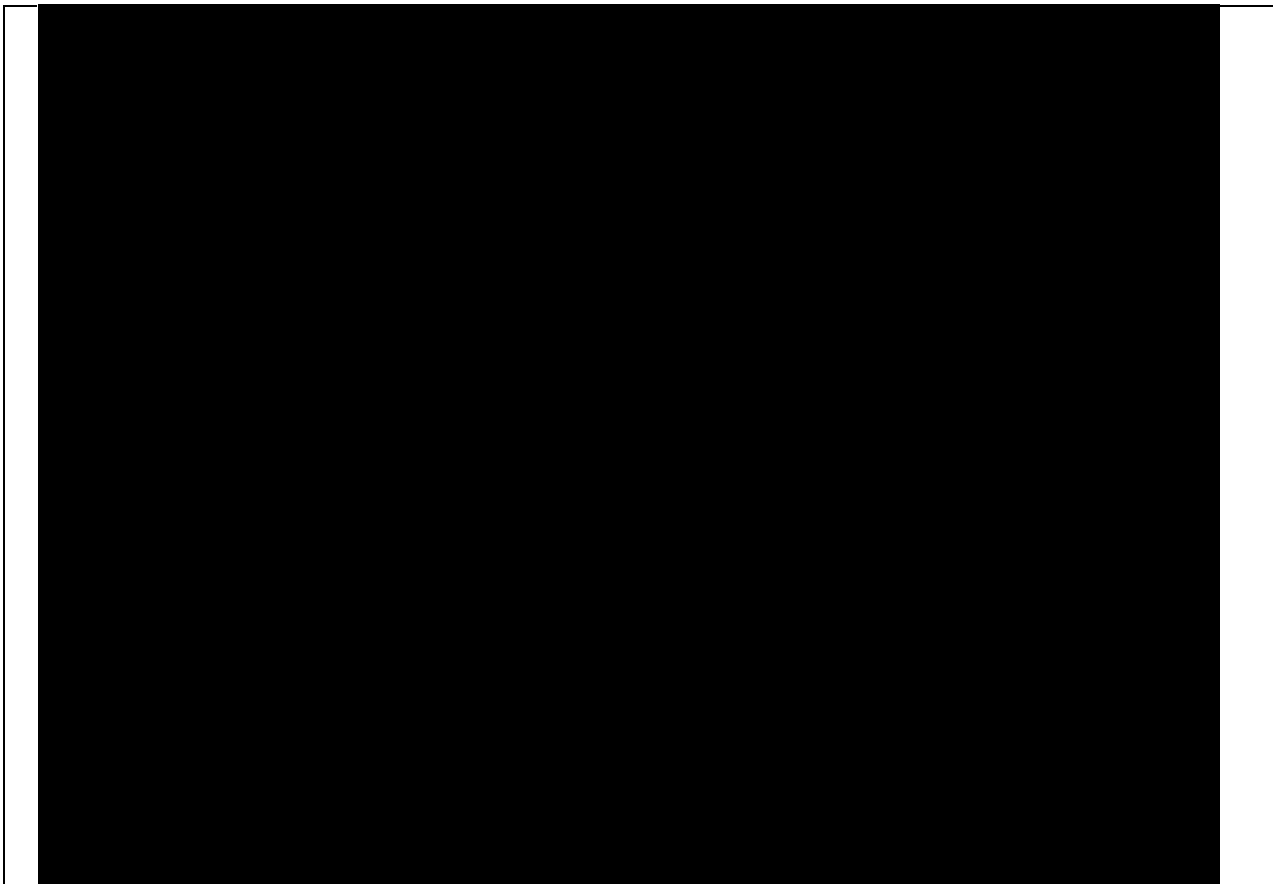
1.4

If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?

1 / 10 max marks



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

2.	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>
2.1.1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:	5 / 50 max marks

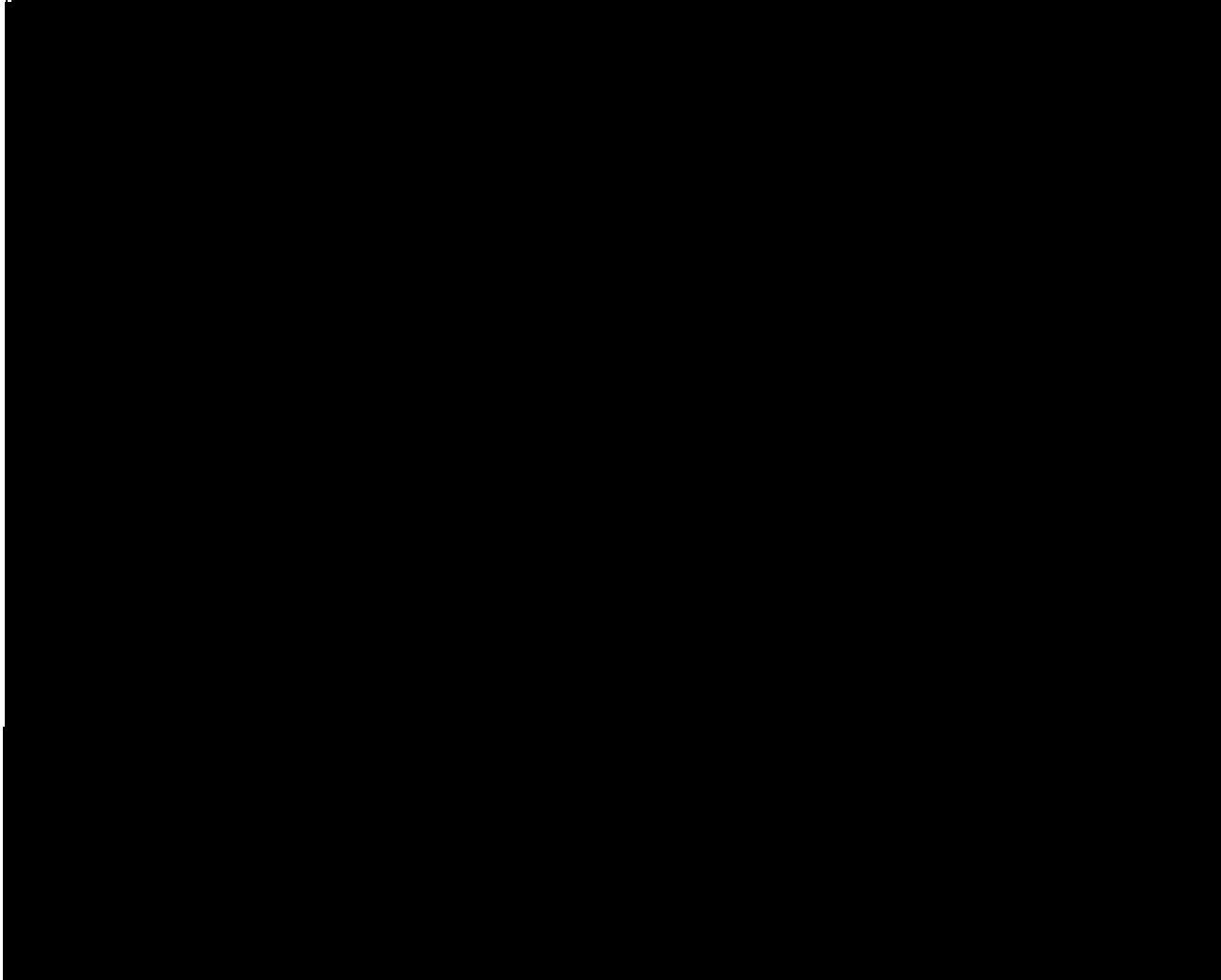
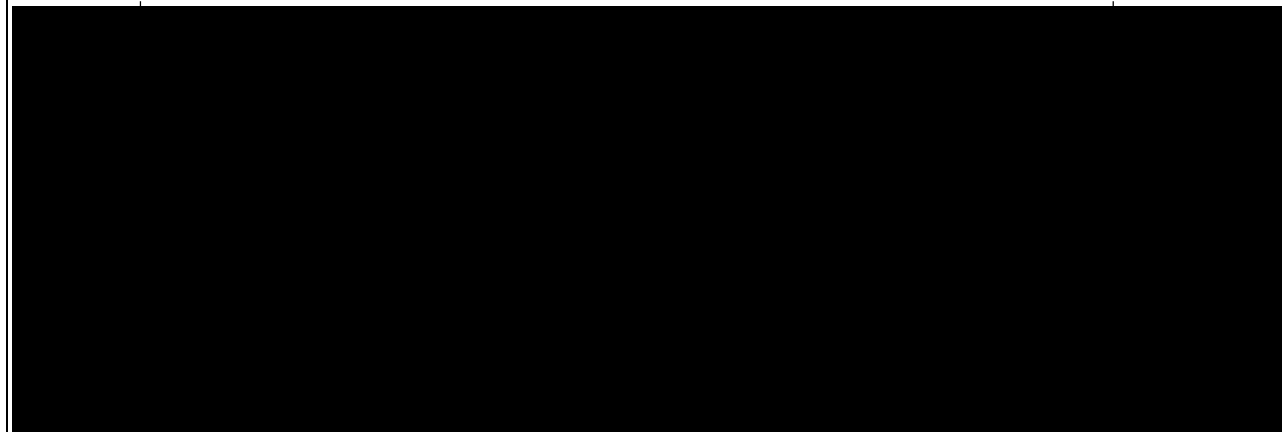
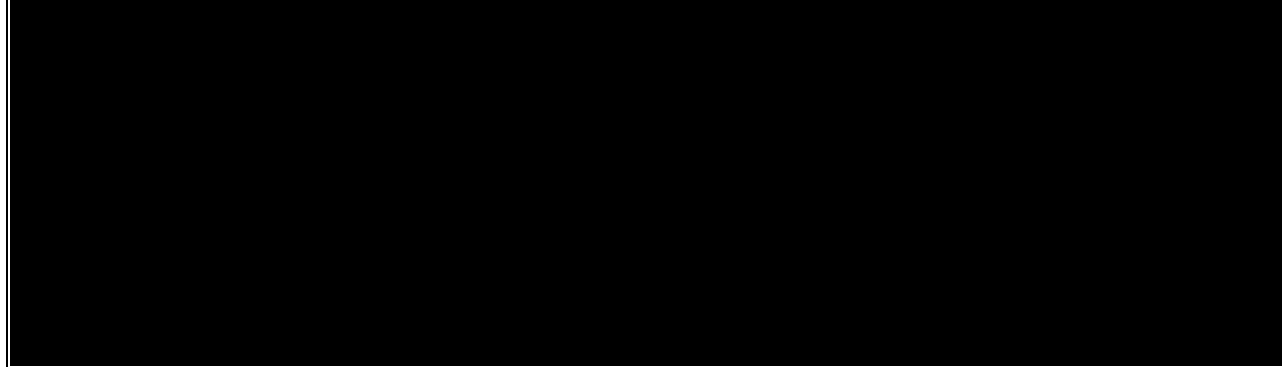
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

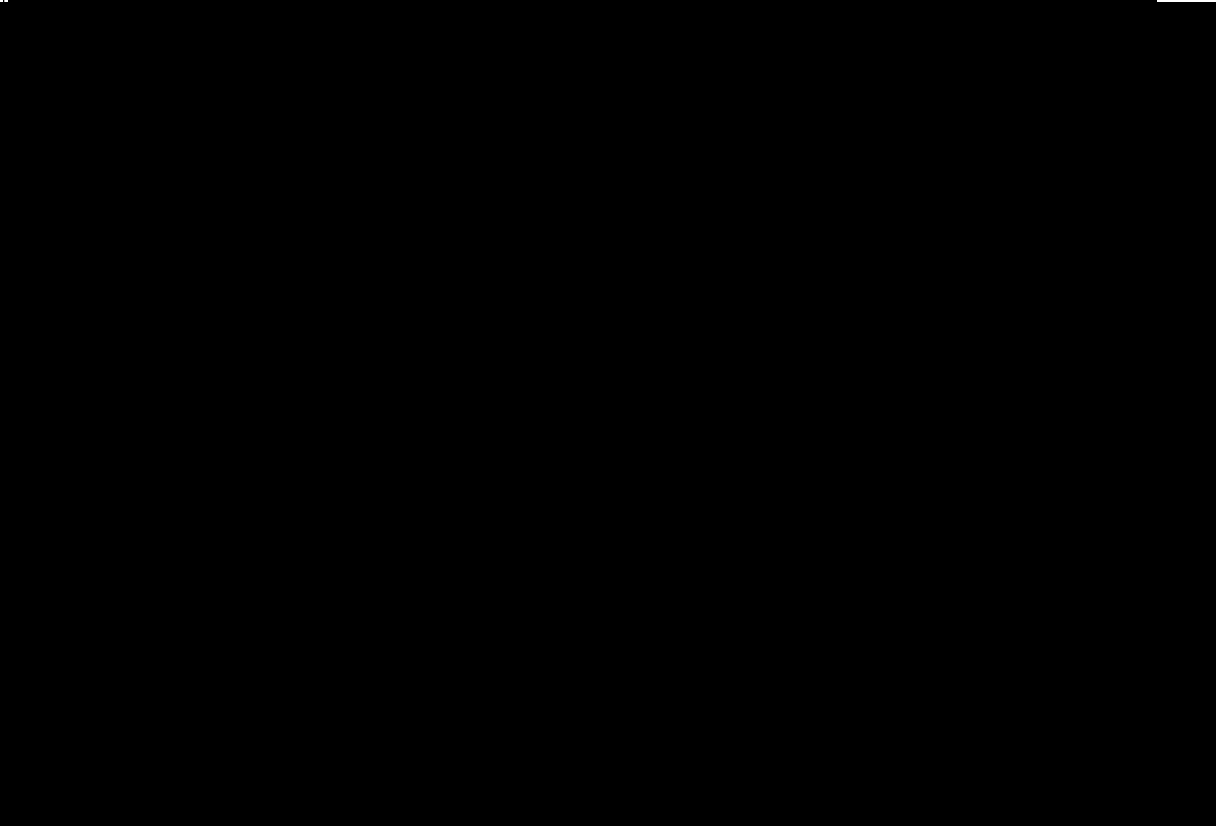
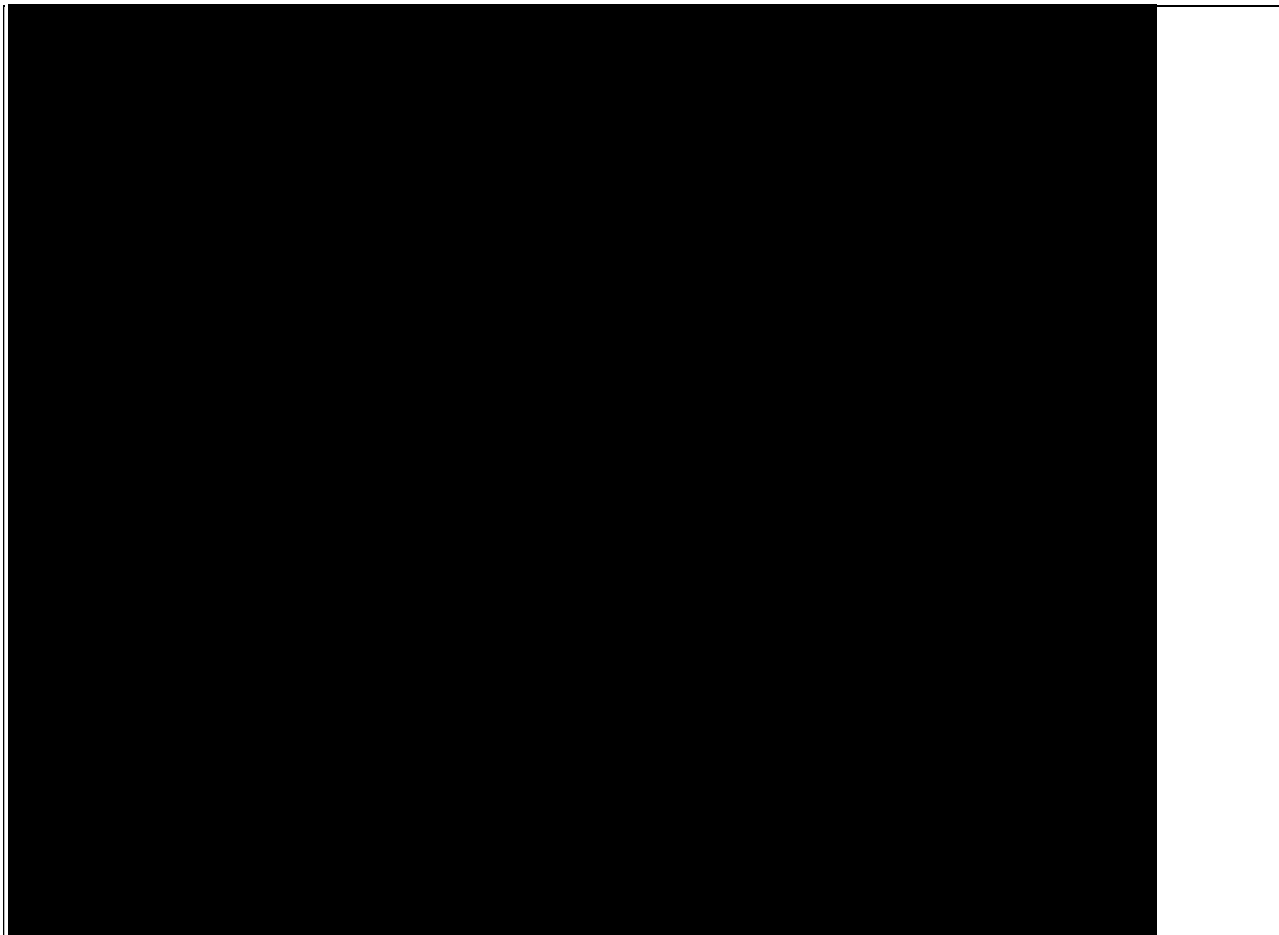


2.1.2	Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).	1 / 10 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

2.1.3	Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.	4 / 40 max marks
-------	--	------------------





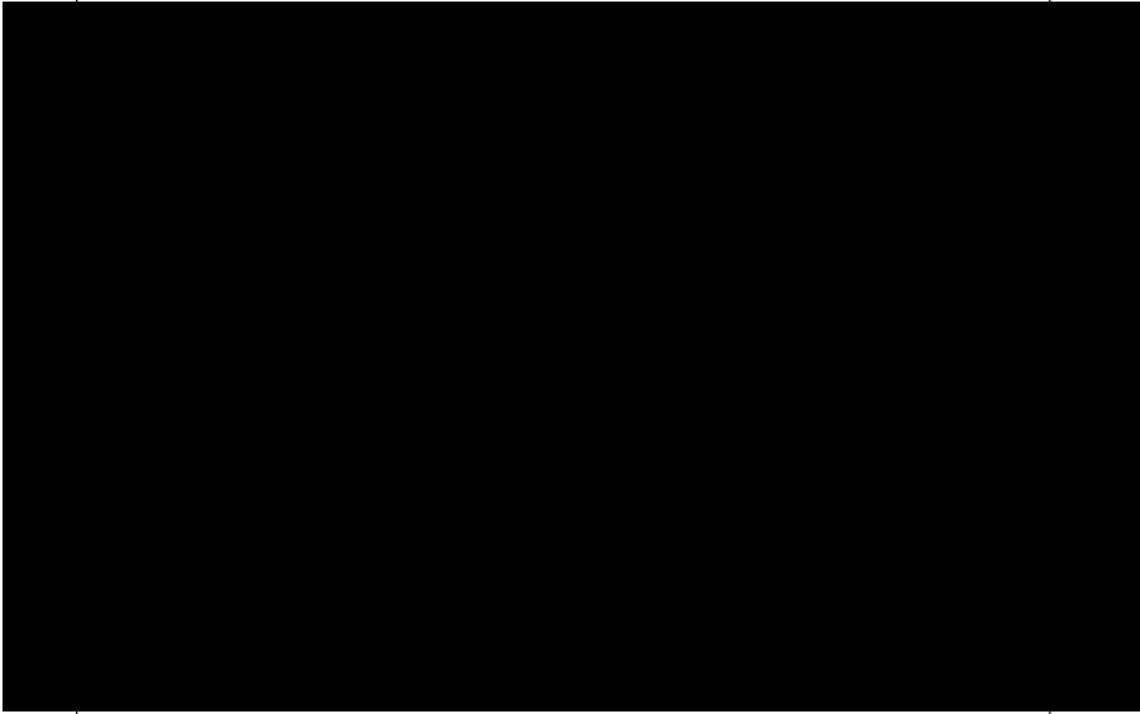

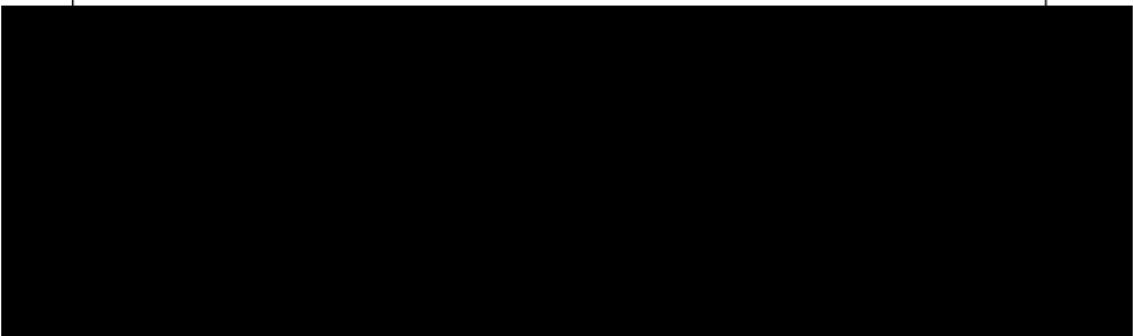
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

2.2	Delivery	Weighting and Max Marks
2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

2.2.2	How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?	4 / 40 max marks
2.2.3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks

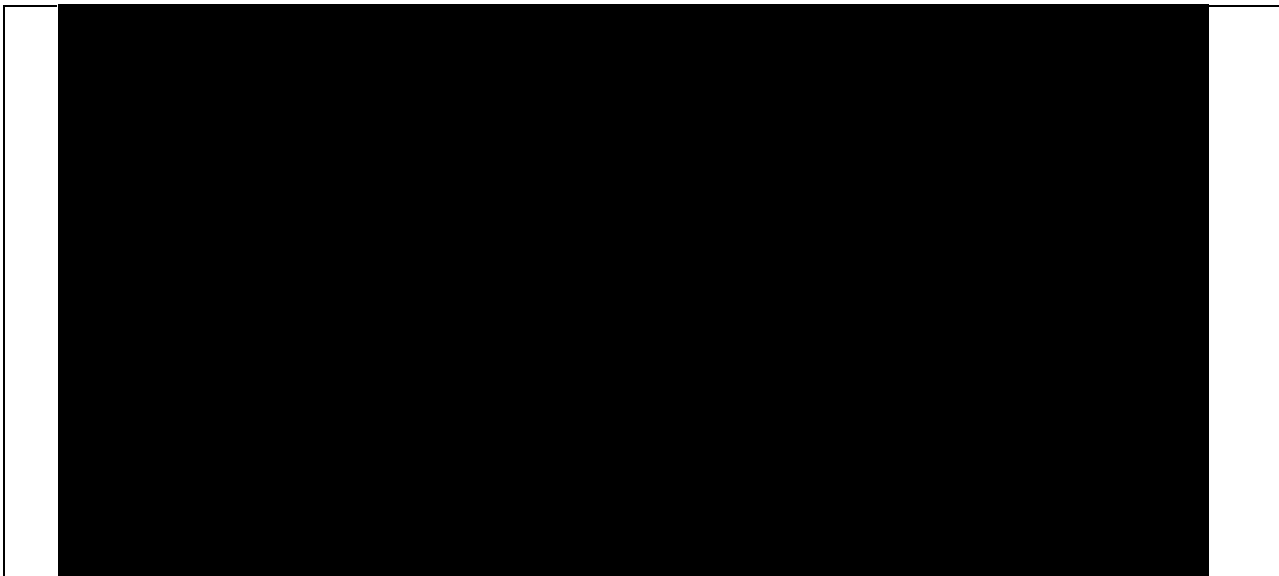
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

2.3	Support (Learner/Manager)	Weighting and Max Marks
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks
		
		
		

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

2.3.2	<p>How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.</p>	1.5 / 15 max marks
2.3.3	<p>How will you prepare learners for their End Point Assessments? I.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).</p>	3 / 30 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

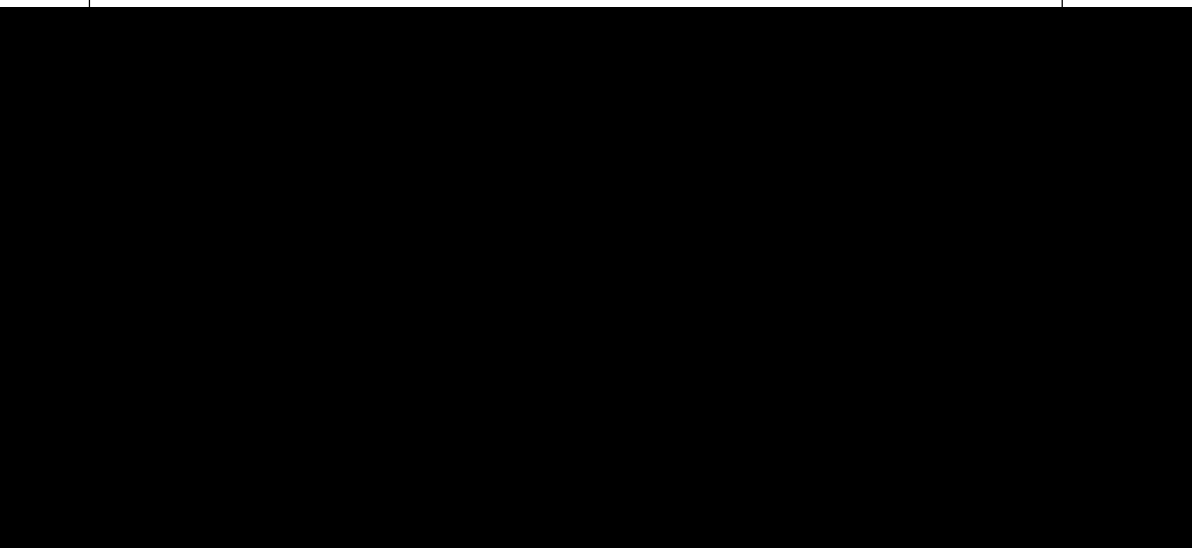
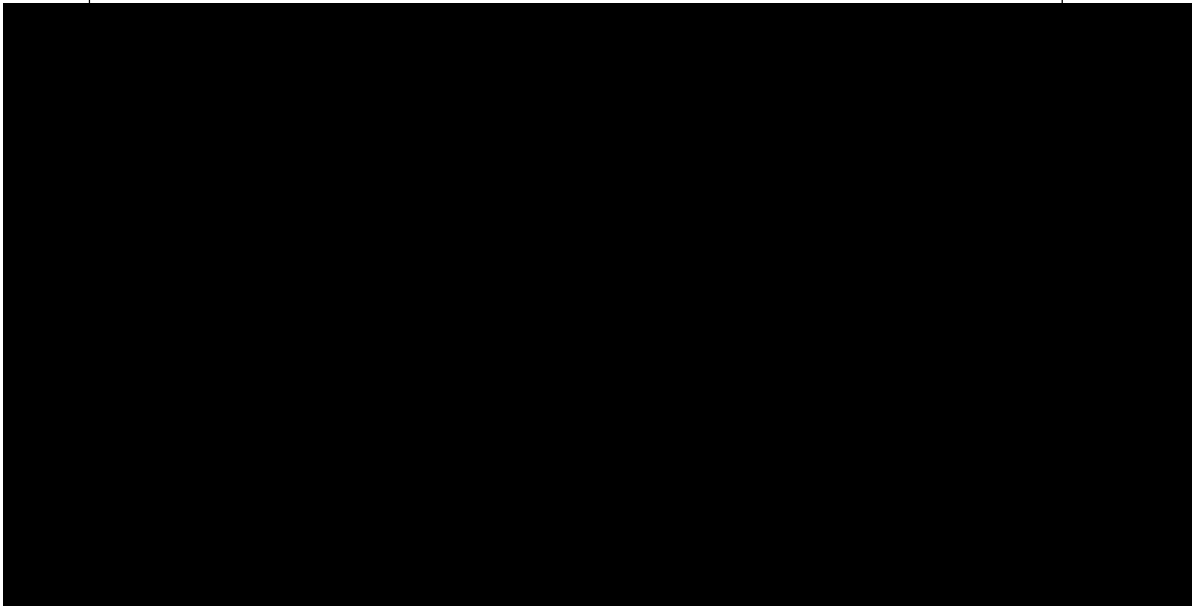


2.3.4

How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?





2.5 / 25  
max  
marks

Please provide examples of where this has been successful.

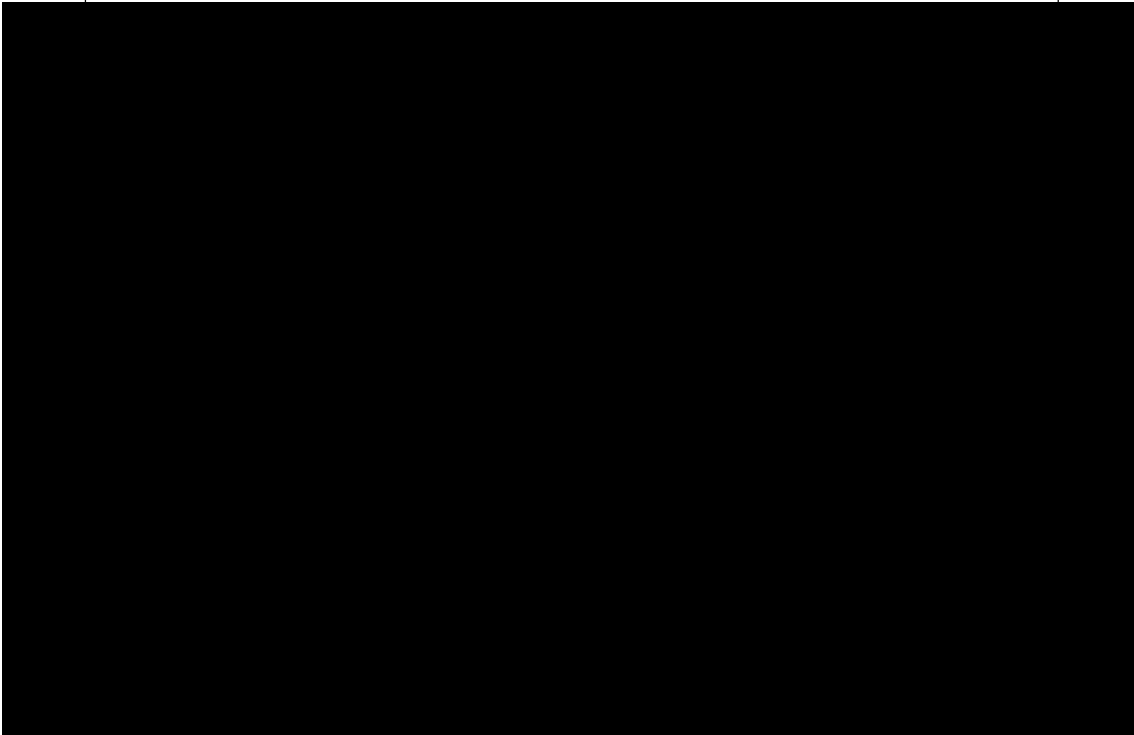
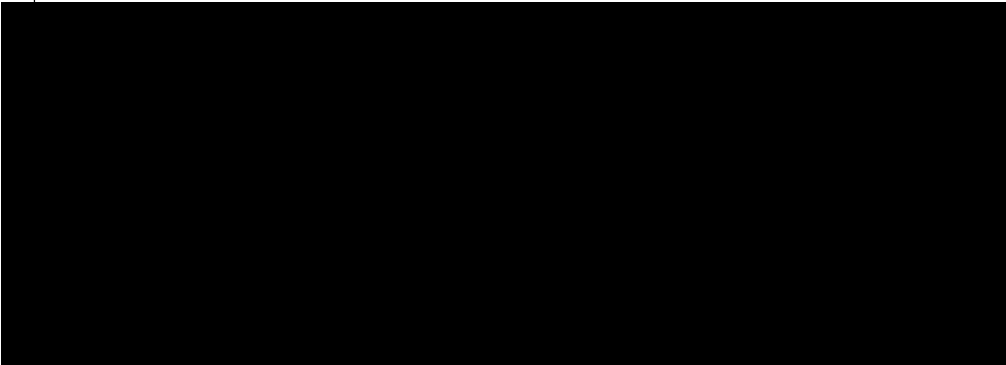


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd



2.4	<b>Development of Apprenticeships in Shropshire</b>	<b>Weighting and Max Marks</b>
2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p>	2.5 / 25 max marks
		
		
		
		

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

2.4.2	<p>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</p> <p>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.</p>	1.25 / 12.5 max marks
		
		

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

2.4.3	<p>How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire? Please provide examples of organisations where you have previously done successfully (if applicable)</p> <div data-bbox="261 327 1331 1151" style="background-color: black; width: 100%; height: 100%; min-height: 300px;"></div>	0.5 / 5 max marks
2.4.4	<p>How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?</p> <div data-bbox="272 1279 1297 1373" style="background-color: black; width: 100%; height: 100%; min-height: 40px;"></div>	0.75 / 7.5 max marks
2.5	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>
2.5.1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p> <div data-bbox="256 1682 1278 1995" style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>	1.5 / 15 max marks

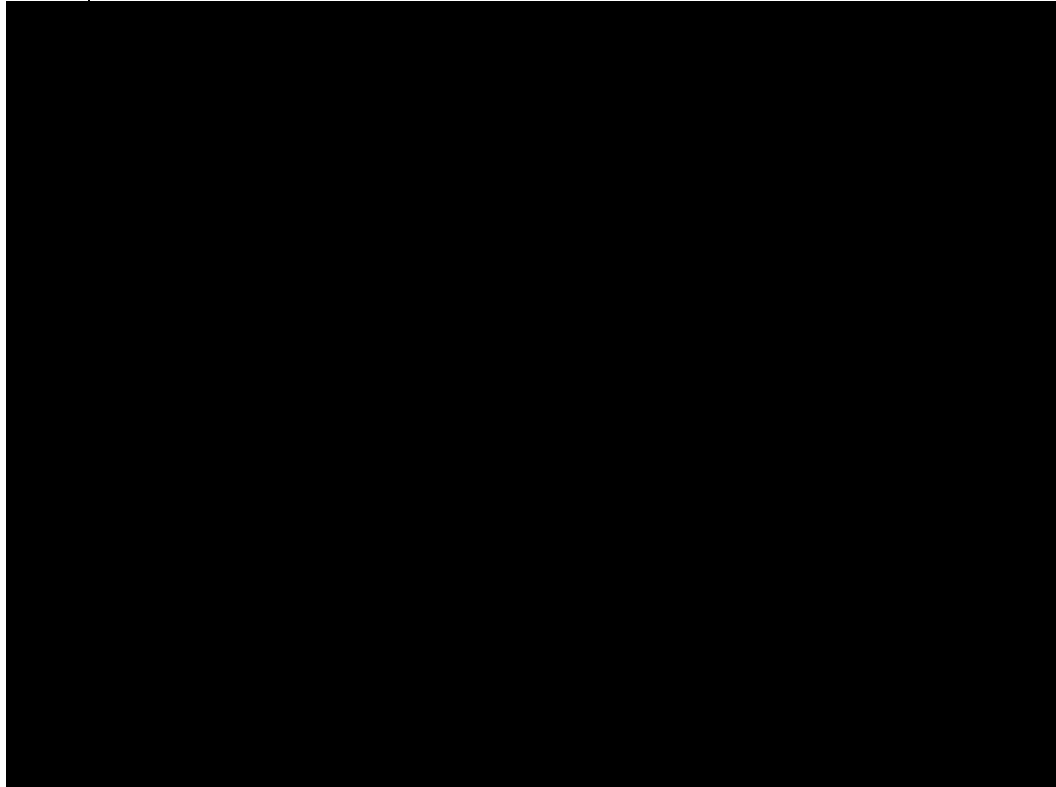
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd



2.5.2

What action do you take, as an organisation, to make any improvements against your KPI performance?

1.5 / 15  
max  
marks



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd

2.5.3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: Juniper Training Ltd



**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

Lifetime Training Group Limited

Please also add your company name to the footer of each page of the returned document

## Shropshire Council Tender Response Document

### **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

#### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who



	are registered as being able to deliver the specific requirement
--	--

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

## **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

Section / Question No.	Award Criteria	Weighting / Max Marks Available	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	

<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

#### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.

**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.



**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

**~~Yes / No~~**

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*



## SECTION B

### 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. 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). 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)

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

This document provides 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	[REDACTED]
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	

1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	Not applicable
1.1(k)	Trading name(s) that will be used if successful in this procurement.	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sub>2</sub> ?	
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (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. (Please enter N/A if not applicable)	

1.1(o)	<p>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 (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<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 (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

		<p>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.</p> <p>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.</p>																																																												
1.2(a) - (ii)	Name of group of economic operators (if applicable)	Not applicable																																																												
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.	Not applicable																																																												
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																																																												
1.2(b) - (ii)	<p>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.</p> <table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
Name																																																														
Registered address																																																														
Trading status																																																														
Company registration number																																																														
Head Office DUNS number (if applicable)																																																														
Registered VAT number																																																														
Type of organisation																																																														
SME (Yes/No)																																																														
The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables																																																														
The approximate % of contractual obligations assigned to each sub-contractor																																																														

**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.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	Lifetime Training Group Limited
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	Clifton Heights, Triangle West, Bristol, BS8 1EJ
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	[REDACTED]

## 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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

		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.	Not applicable
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)	Not applicable
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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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.	Not applicable
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:	



	<ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>○ to maintain records of personal data processing activities; and</li> <li>○ to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>	
--	---	--

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b></p>	
-----	--	--

--	--	--

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b>            The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

	participation in the procurement procedure?	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 checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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	Not applicable
-----	---	----------------

Section 4	Economic and Financial Standing	
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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	
	Relationship to the Supplier completing these questions	

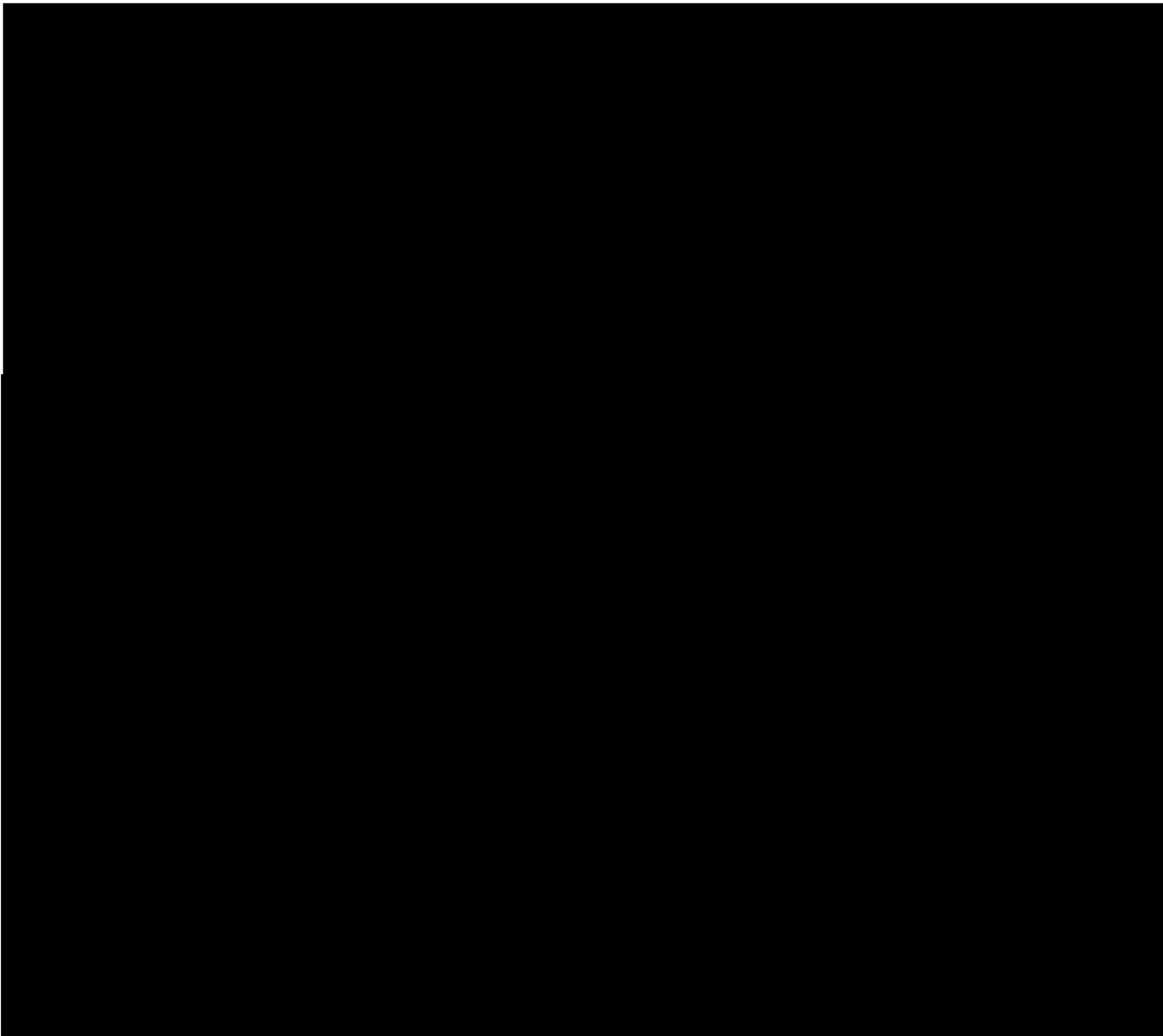
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Not applicable

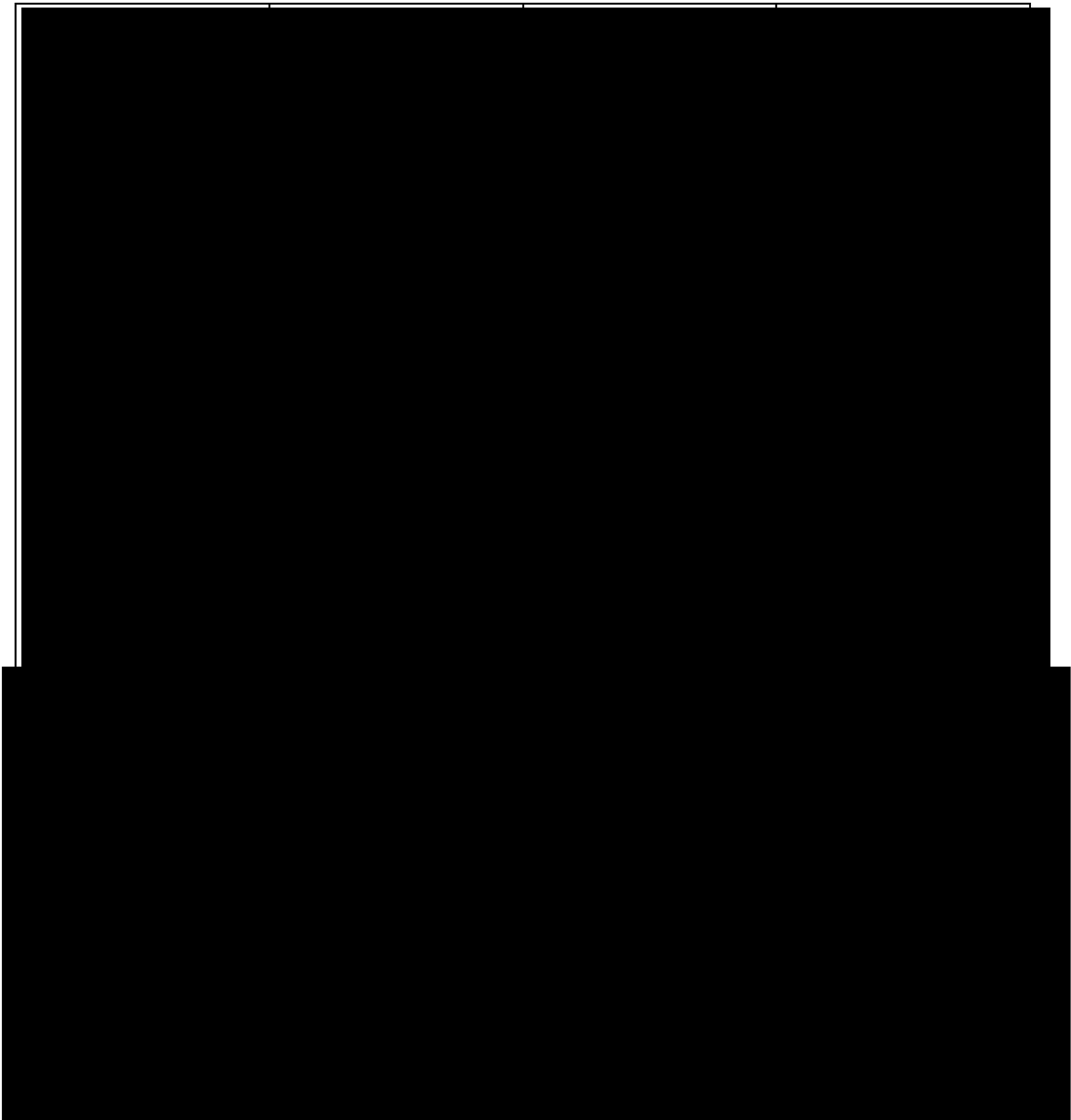
Section 6	<b>Technical and Professional Ability</b>	
6.1	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. 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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered</p>	

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





6.2	<p>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)</p> <p>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)</p>
-----	---

--	--

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.

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	
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?	

### 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.

Section 8	Additional Questions	
8.1	Insurance	
	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:  Employer's (Compulsory) Liability Insurance = £5 Million  Public Liability Insurance = £5 Million  Professional Indemnity Insurance = £2 Million	

	*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.
--	--

8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<sup>4</sup>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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### 8.4 – Environmental Management

1.	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
----	---	--



	<p>If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	
2.	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

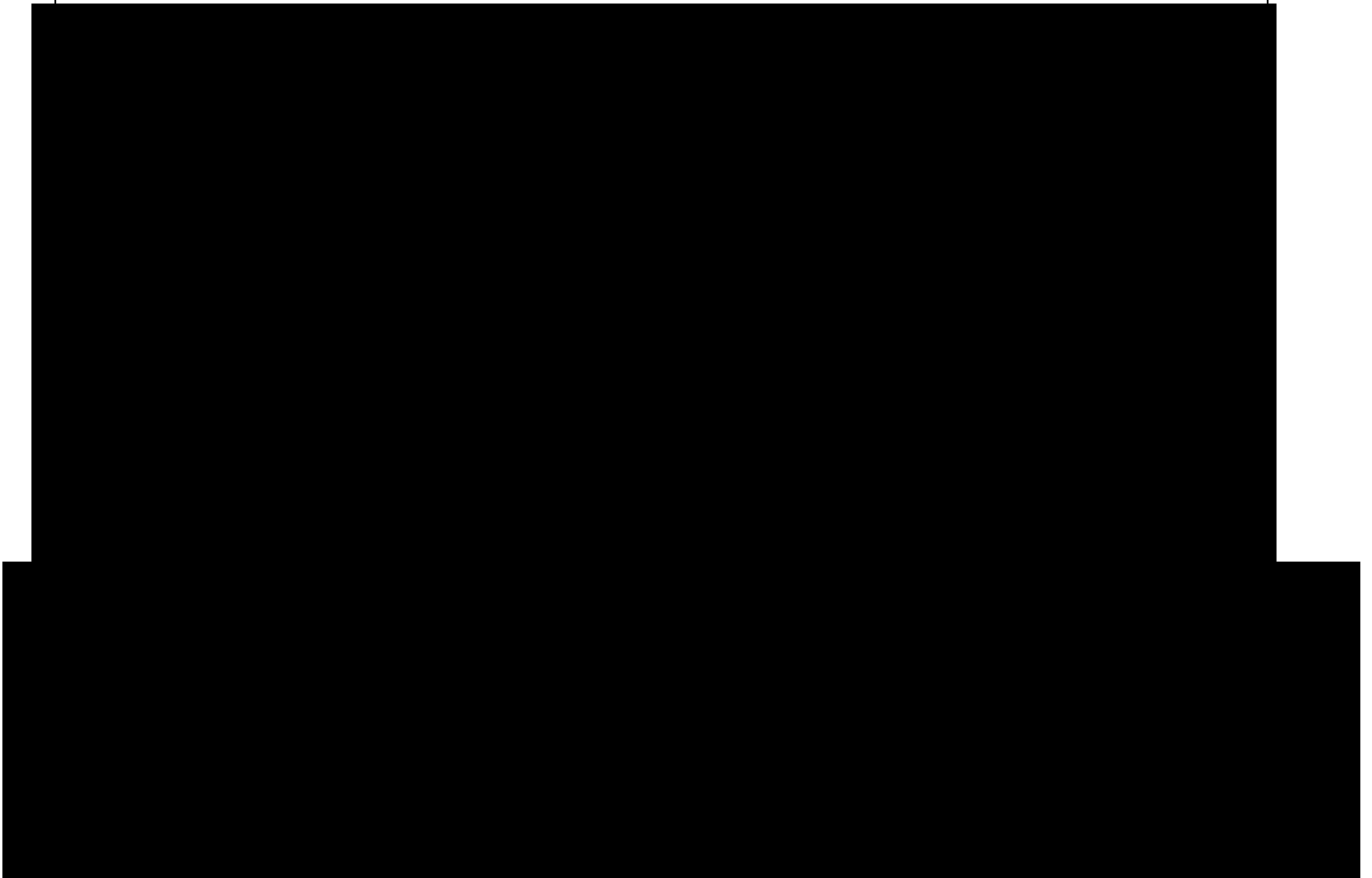
### 8.5 – Health & Safety

1.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:





is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

**Each lot you apply for will be marked against the same criteria and questions below**

In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.	3 / 30 max marks
1.2	Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.	3 / 30 max marks

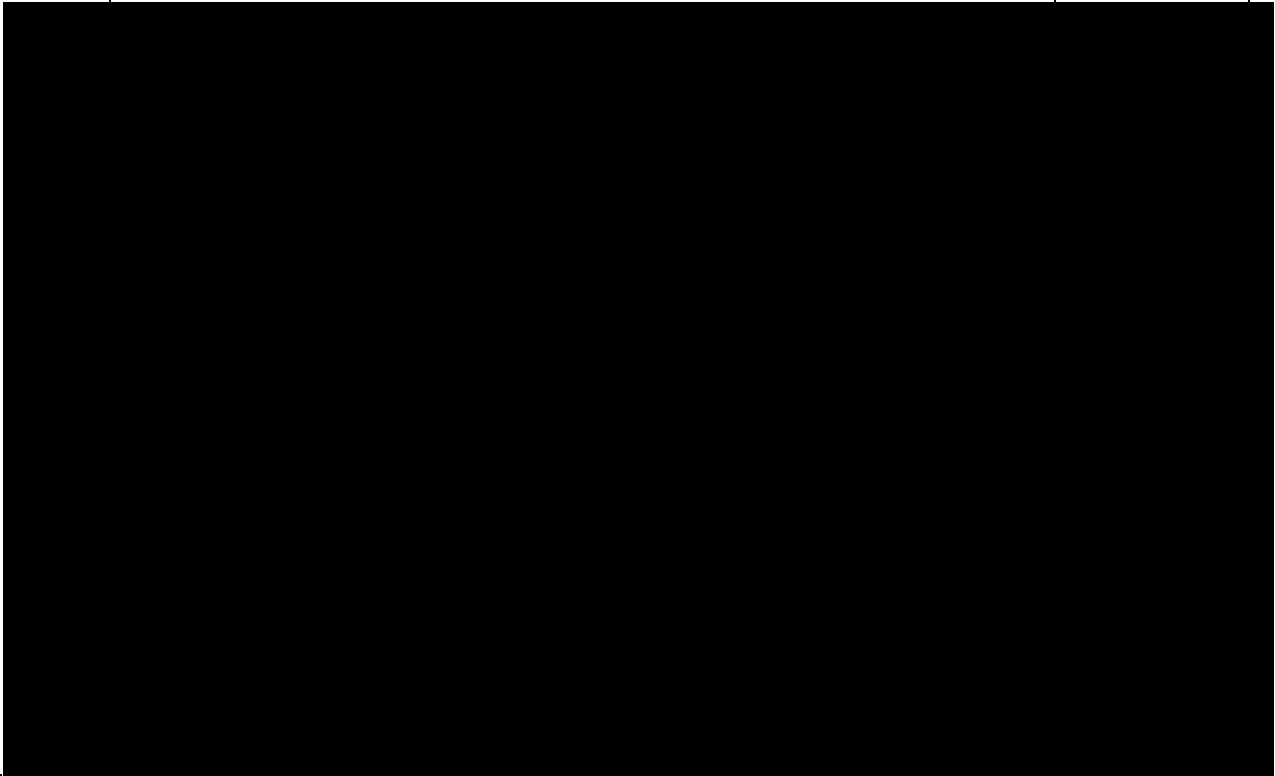
[Redacted content]

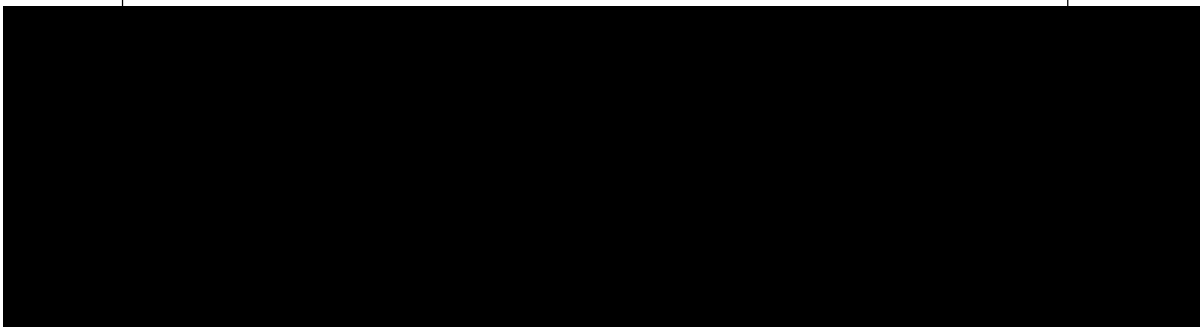
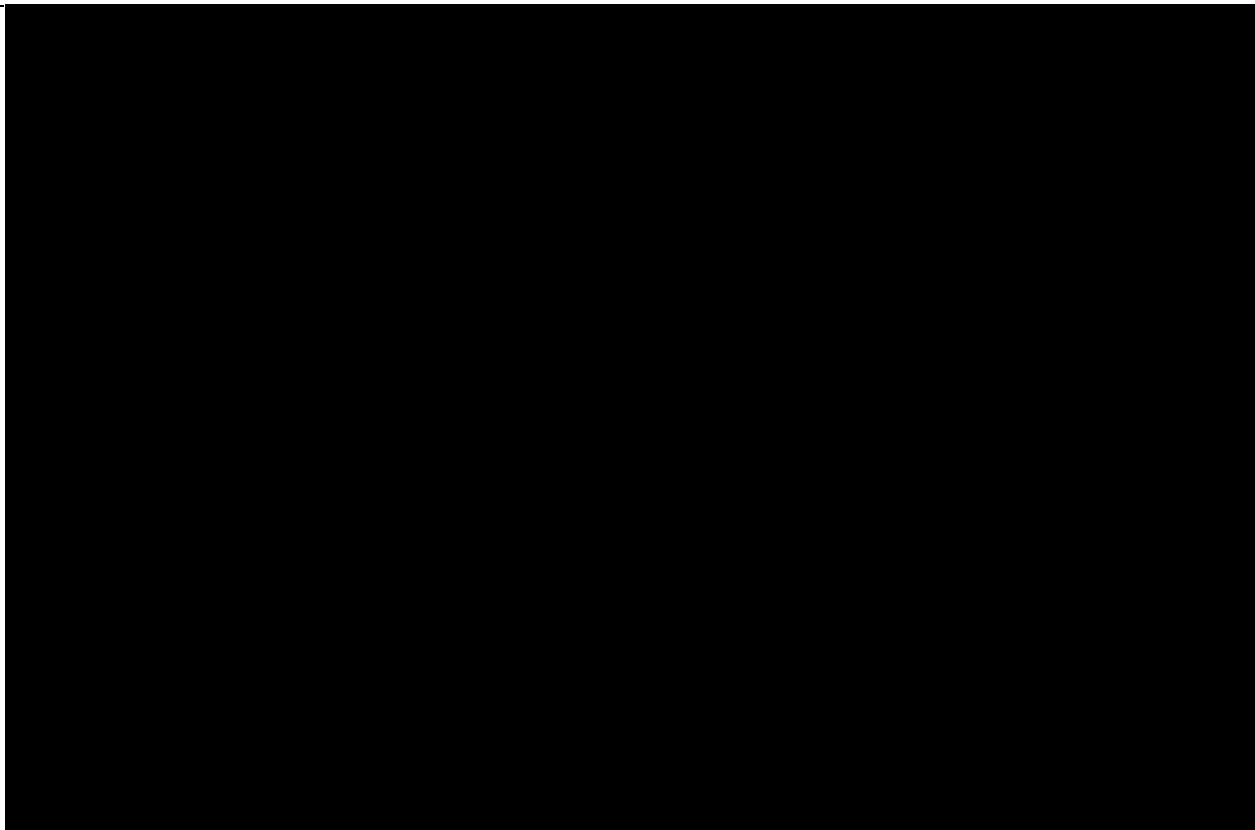
[Redacted content]

[Redacted content]

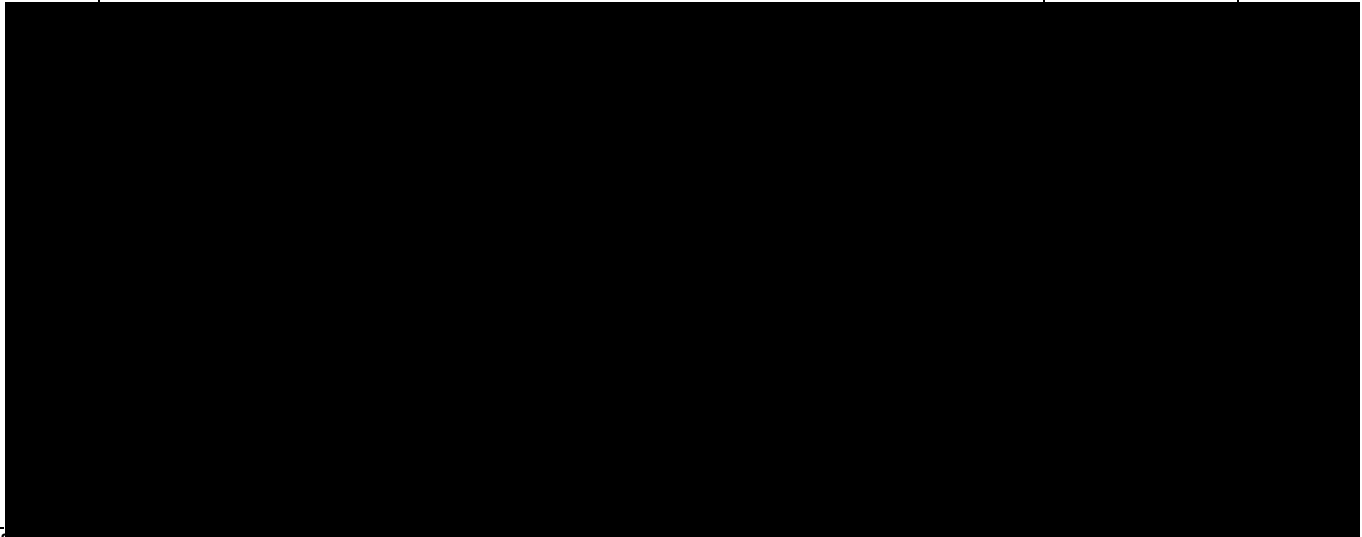


1.3	Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?	3 / 30 max marks
-----	---	------------------

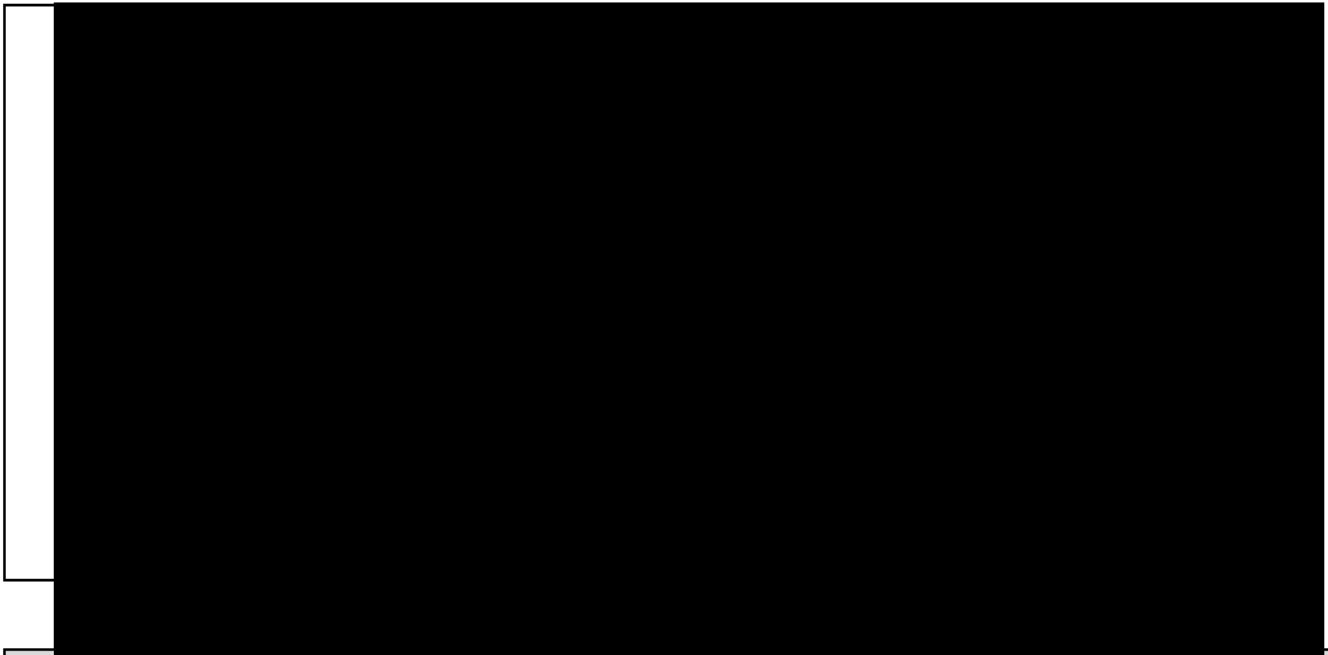




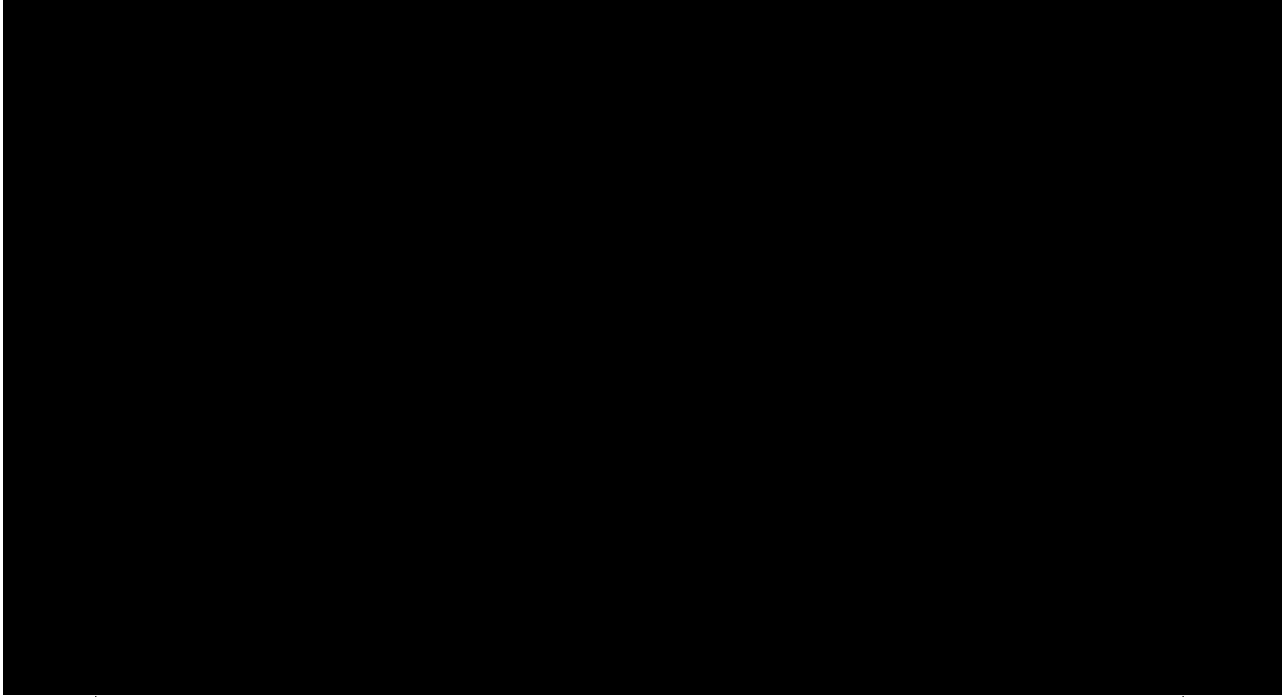
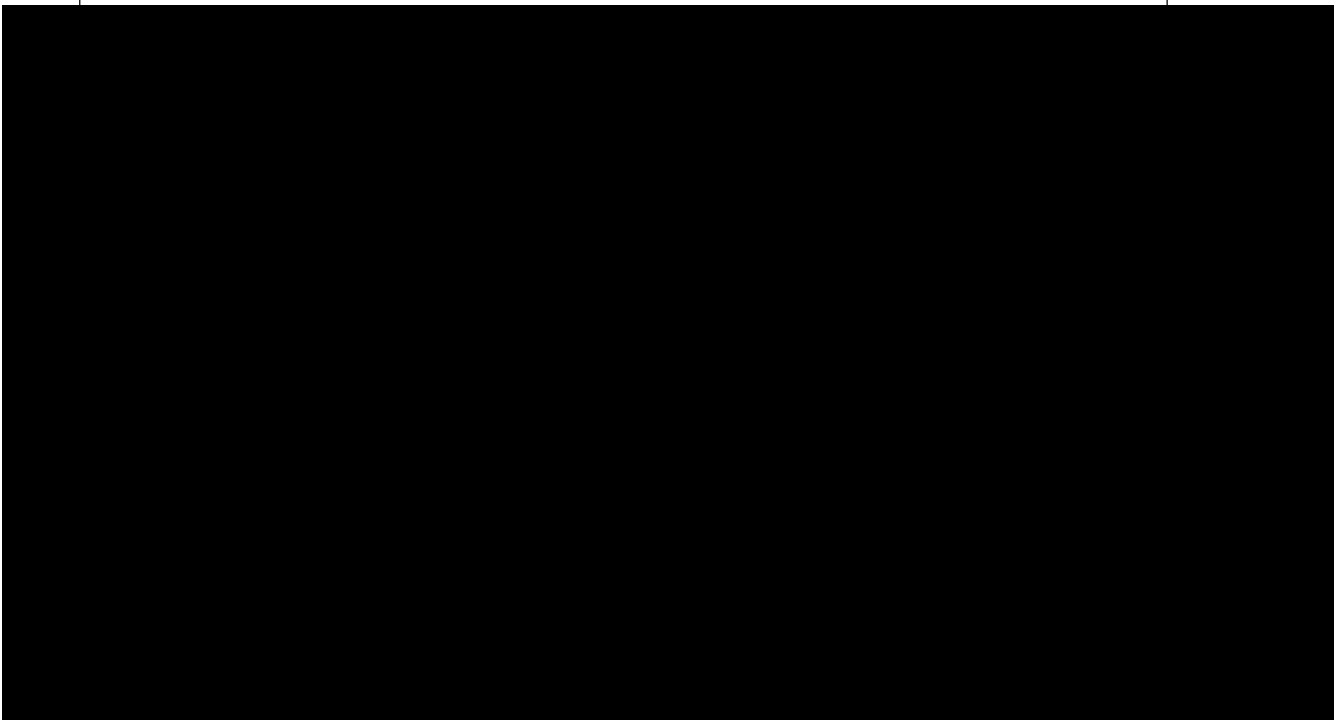
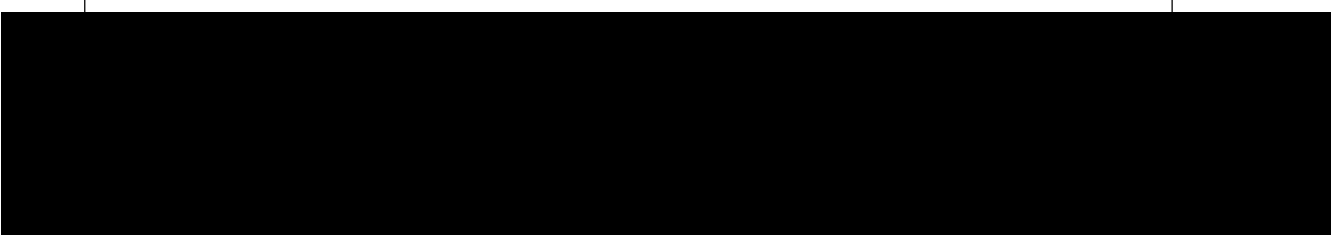
1.4	If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?	1 / 10 max marks



Lit



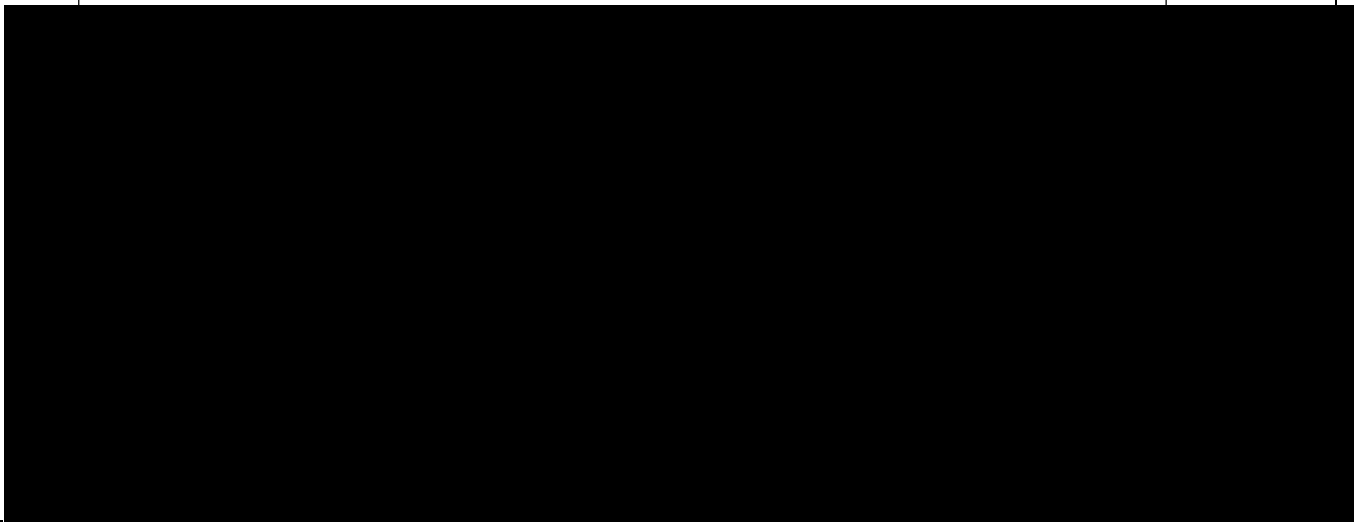
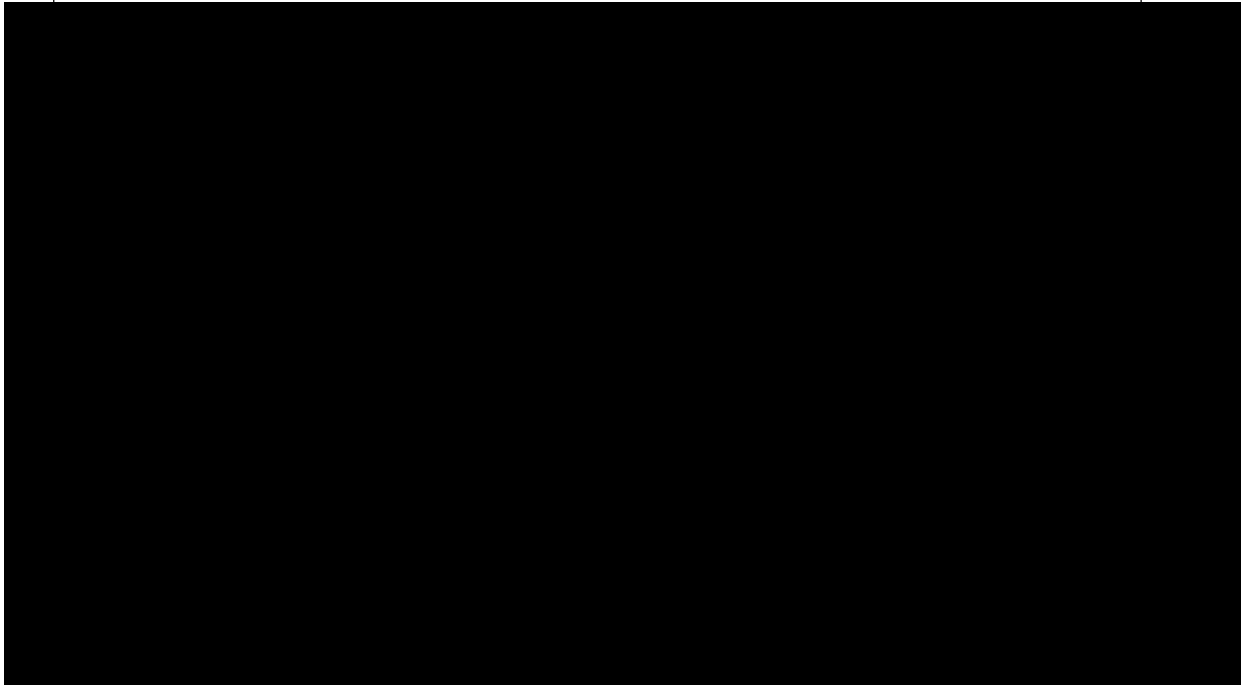
<b>2.</b>	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>
2.1.1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:	5 / 50 max marks

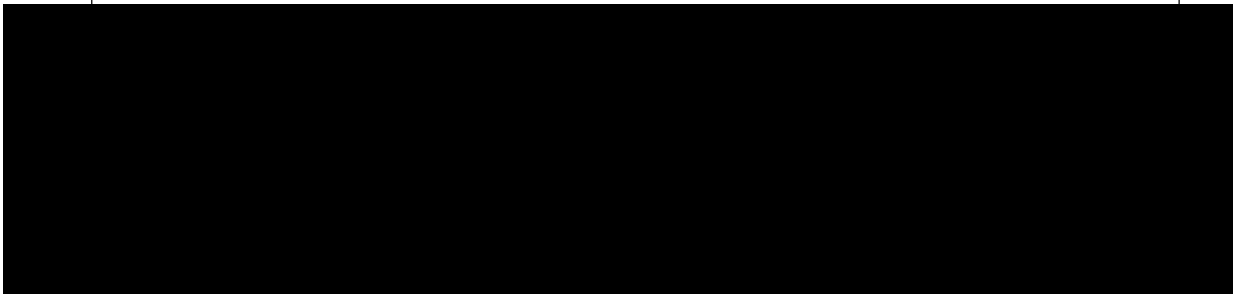
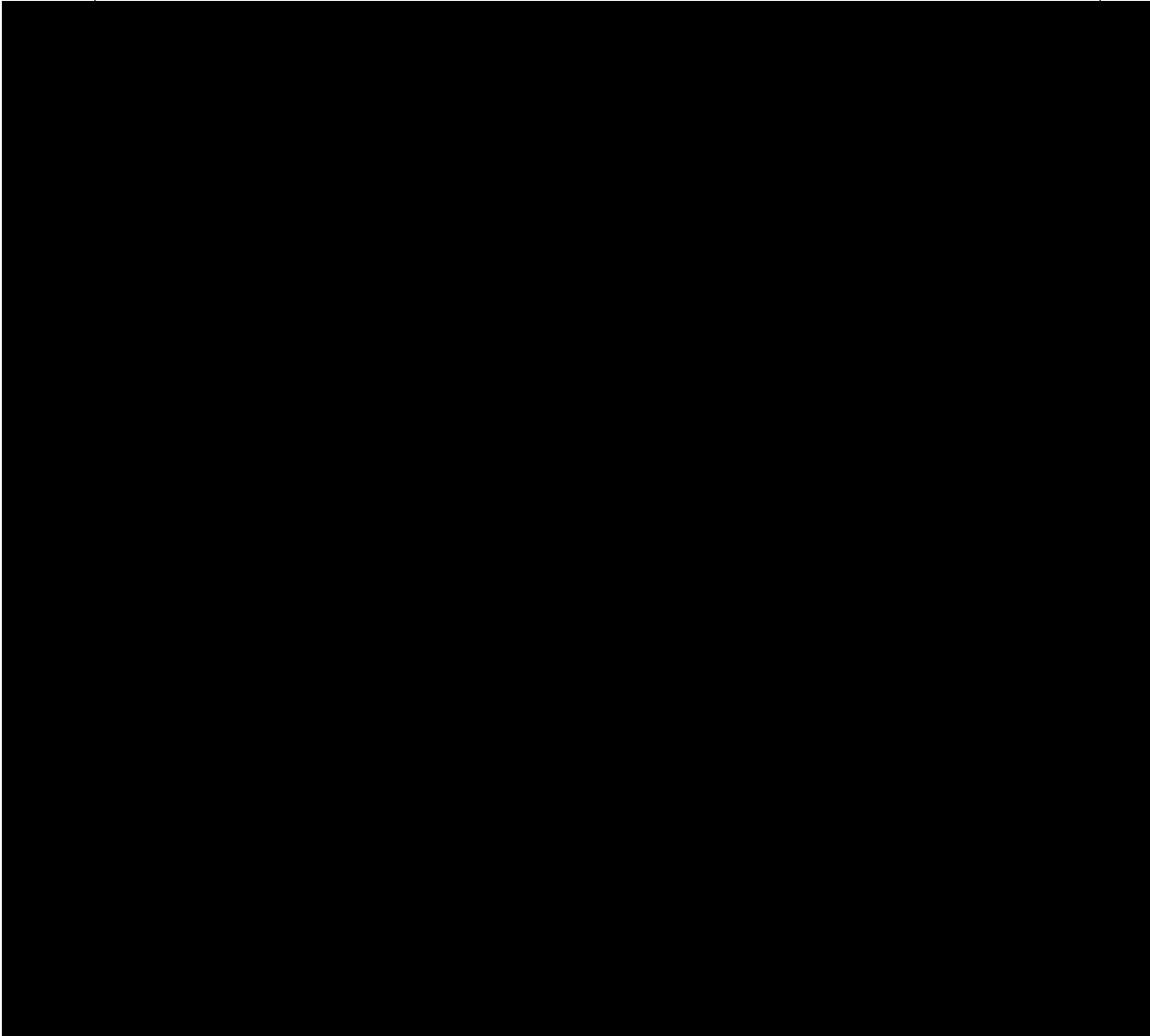
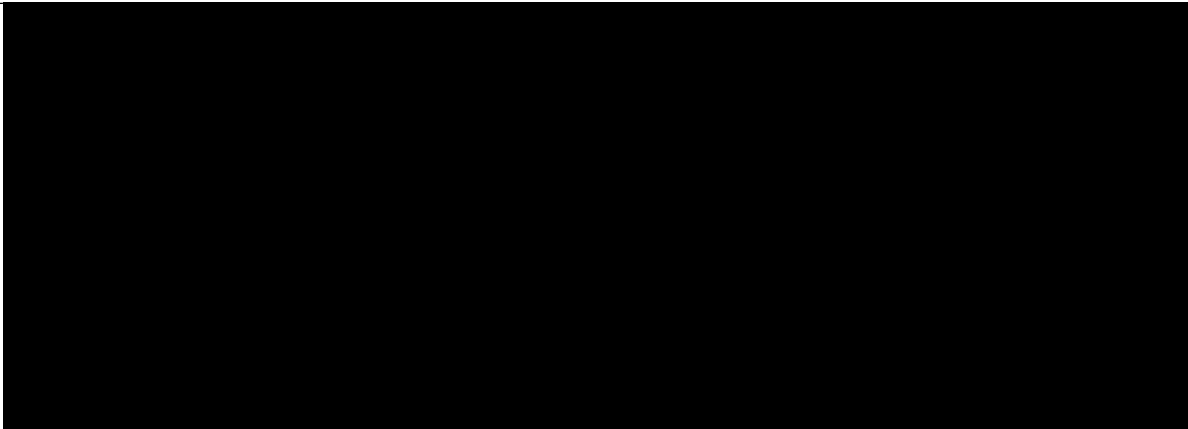
2.1.2	Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).	1 / 10 max marks
		
		
		

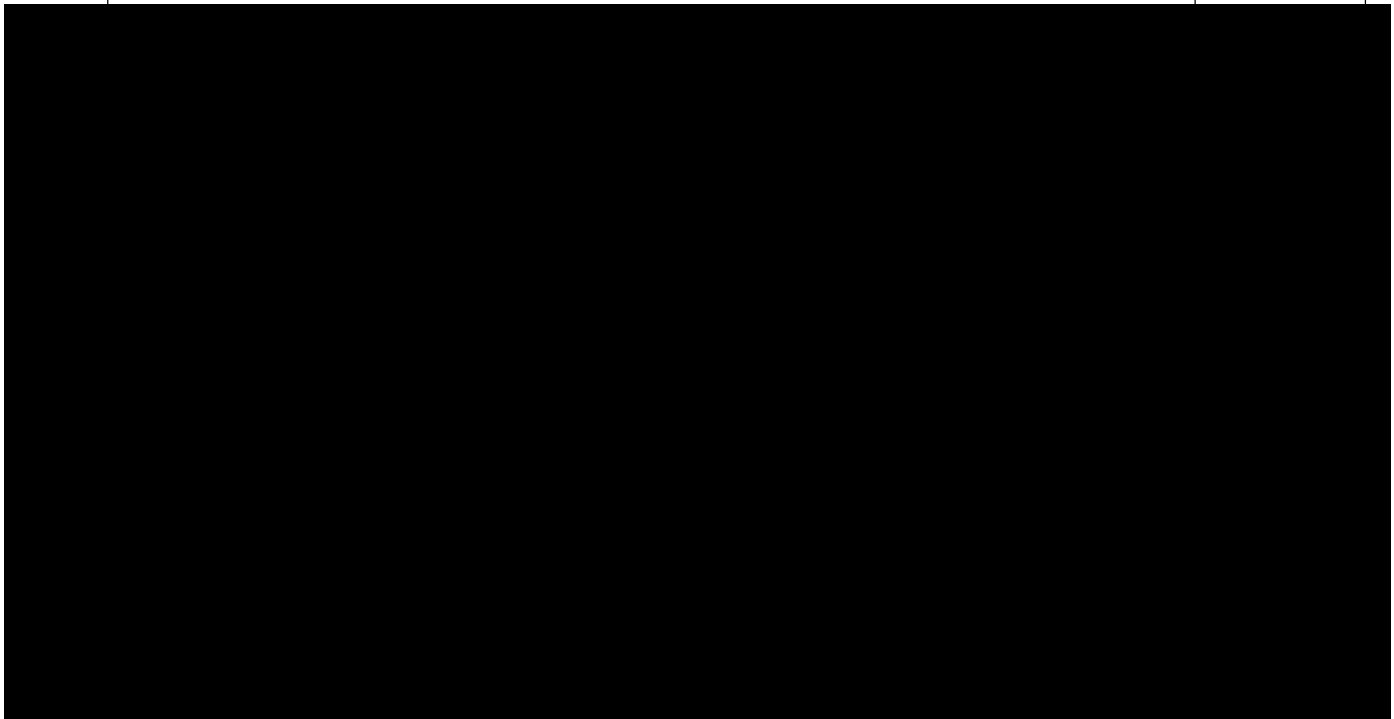
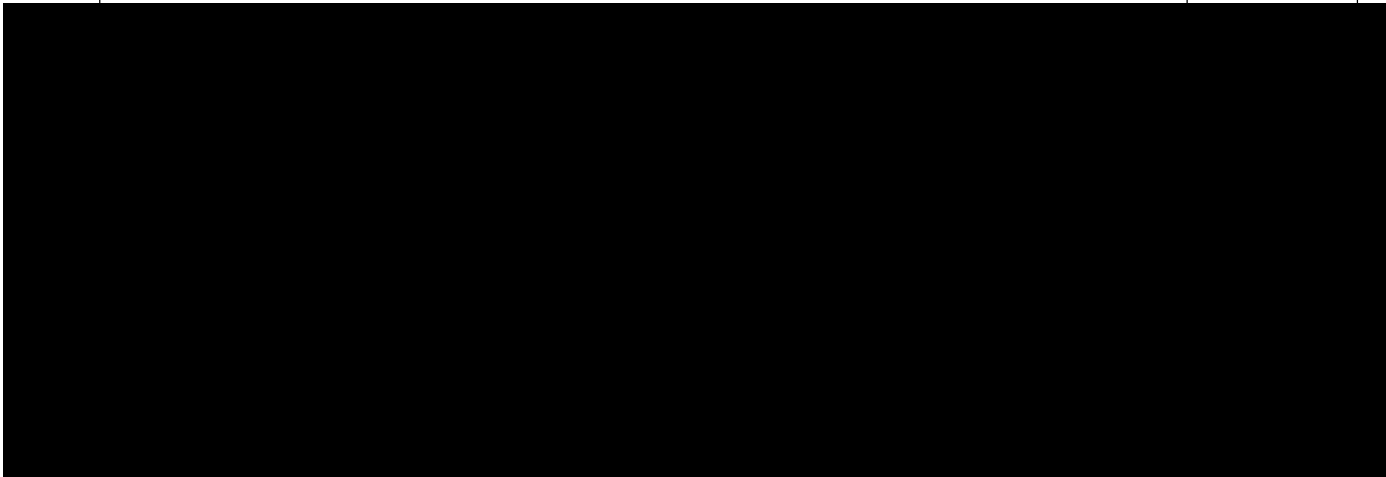
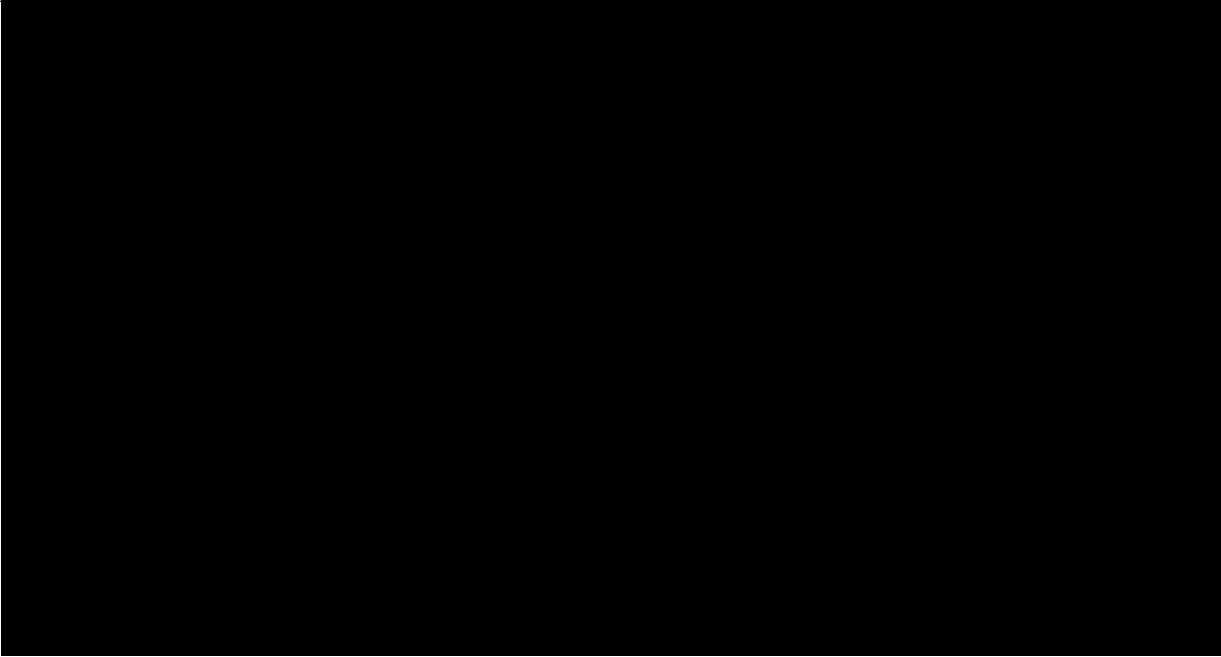


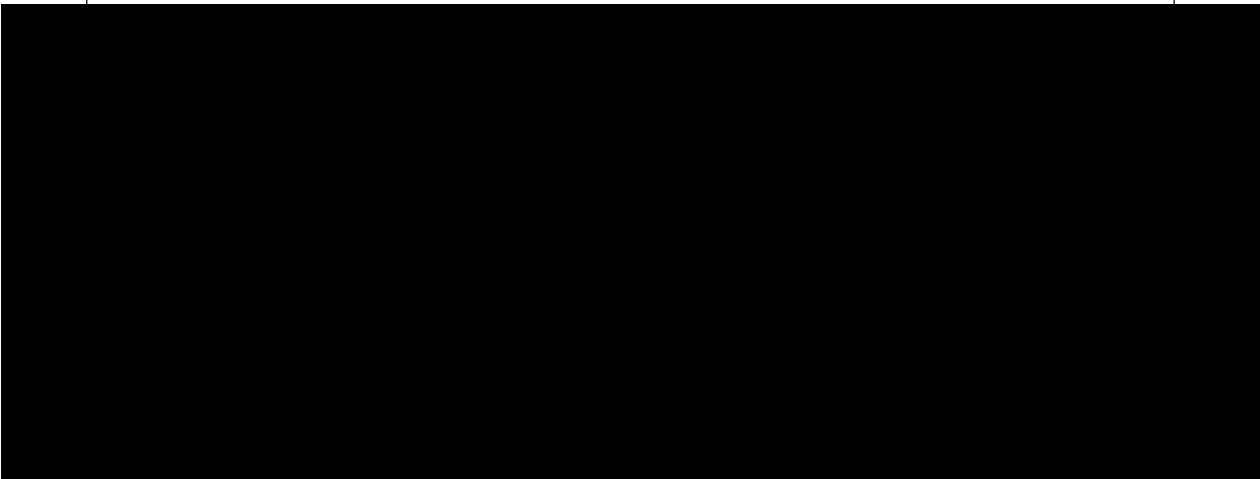


2.1.3	Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.	4 / 40 max marks
-------	--	------------------

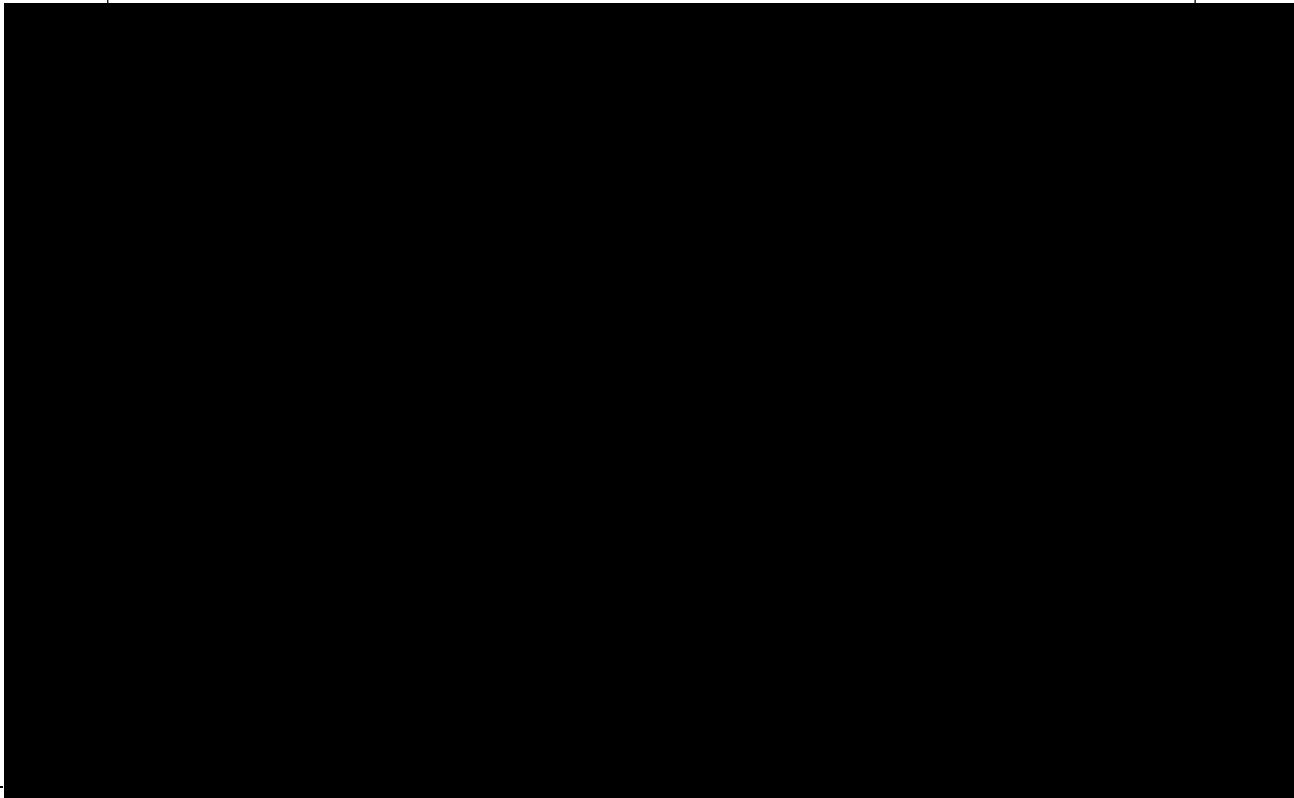
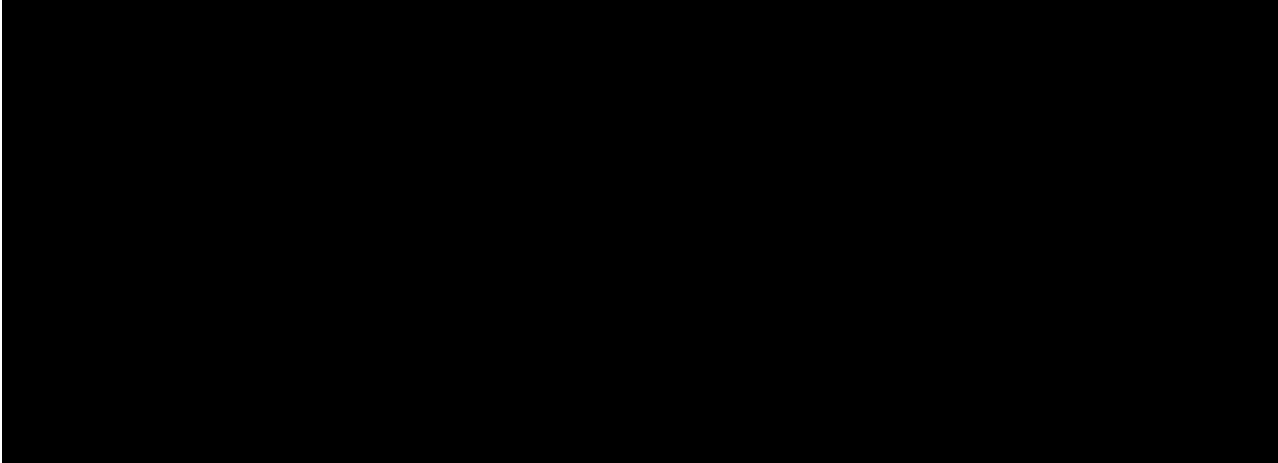
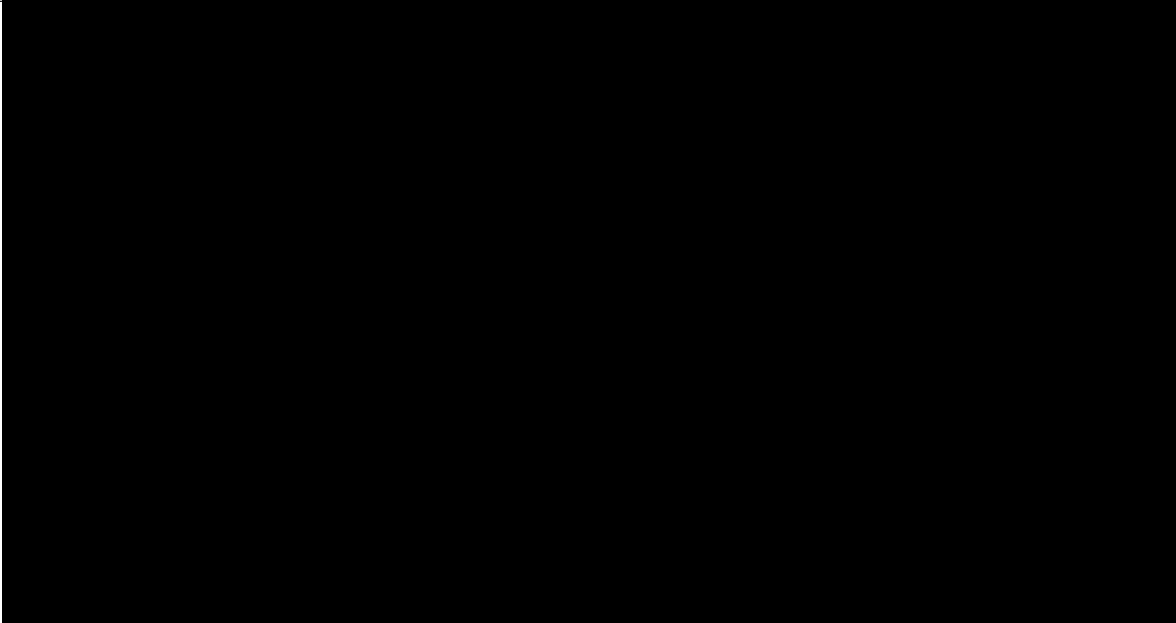








2.2	<b>Delivery</b>	<b>Weighting and Max Marks</b>
2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks

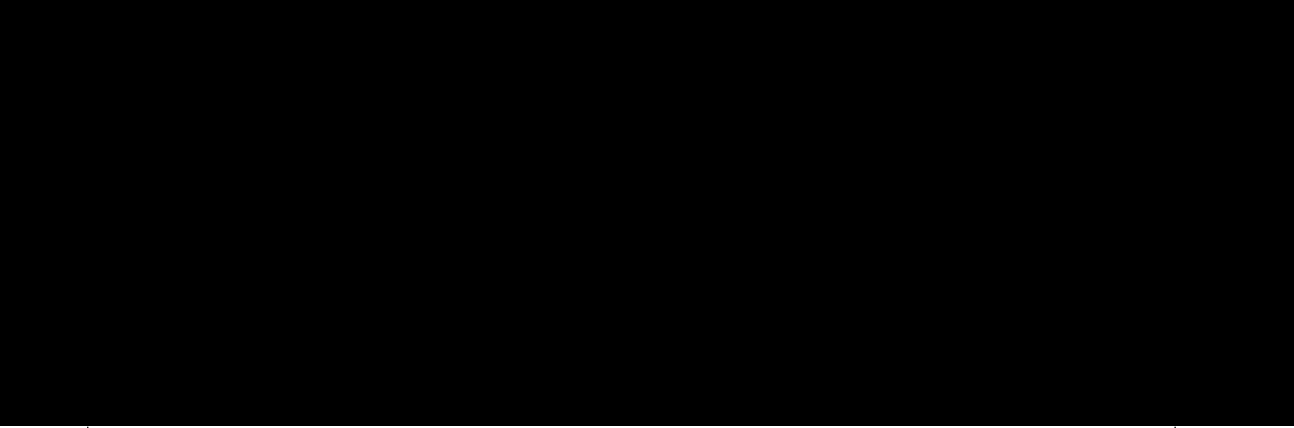
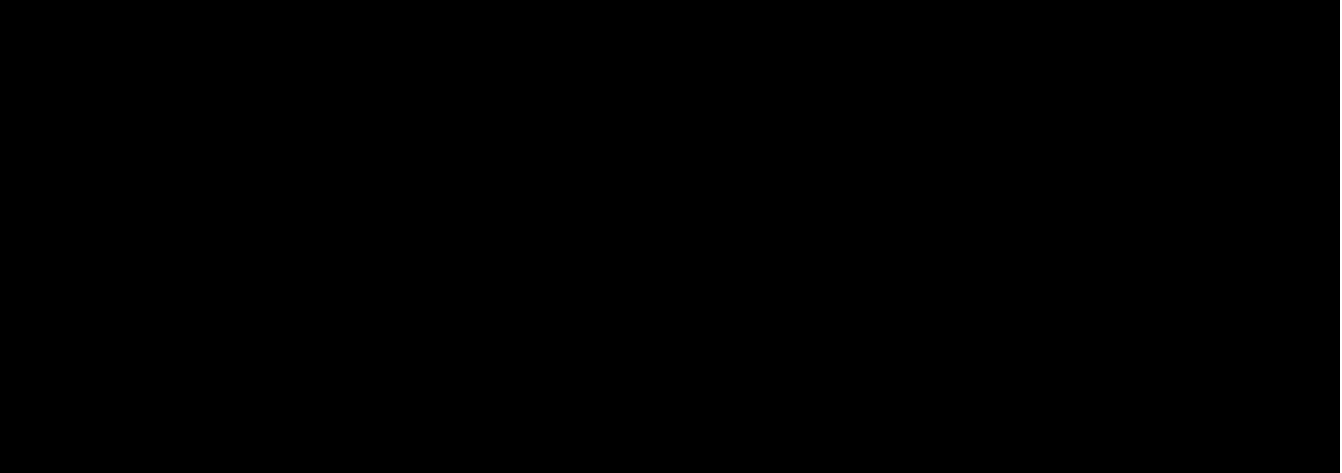

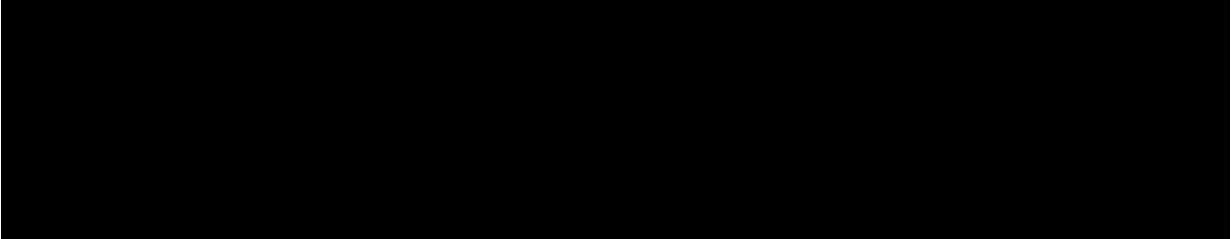


[Redacted]

[Redacted]

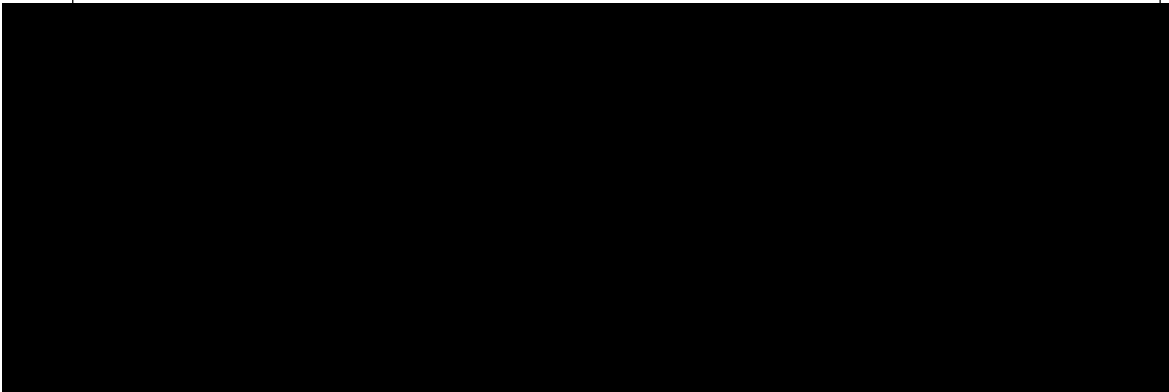
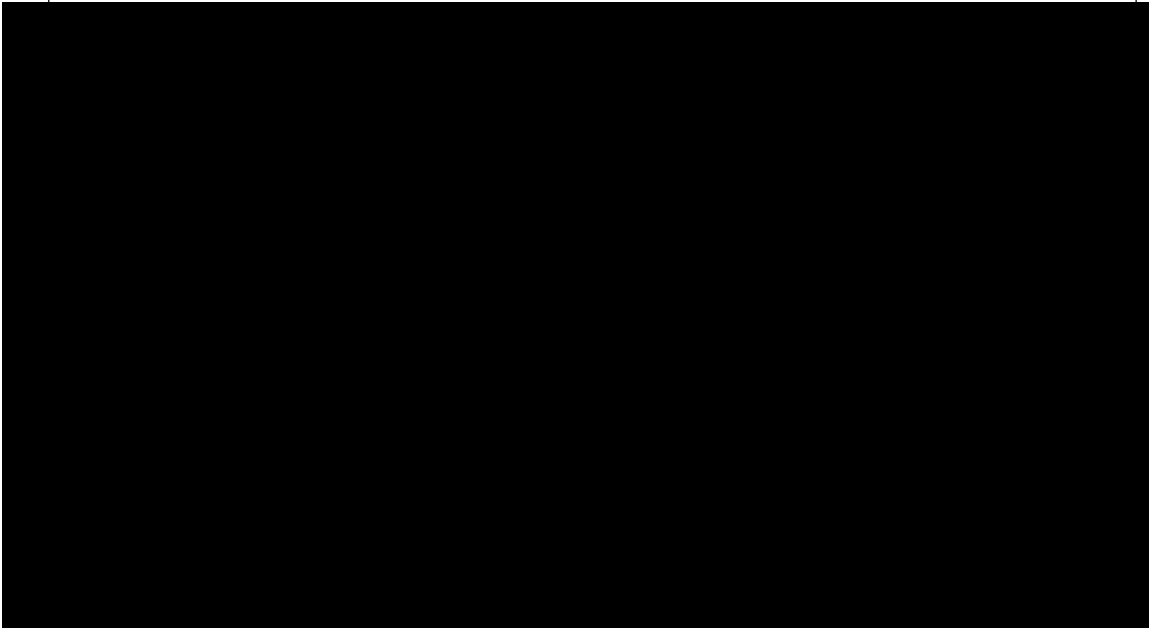
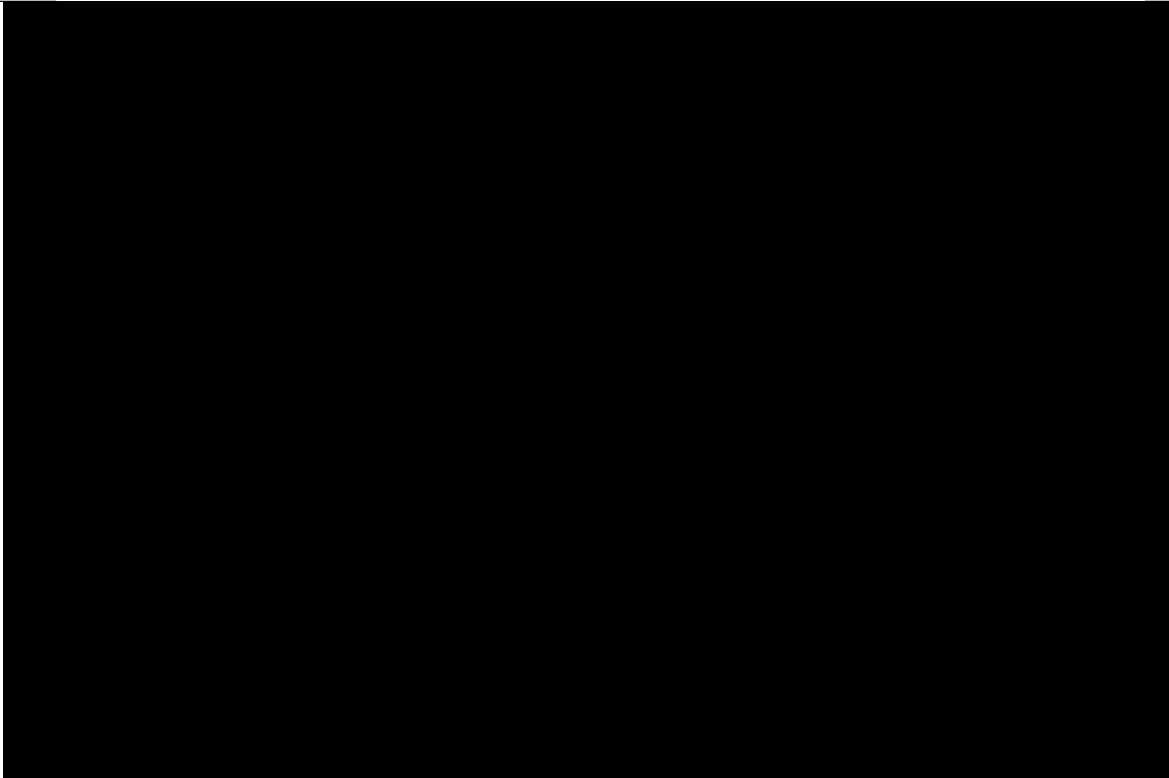
[Redacted]

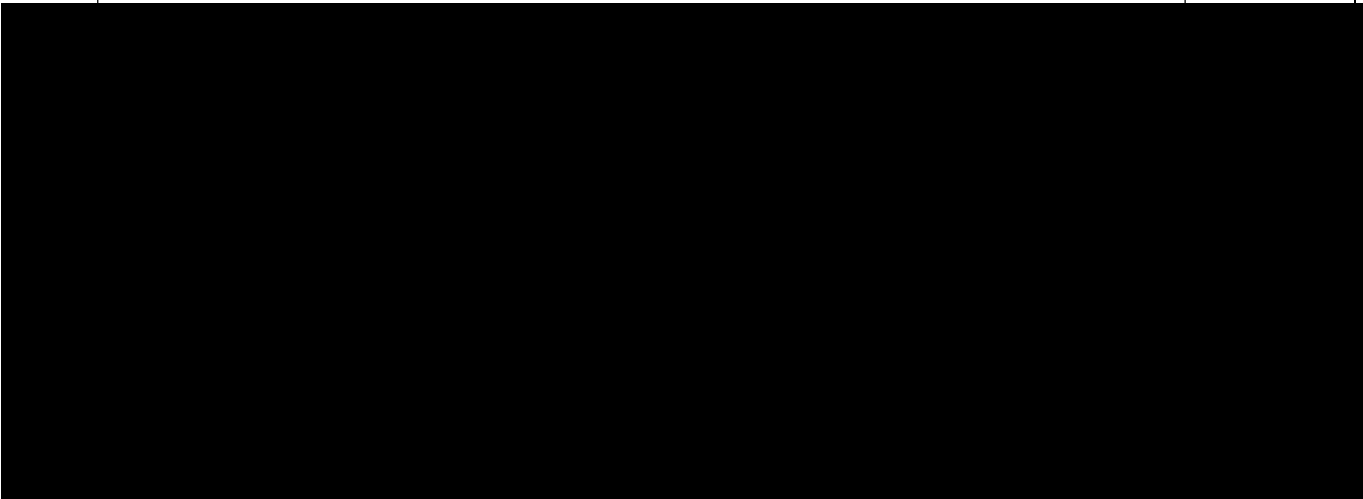
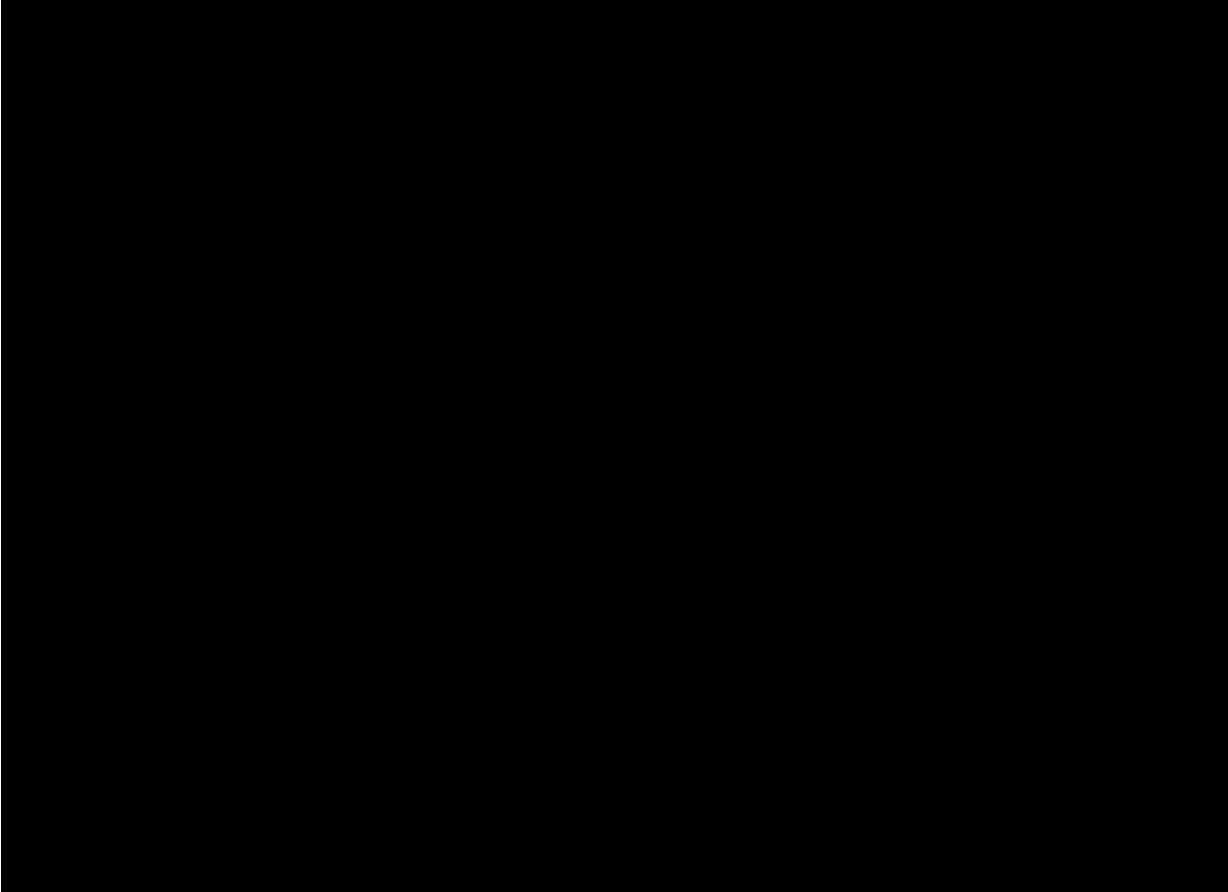
[Redacted]

2.2.2	How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?	4 / 40 max marks
		
		
		
2.2.3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks
		



2.3	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks





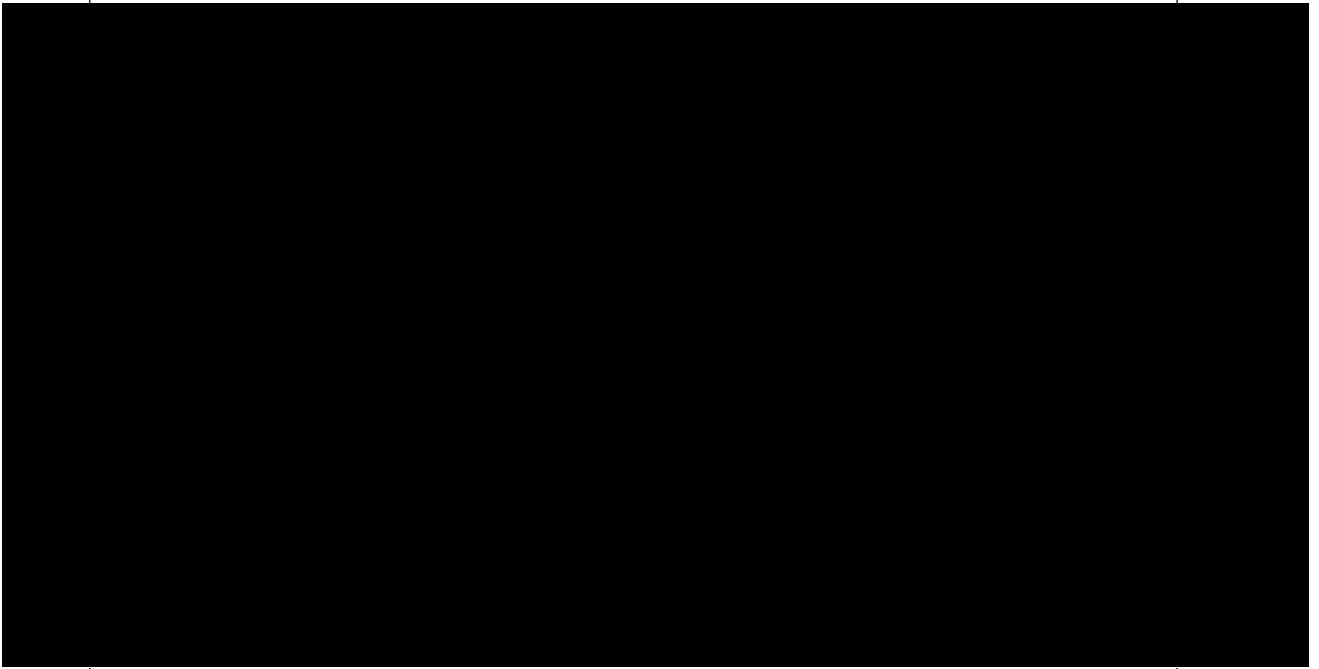
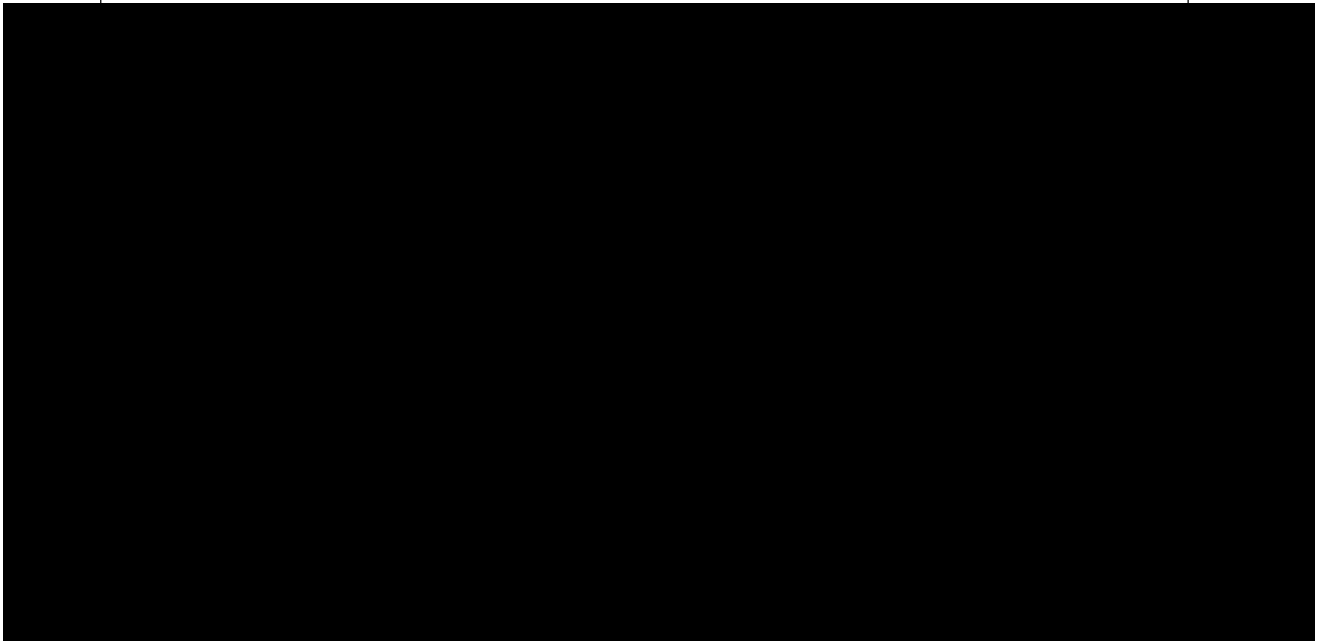
2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max marks

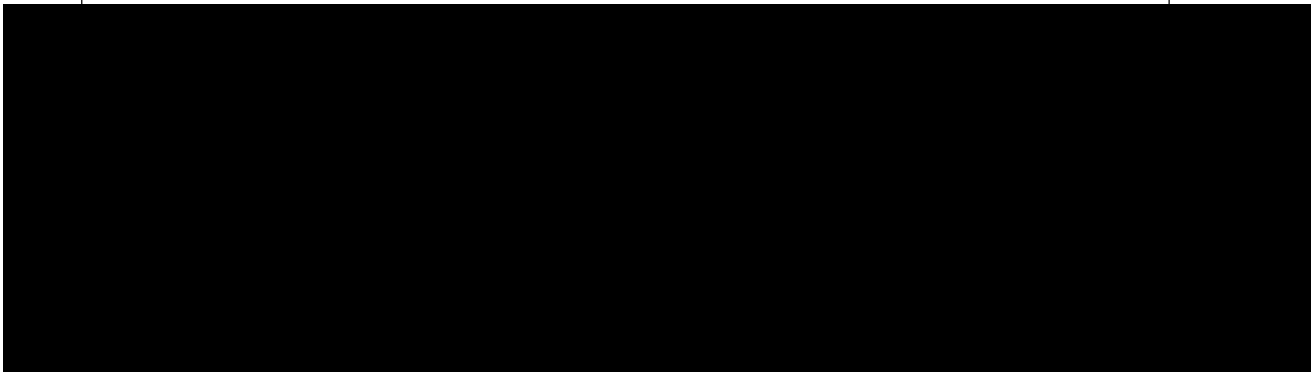
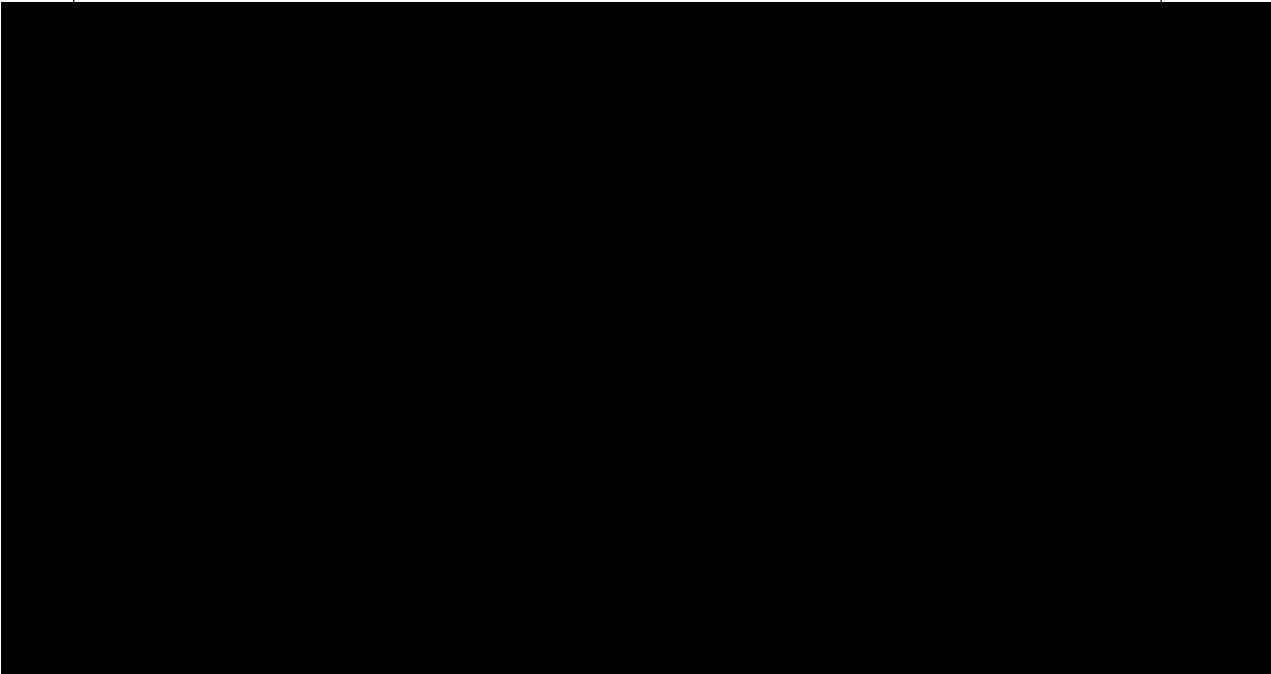
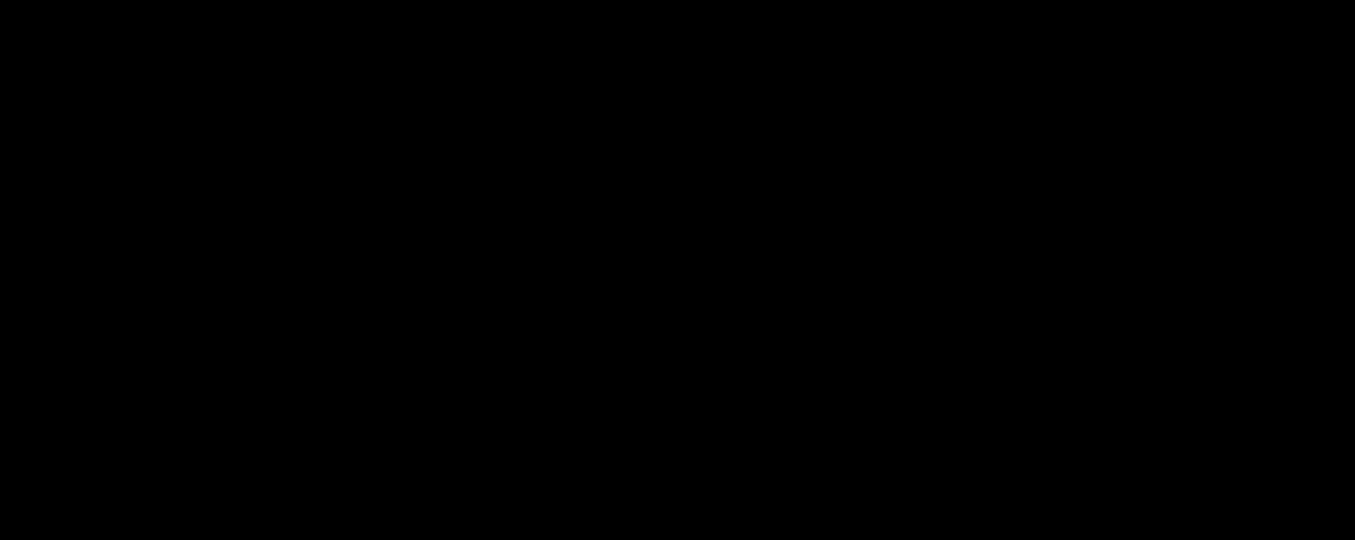


2.3.3

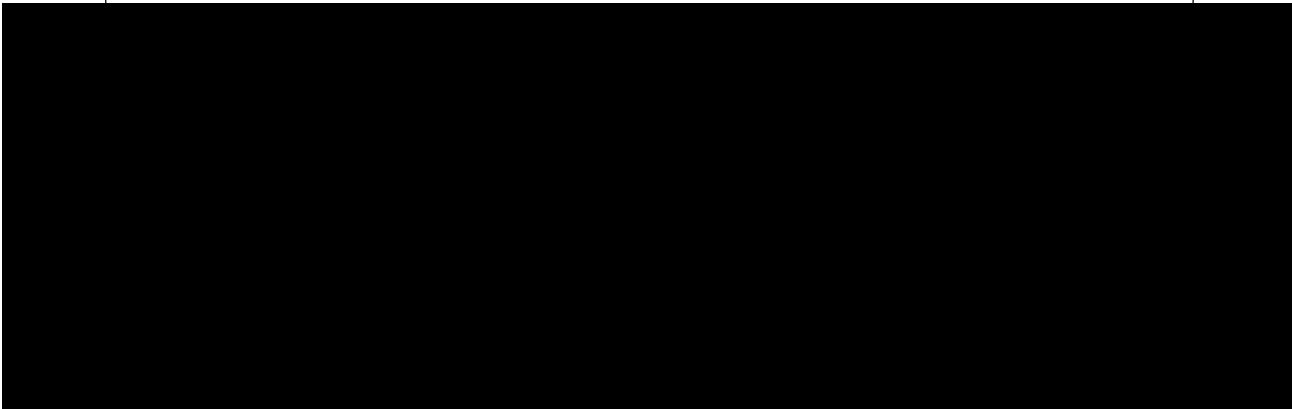
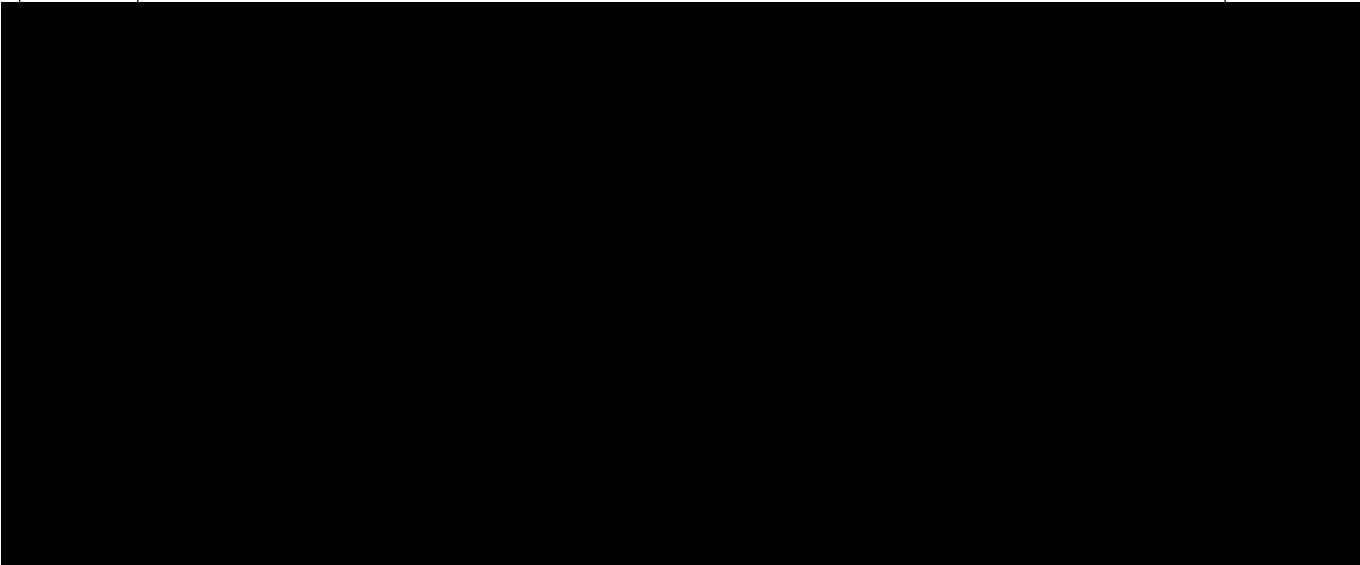
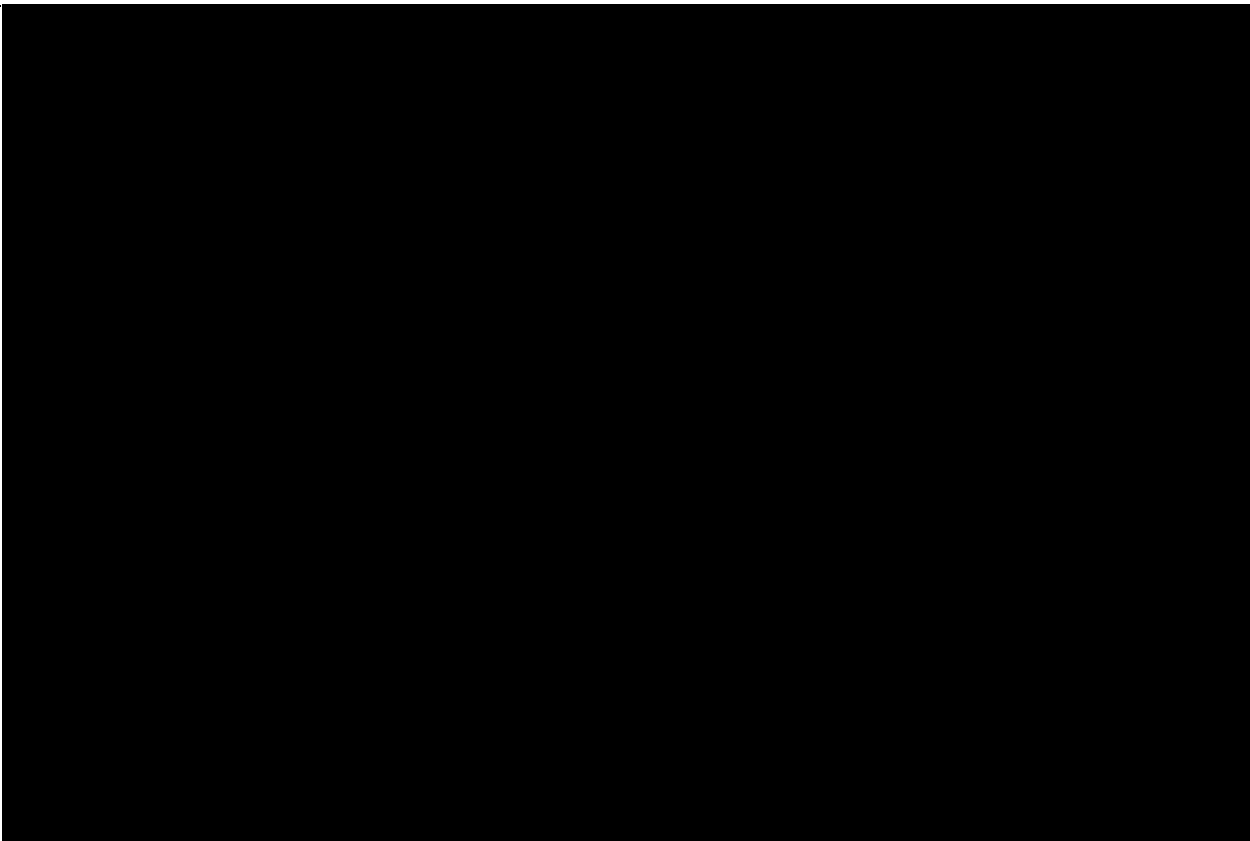
How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc.  
Please also include details of your relationship with the AAO(s).

3 / 30 max marks

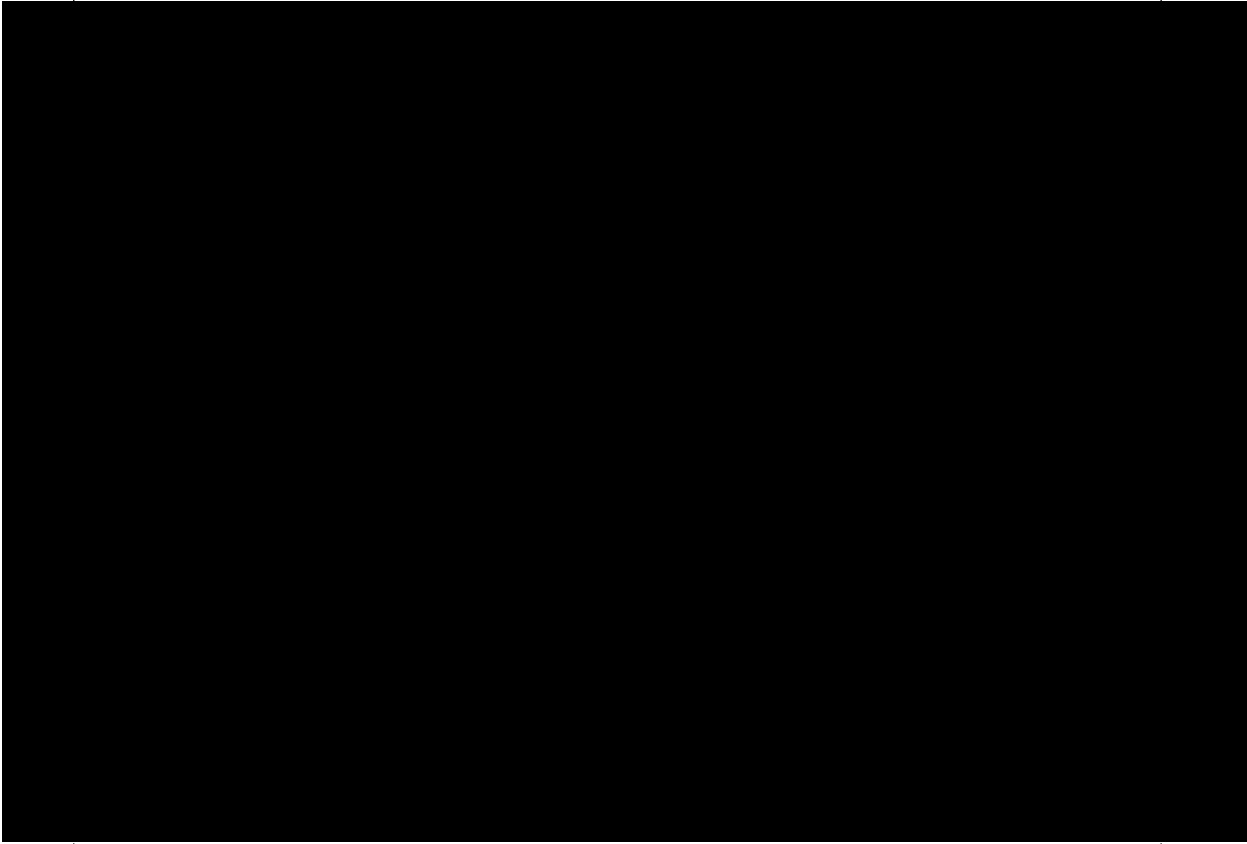
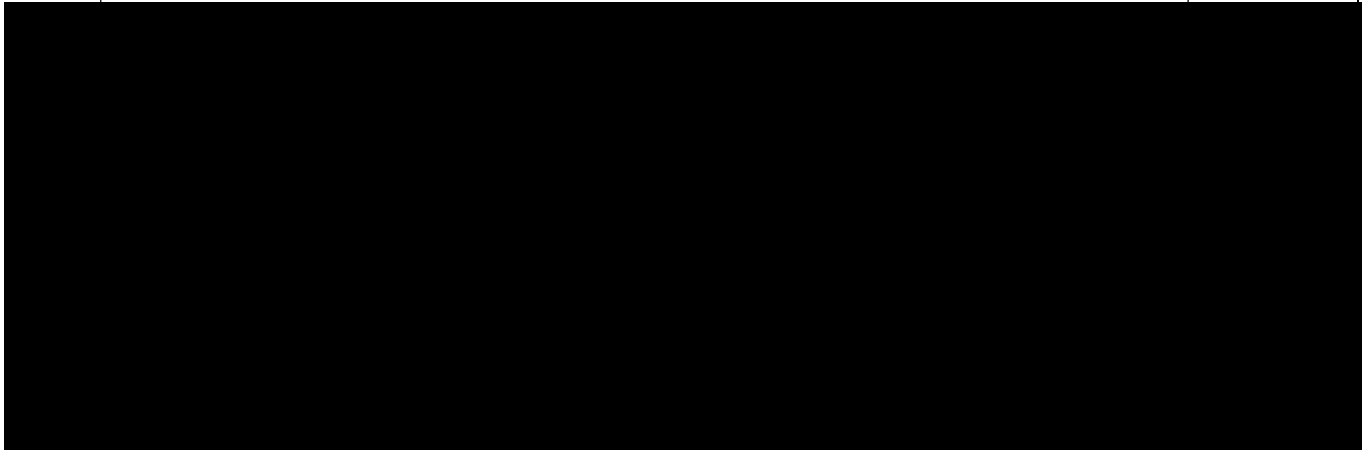


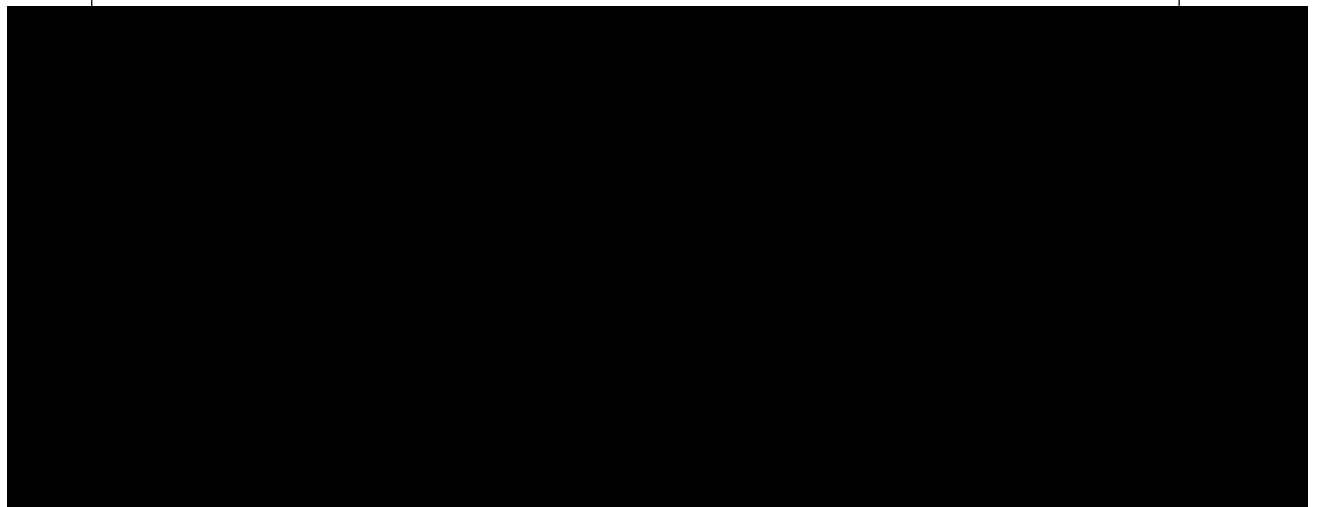
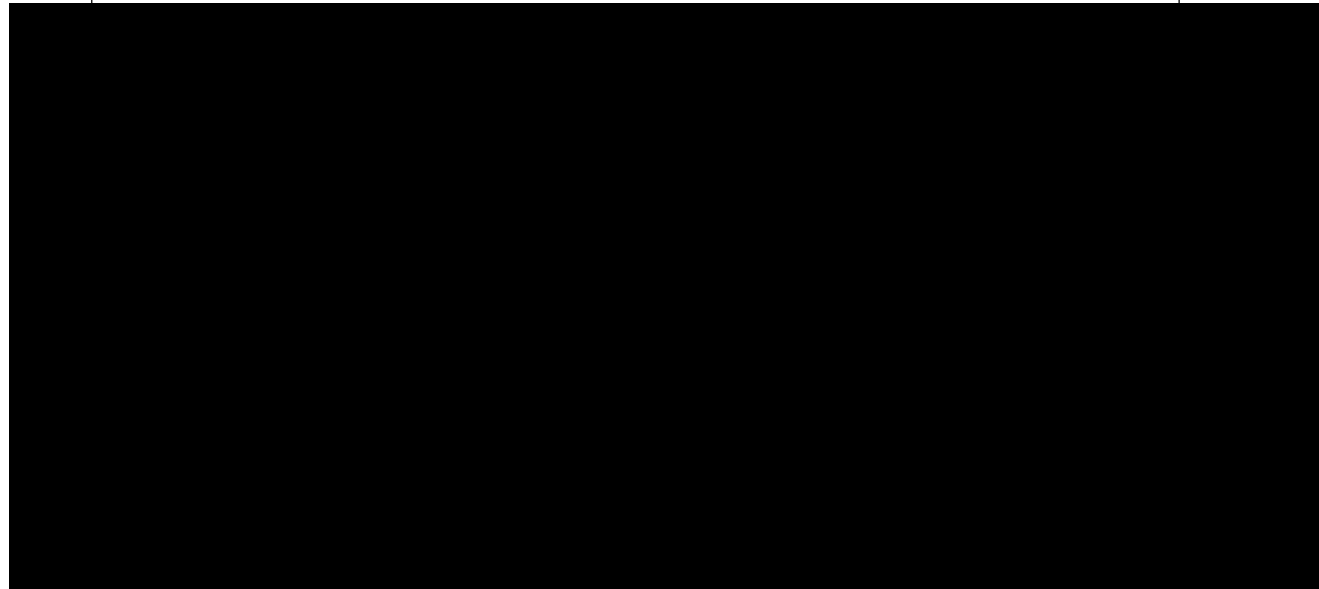
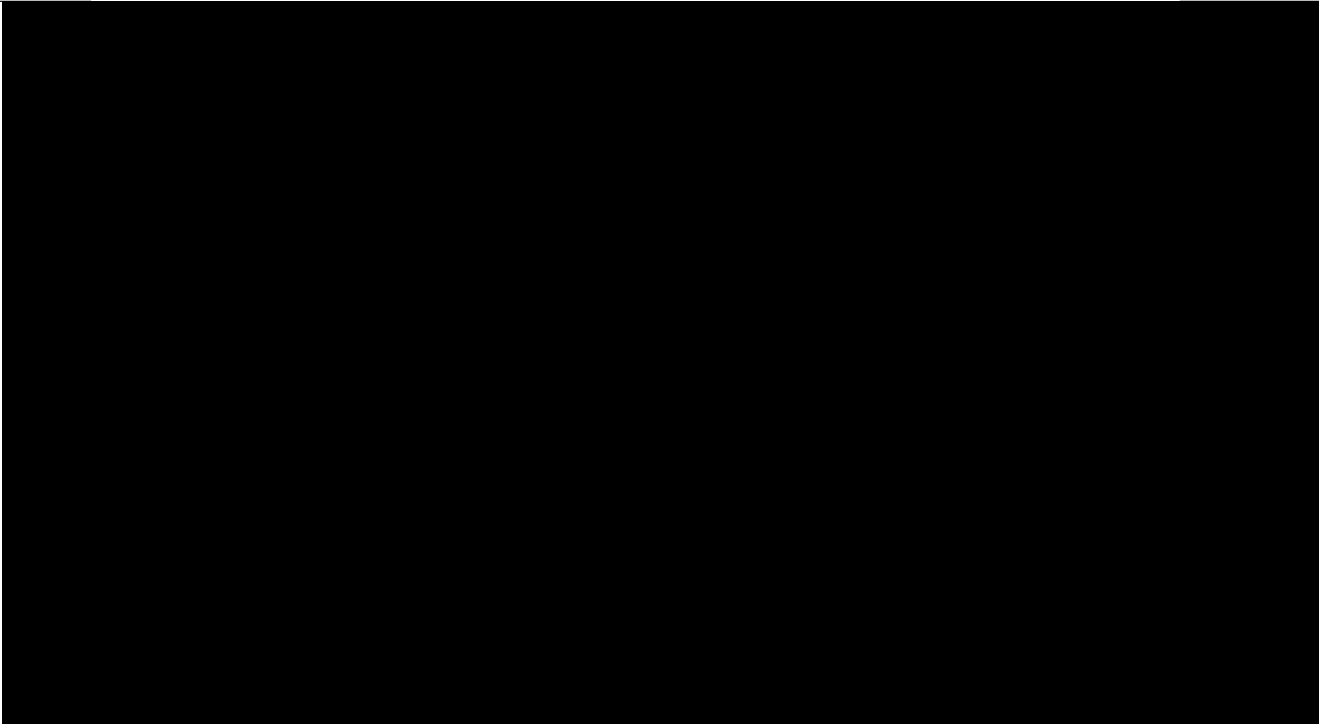
		
2.3.4	<p>How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?</p> <p>Please provide examples of where this has been successful.</p>	2.5 / 25 max marks
		
		

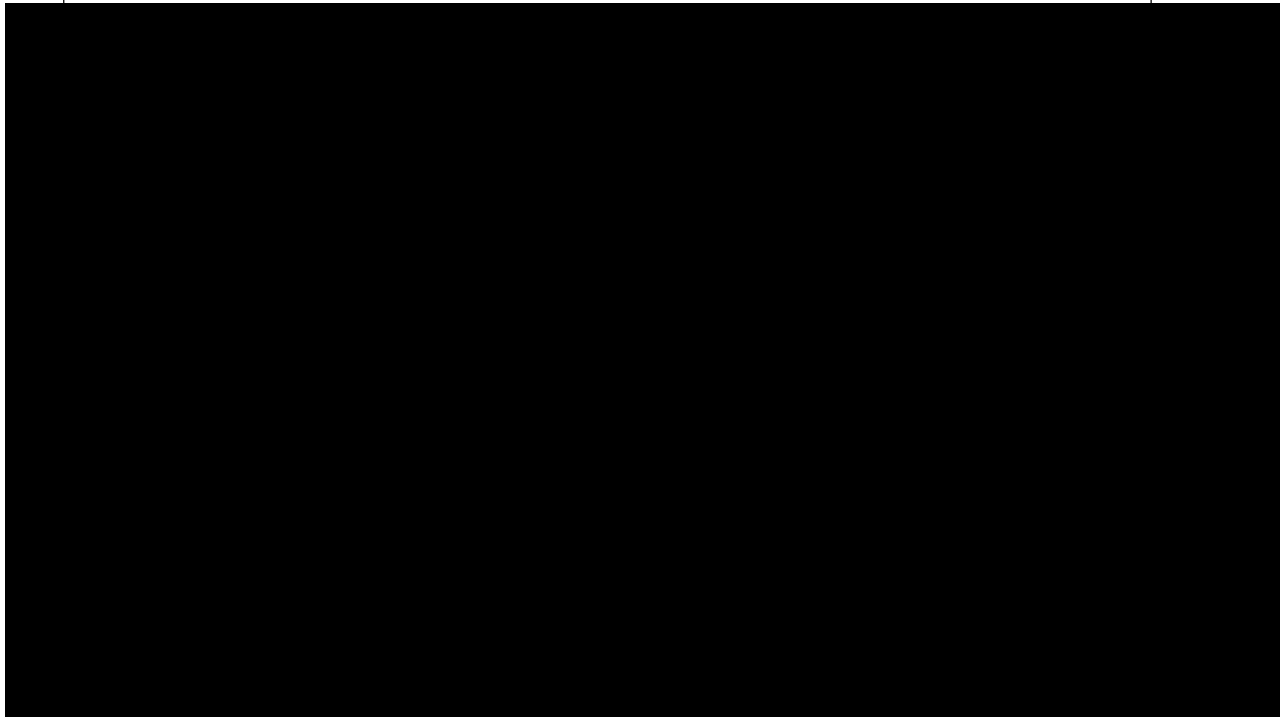
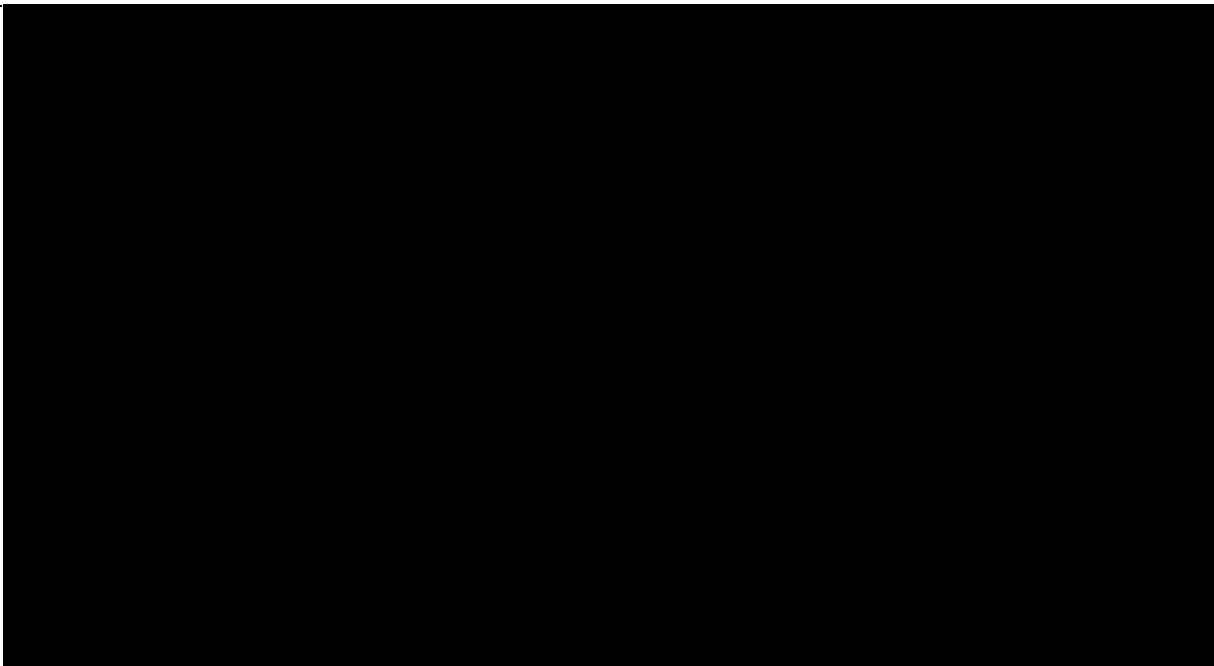
2.4	<b>Development of Apprenticeships in Shropshire</b>	<b>Weighting and Max Marks</b>
2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p>	2.5 / 25 max marks

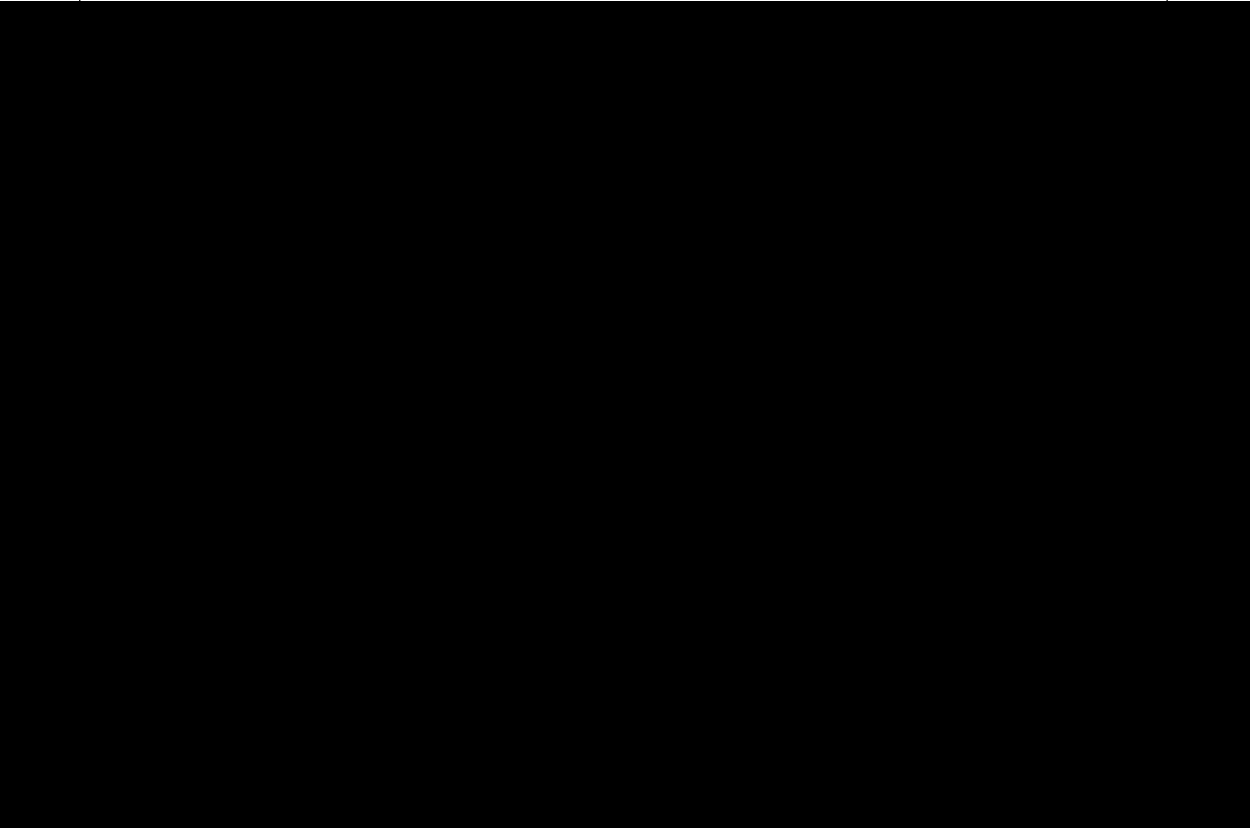
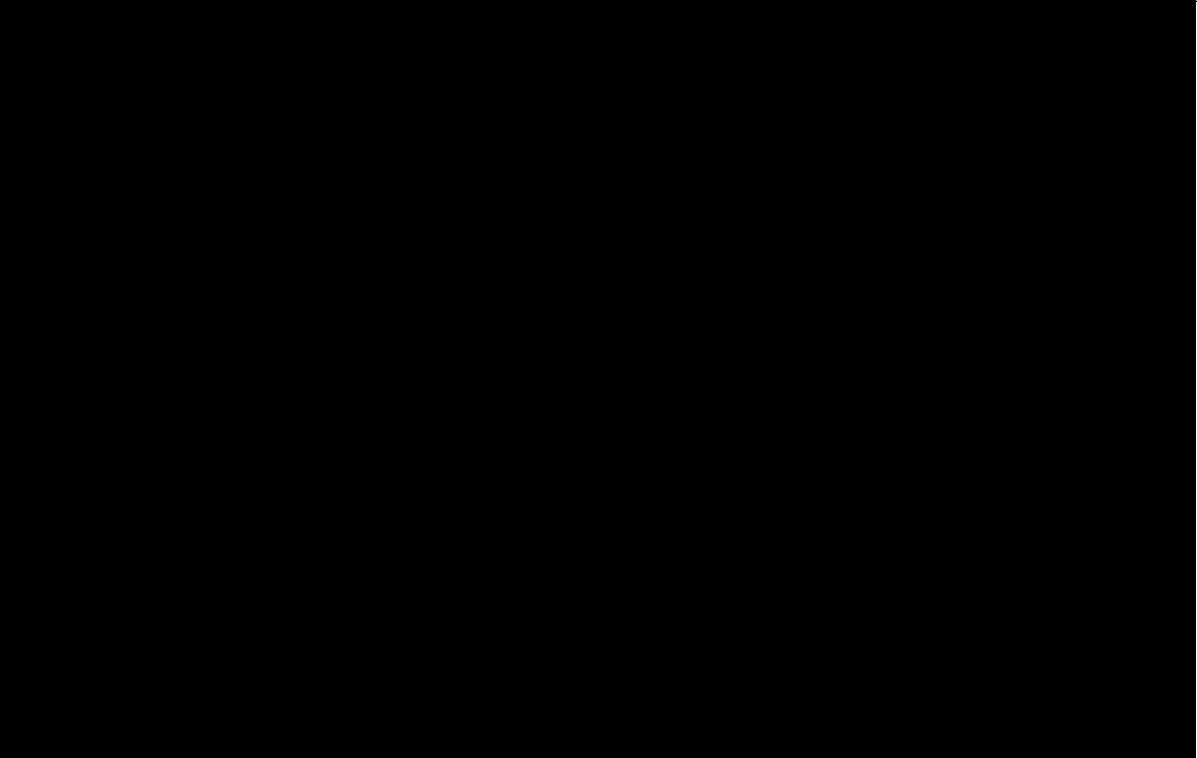




2.4.2	<p>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</p> <p>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.</p> 	1.25 / 12.5 max marks
		







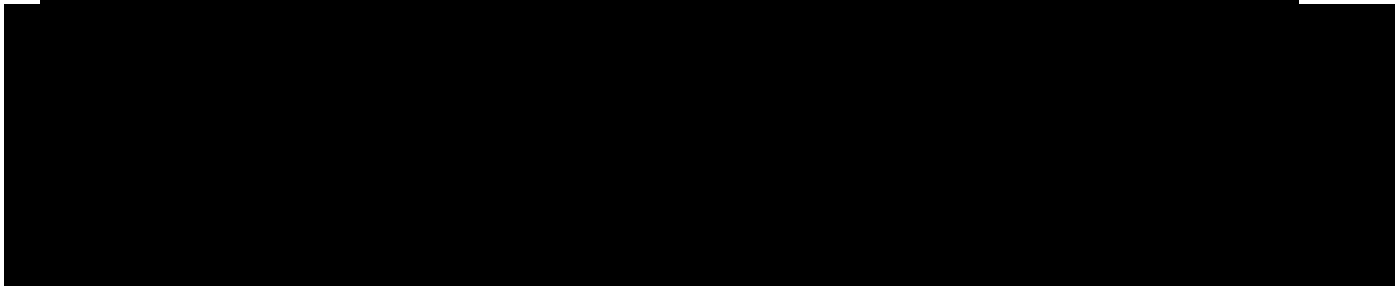
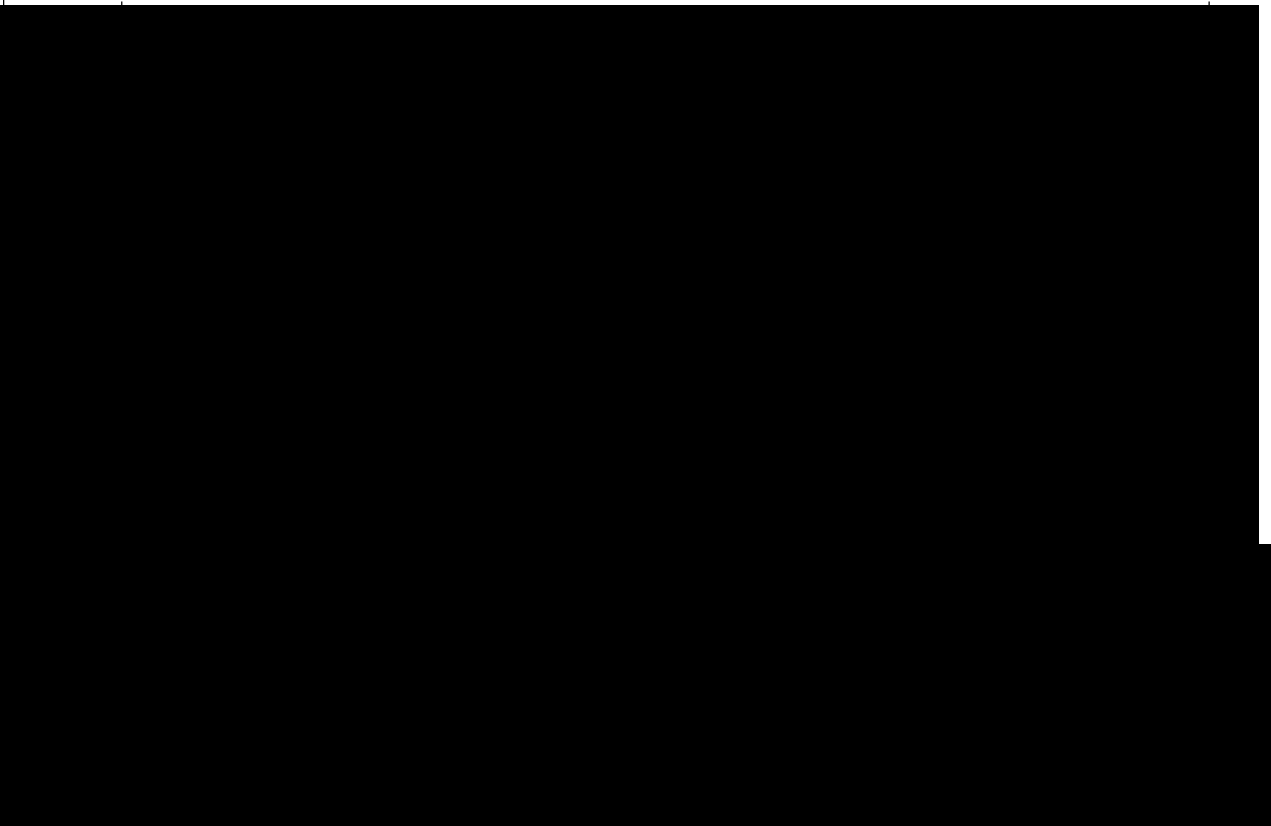




[Redacted text block]

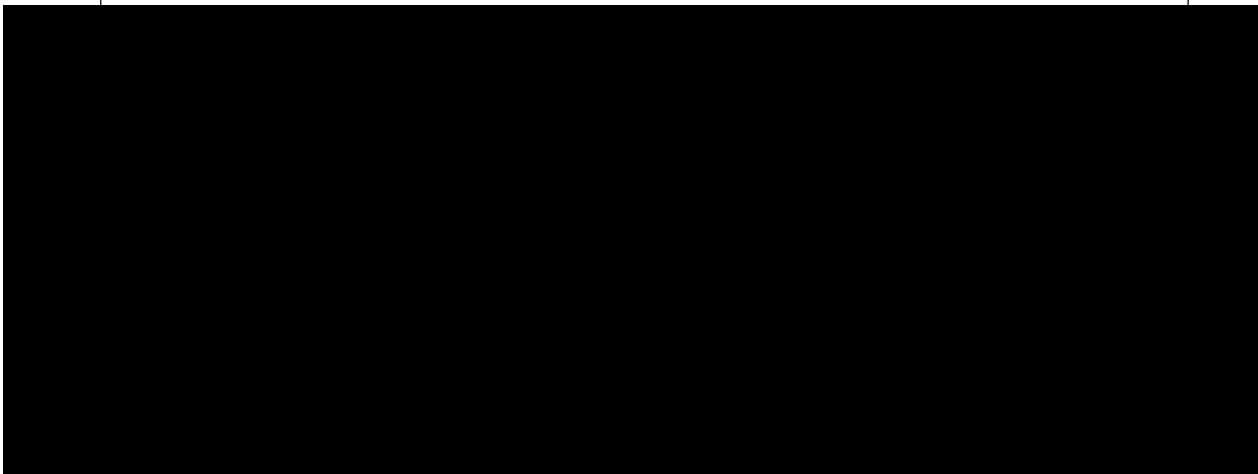
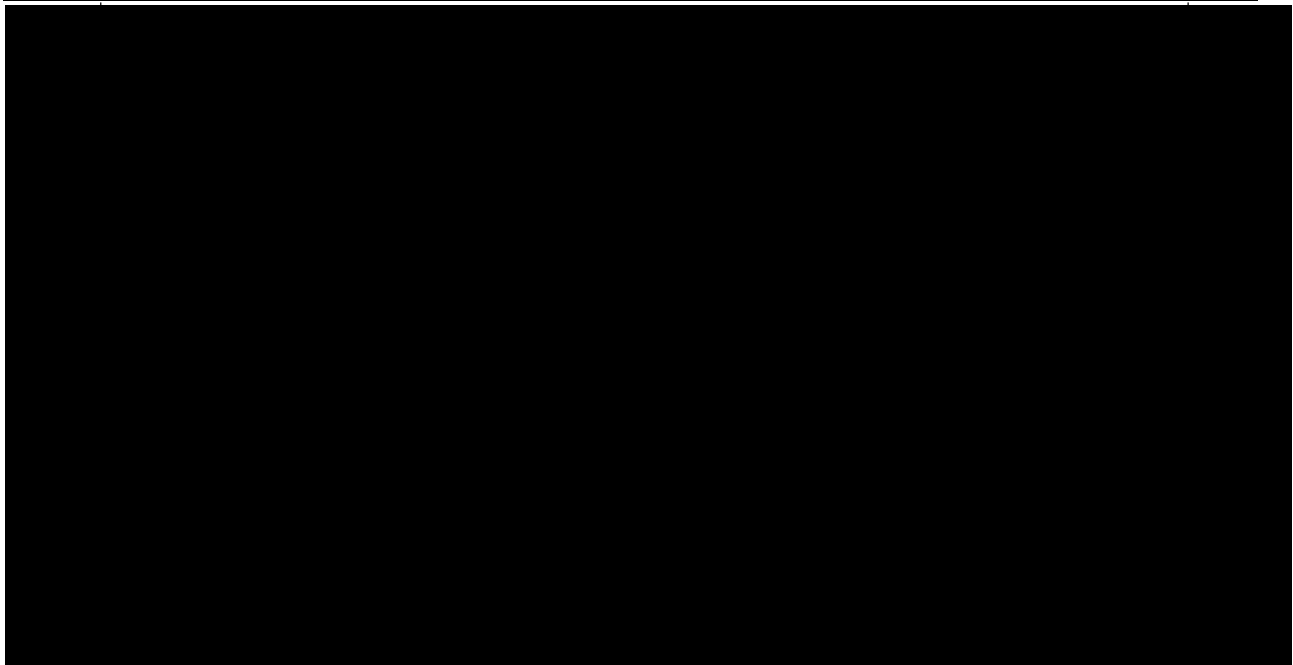
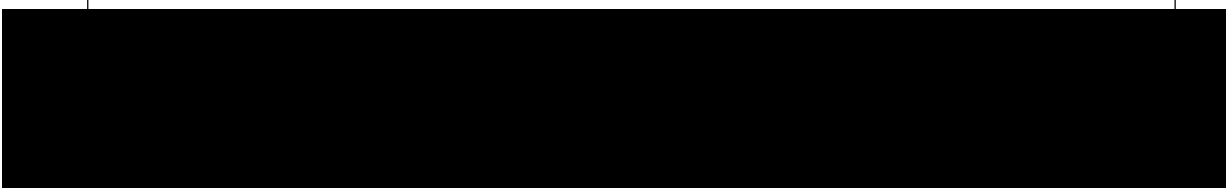
[Redacted text block]

[Redacted text block]

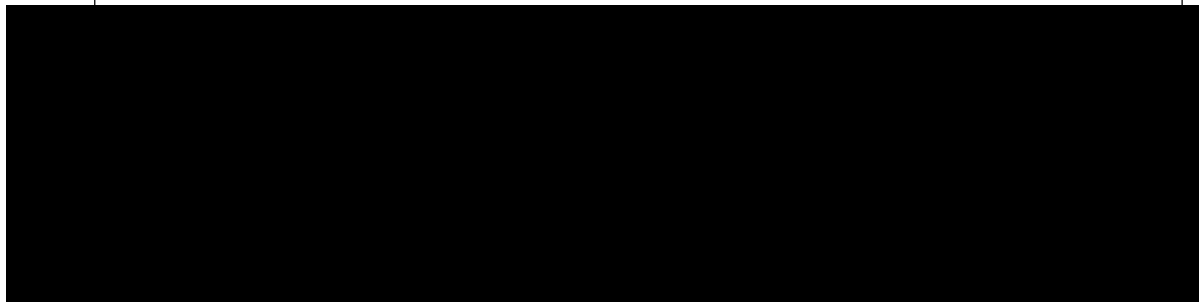
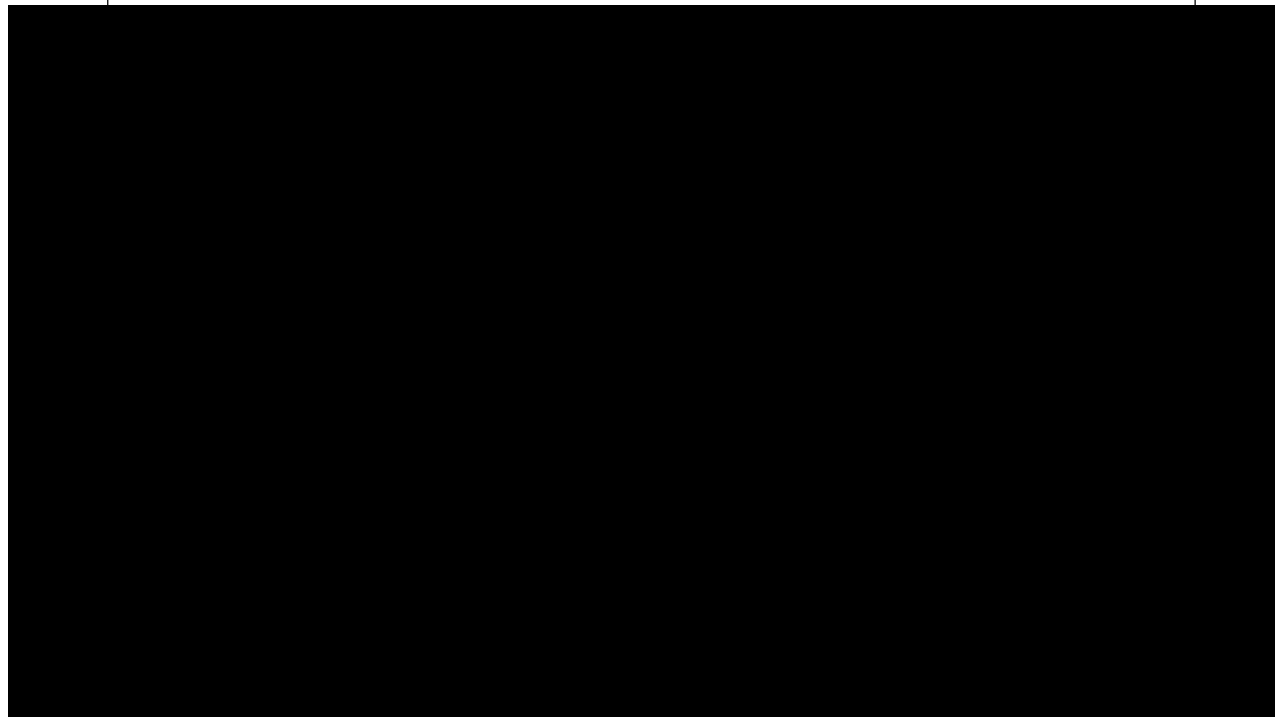
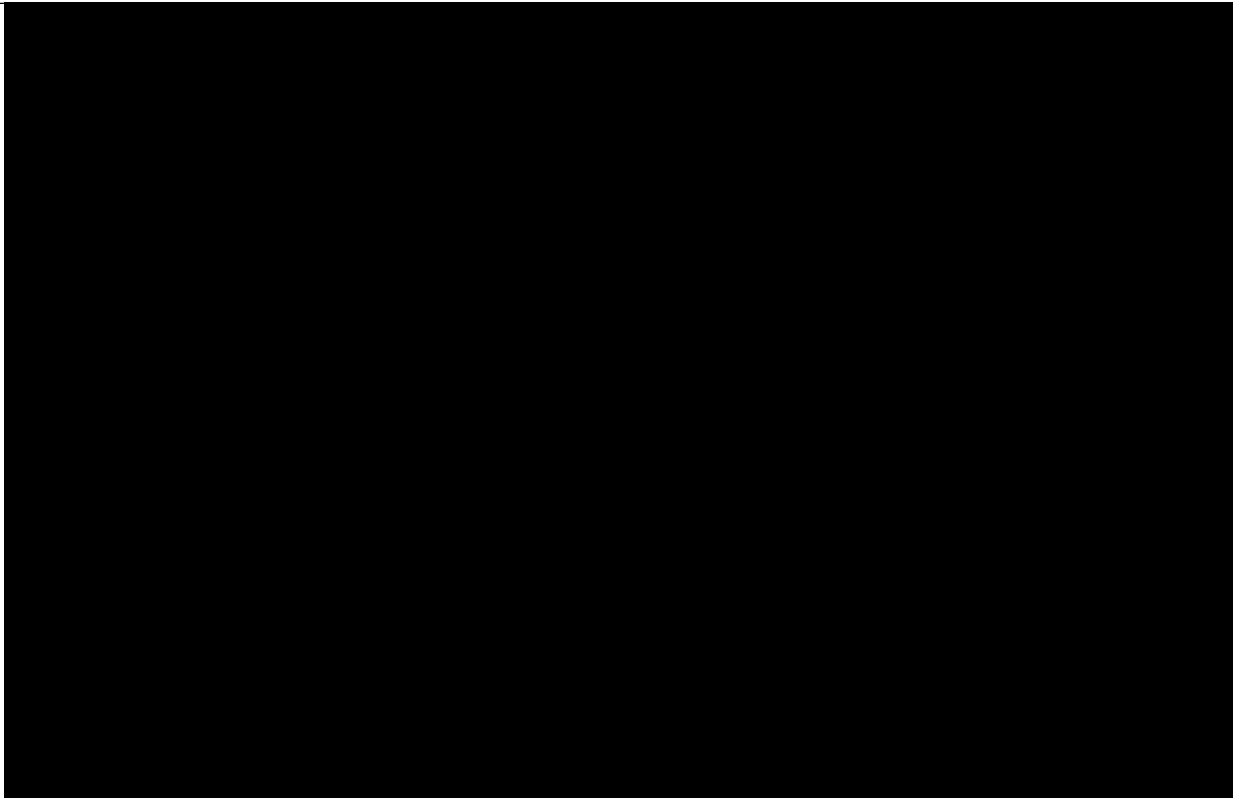


--	--	--



2.4.4	How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?	0.75 / 7.5 max marks
		
		
		

2.5	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>
2.5.1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p>	1.5 / 15 max marks

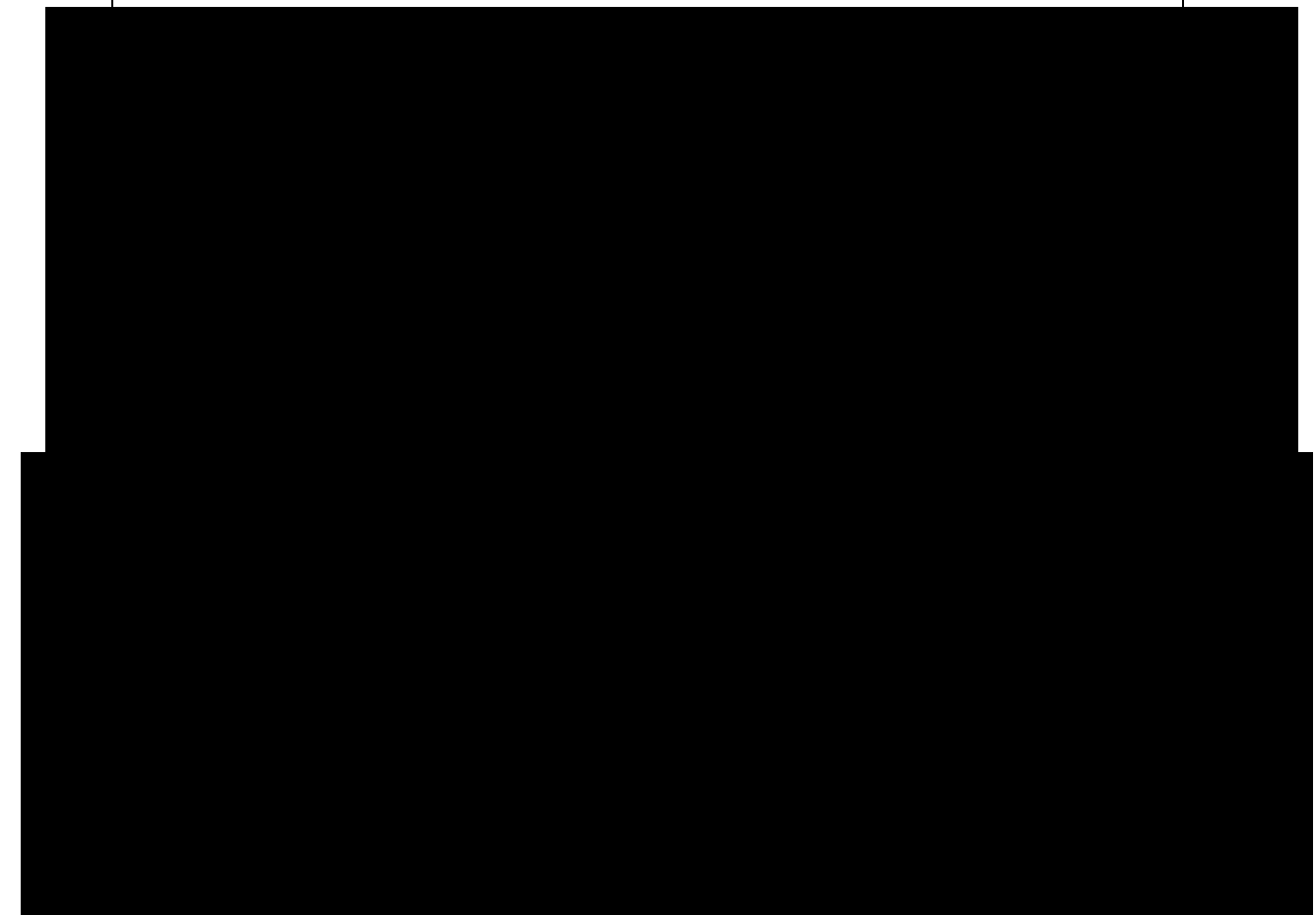


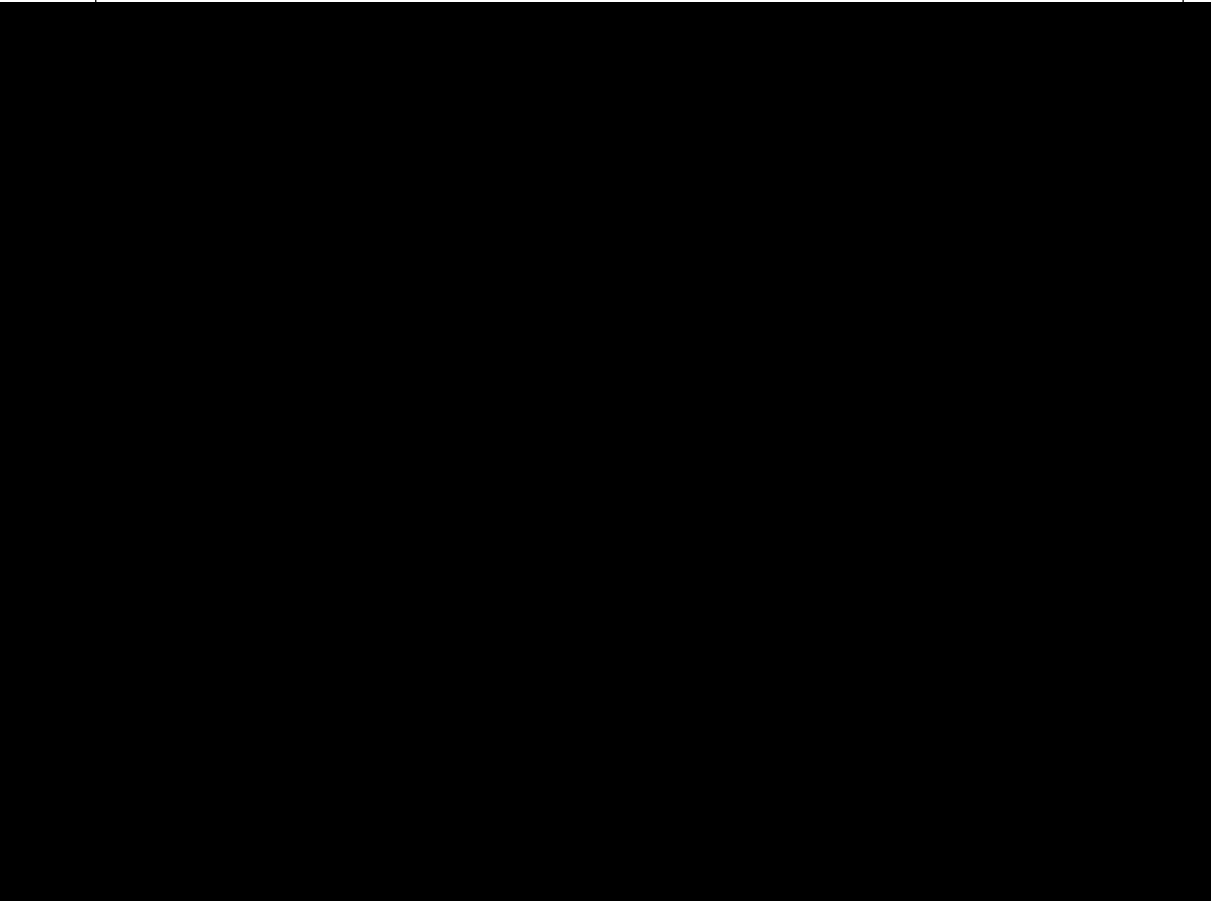
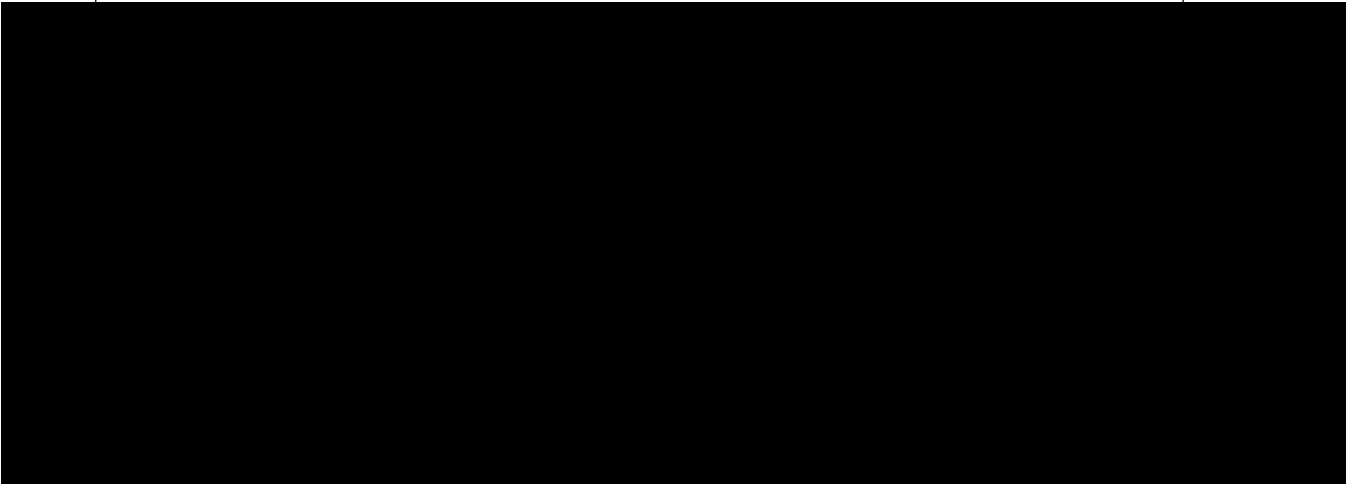
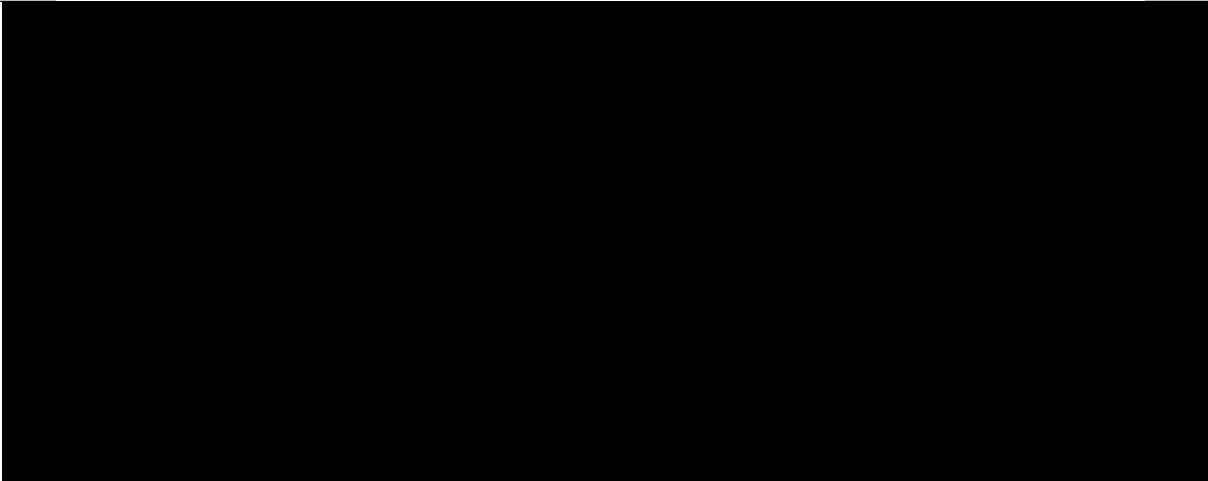


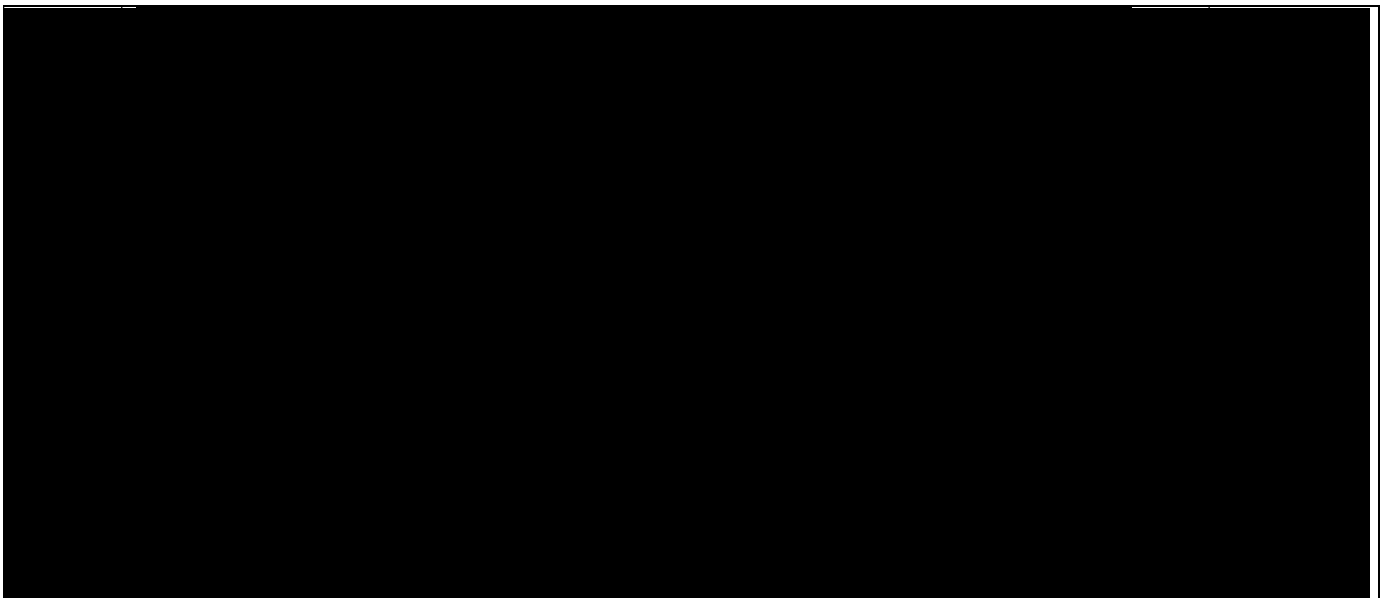
2.5.2

What action do you take, as an organisation, to make any improvements against your KPI performance?

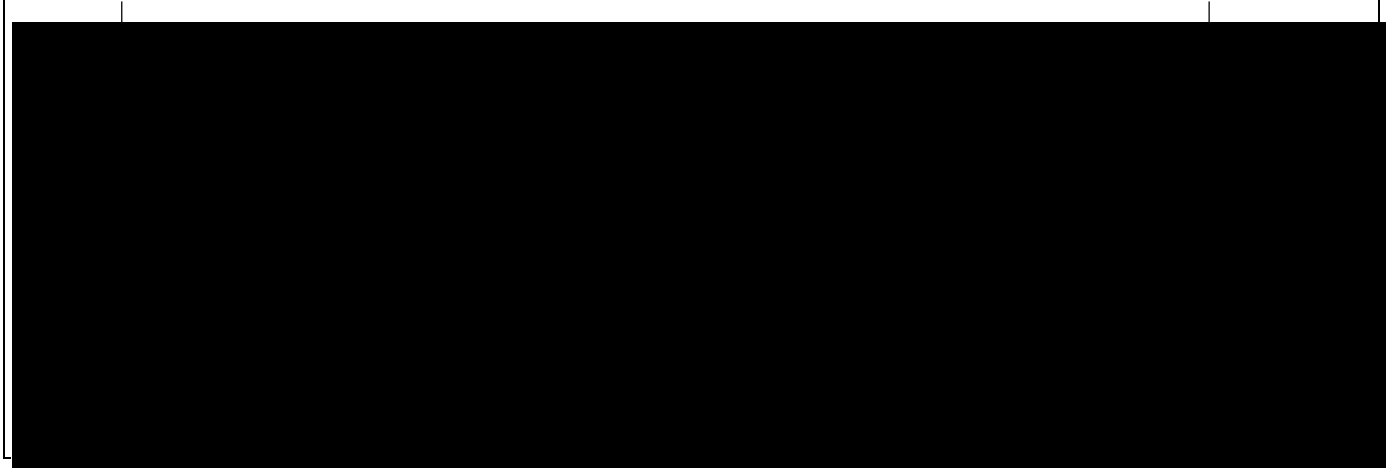
1.5 / 15  
max

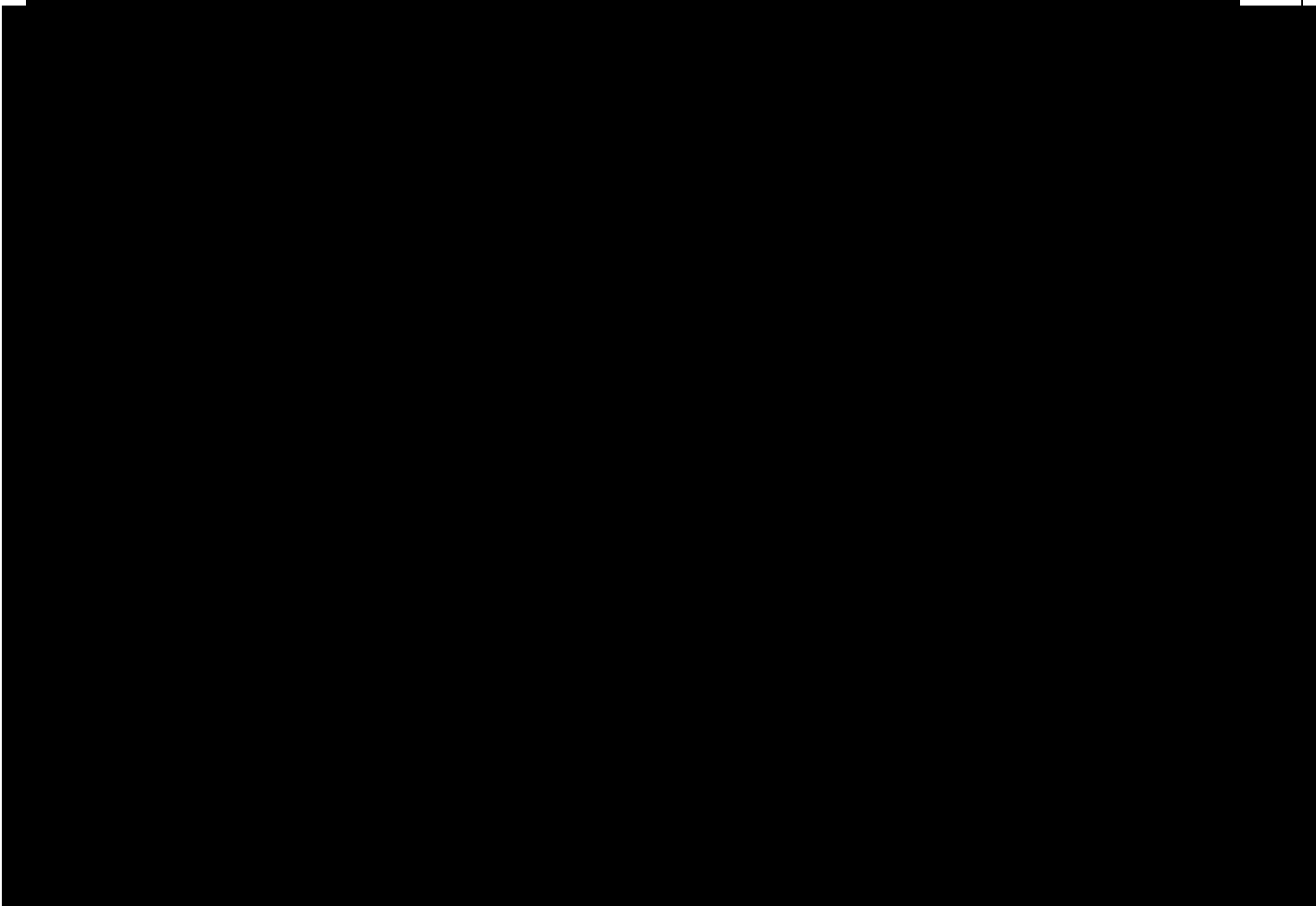
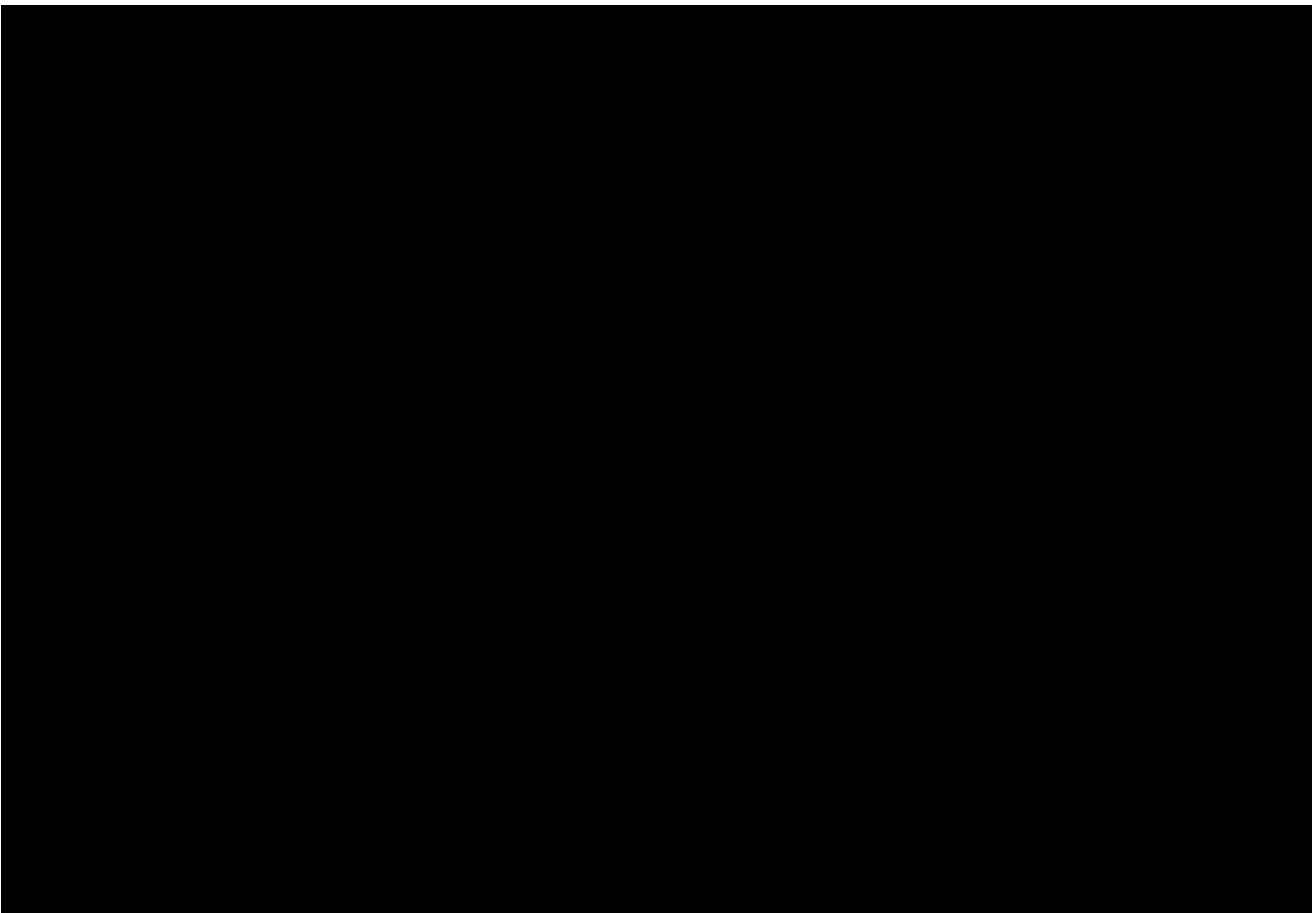






2.5.3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks
-------	--	------------------











**Shropshire  
Council**

**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**MAXIMUS People Services**

Please also add your company name to the footer of each page of the returned document

**Shropshire Council Tender Response Document**

**Provision of Apprenticeship Training, in line with ESFA/IFA funding  
guidelines, utilising Levy Funding**

MAXIMUS People Services

Tender Response Document

## **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They

will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who are registered as being able to deliver the specific requirement

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to

deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

### **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to

date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.

4. Where copies of certificates and other details are requested a **copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

<p>In relation to mandatory exclusion grounds (section B part 2):-</p> <p>Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.</p> <p>In relation to discretionary exclusion grounds (section B part 3):-</p> <p>Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).</p> <p>If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.</p> <p>If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.</p> <p>Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.</p> <p>For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.</p>
--

**Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

Section / Question No.	Award Criteria	Weighting / Max Marks Available	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### Quality Questions/ Scoring Scheme

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
<b>Excellent</b>	10	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	9	
<b>Good</b>	8	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	7	
<b>Acceptable</b>	6	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	5	
<b>Minor Reservations</b>	4	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	3	
<b>Serious Reservations</b>	2	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	1	
<b>Unacceptable</b>	0	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that**

**reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.



**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.



**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender of any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

**Section A:**  
**3. Non – Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

**No**

If yes, please give details:

Name	Relationship

***Please note:***

MAXIMUS People Services

Tender Response Document

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*

## **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. 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).

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)

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**

This document provides 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	

1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	n/a
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (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. (Please enter N/A if not applicable)	
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)	
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)	

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	<p style="text-align: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>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.</p> <p>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.</p>																																																						
1.2(a) - (ii)	Name of group of economic operators (if applicable)	n/a																																																						
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.	n/a																																																						
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<p style="text-align: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>																																																						
1.2(b) - (ii)	<p>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.</p>																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUN number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			Name						Registered address						Trading status						Company registration number						Head Office DUN number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take					
Name																																																								
Registered address																																																								
Trading status																																																								
Company registration number																																																								
Head Office DUN number (if applicable)																																																								
Registered VAT number																																																								
Type of organisation																																																								
SME (Yes/No)																																																								
The role each sub-contractor will take																																																								

	in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

**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.



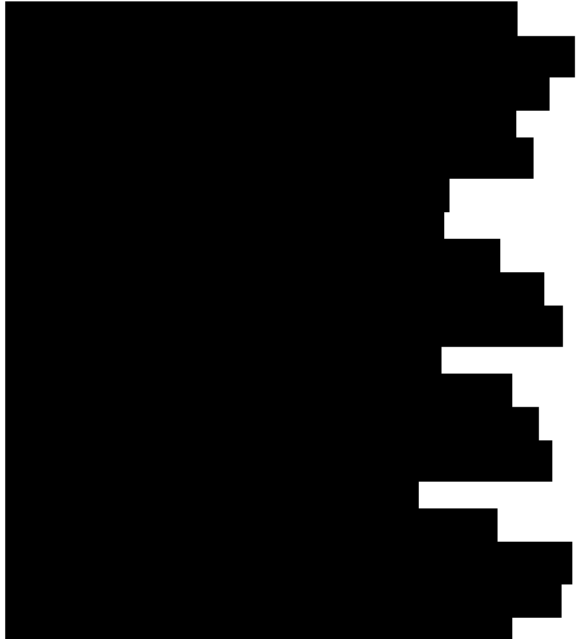
I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	MAXIMUS People Services
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	18c Meridian East Meridian Business Park Leicester LE19 1WZ
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	[REDACTED]

## 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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p style="text-align: center;"><b>Regulations 57(1) and (2)</b></p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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 webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> <b>No x</b> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> <b>No x</b> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> <b>No x</b> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> <b>No x</b> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> <b>No x</b> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> <b>No x</b> 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.	n/a
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)	Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>n/a</b>
2.3(a)	<p style="text-align: center;"><b>Regulation 57(3)</b></p> 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	Yes <input type="checkbox"/> <b>No x</b>

	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?	
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.	n/a
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4(a)	<p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>○ to maintain records of personal data processing activities; and <ul style="list-style-type: none"> <li>○ to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul> </li> </ul>	  

		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
--	--	---


**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b></p>	
-----	--	--

--	--	--

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p style="text-align: center;"><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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"/> <b>No x</b> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> <b>No x</b> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> <b>No x</b> 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"/> <b>No x</b> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> <b>No x</b> 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"/> <b>No x</b> 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"/> <b>No x</b> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> <b>No x</b> 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"/> <b>No x</b> If yes please provide details at 3.2

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> <b>No x</b> If yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> <b>No x</b> 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"/> <b>No x</b> 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"/> <b>No x</b> If yes please provide details at 3.2

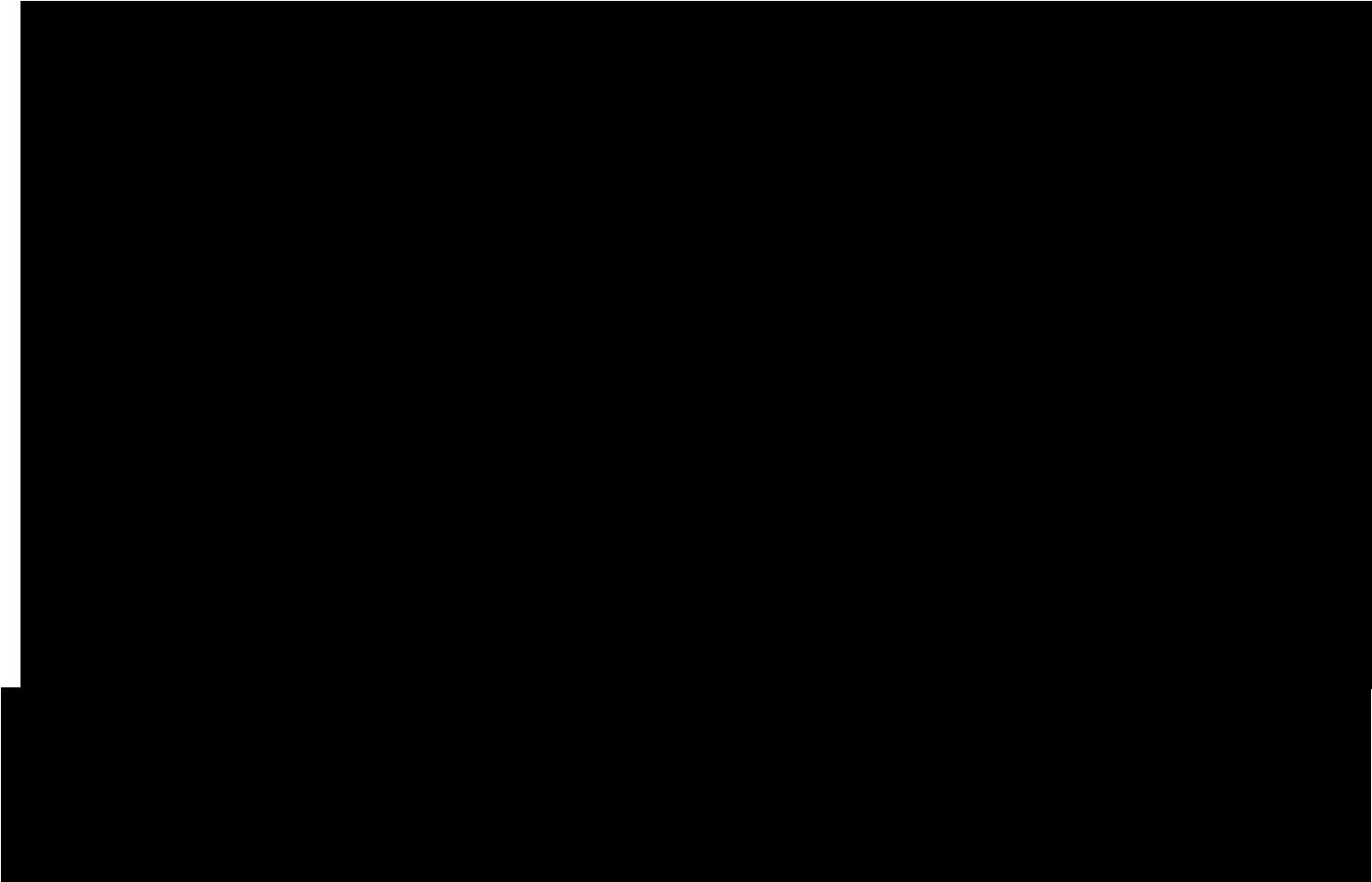
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant	
-----	---	--


Section 4 Economic and Financial Standing		
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	<b>Yes x</b> No <input type="checkbox"/>
	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	<b>Yes x</b> No <input type="checkbox"/>


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	

Relationship to the Supplier completing these questions		
5.1	Are you able to provide parent company accounts if requested to at a later stage?	<b>Yes x</b> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	<b>Yes x</b> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>n/a</b>

Section 6	<b>Technical and Professional Ability</b>
6.1	<p align="center"><b>Relevant experience and contract examples</b></p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p align="center">If you cannot provide examples see question 6.3</p>



6.2	<p>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)</p> <p>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)</p>
	

6.3	<p>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.</p>
	

--	--

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")?	Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
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?	

### 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.

Section 8		Additional Questions
8.1	Insurance	
	<p>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:</p> <p style="text-align: center;">■</p> <p style="text-align: center;">Employer's (Compulsory) Liability Insurance = £5 Million</p> <p style="text-align: center;">Public Liability Insurance = £5 Million</p> <p style="text-align: center;">Professional Indemnity Insurance = £2 Million</p> <p>*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.</p>	

8.2		Skills and Apprentices 4 –
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

	increasing labour cost inflation?	
--	-----------------------------------	--

<sup>4</sup> 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b>
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b>
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> No

### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b>
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> No

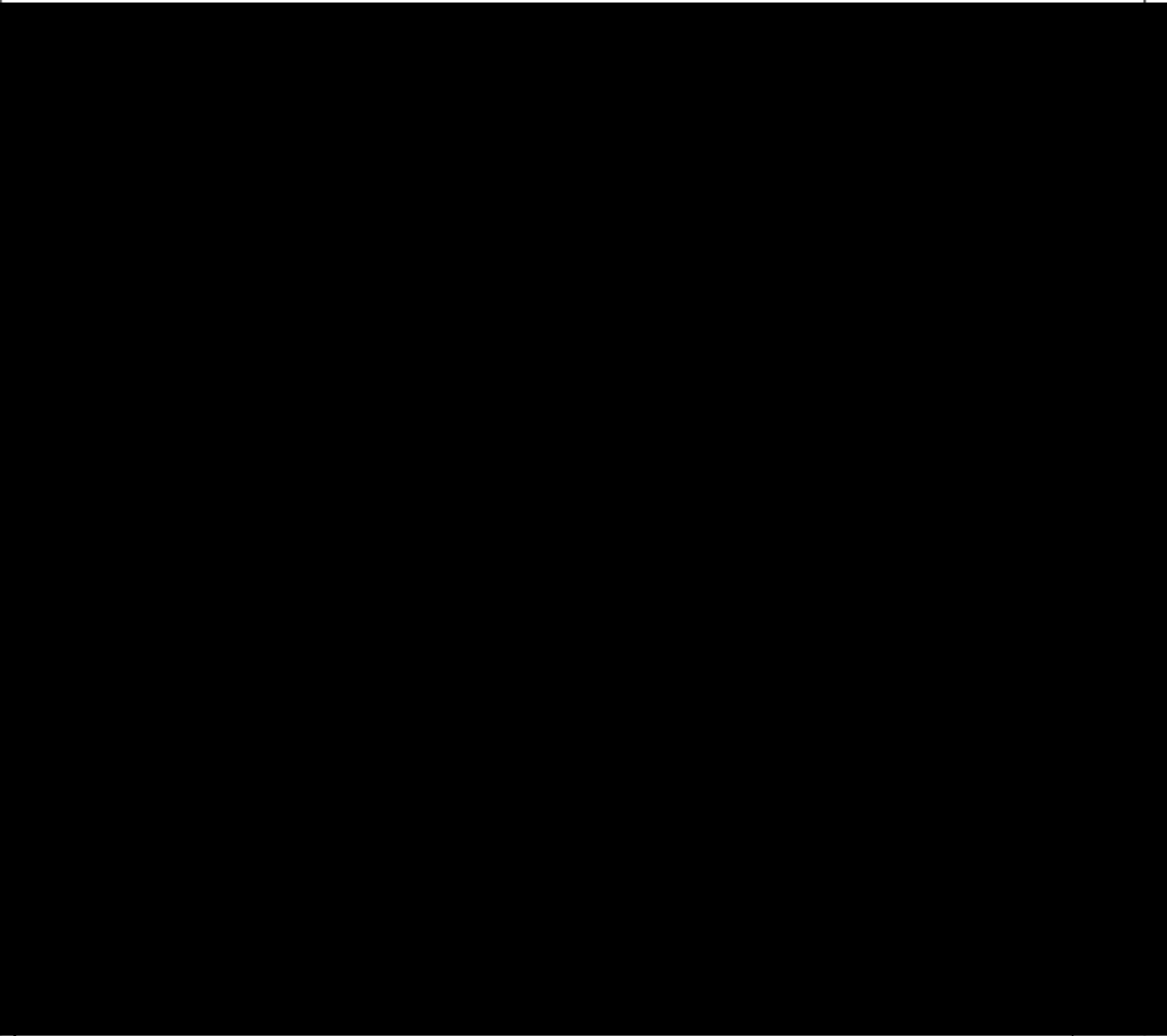
### 8.5 – Health & Safety

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b>
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> No

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:



The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be

considered to be within lots 1-15 but will sit in this separate category.

**Each lot you apply for will be marked against the same criteria and questions below**

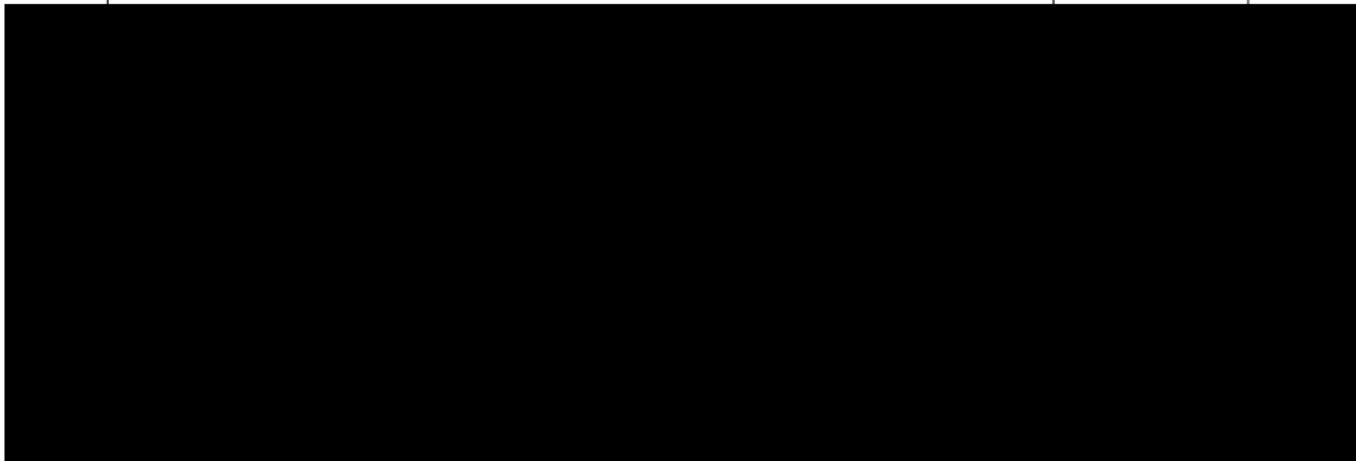
In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

1.	Value for Money	Weighting and Max Marks
1.1	<p data-bbox="300 622 1193 786">Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.</p> <div data-bbox="213 792 1353 1193" style="background-color: black; width: 100%; height: 179px;"></div> <div data-bbox="229 1223 1327 1603" style="background-color: black; width: 100%; height: 170px;"></div>	3 / 30 max marks
1.2	<p data-bbox="300 1736 1171 1861">Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.</p> <div data-bbox="261 1883 1283 1977" style="background-color: black; width: 100%; height: 42px;"></div>	3 / 30 max marks

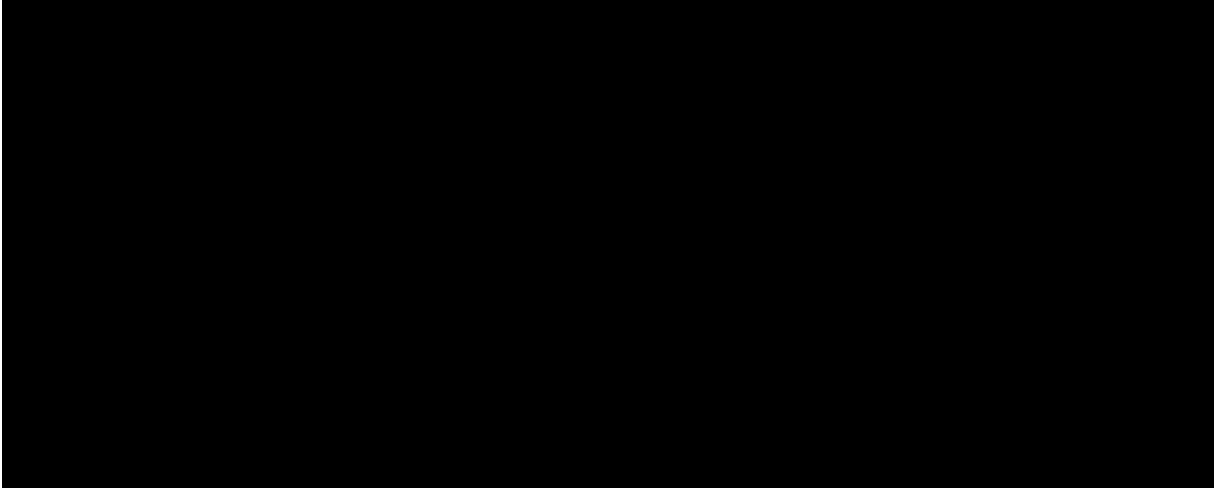
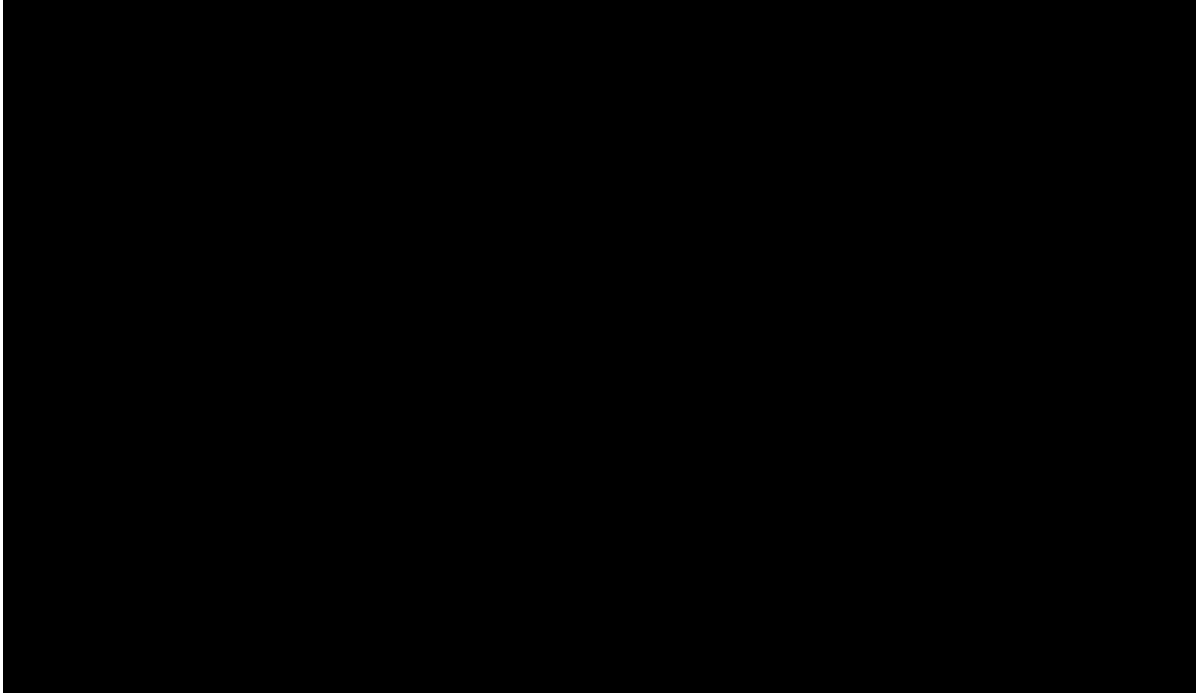
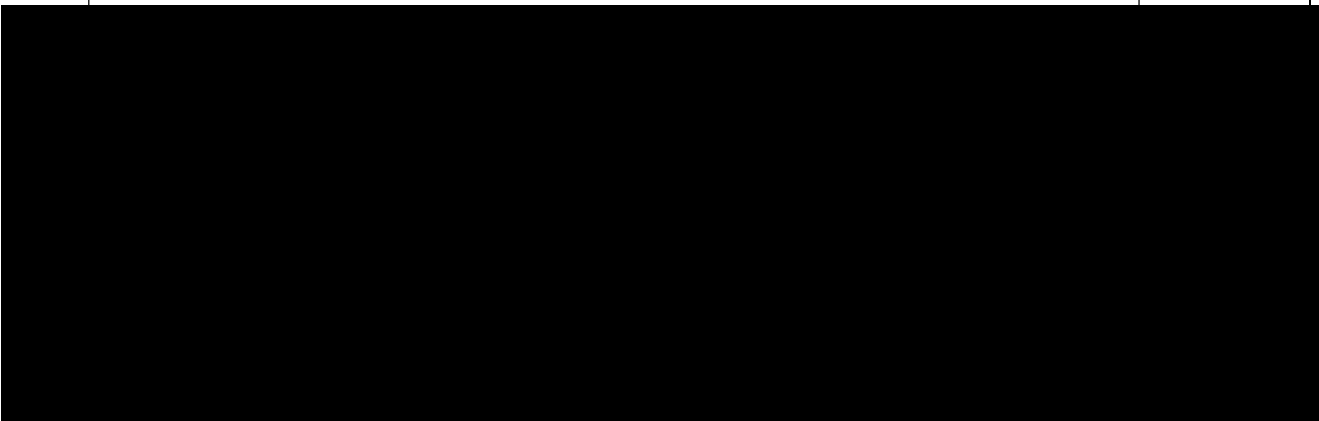


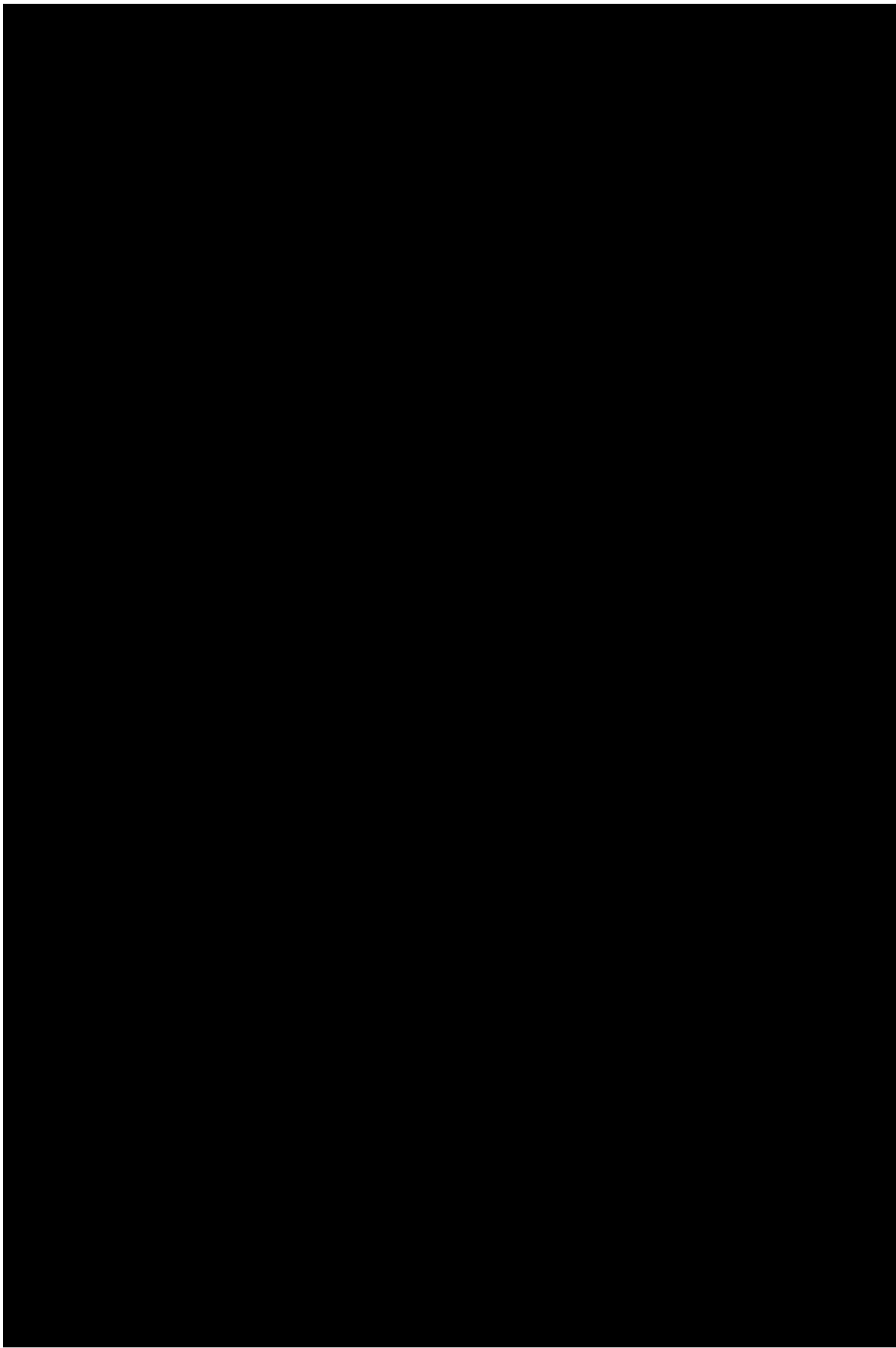
1.3	<p>Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship?</p> <p>What will you offer in terms of any reduction in costs against funding bands or any other added value?</p> <div data-bbox="229 472 1422 1536" style="background-color: black; width: 100%; height: 475px; margin-top: 10px;"></div>	3 / 30 max marks
1.4	<p>If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?</p> <div data-bbox="209 1901 1554 2063" style="background-color: black; width: 100%; height: 72px; margin-top: 10px;"></div>	1 / 10 max marks

MA



<b>2.</b>	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>

2.1. 1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:	5 / 50 max marks
		
		
		

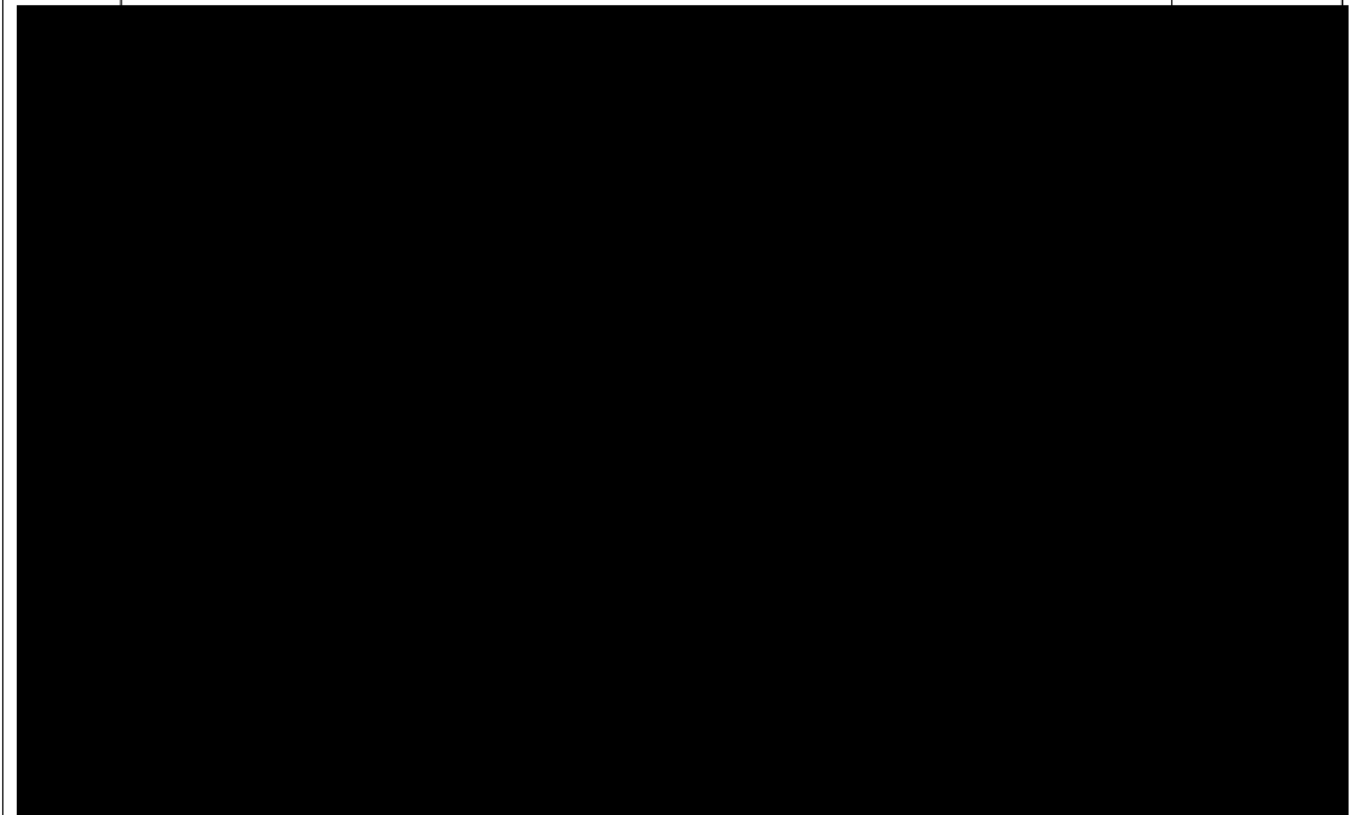
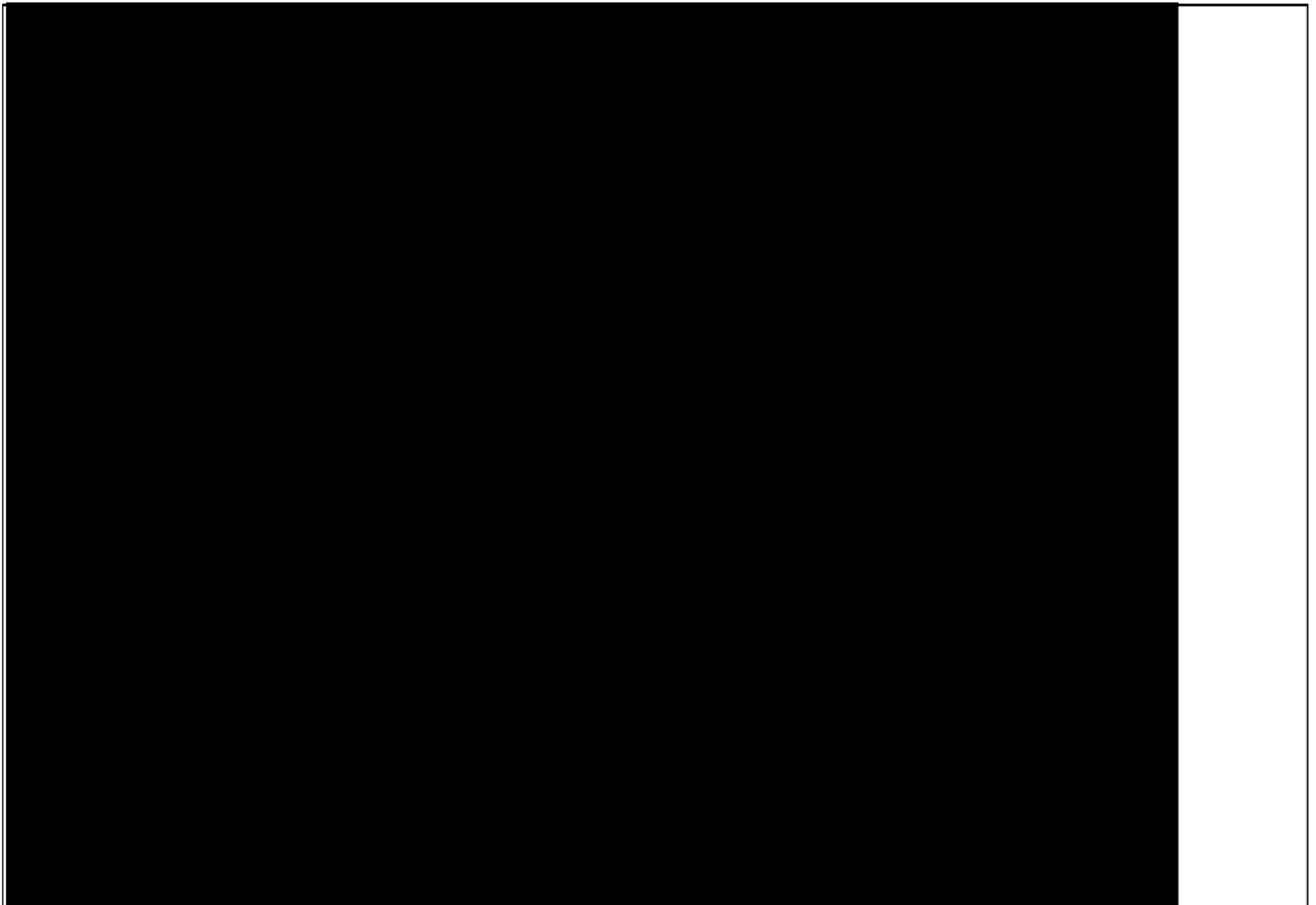


[REDACTED]

[REDACTED]

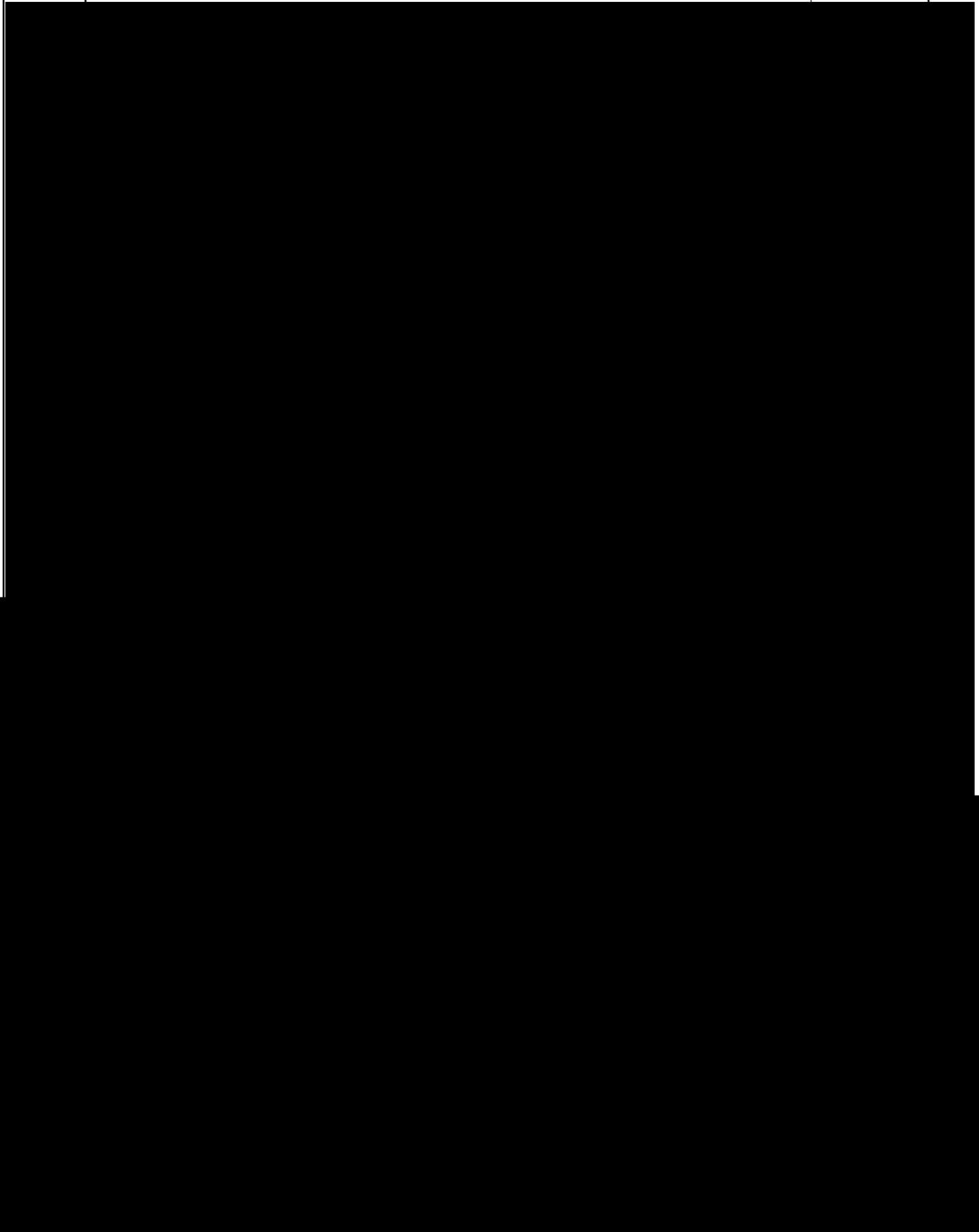
[REDACTED]

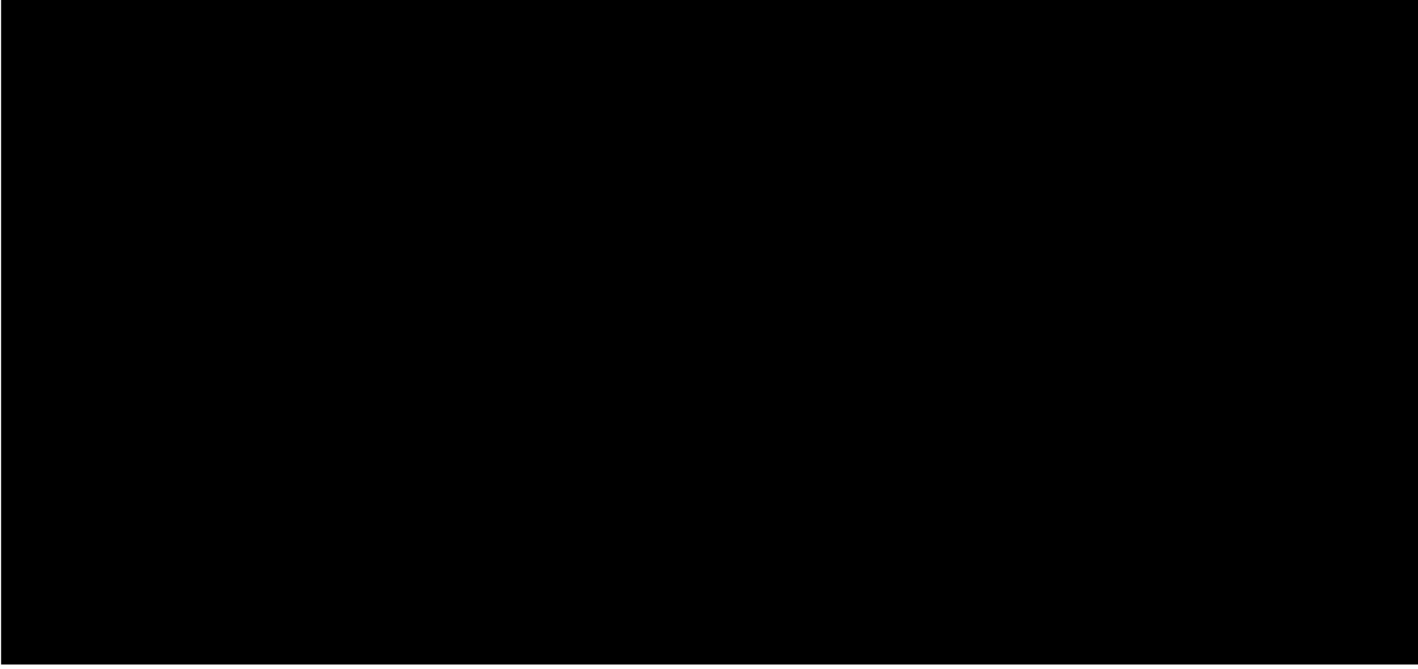
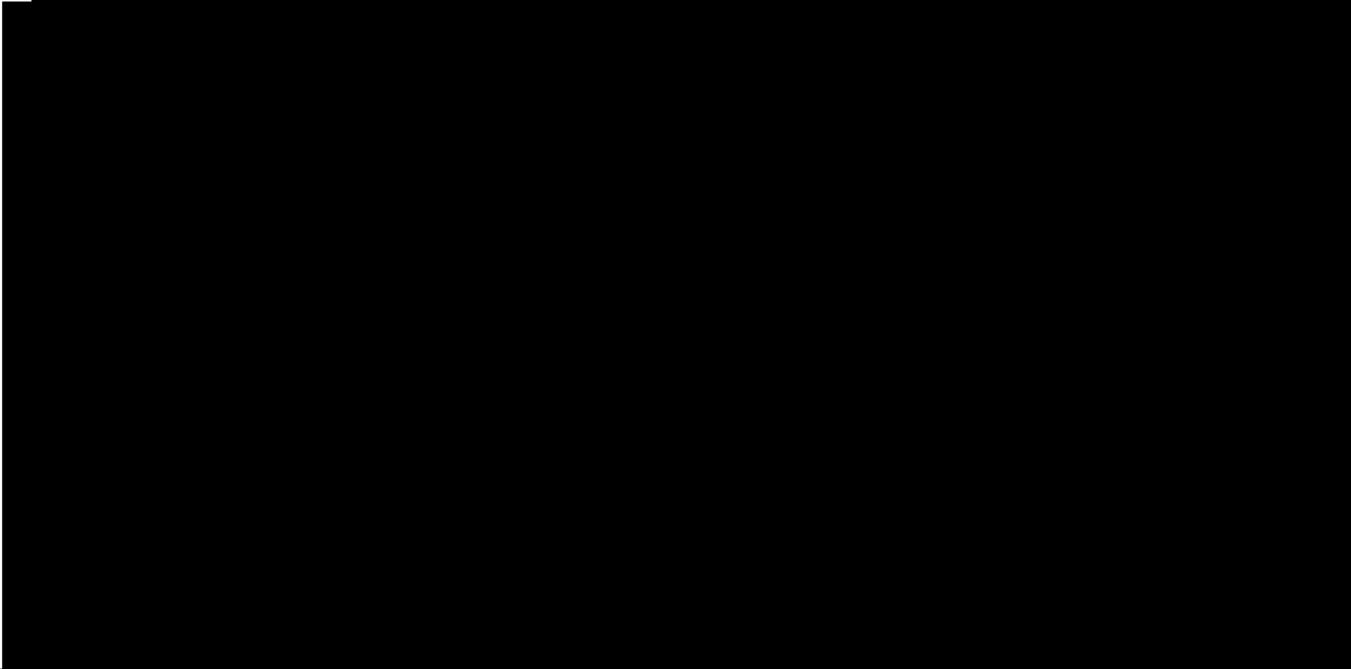
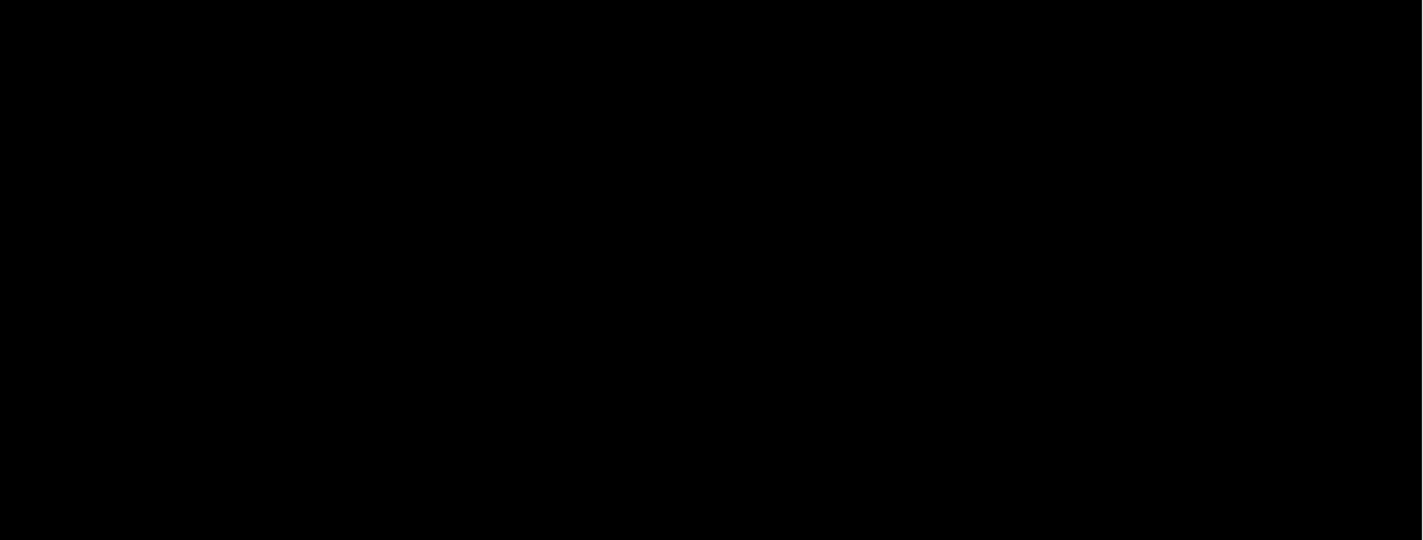
[REDACTED]



2.2	Delivery	Weighting and Max Marks
-----	----------	-------------------------

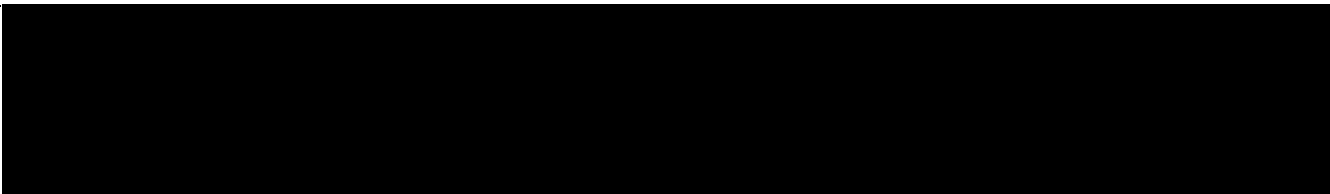
2.2. 1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks
-----------	---	------------------









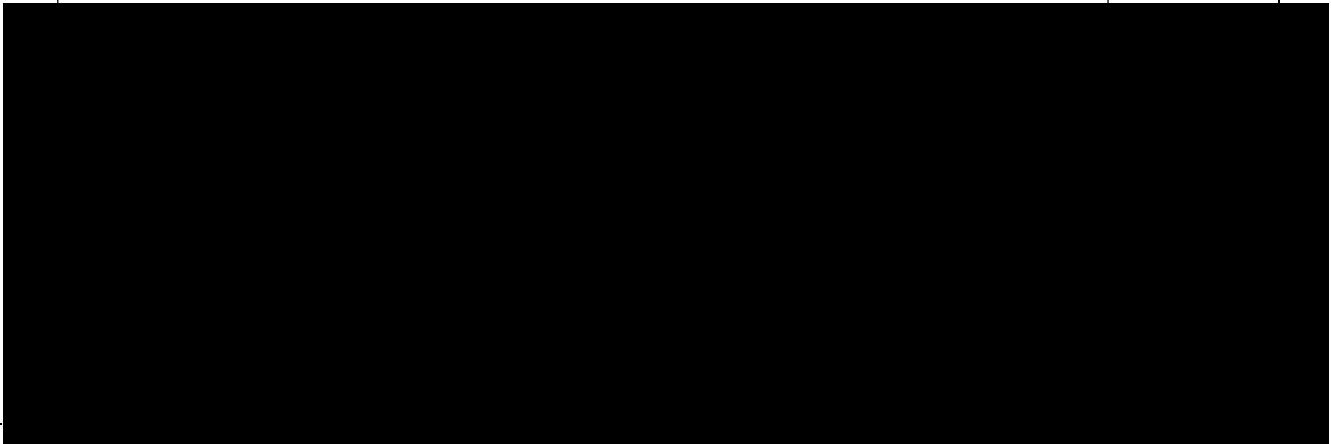
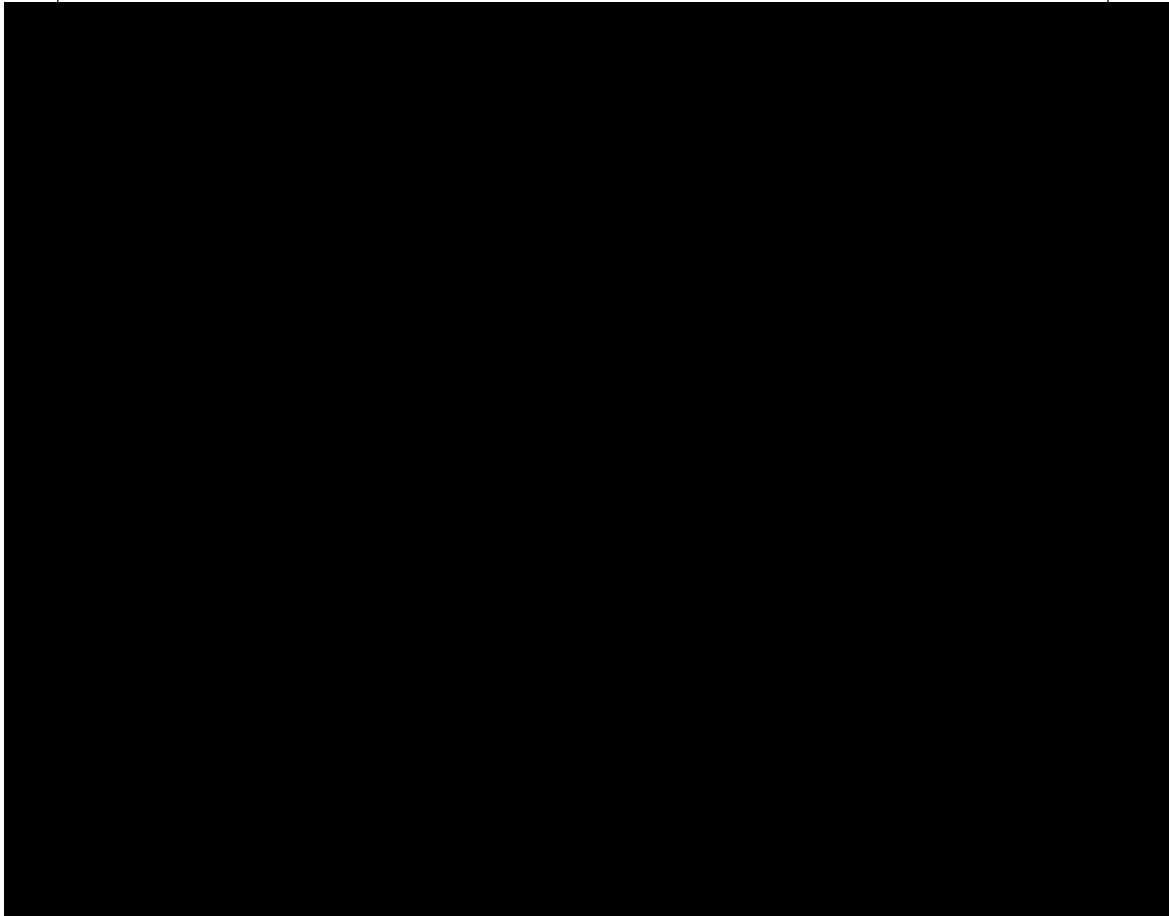


--	--	--

2.2.  
2

How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?

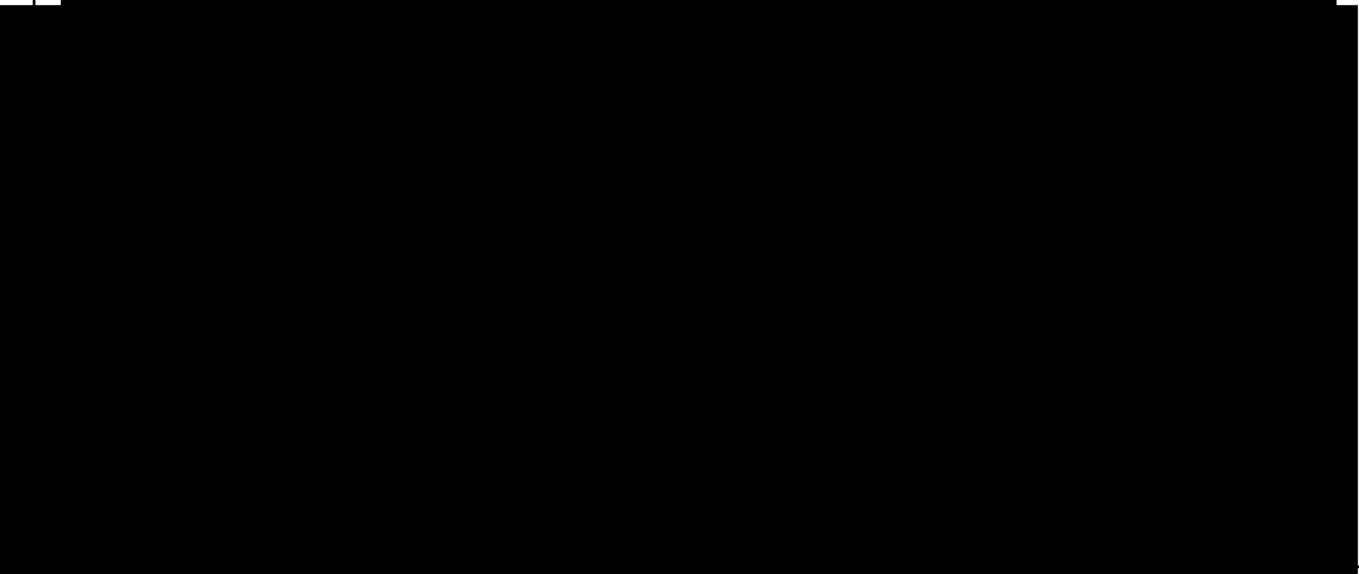
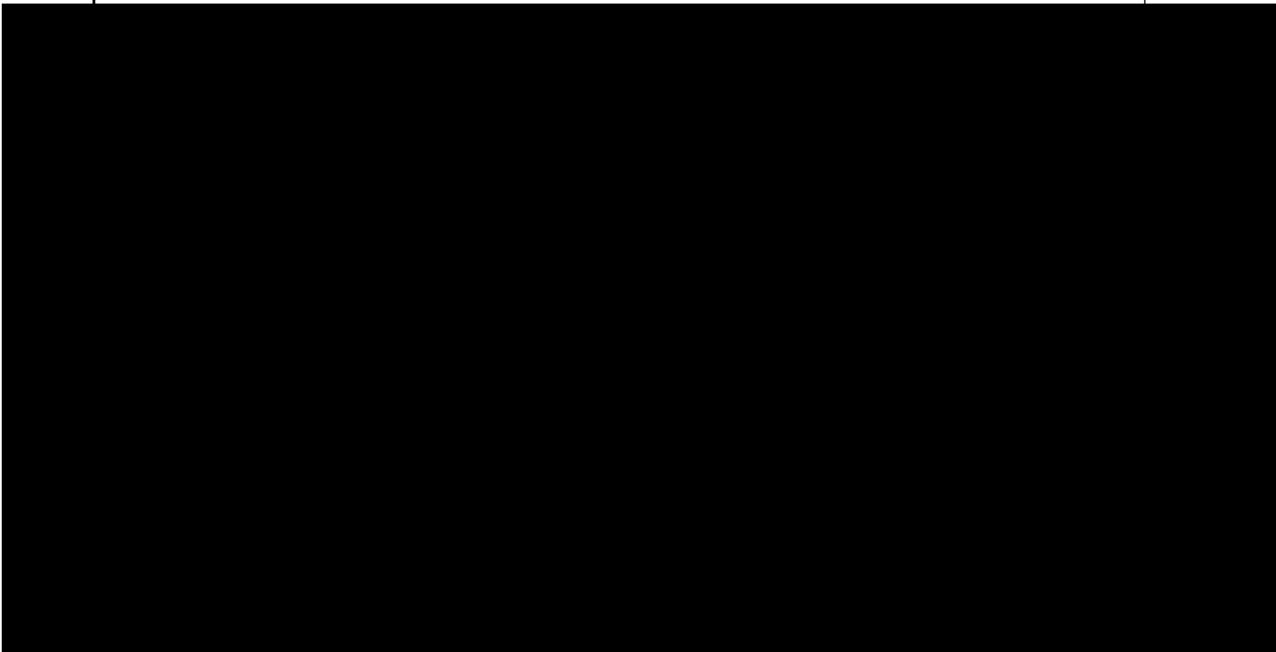
4 / 40 max  
marks





--	--	--

2.2. 3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks
-----------	--	------------------



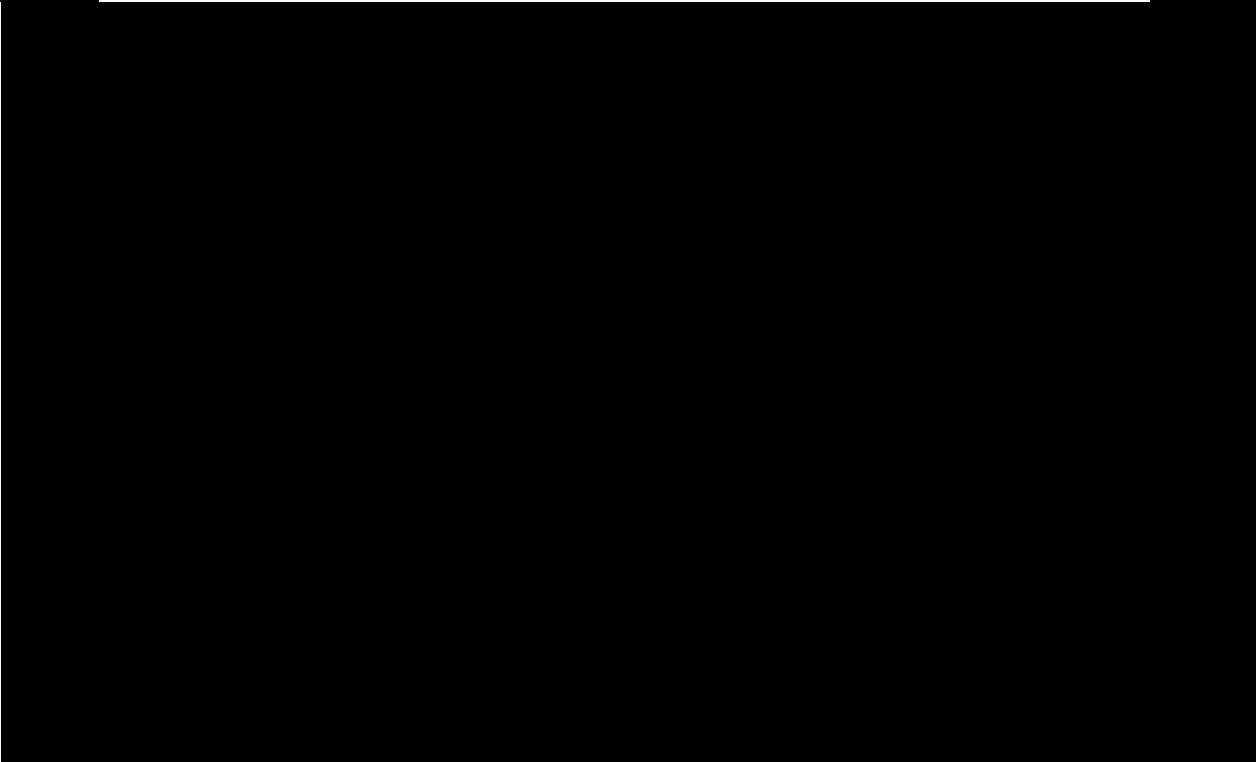
<b>2.3</b>	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks

[Redacted content]

[Redacted content]

[Redacted content]

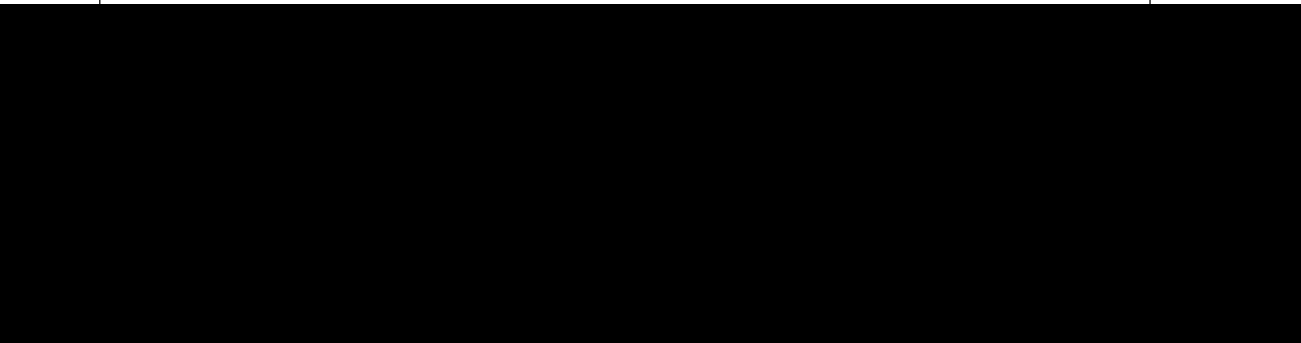
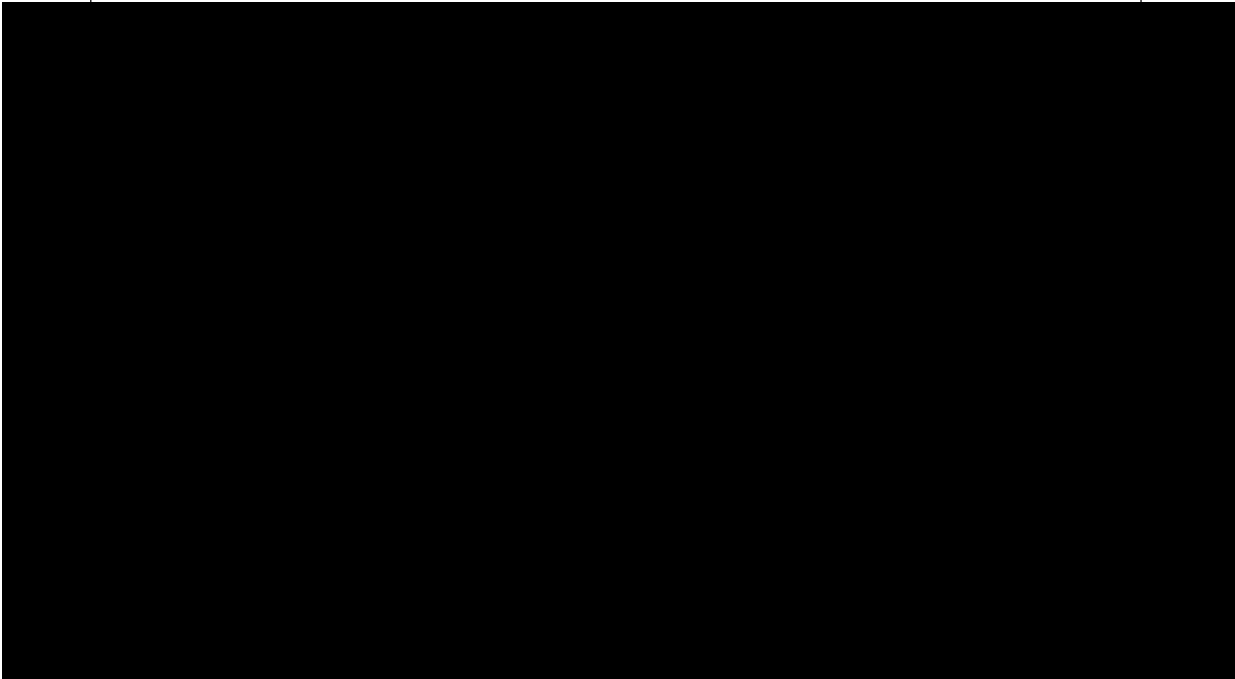
[Redacted content]

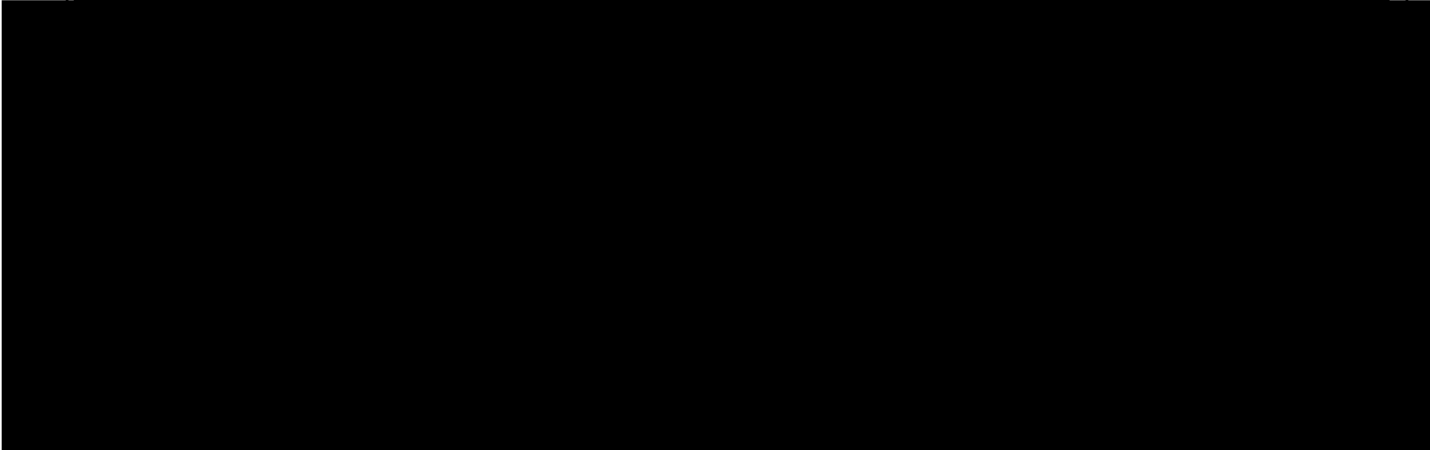
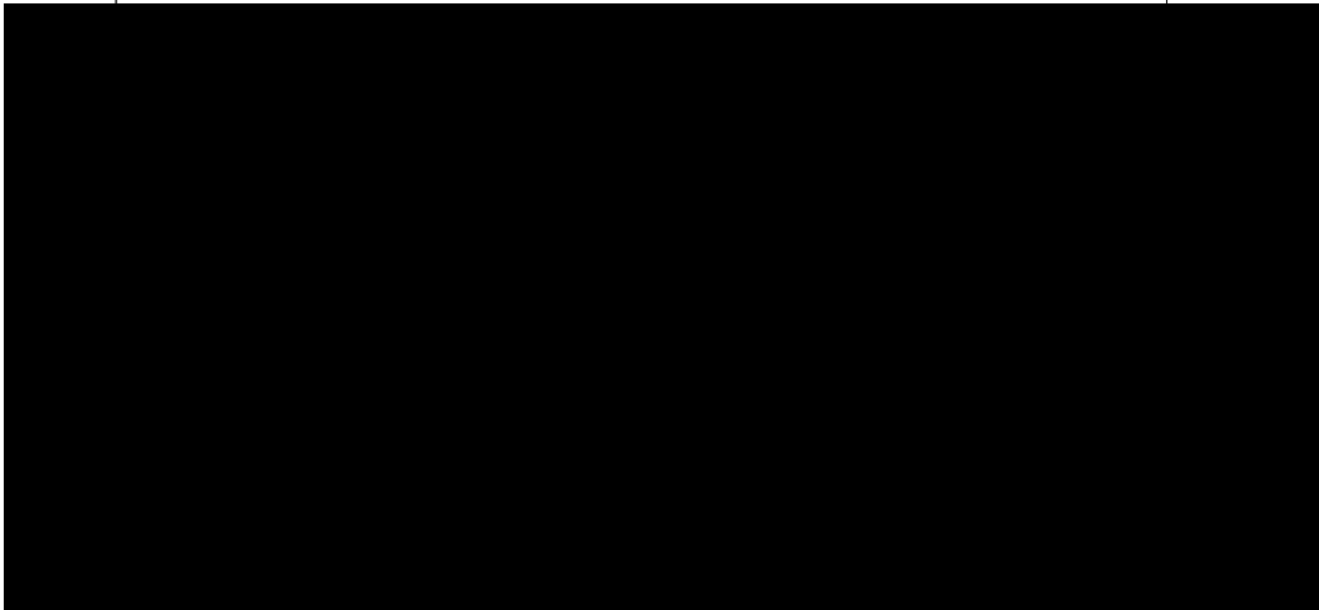
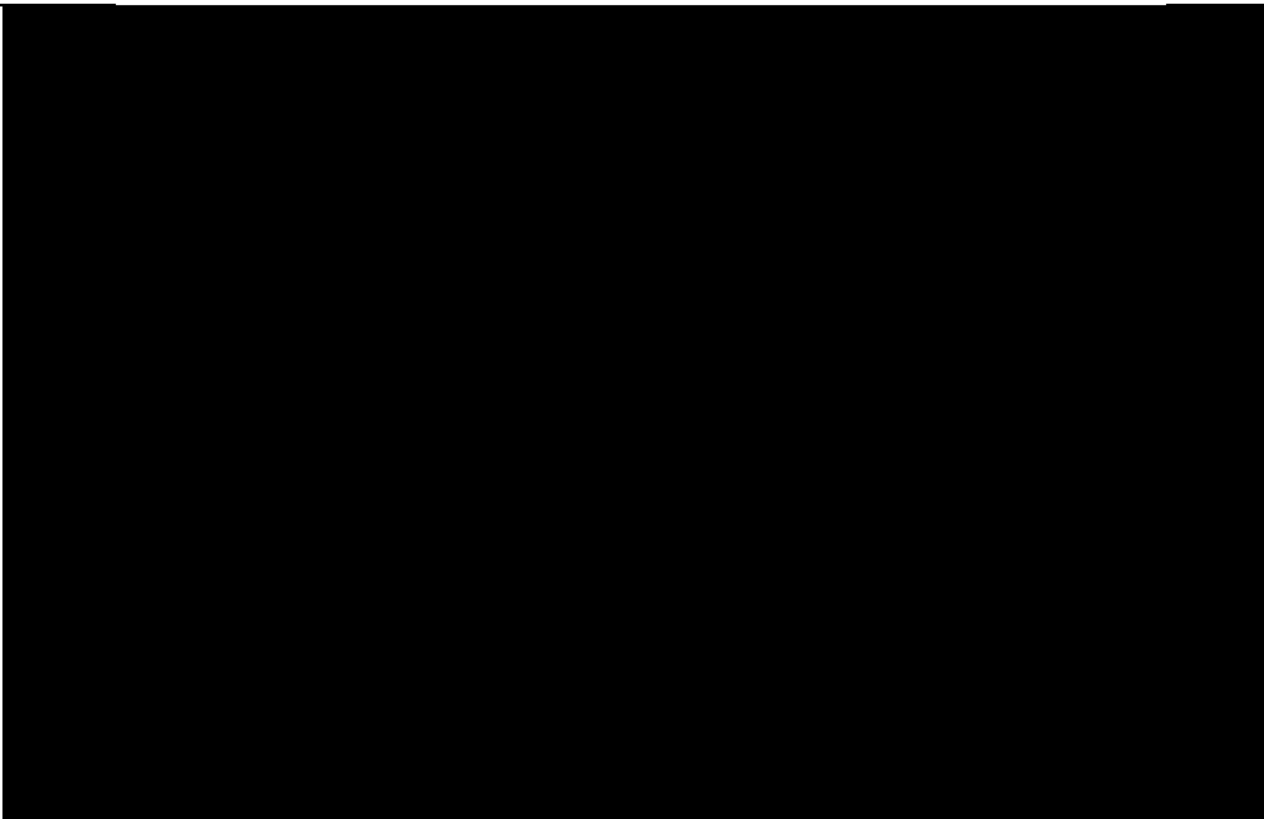


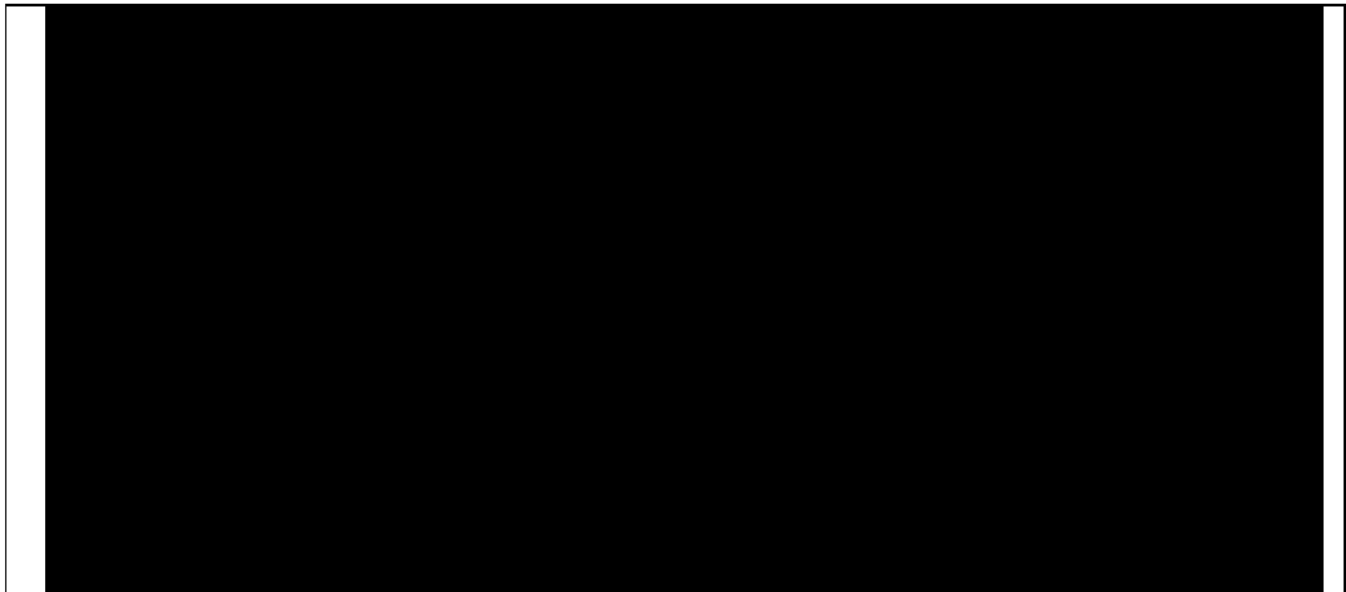
2.3.  
2

How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.

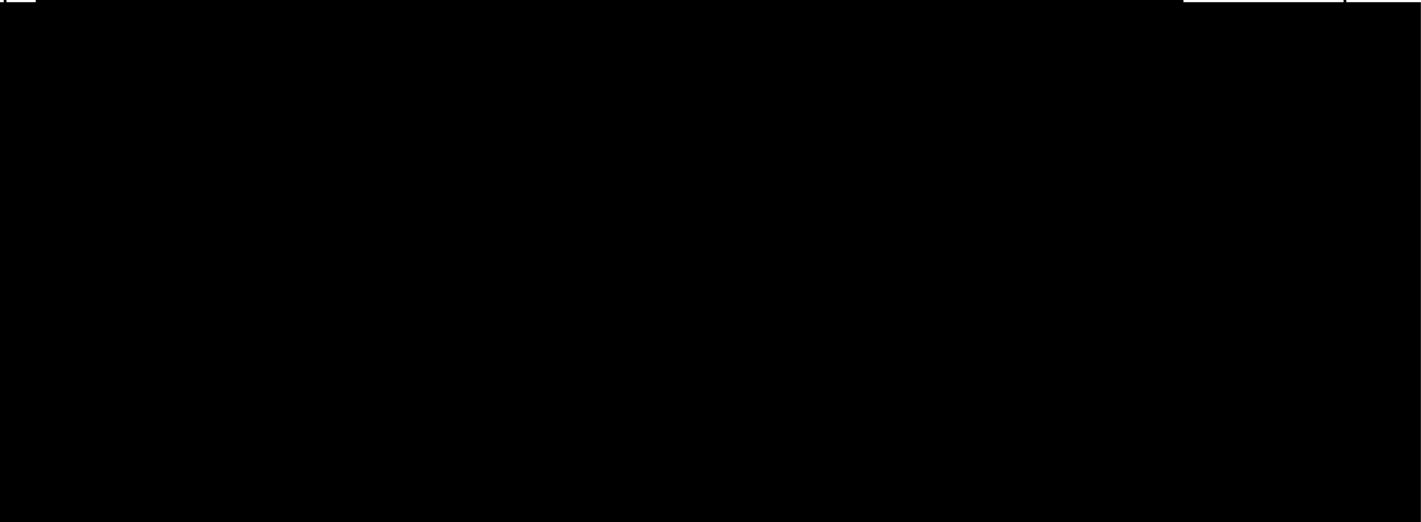
1.5 / 15  
max  
marks



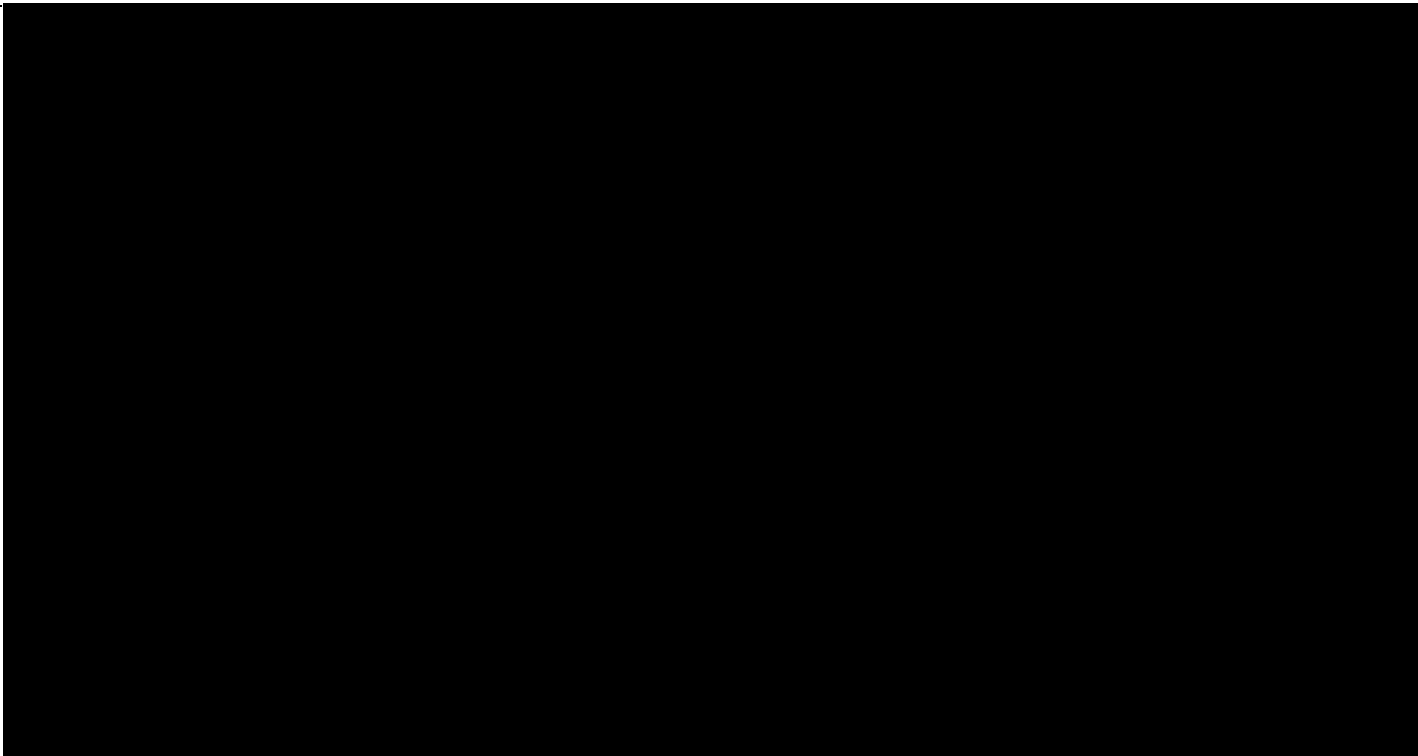




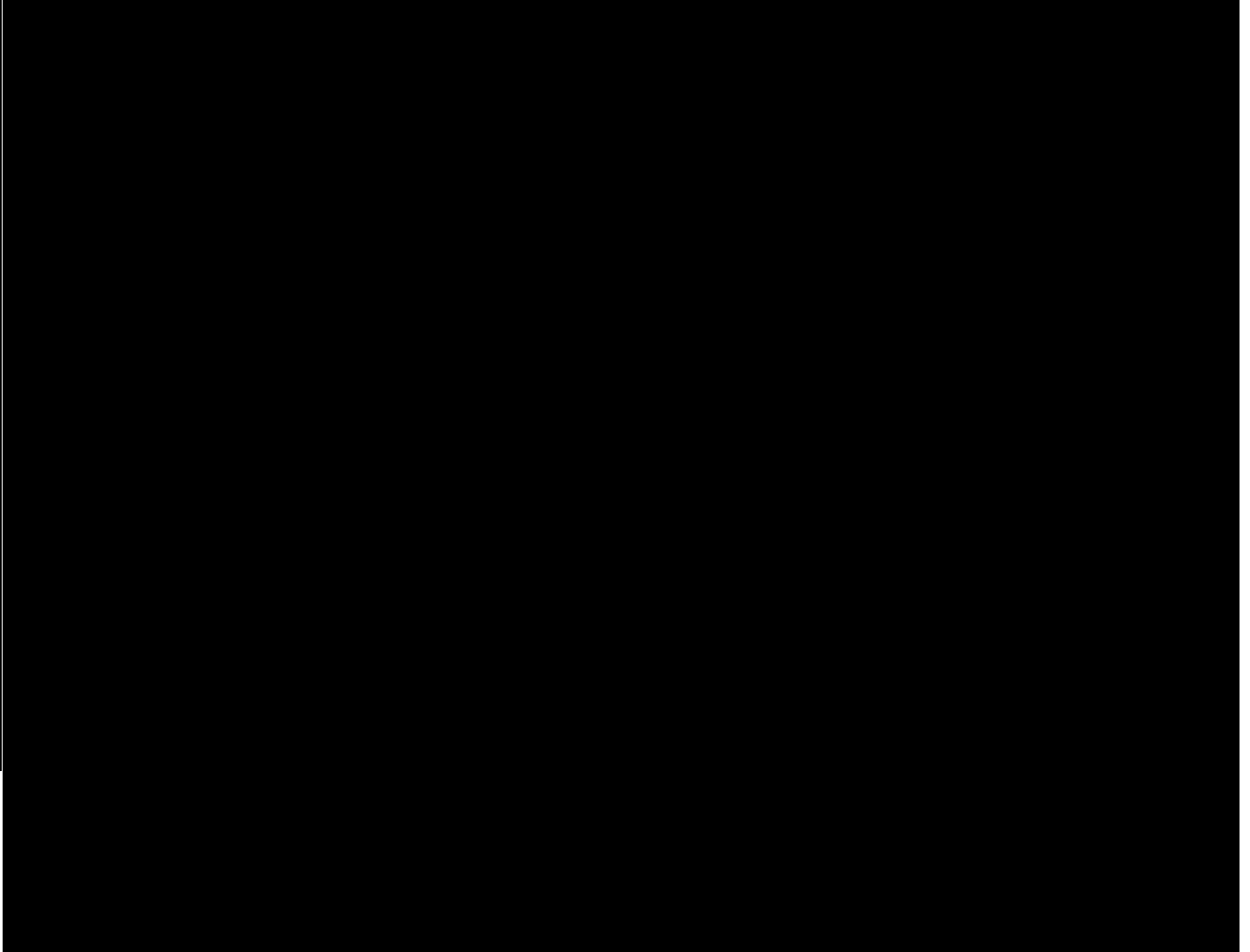
2.3. 3	How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).	3 / 30 max marks



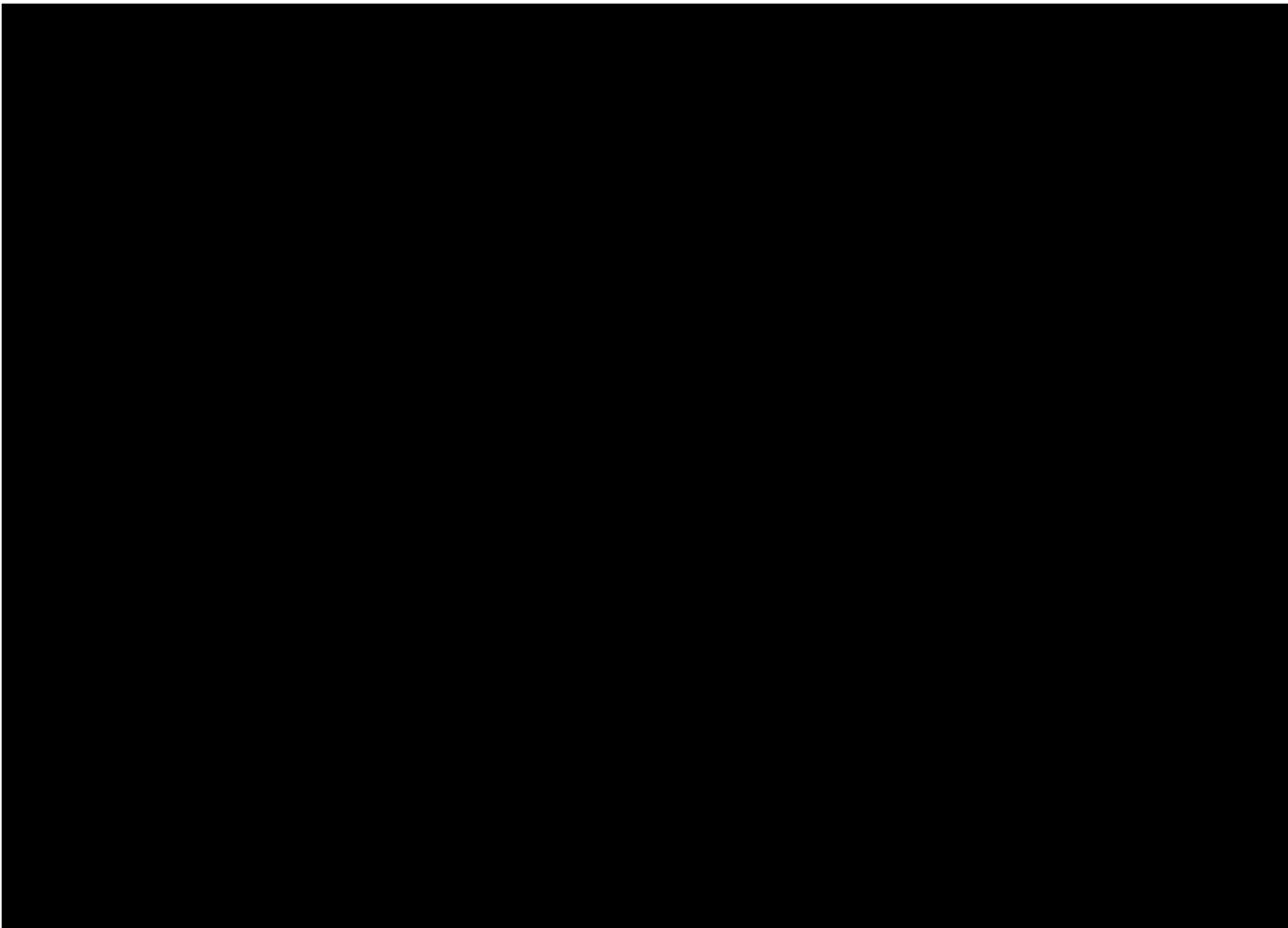




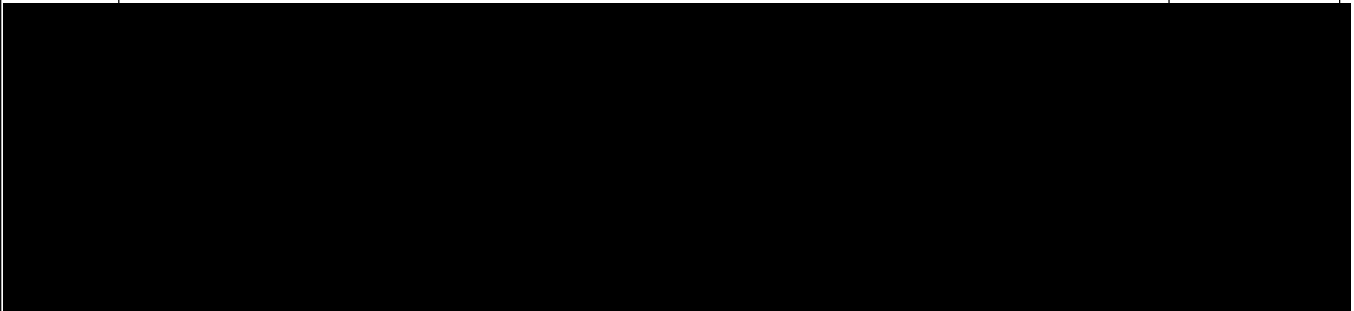
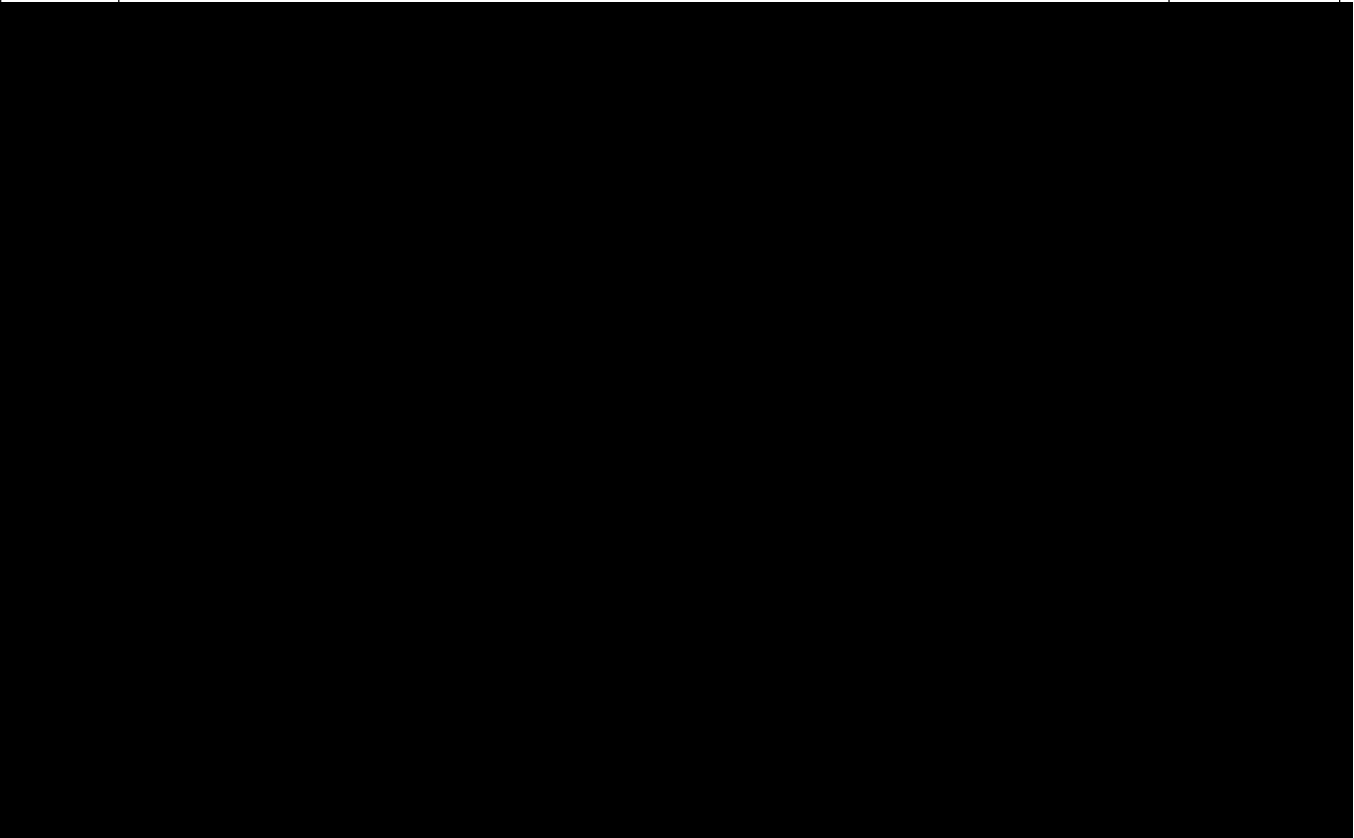
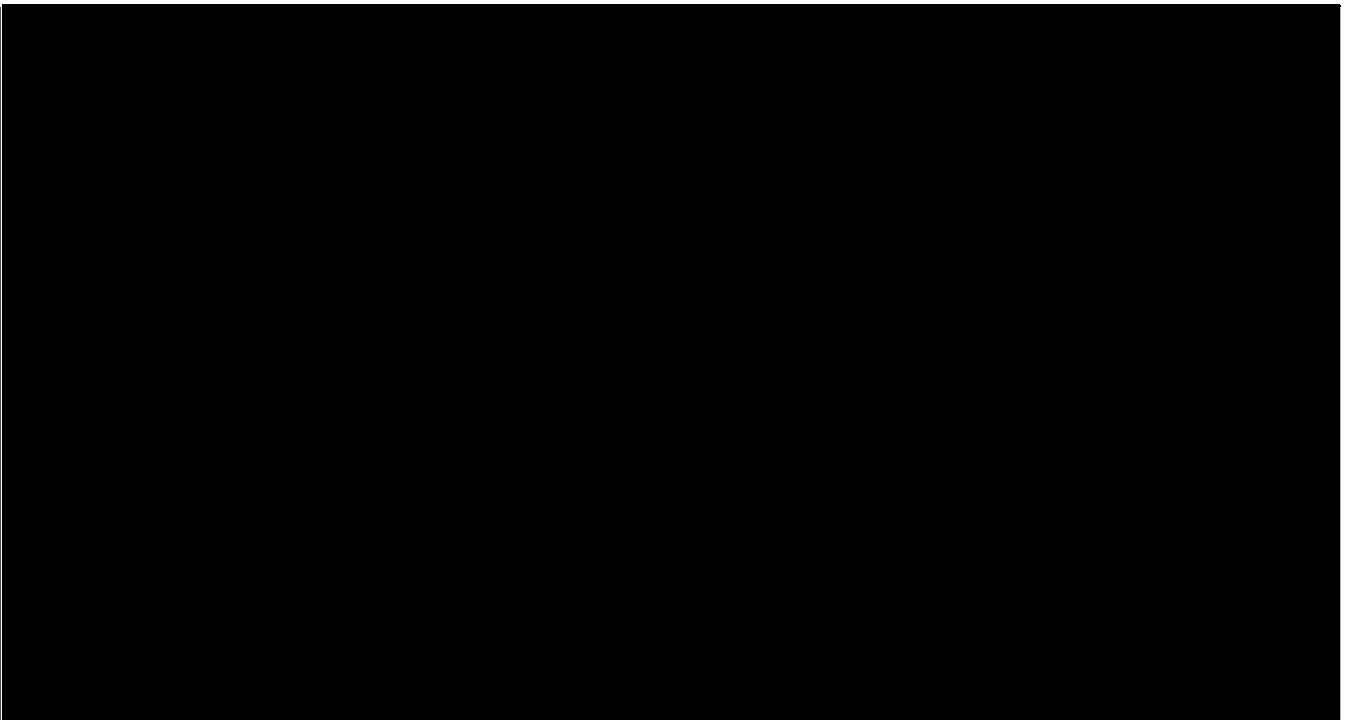
2.3. 4	How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?  Please provide examples of where this has been successful.	2.5 / 25 max marks	

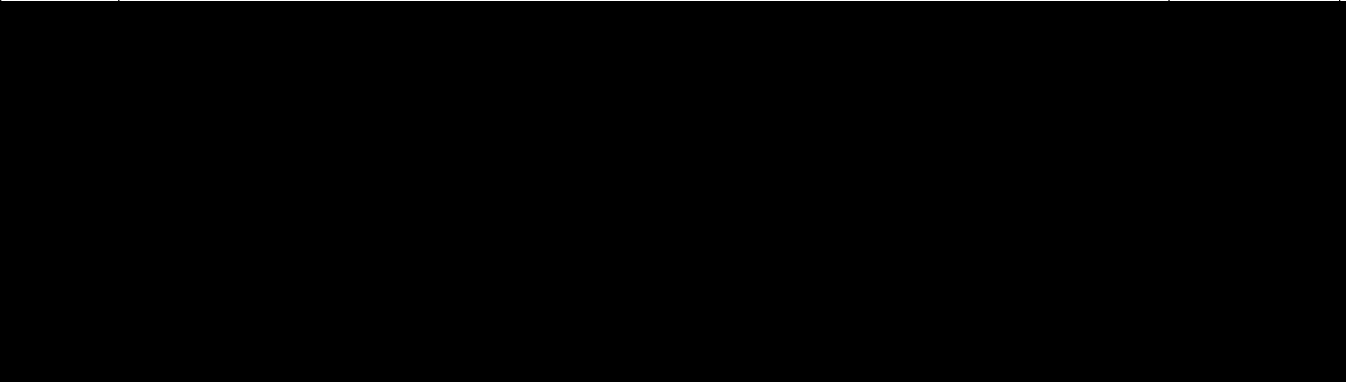








2.4	Development of Apprenticeships in Shropshire	Weighting and Max Marks
2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p>	2.5 / 25 max marks



2.4. 2	<p>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</p> <p>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.</p>	1.25 / 12.5 max marks
		
		
		

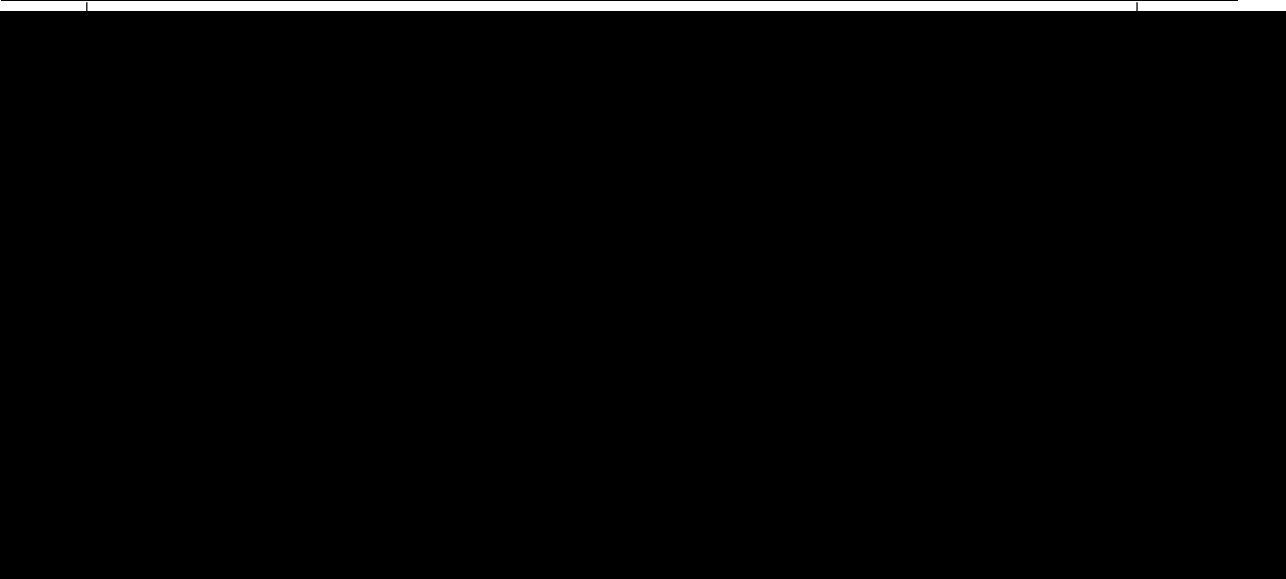
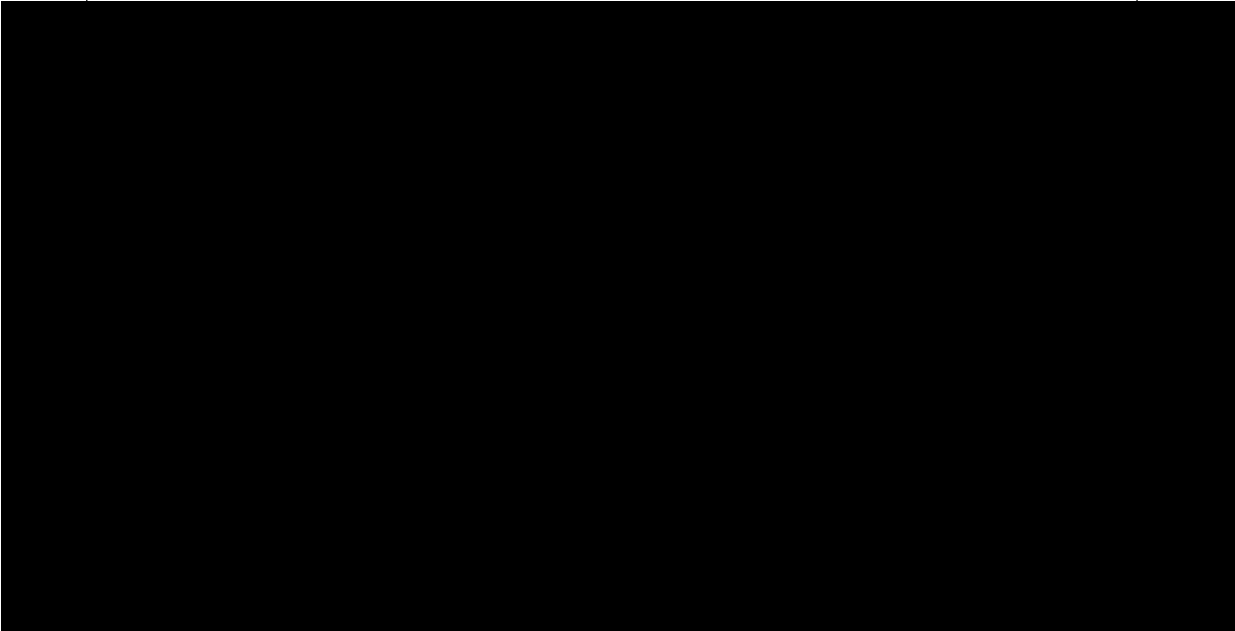


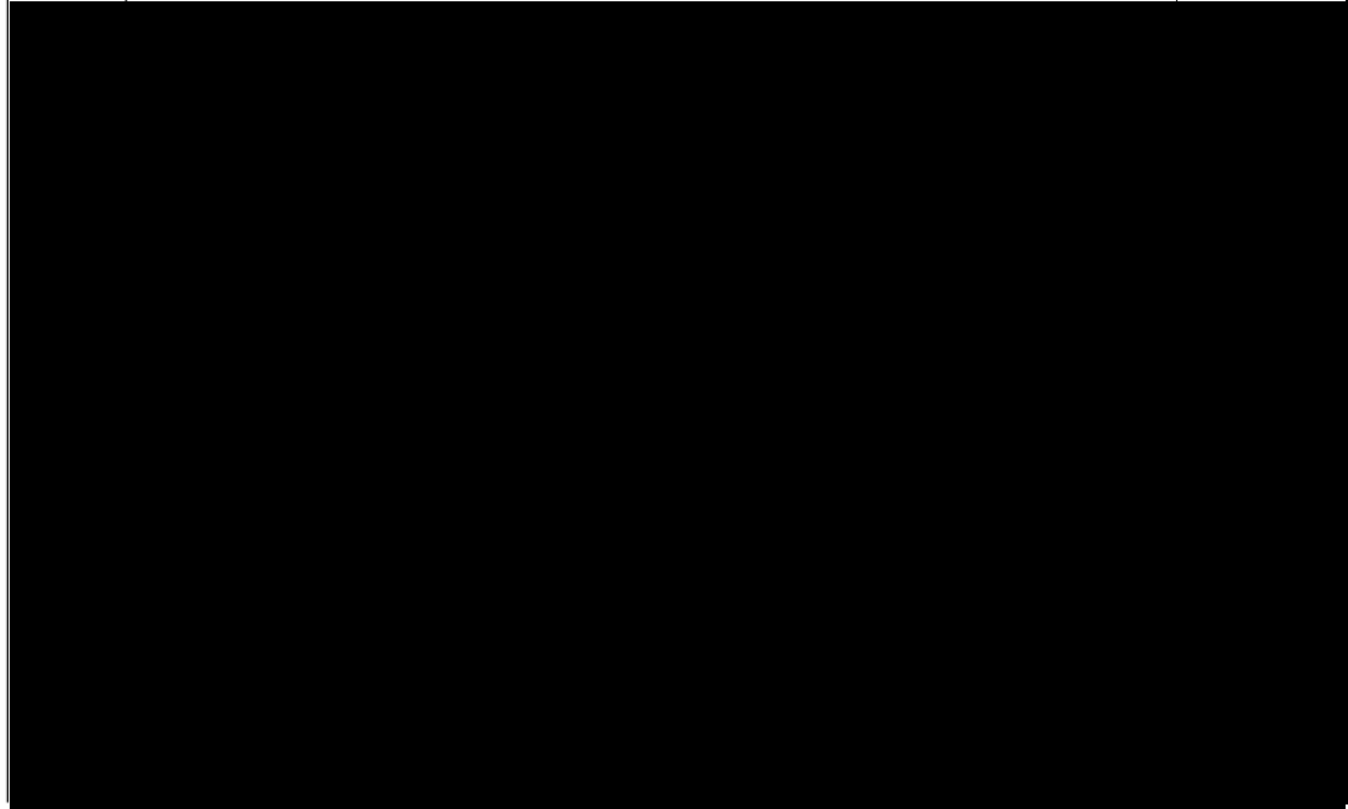
--	--	--

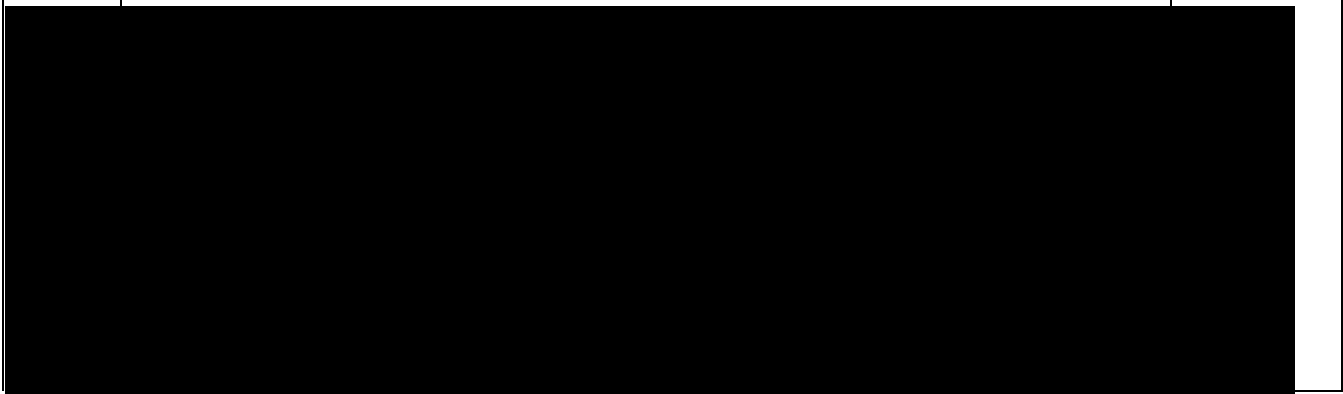
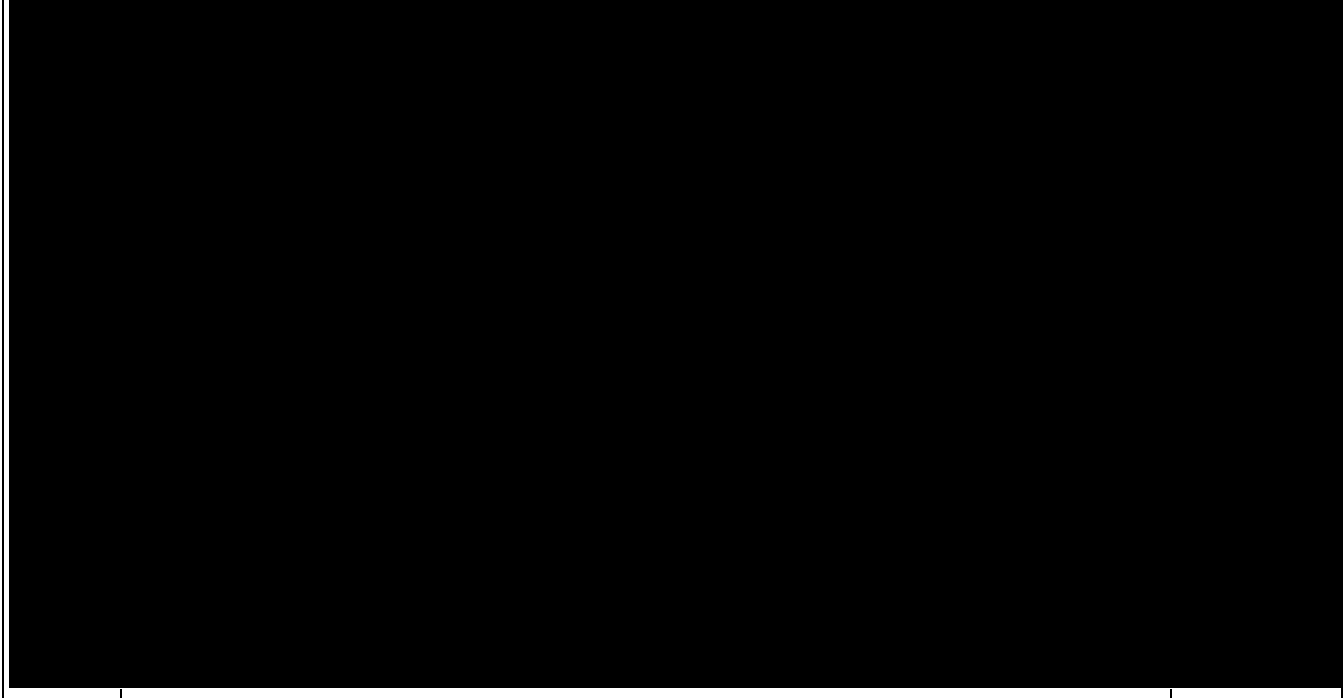
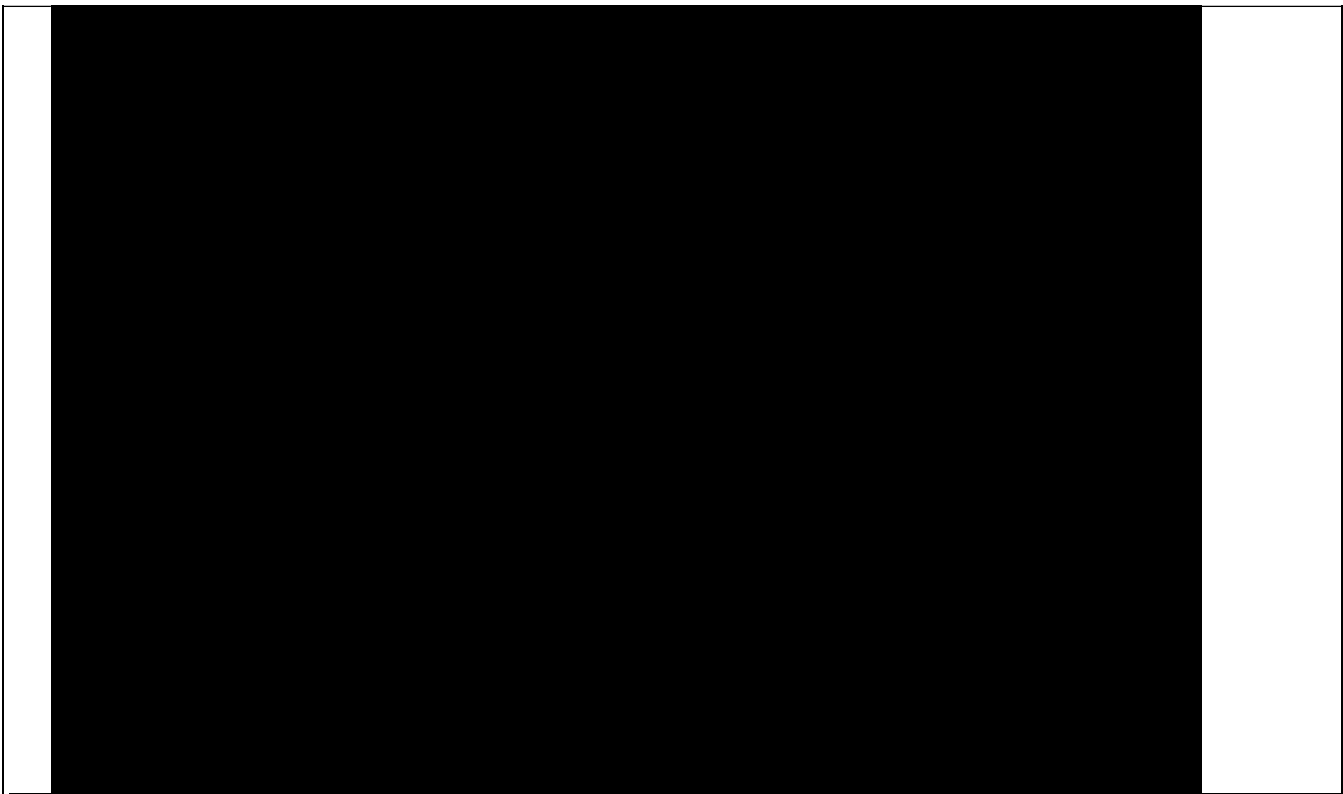
2.4.  
3

How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire?  
Please provide examples of organisations where you have previously done successfully (if applicable)

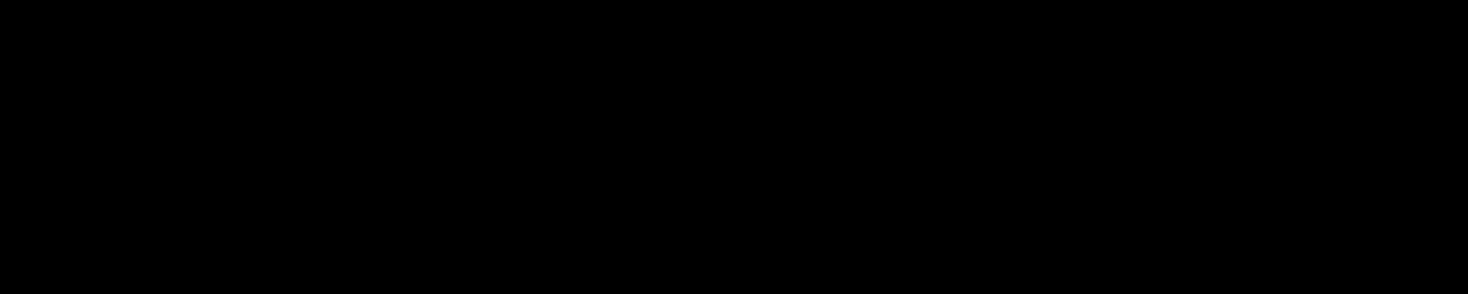
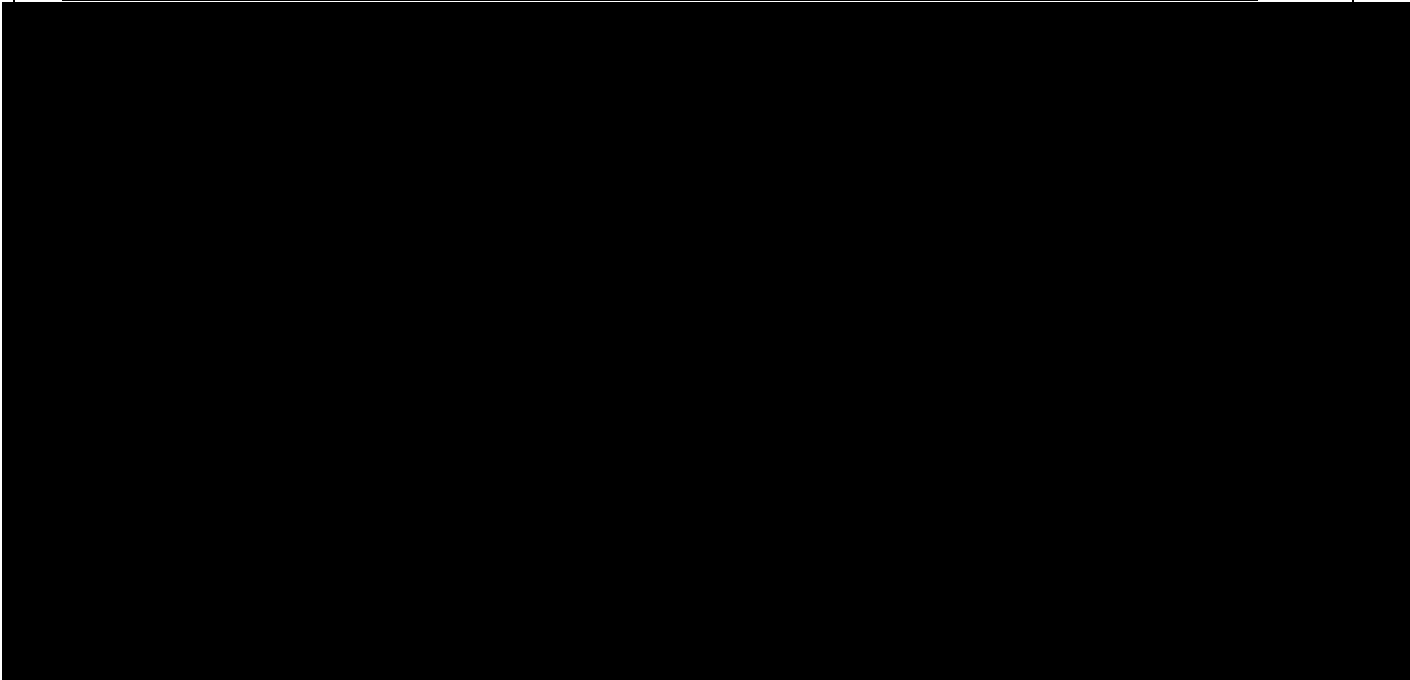
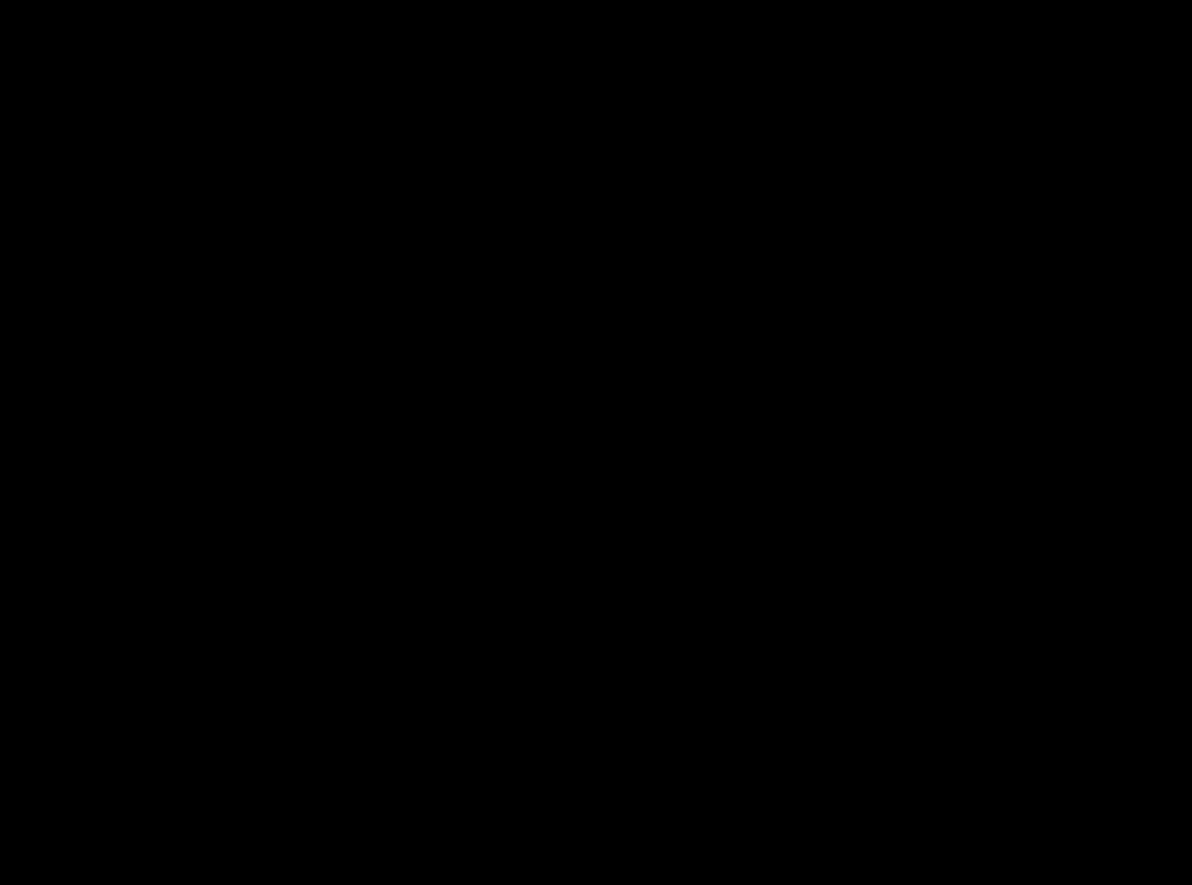
0.5 / 5  
max  
marks



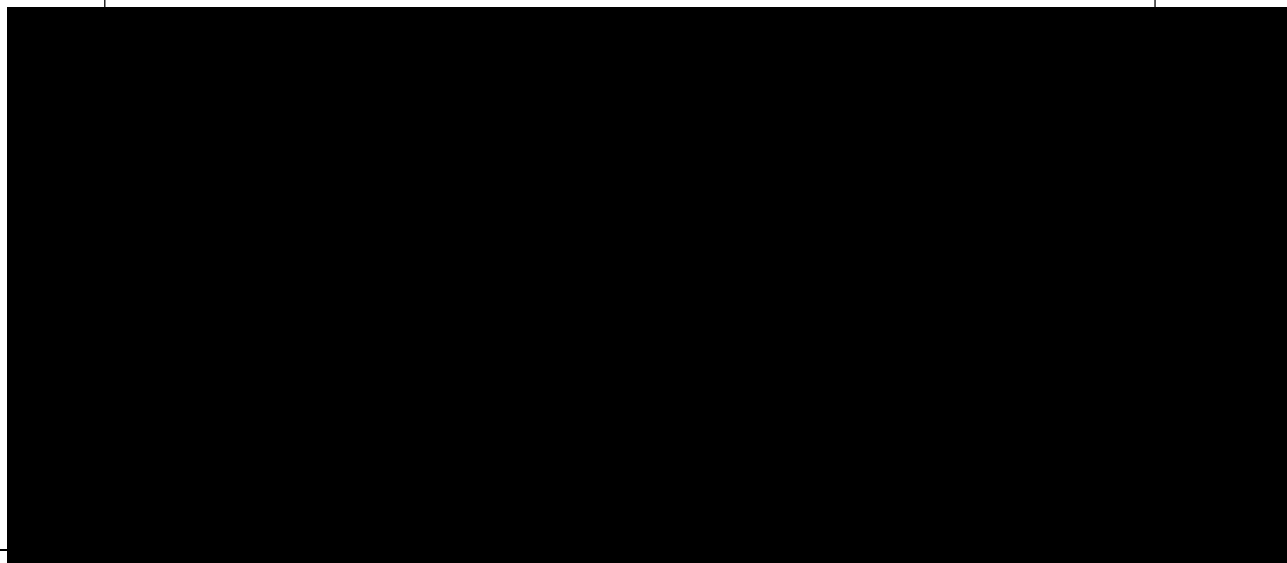
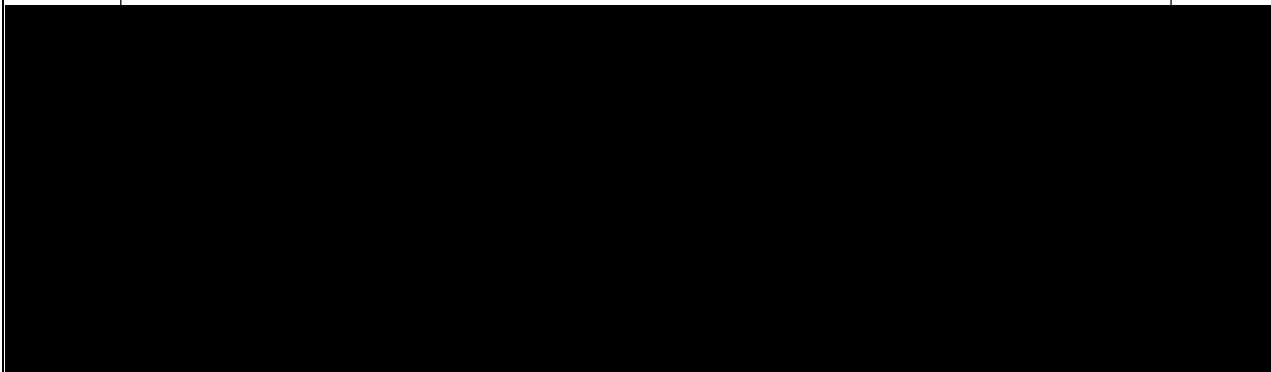
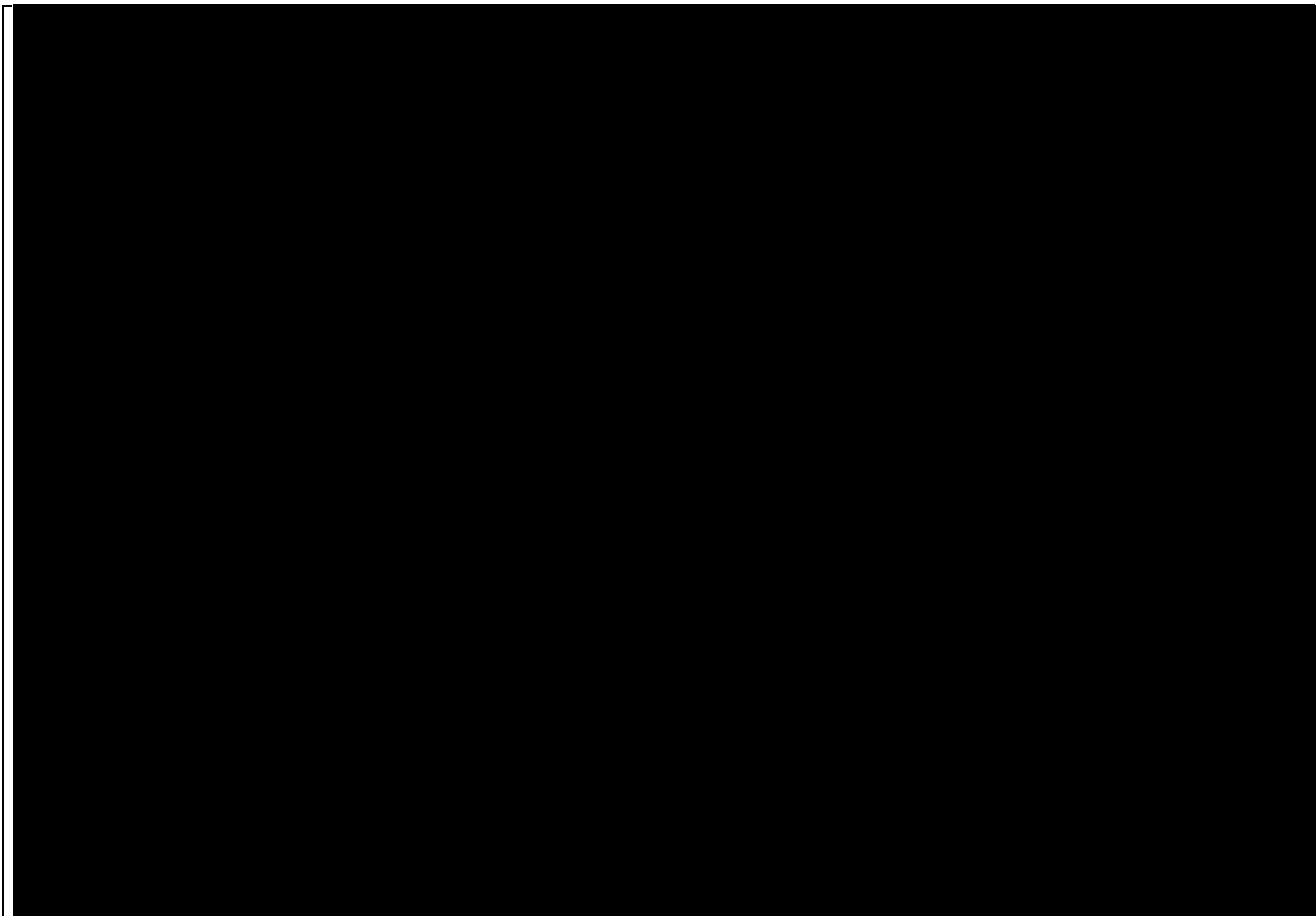


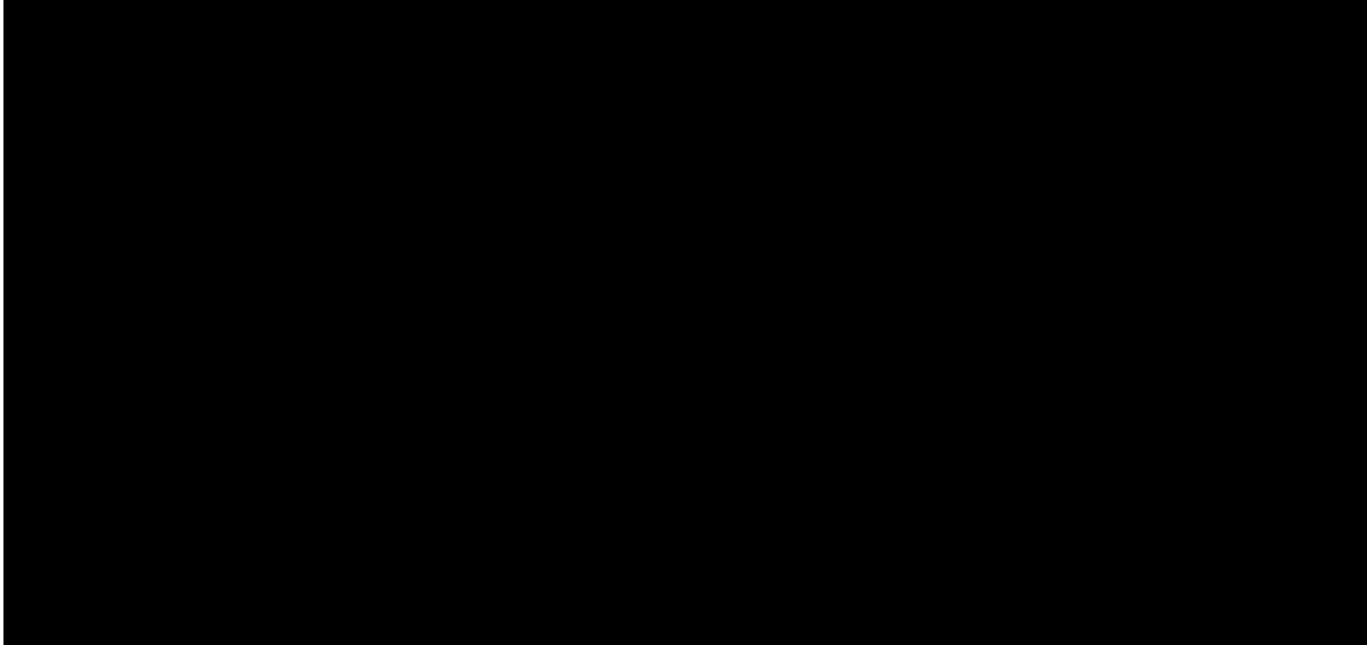
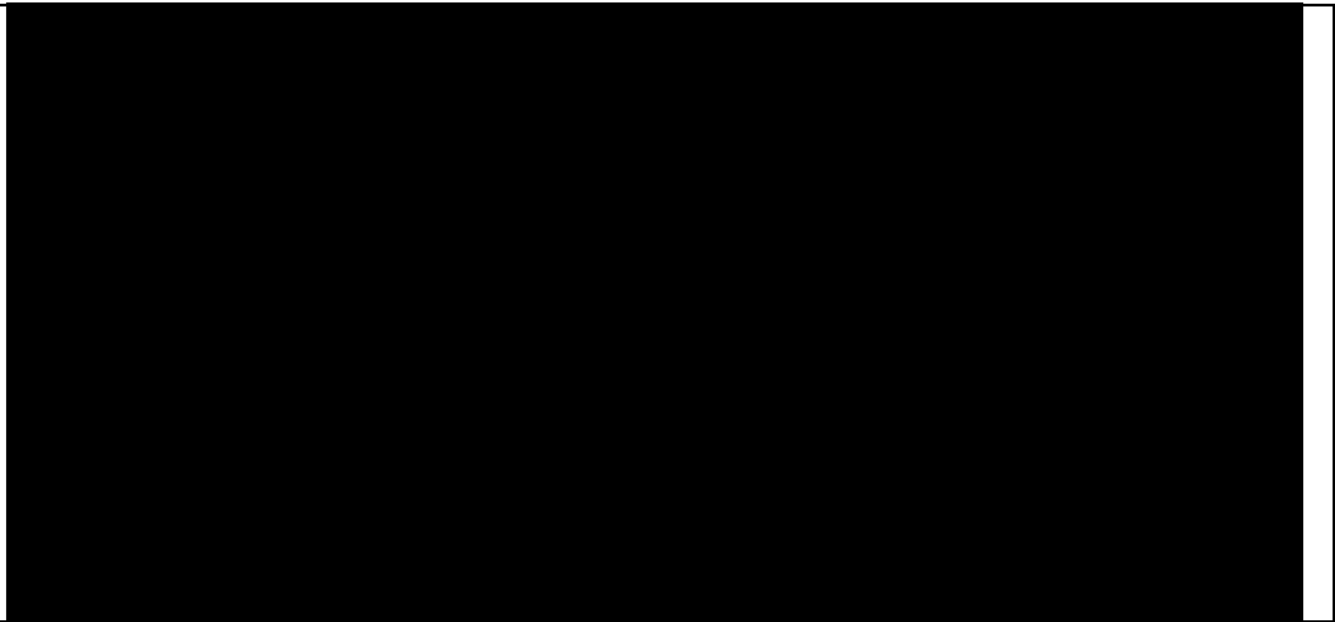




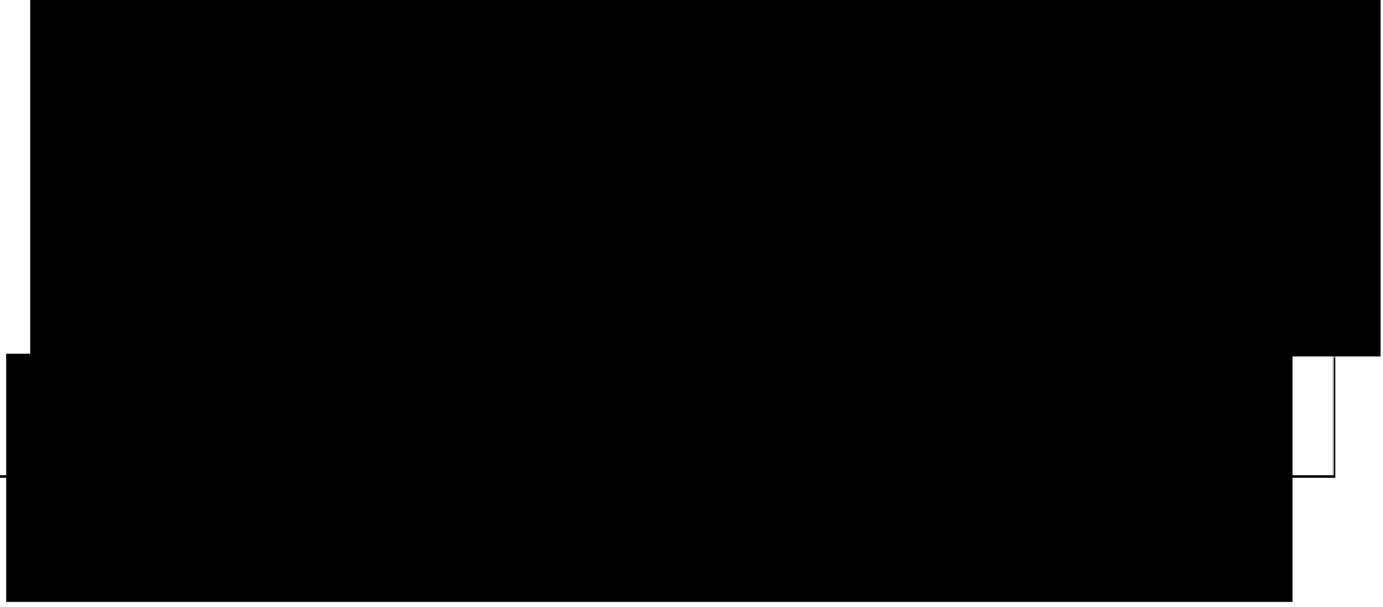


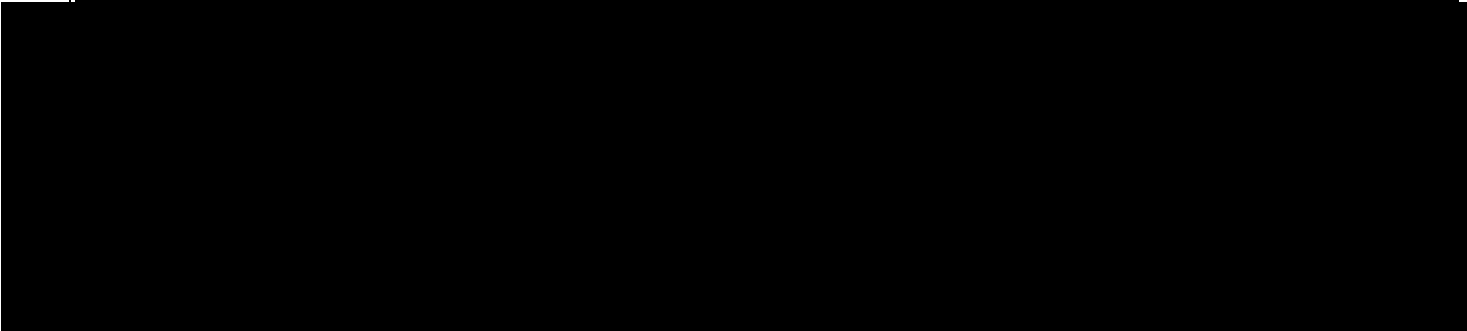
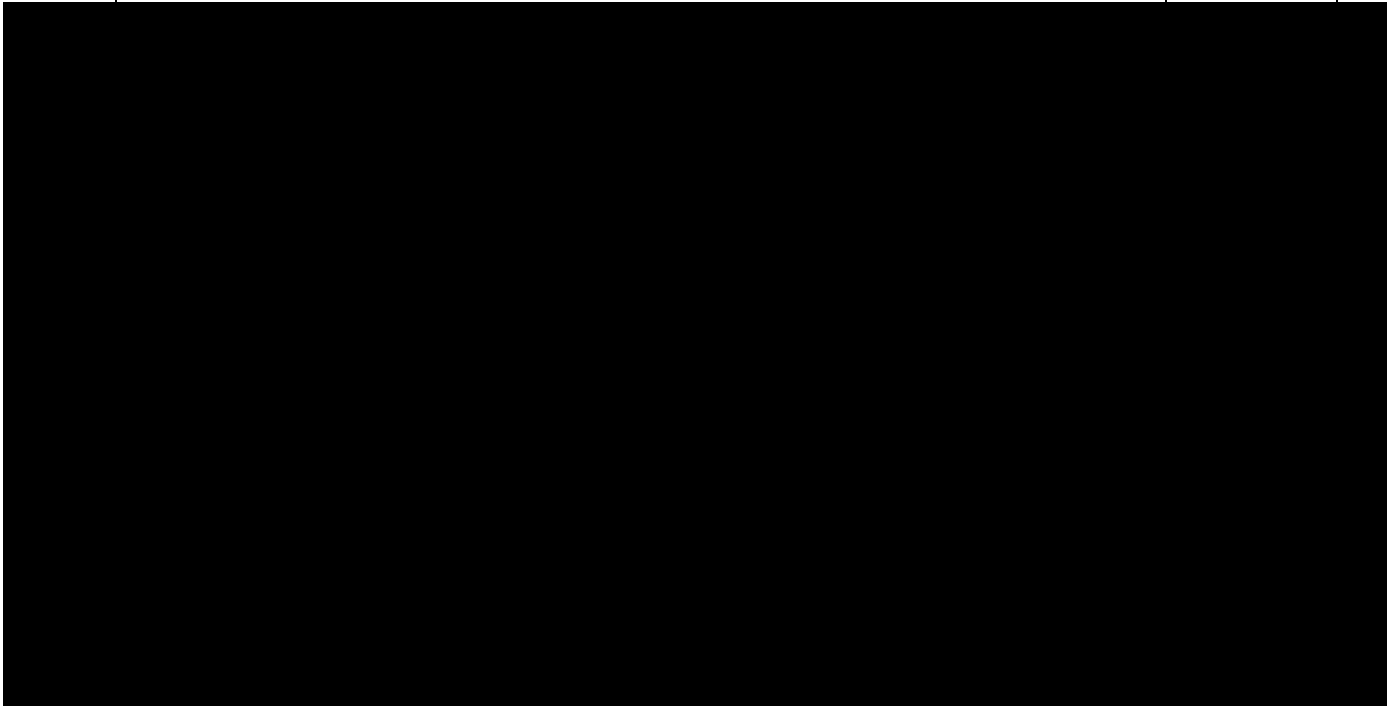
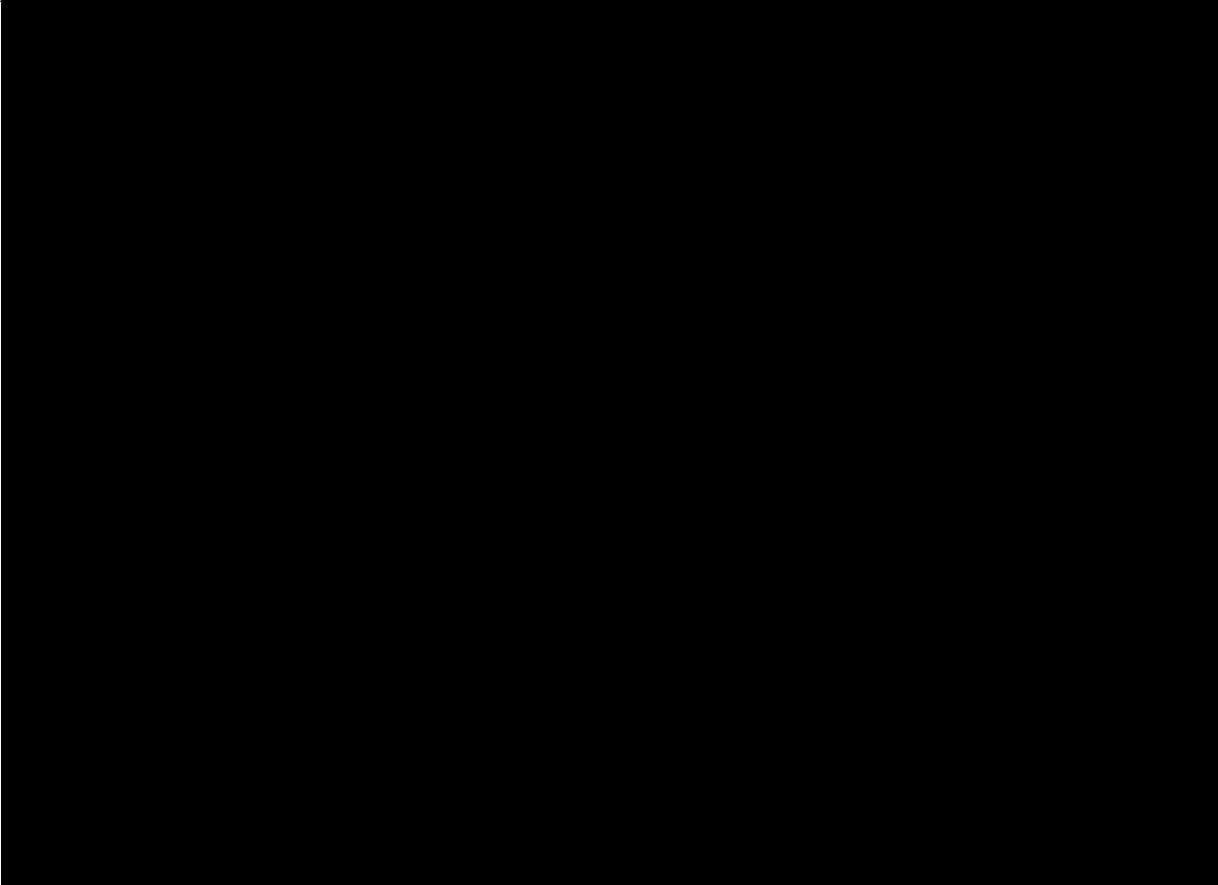

2.4. 4	How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?	0.75 / 7.5 max marks
<b>2.5</b>	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>
2.5. 1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p>	1.5 / 15 max marks

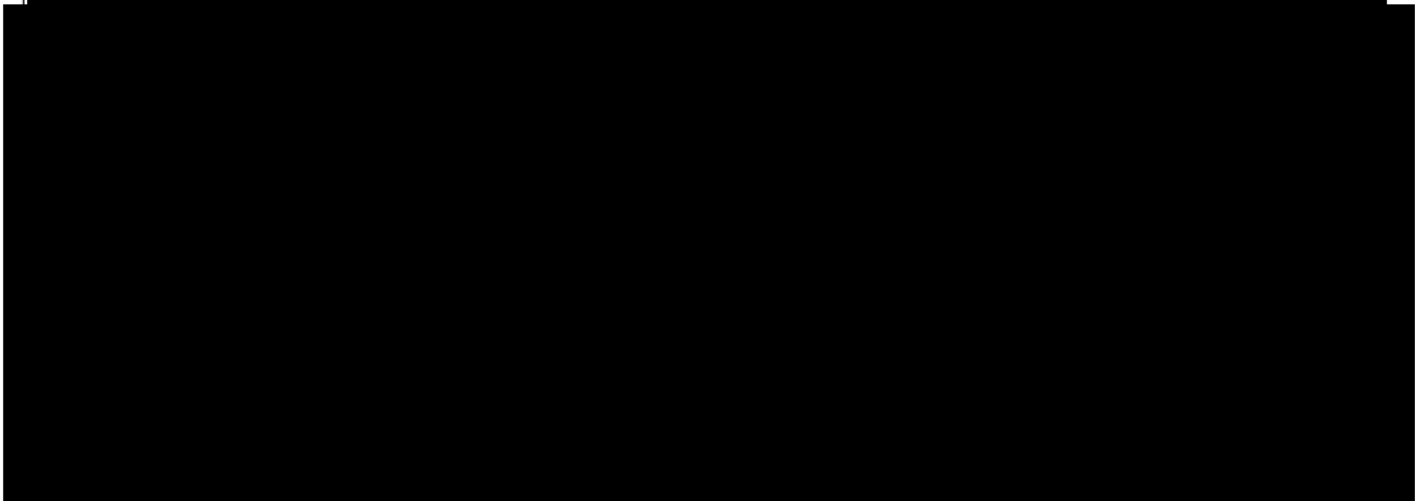
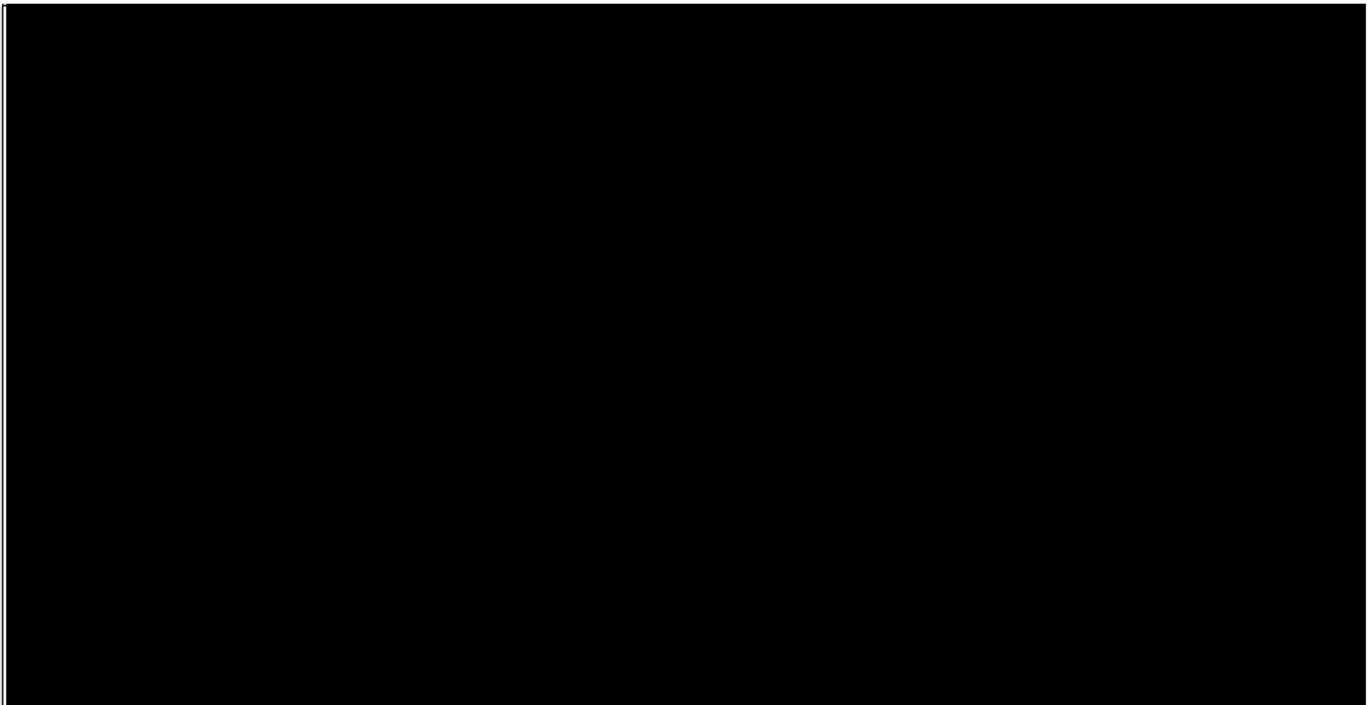




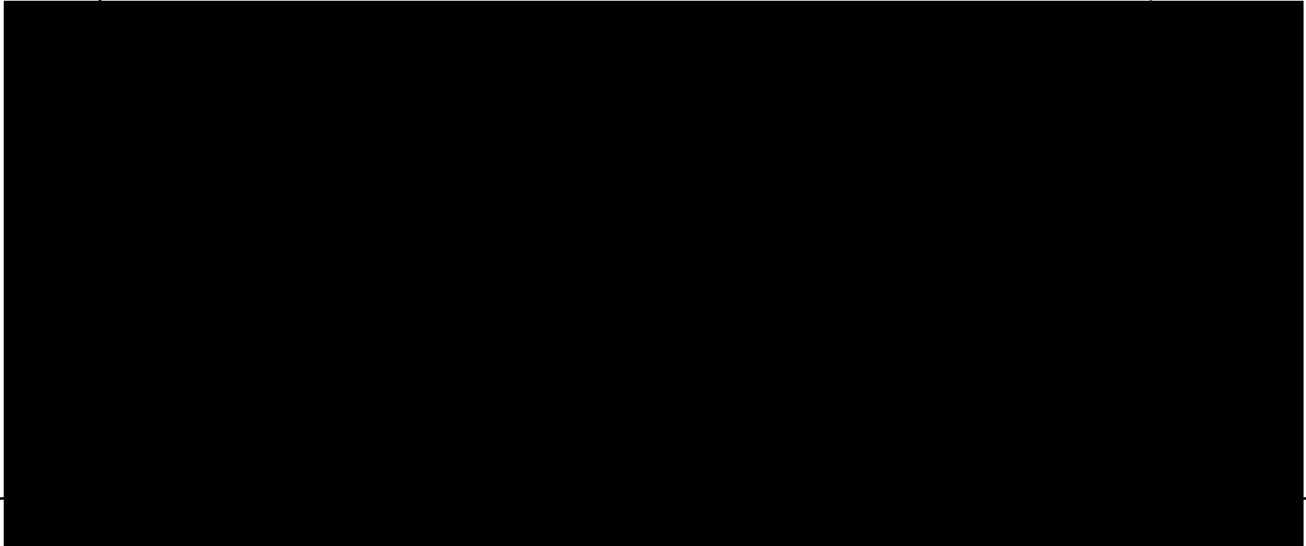
2.5. 2	What action do you take, as an organisation, to make any improvements against your KPI performance?	1.5 / 15 max marks





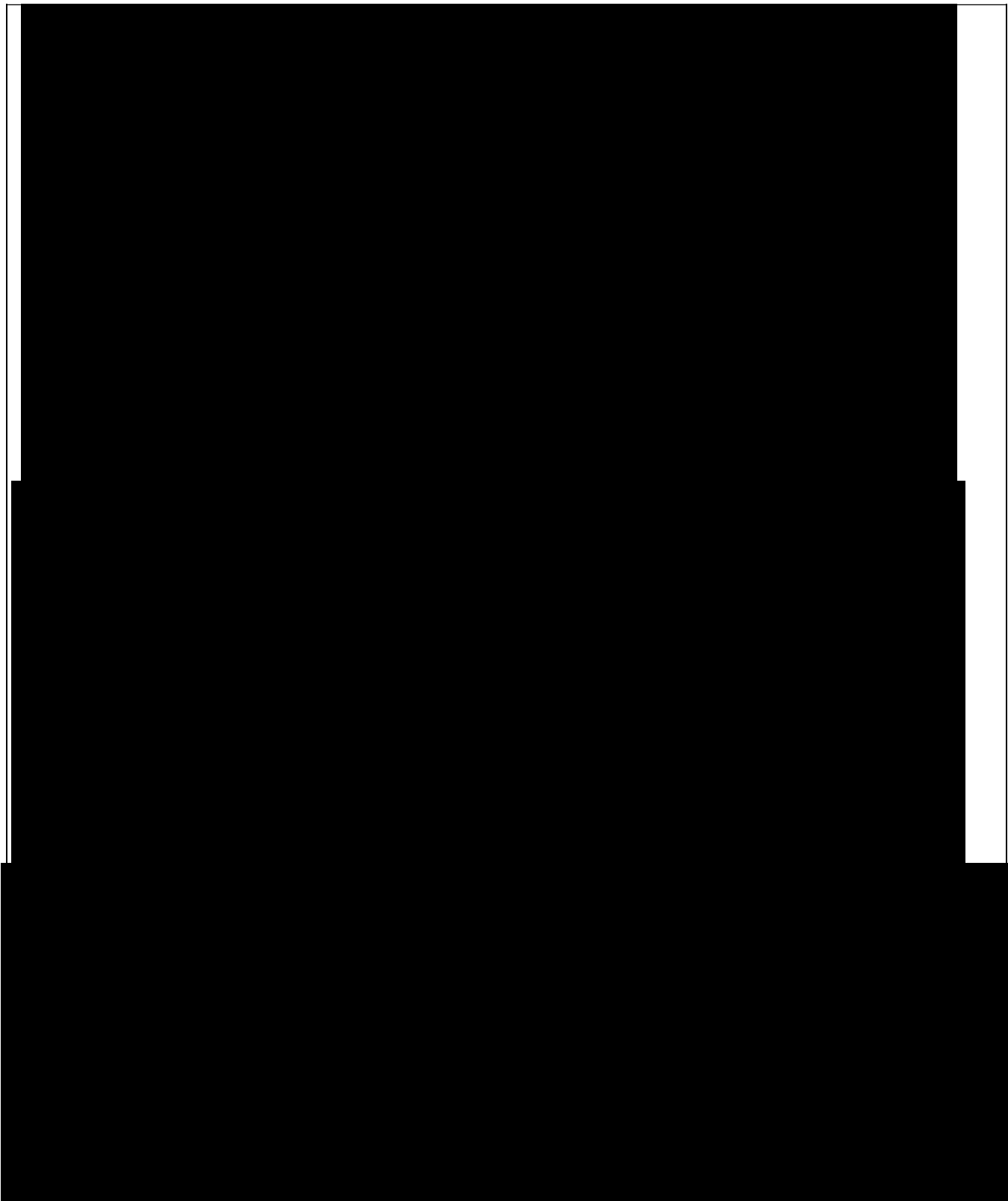


2.5. 3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks











**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**PM Training**

Please also add your company name to the footer of each page of the returned document

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

Tender Response Document:

## Shropshire Council Tender Response Document

### **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

#### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

	are registered as being able to deliver the specific requirement
--	--

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

## **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

<b>Section / Question No.</b>	<b>Award Criteria</b>	<b>Weighting / Max Marks Available</b>	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

<b>Assessment</b>	<b>Mark</b>	<b>Interpretation</b>
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

#### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

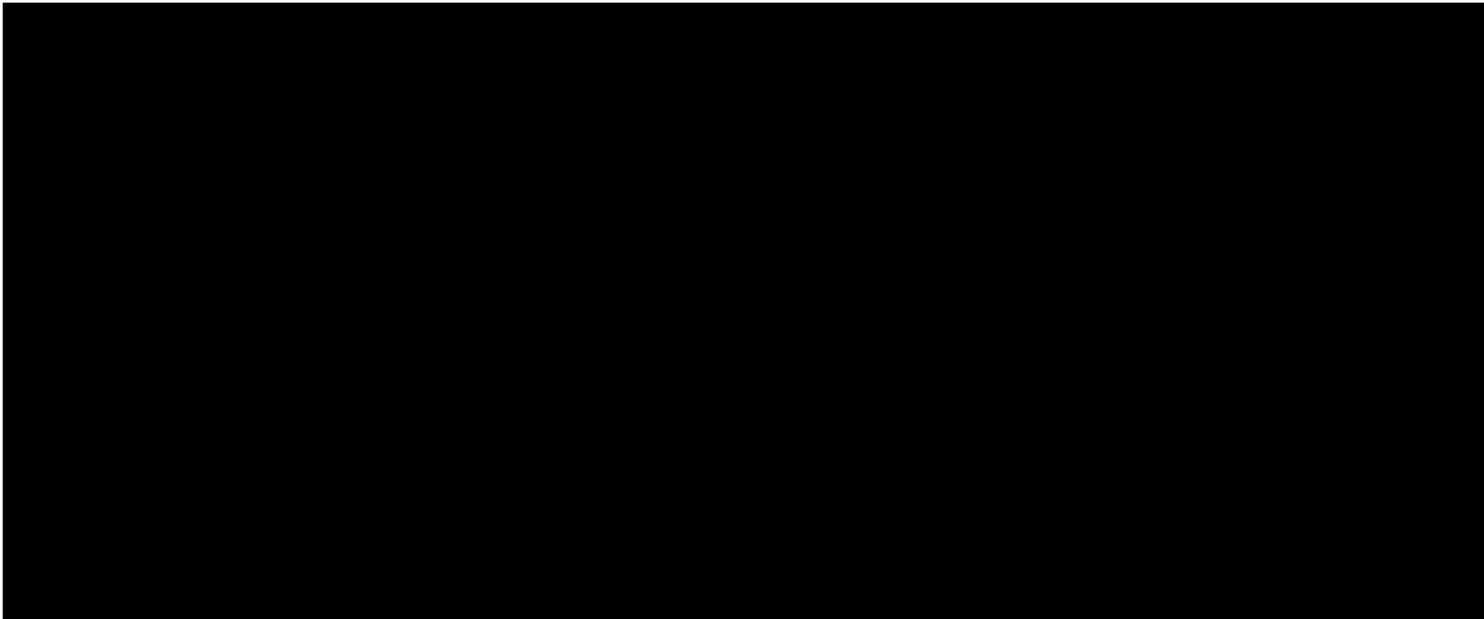
**No**

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

## SECTION B

### 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. 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). 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)

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

This document provides 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.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	[REDACTED]
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

	g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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 memb state where it is established?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	N/A
1.1(k)	Trading name(s) that will be used if successful in this procurement.	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sub>2</sub> ?	
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (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%,	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



	- 75% or more. (Please enter N/A if not applicable)	
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)	
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)	

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No X 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)	N/A
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.	N/A
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No X
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.	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

	Name					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

**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.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	PM Training
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	[REDACTED]
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	[REDACTED]

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

## 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.

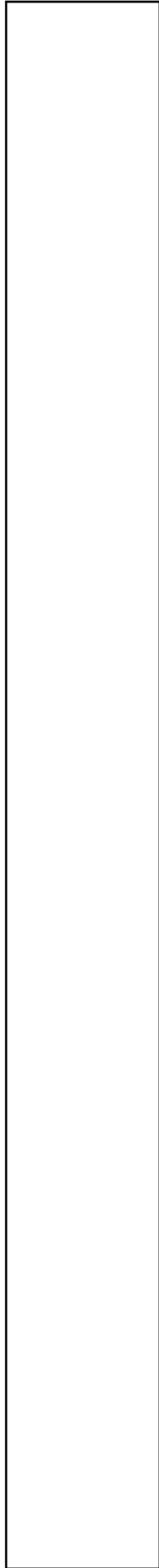
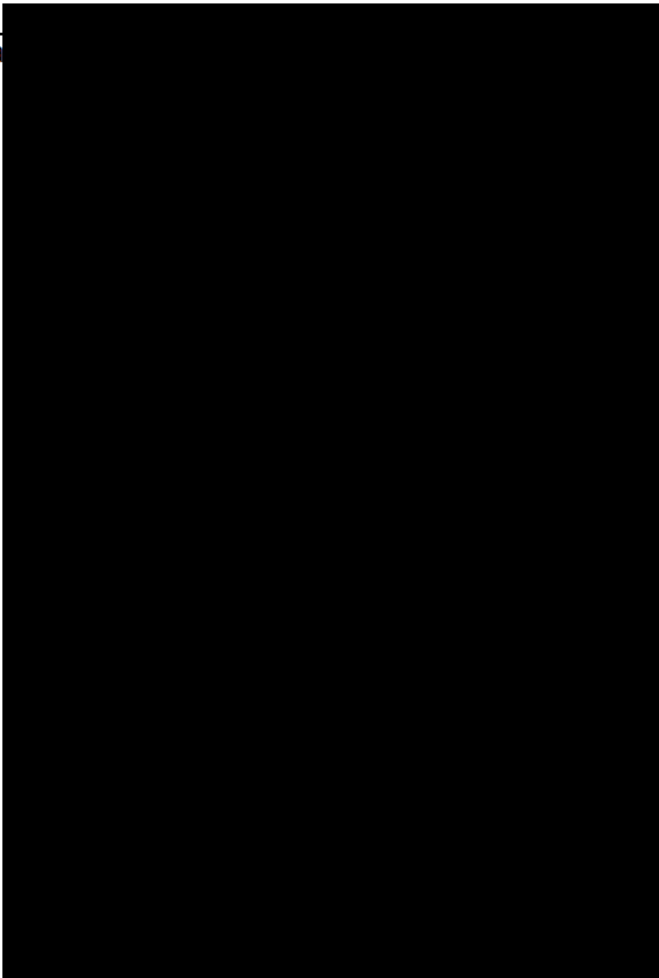
Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), which should be referred to before completing these questions.            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.</p>	
	Participation in a criminal organisation.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 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.	N/A
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

	organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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.	N/A
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> </ul>	

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

- to maintain records of personal data processing activities; and
- to regularly test, assess and evaluate the effectiveness of the above measures.



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

--	--	--

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Trainin Providers (RoATP) or EU equivalent</p> <p><b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b></p>	
-----	---	--

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.

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b> The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No X If yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No X 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 X 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 X 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	N/A
-----	---	-----

Section 4	Economic and Financial Standing	
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	Yes X No <input type="checkbox"/>
	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for	Yes <input type="checkbox"/> No <input type="checkbox"/>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



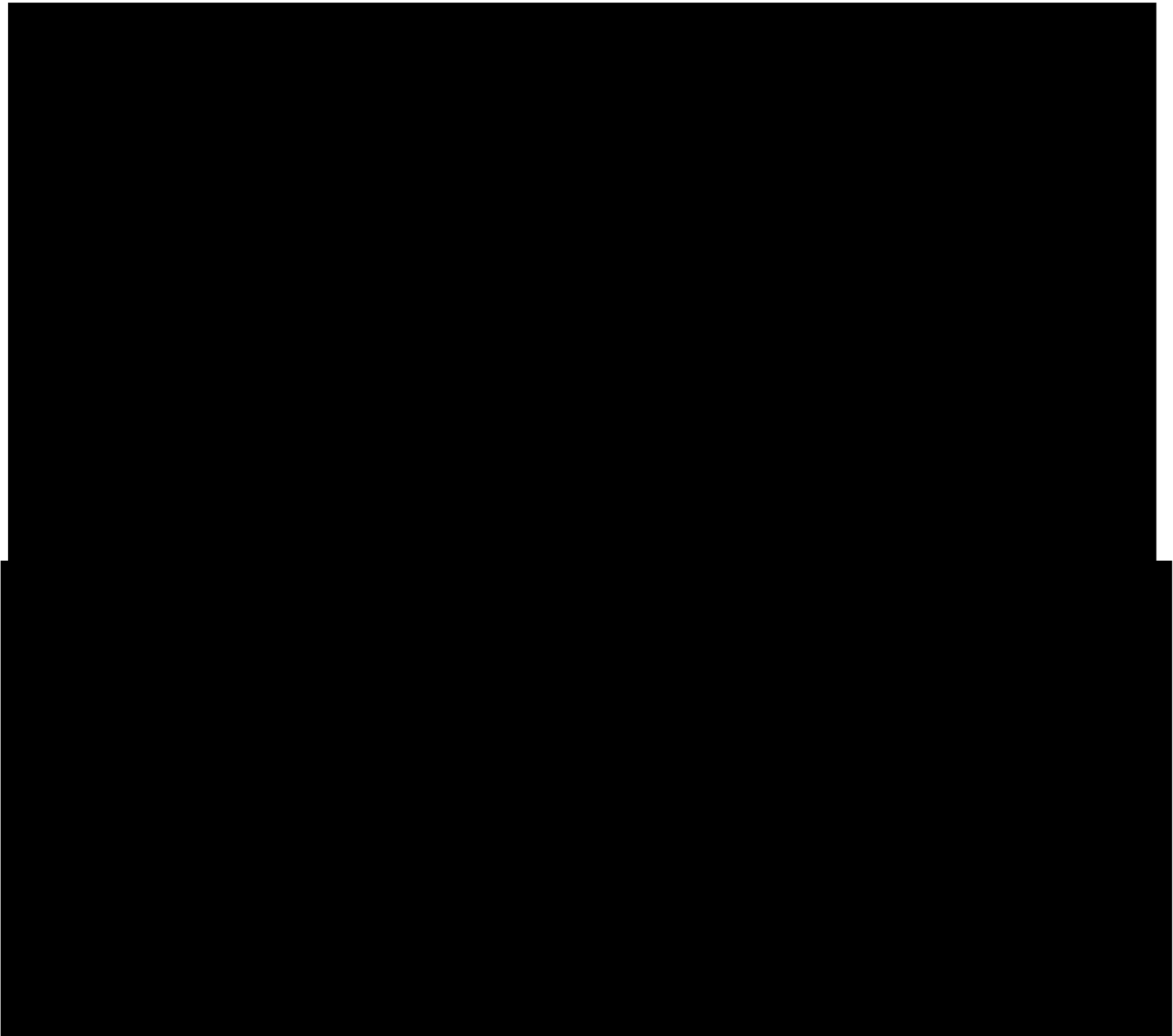
	the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes X No <input type="checkbox"/>

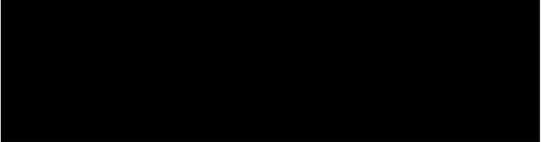
Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
	Name of organisation	
	Relationship to the Supplier completing these questions	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes X No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No X
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes X No <input type="checkbox"/>

Section 6	<b>Technical and Professional Ability</b>
6.1	<p><b>Relevant experience and contract examples</b></p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

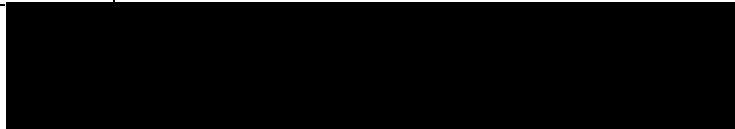
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

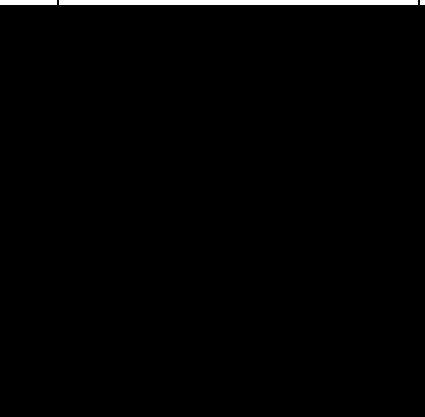


6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance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

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**


--	--

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.
	

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
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?	

### 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.

Section 8	Additional Questions
8.1	Insurance
	<p>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:</p> <p></p> <p>Employer's (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p> <p>Professional Indemnity Insurance = £2 Million</p>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

	*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.
--	--

8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<sup>4</sup> 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  N/A for this contract

### 8.4 – Environmental Management

1.	Has your organisation been convicted of breaching environmental	<input type="checkbox"/> Yes
----	---	------------------------------

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

	<p>legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input checked="" type="checkbox"/> No
2.	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No N/A for this contract

### 8.5 – Health & Safety

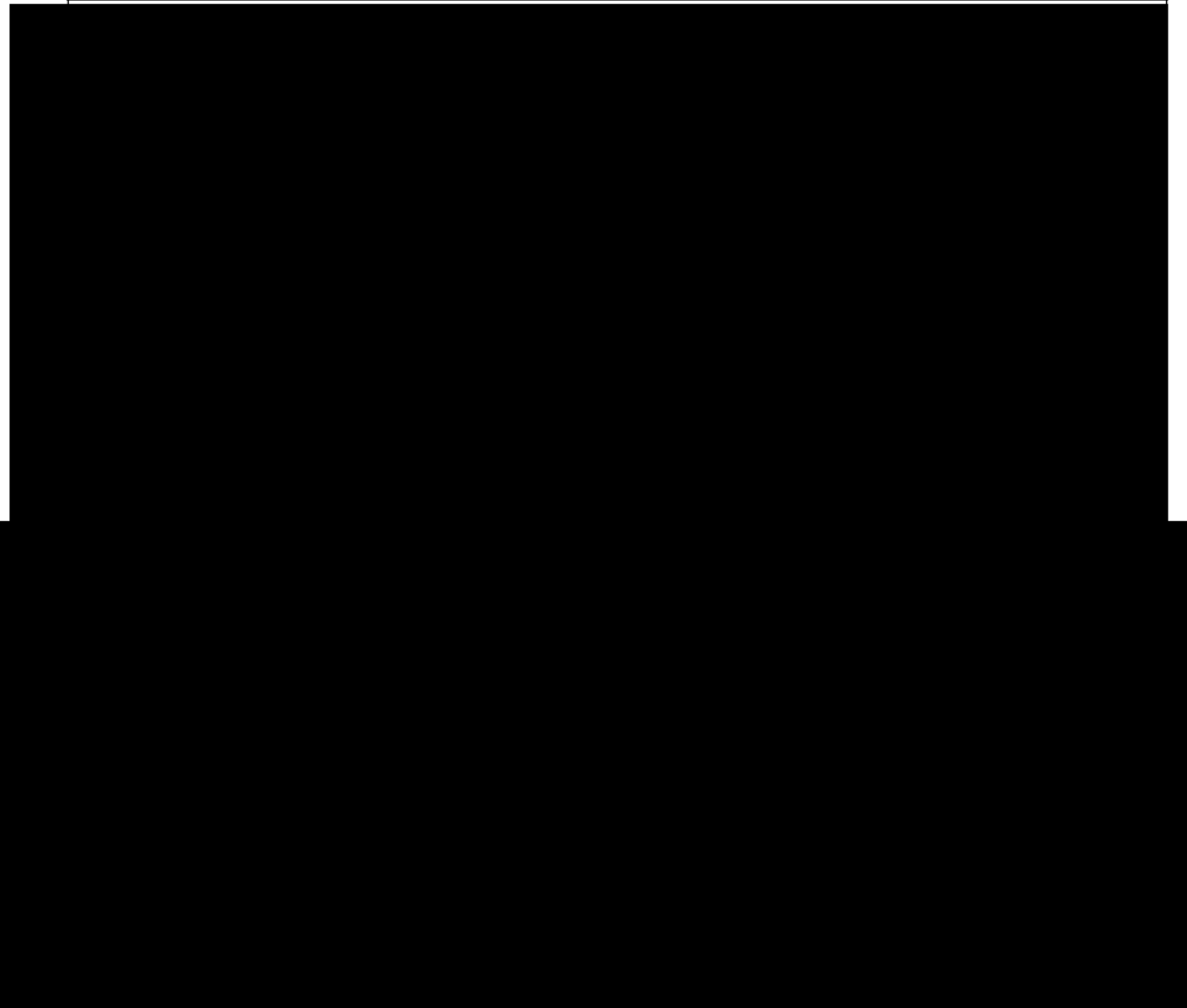
1.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:



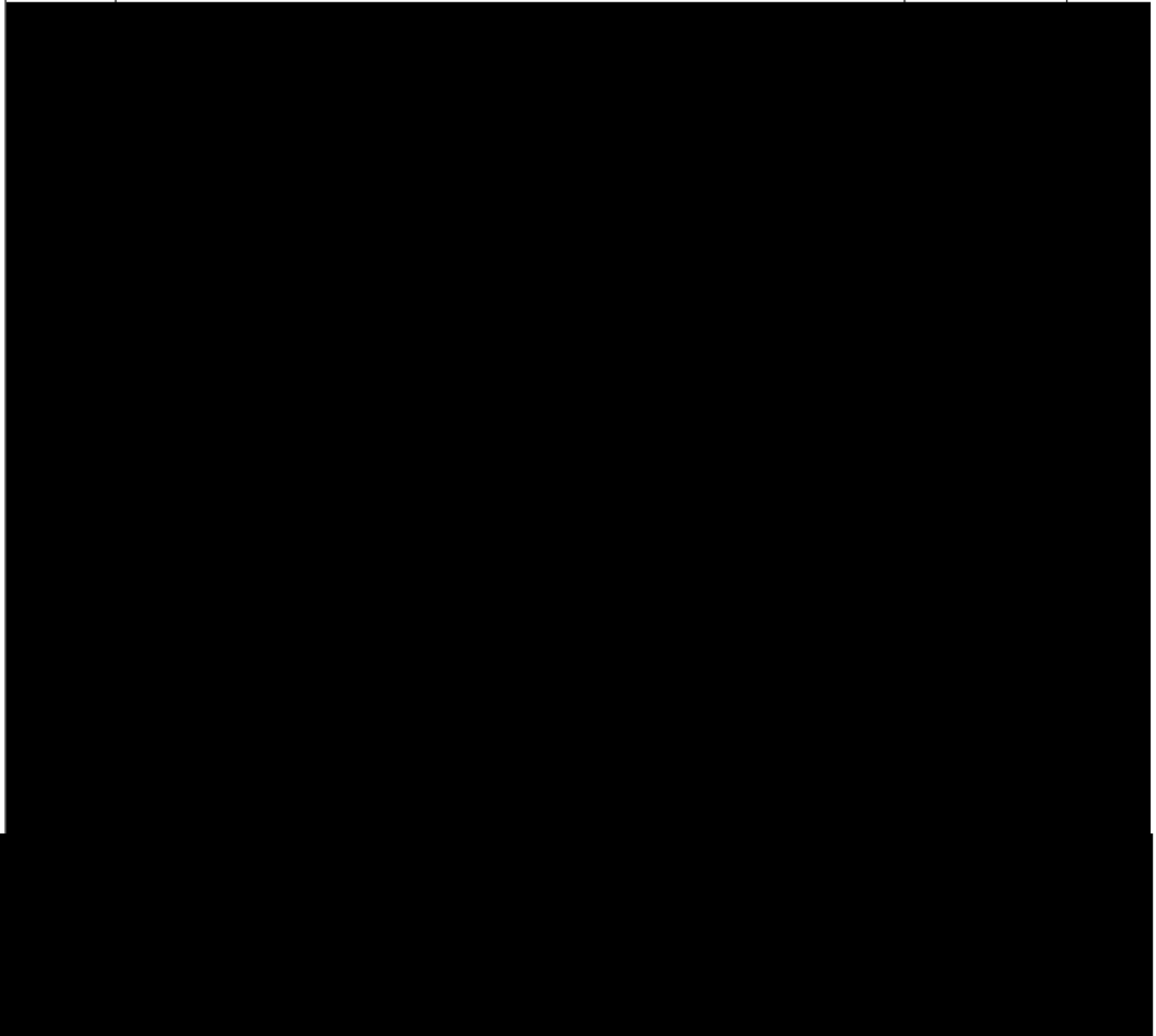
The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

**Each lot you apply for will be marked against the same criteria and questions below**

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

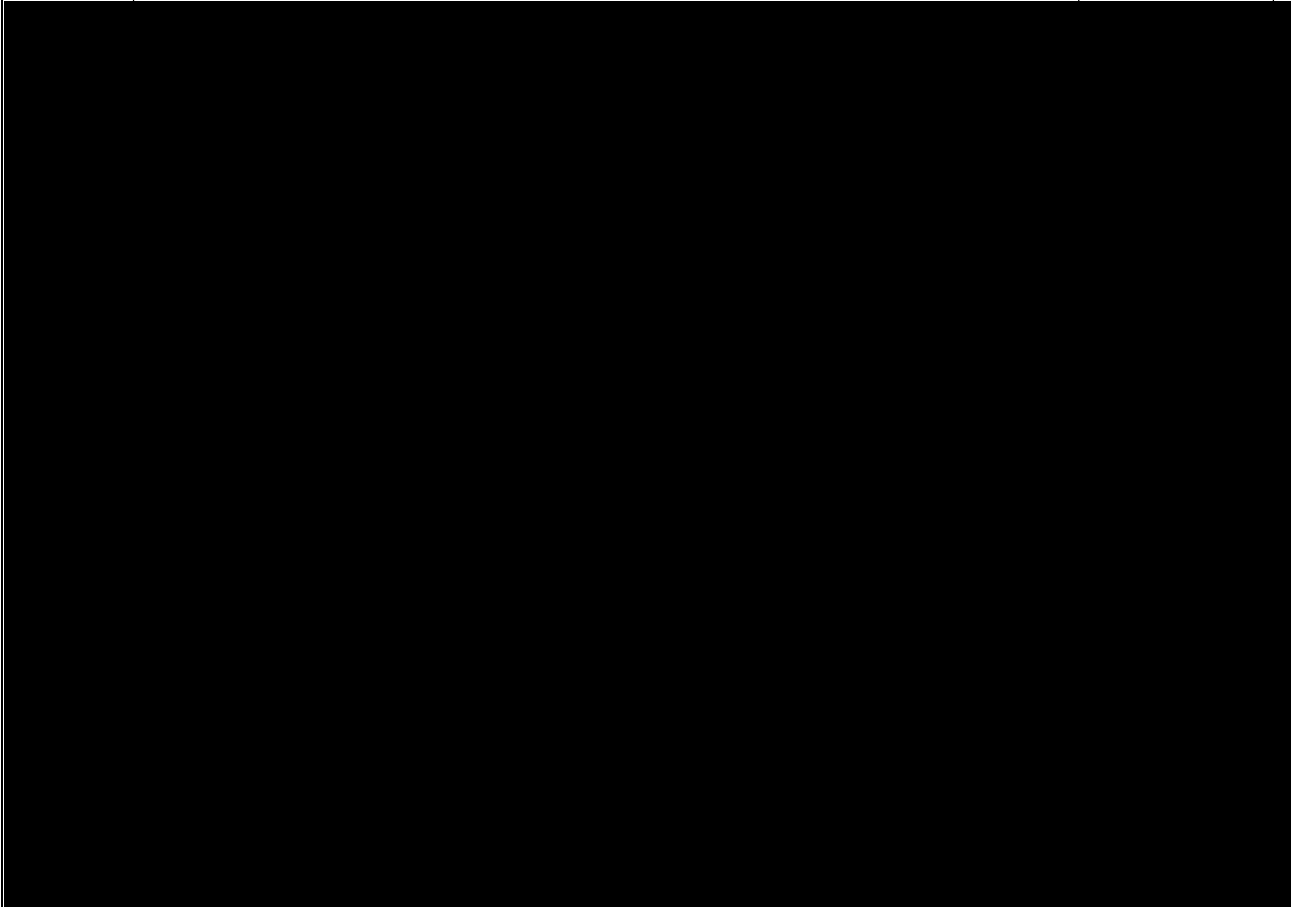
1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.	3 / 30 max marks



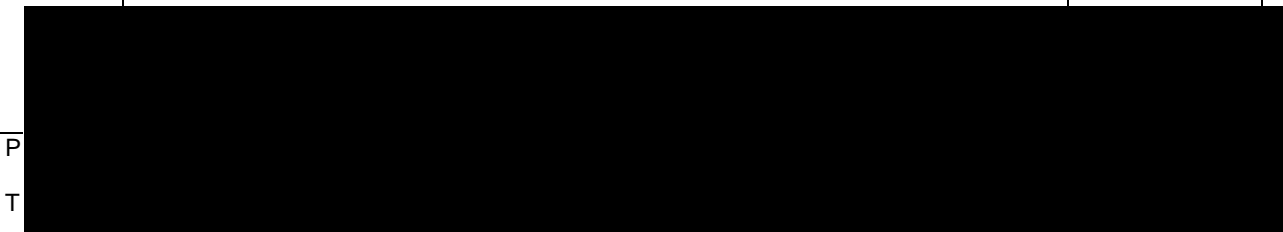
--	--	--

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

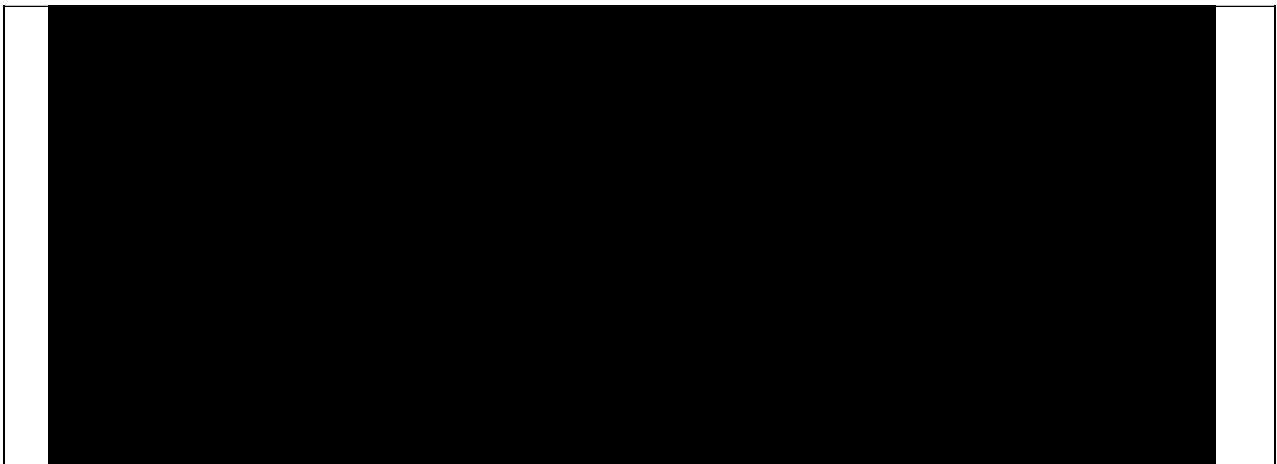
1.2	Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.	3 / 30 max marks
-----	--	------------------



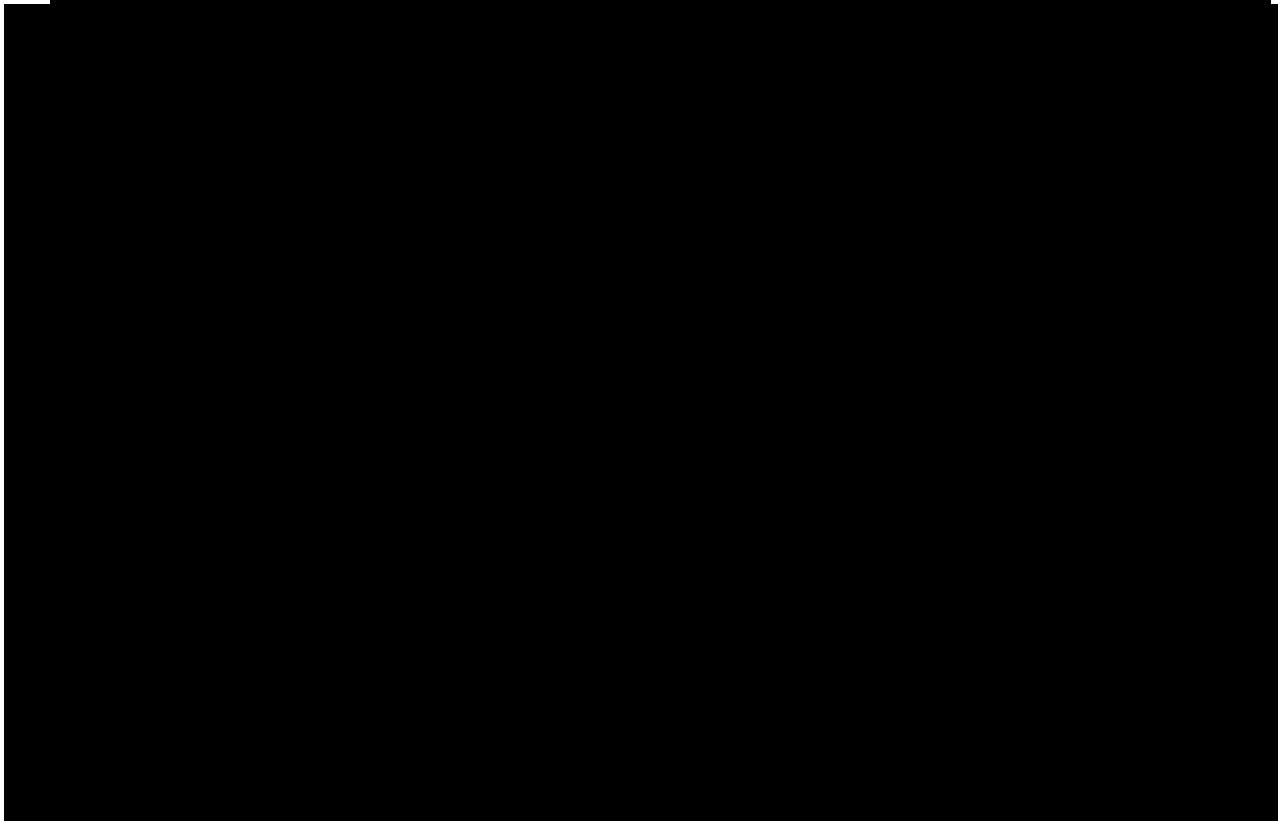
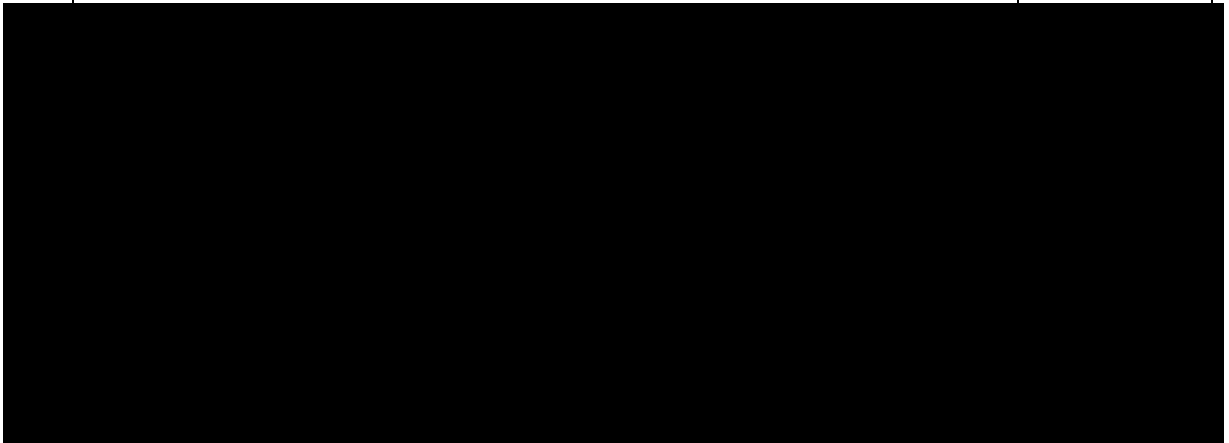
1.3	Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?	3 / 30 max marks
-----	--	------------------



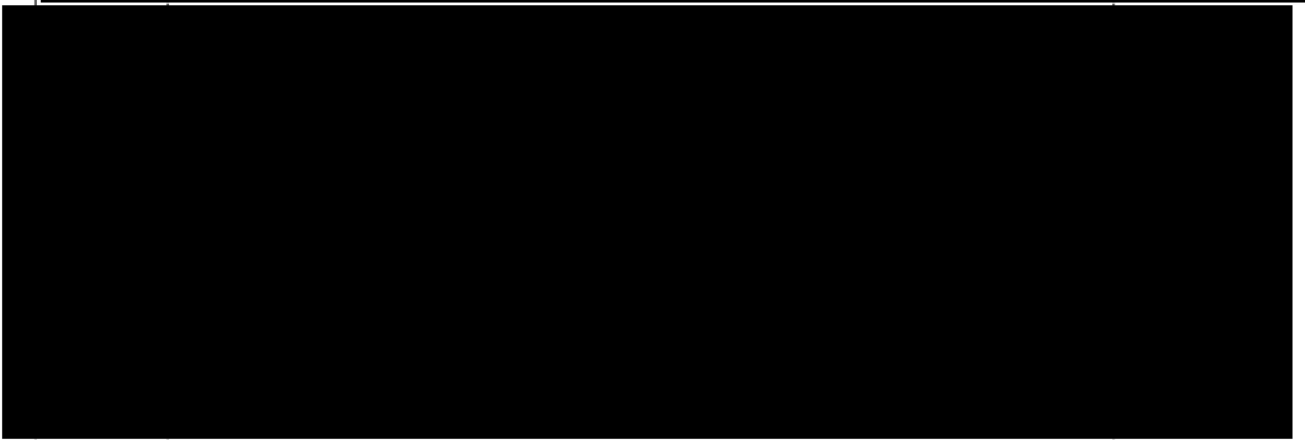
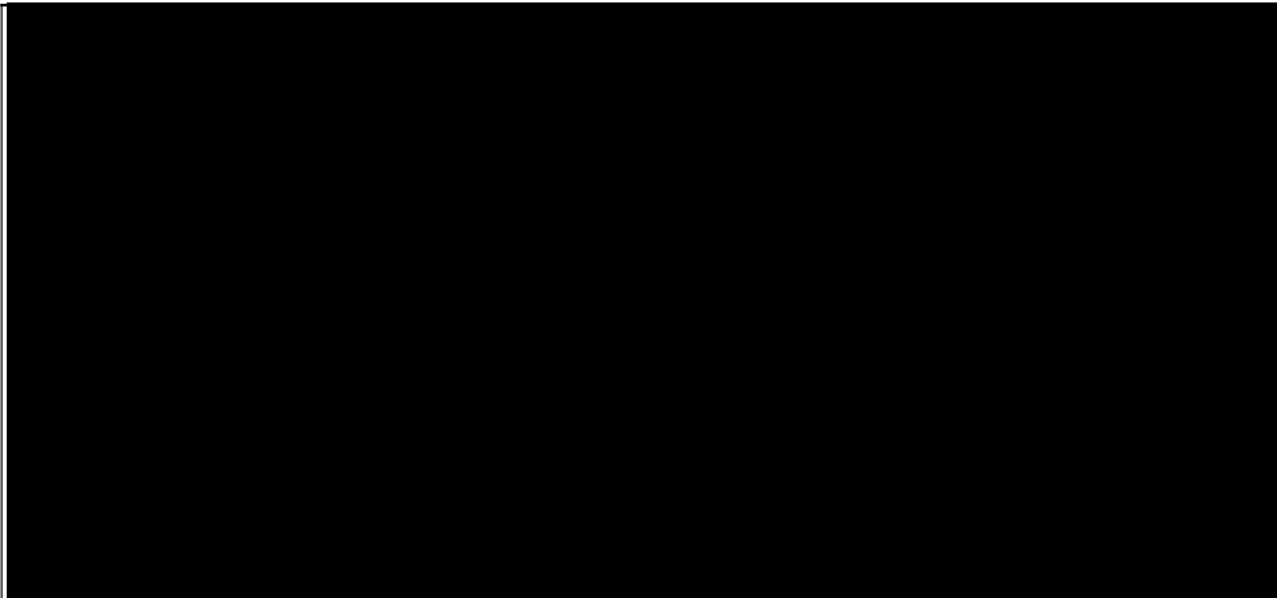




1.4	If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?	1 / 10 max marks
-----	--	------------------



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

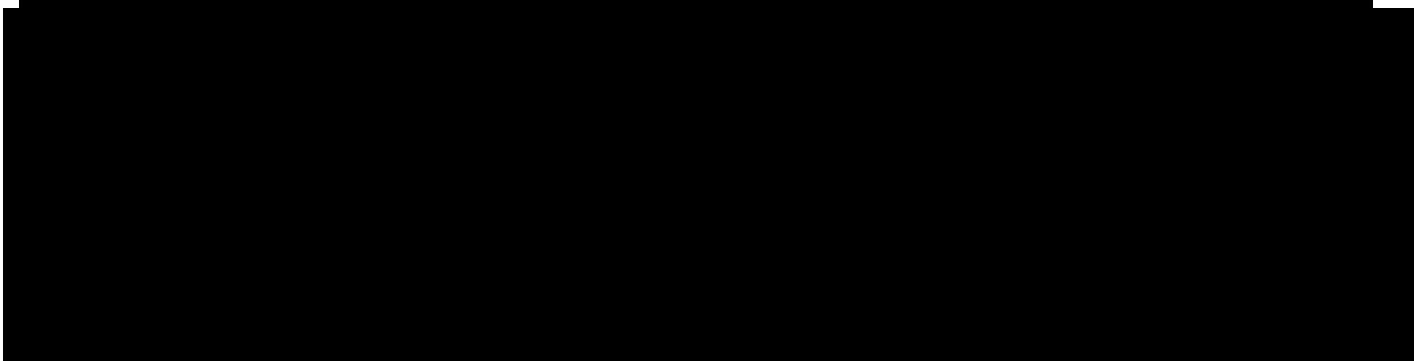
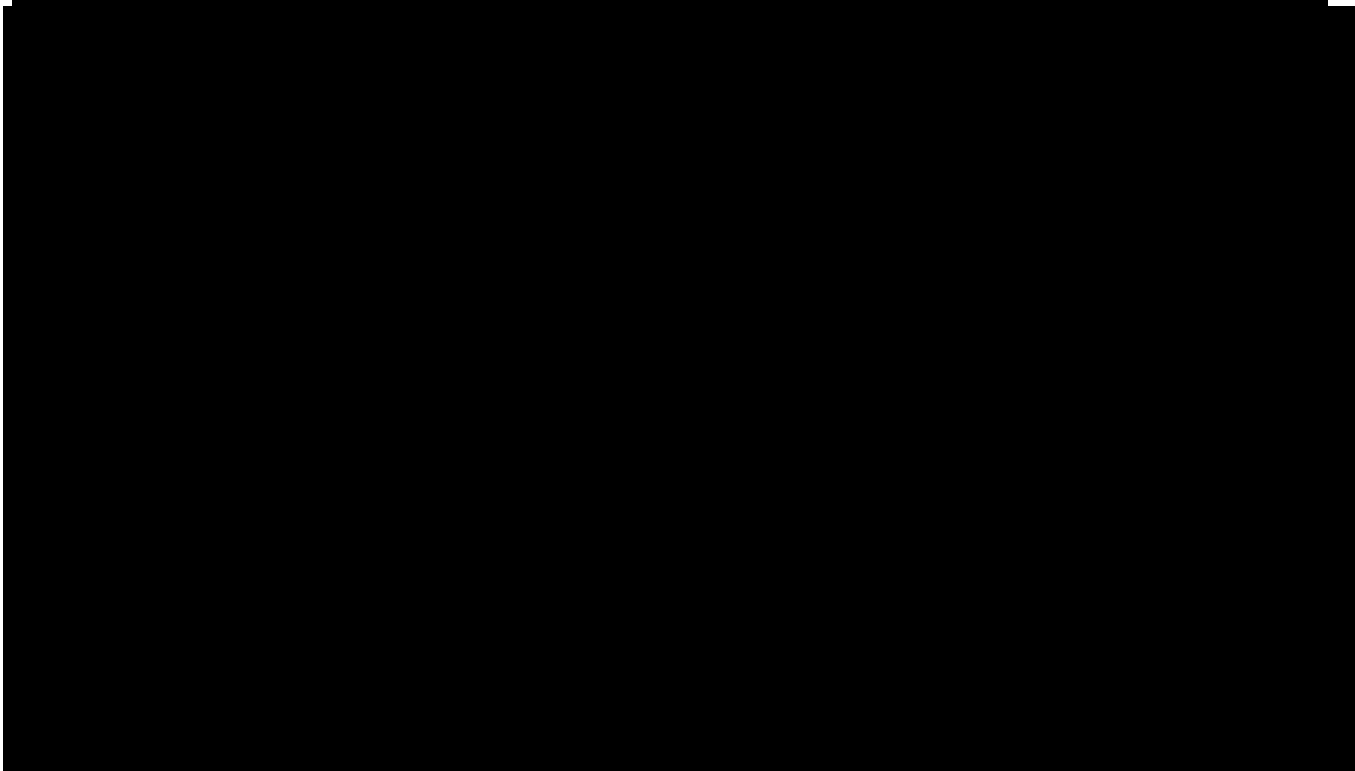
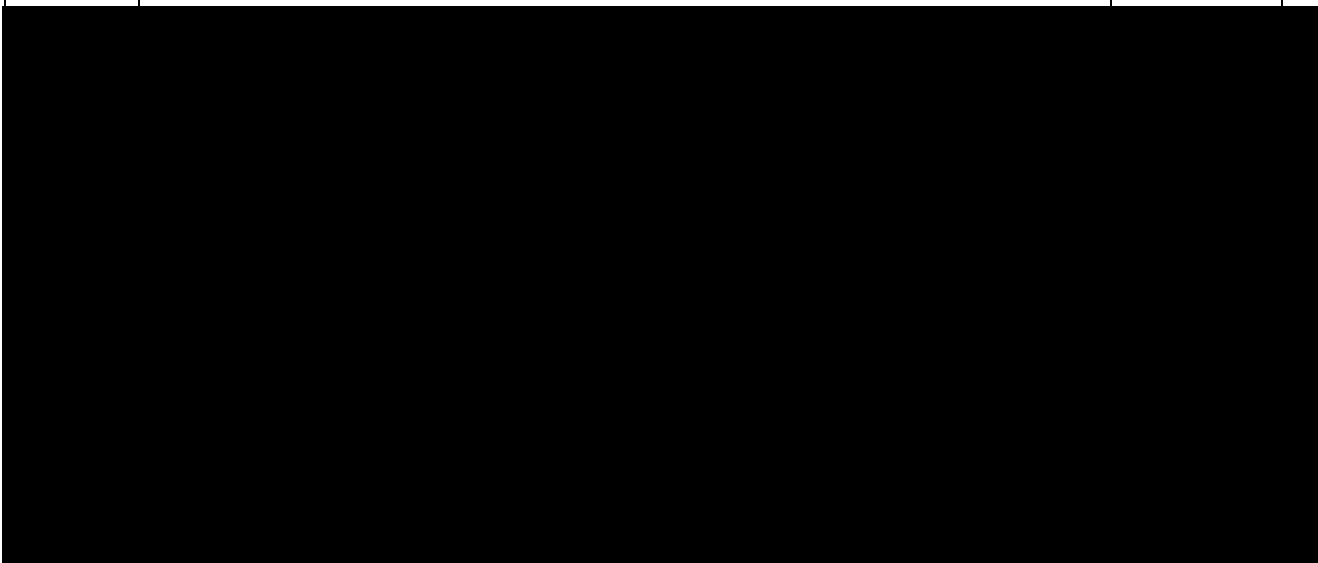


--	--	--

<b>2.</b>	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

2.1.1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:	5 / 50 max marks
-------	--	------------------

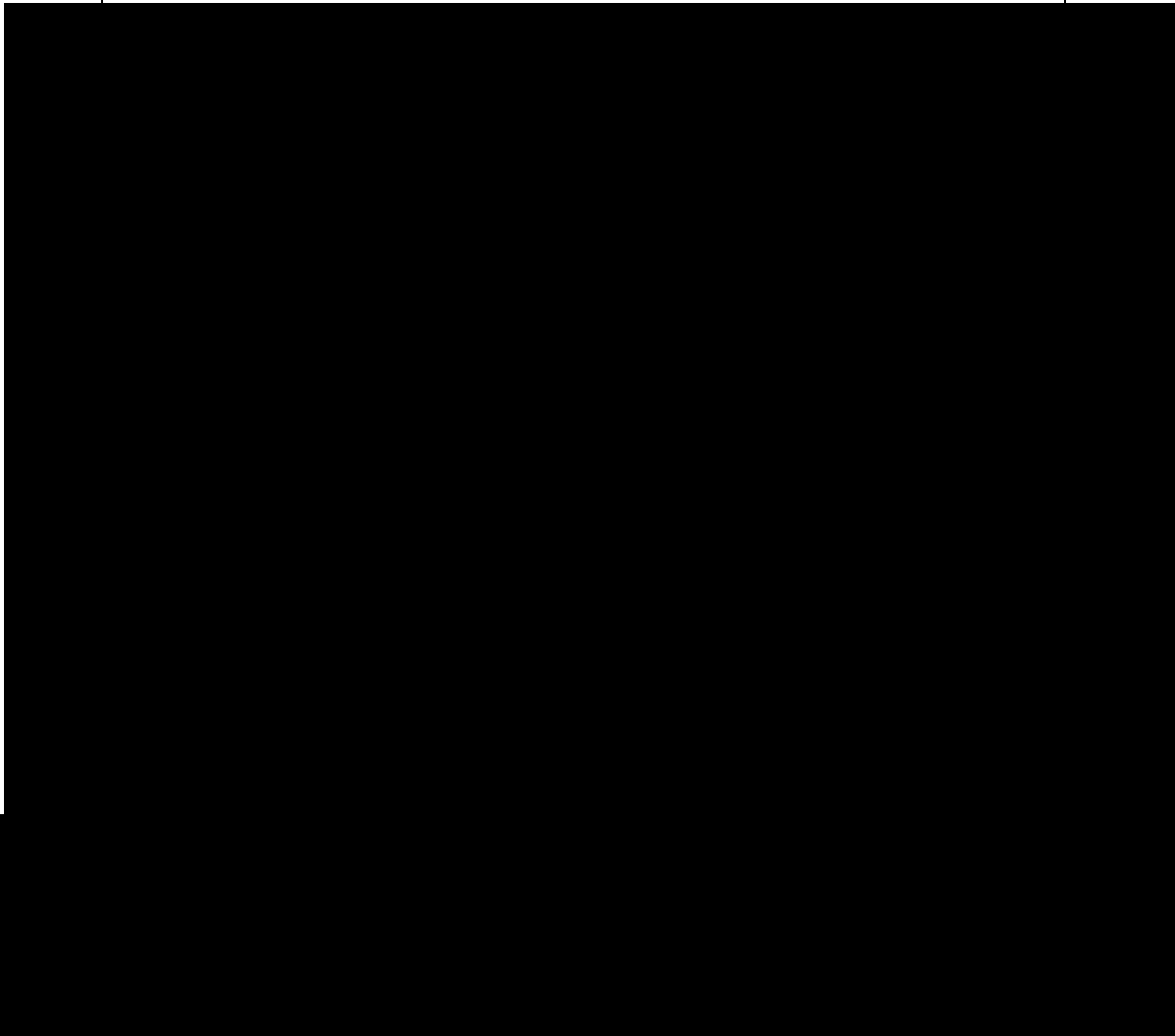


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

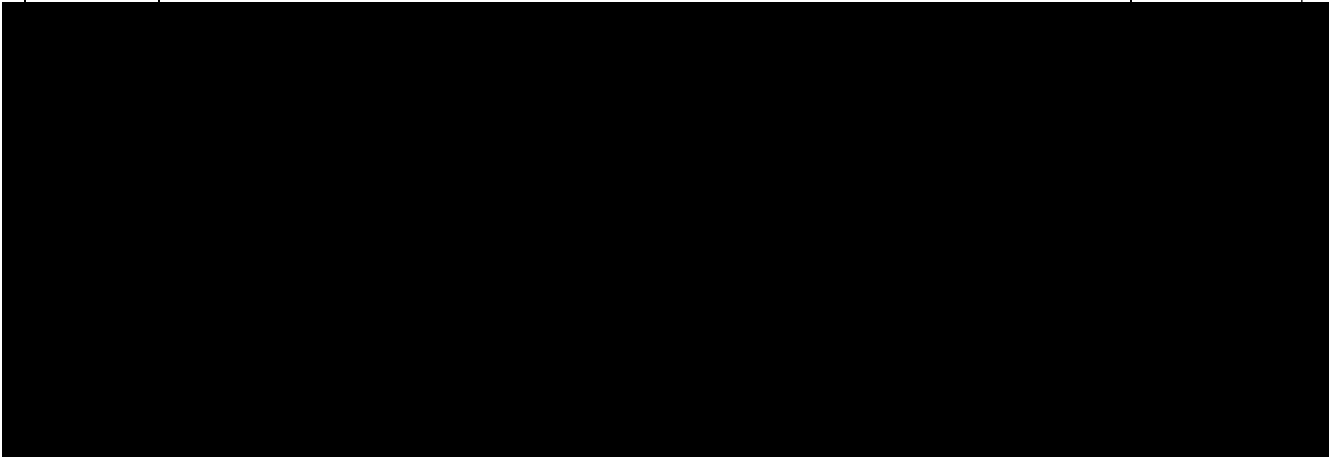
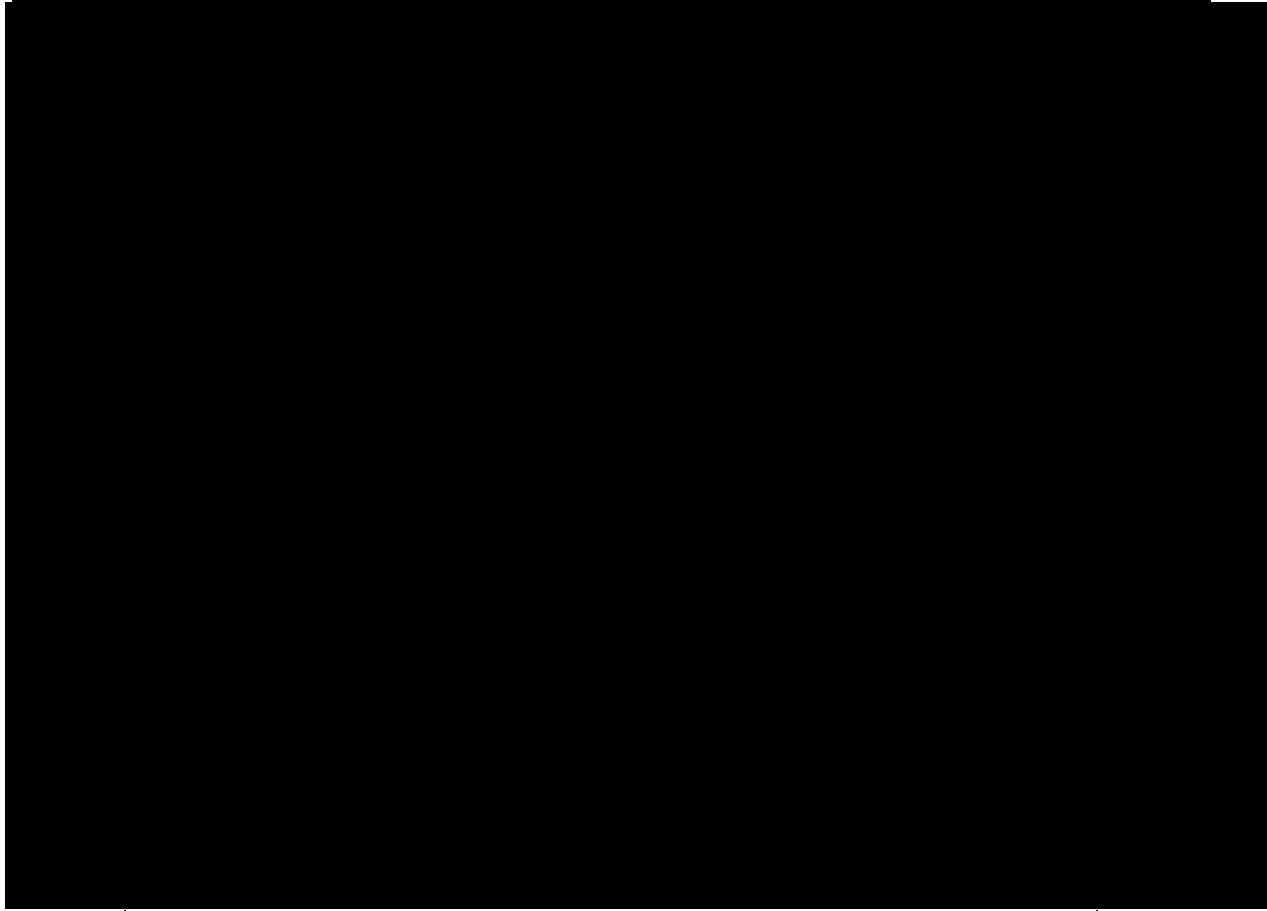
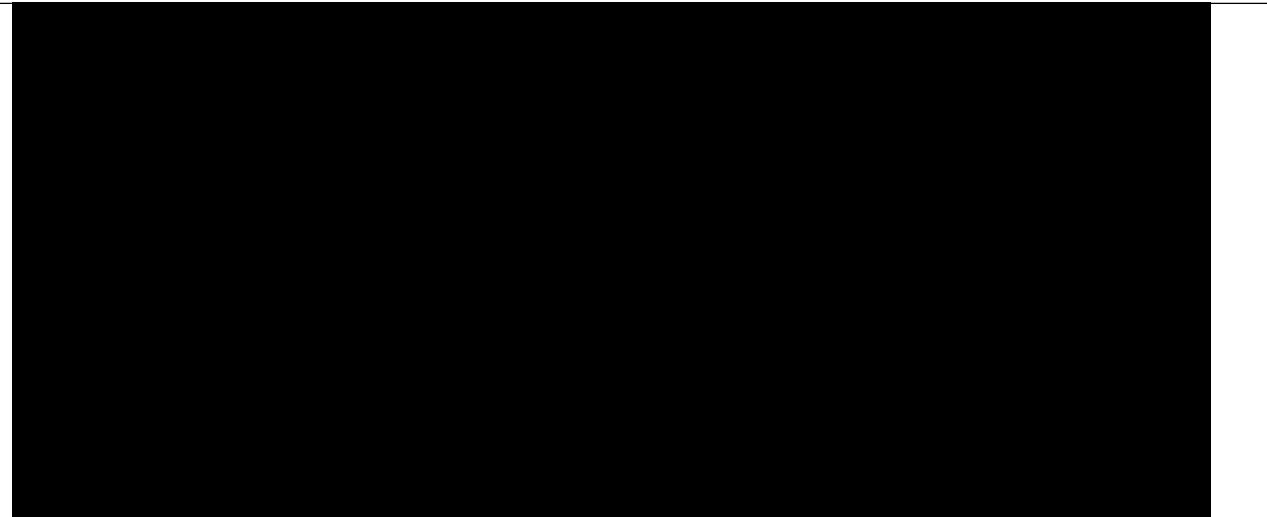
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



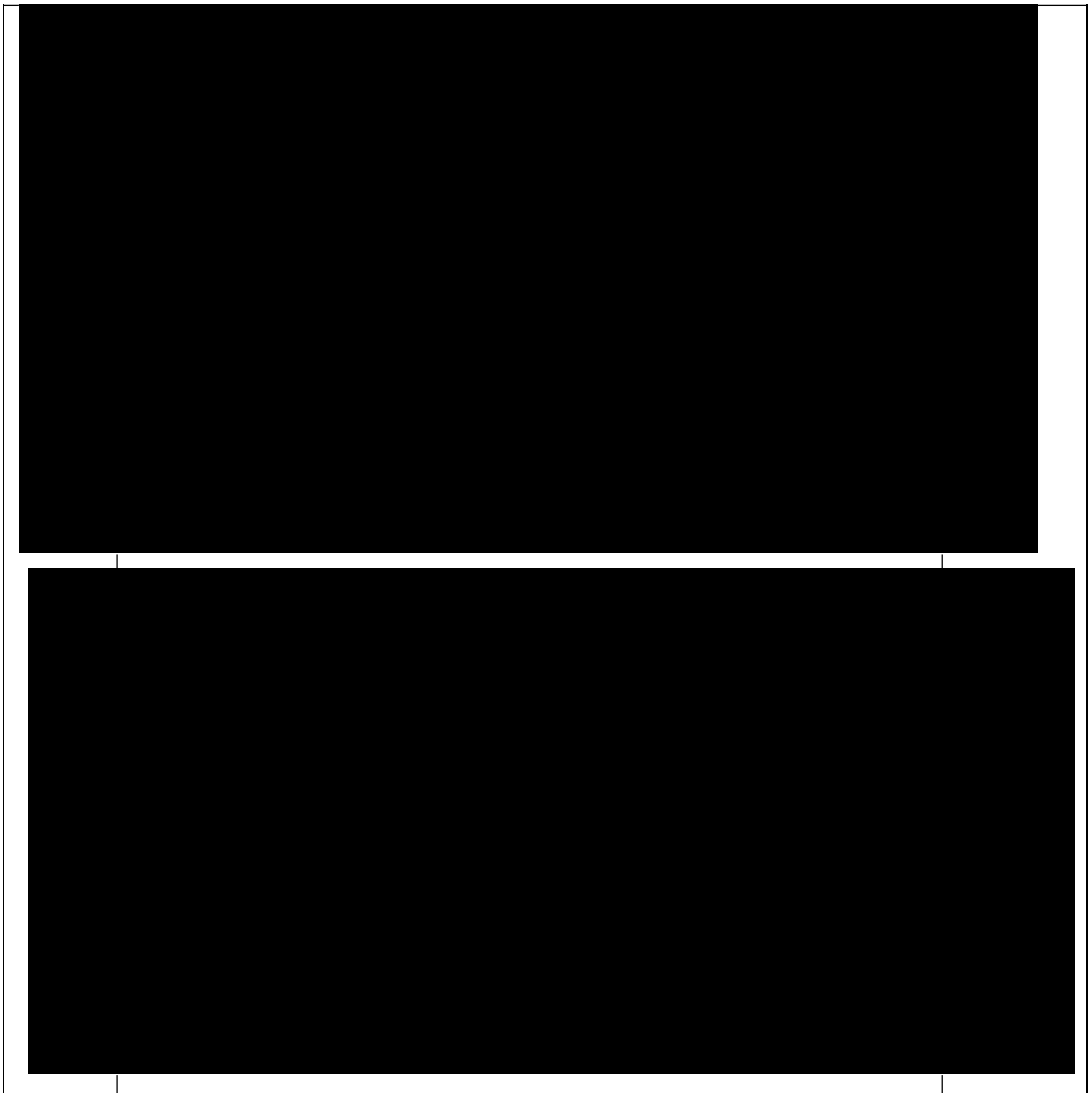
2.1.2	Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).	1 / 10 max marks
-------	---	------------------



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

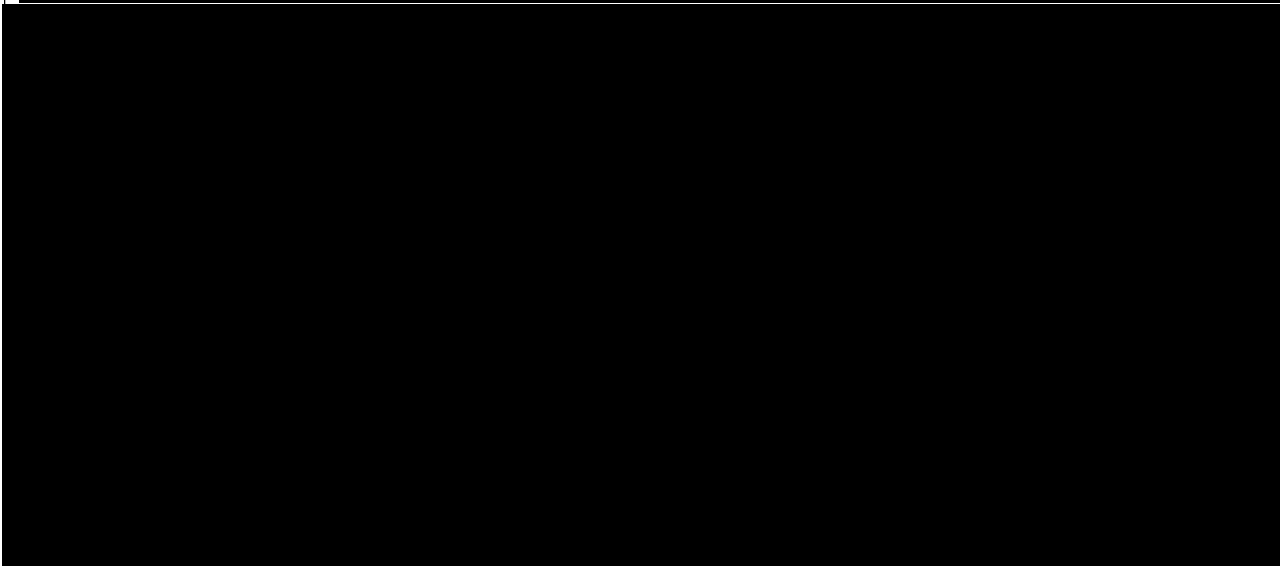
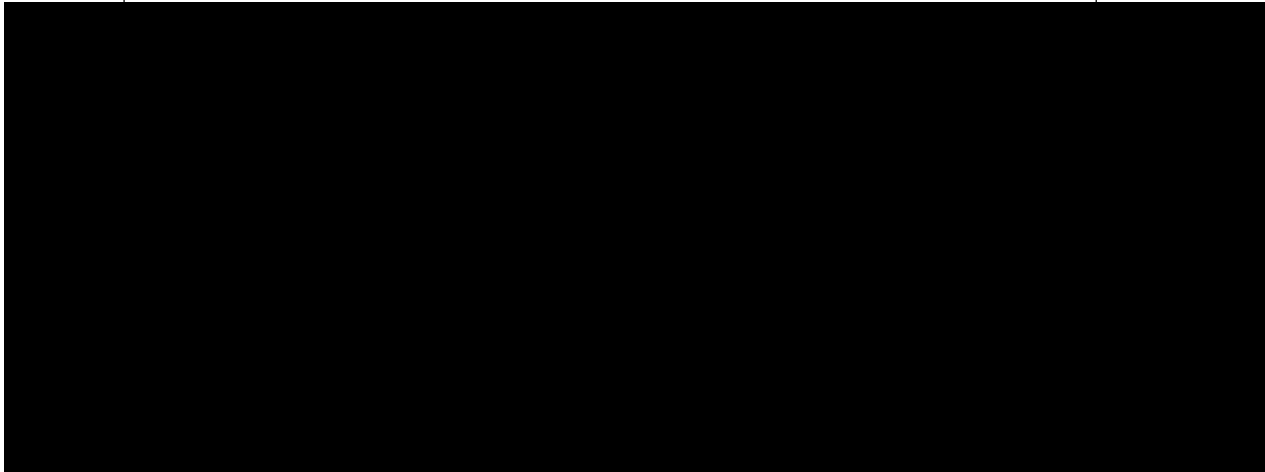


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

2.1.3	Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.	4 / 40 max marks
-------	--	------------------



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



<b>2.2</b>	<b>Delivery</b>	<b>Weighting and Max Marks</b>
2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks

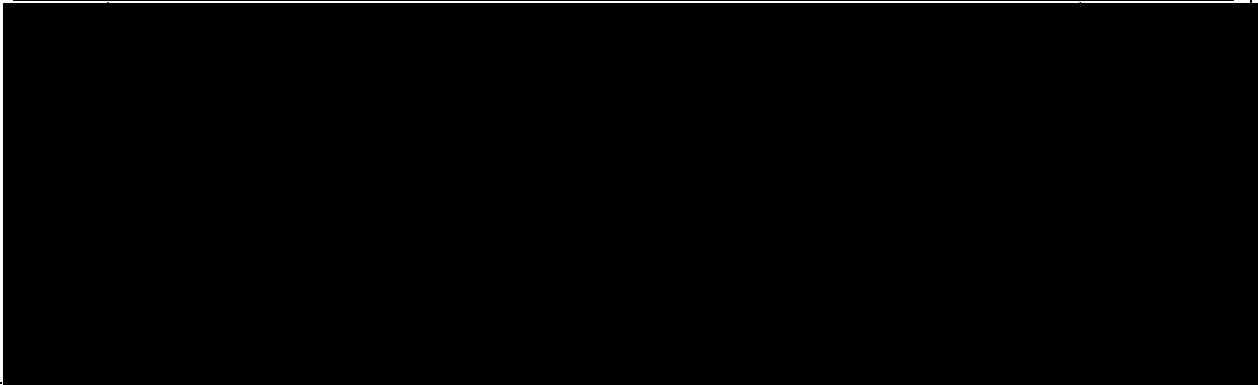
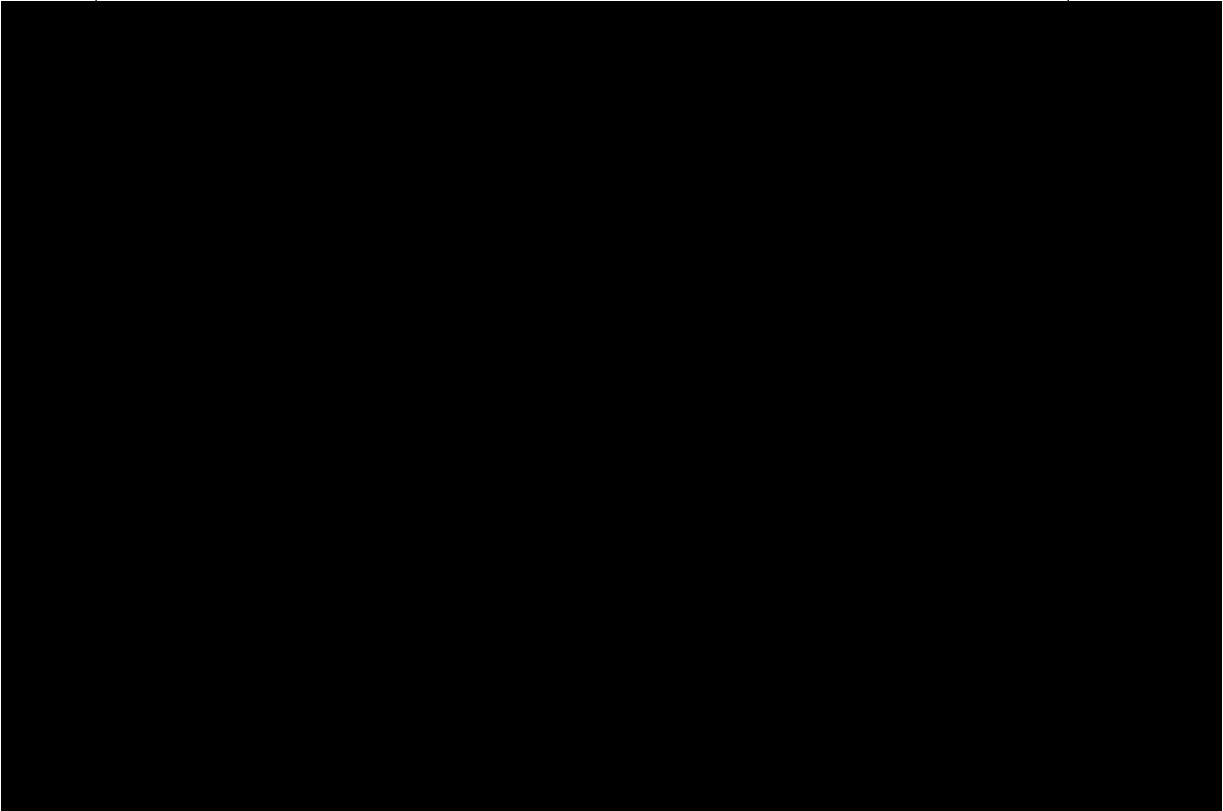
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

2.2.2	How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?	4 / 40 max marks
2.2.3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks

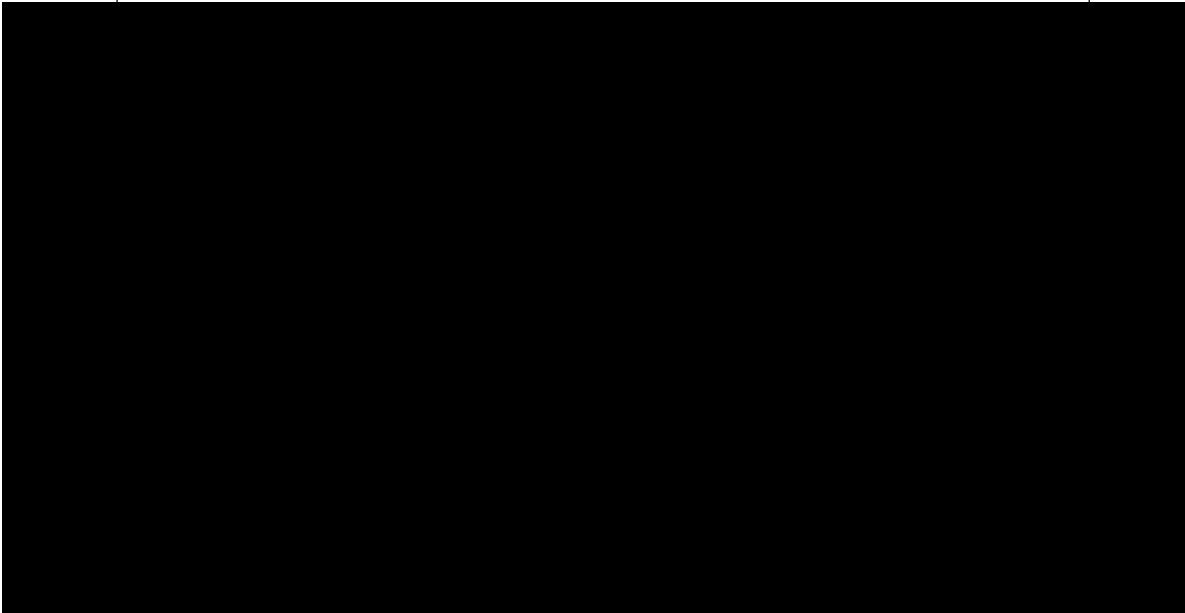
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

2.3	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

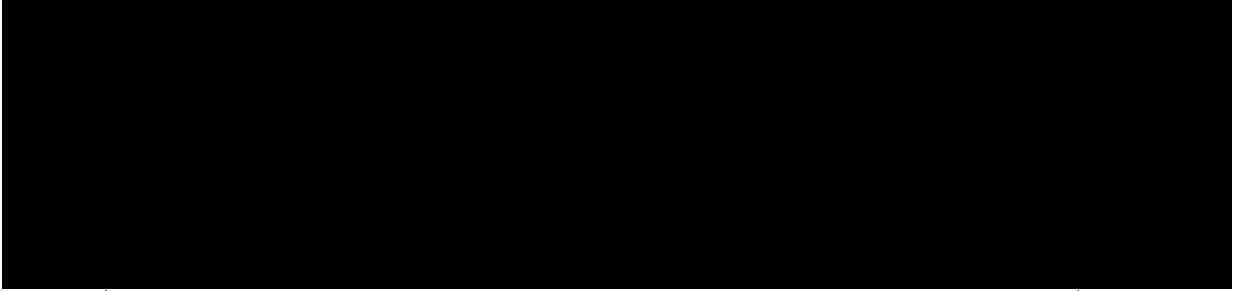
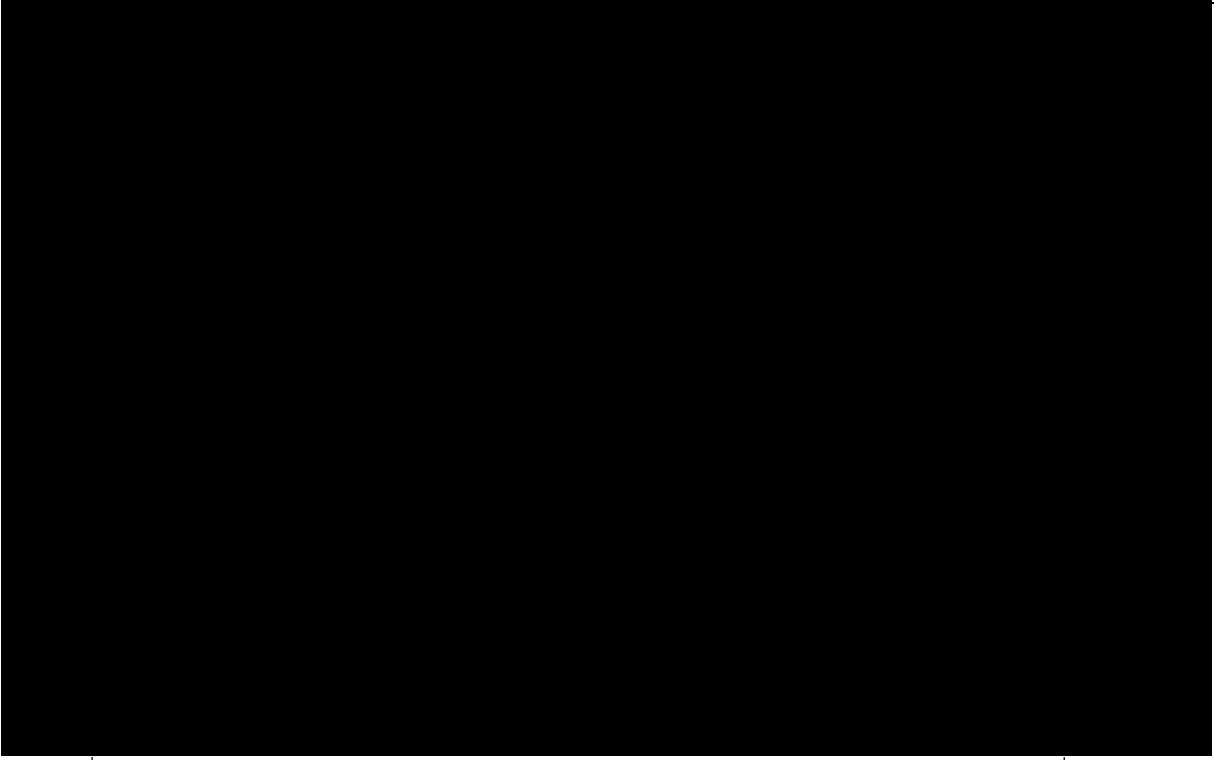


PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max marks

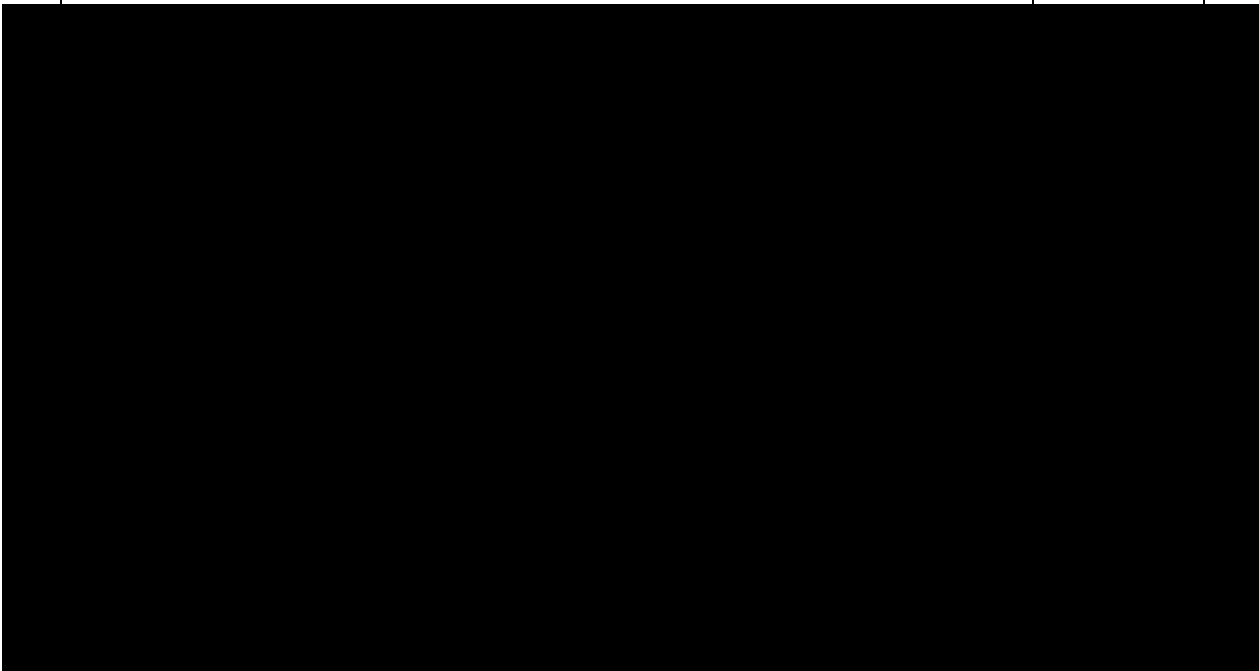
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



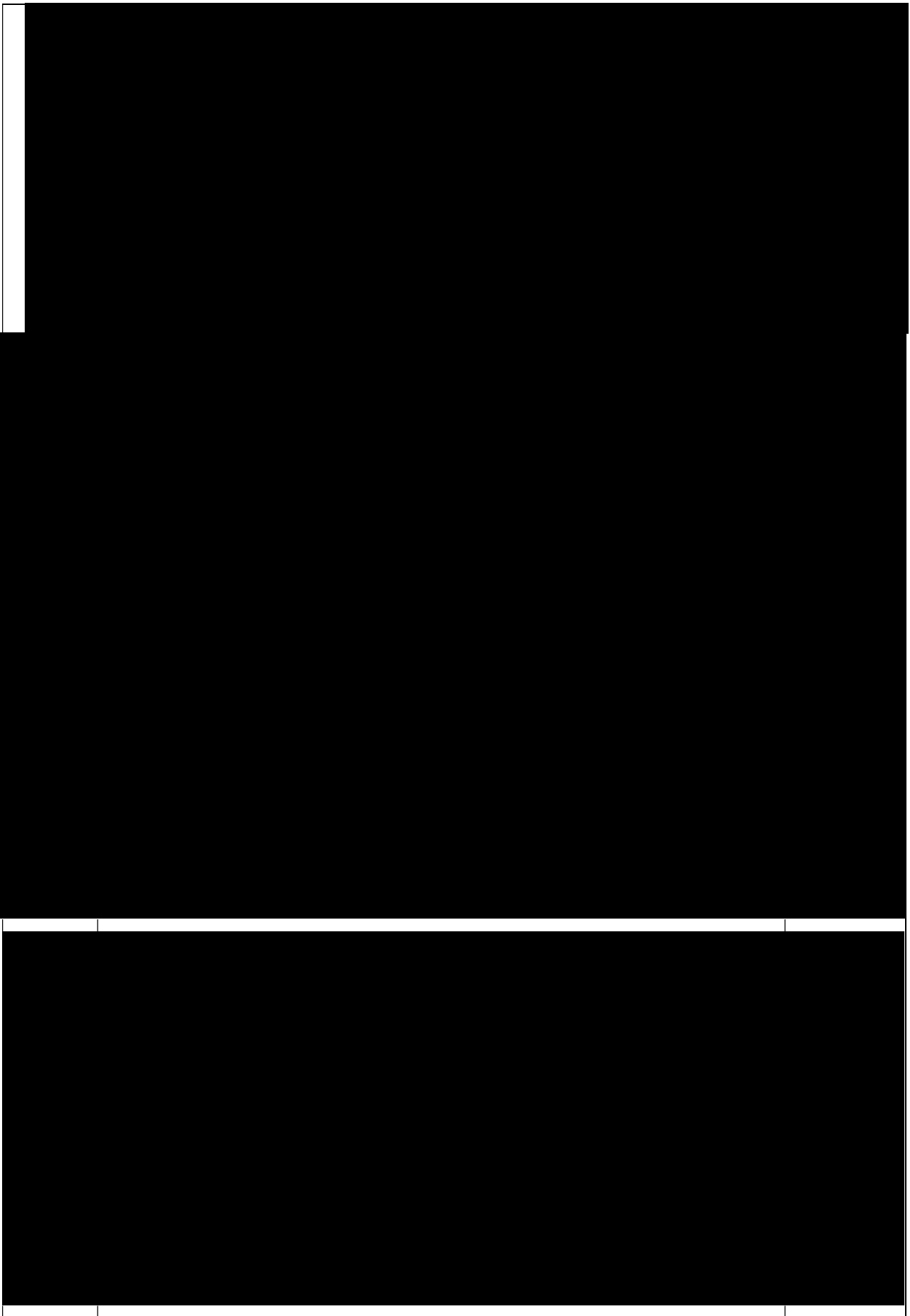
2.3.3

How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc.  
Please also include details of your relationship with the AAO(s).

3 / 30 max marks



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

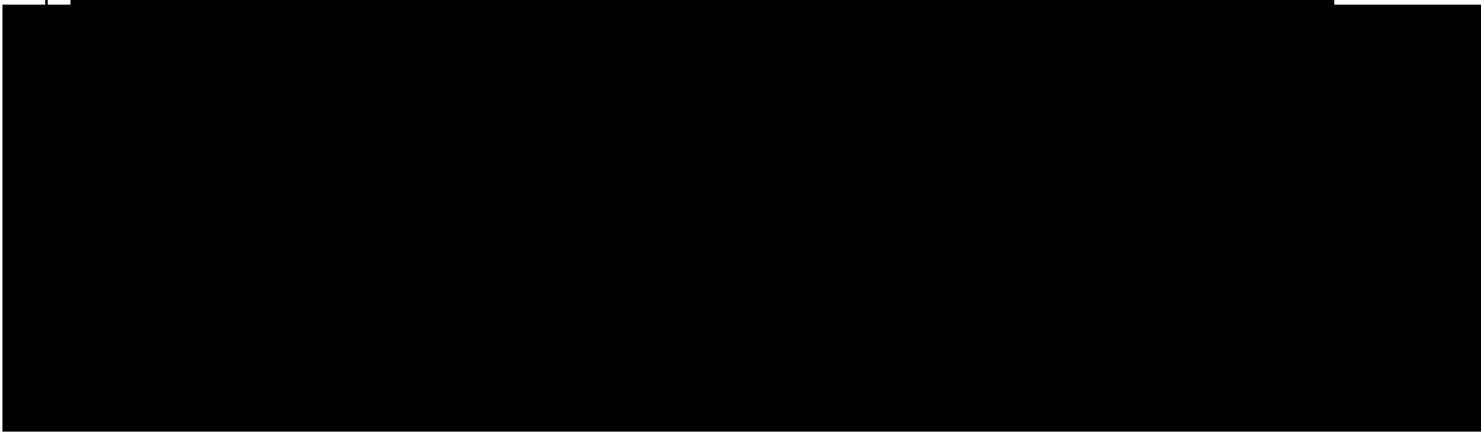
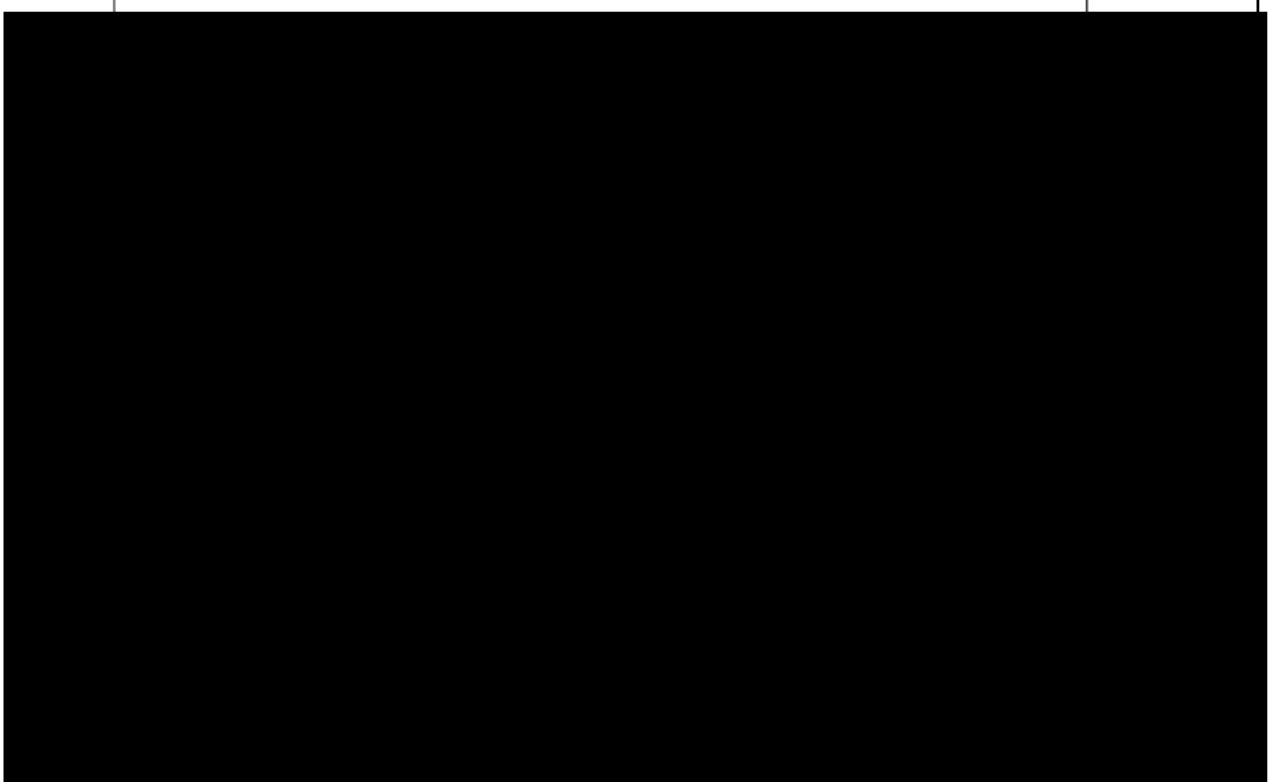
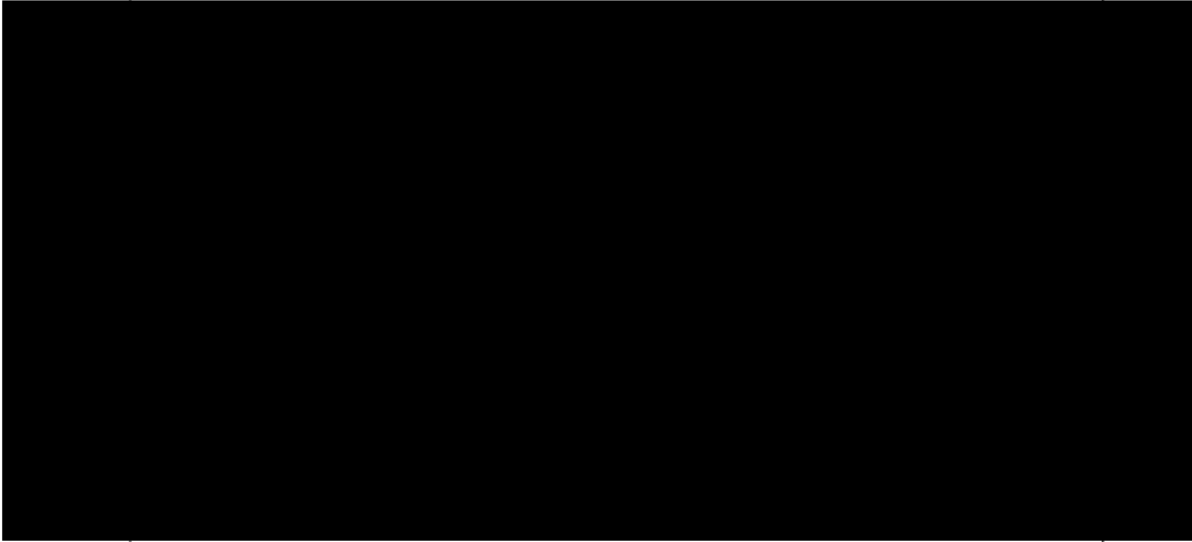
2.3.4	How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?  Please provide examples of where this has been successful.	2.5 / 25 max marks
		

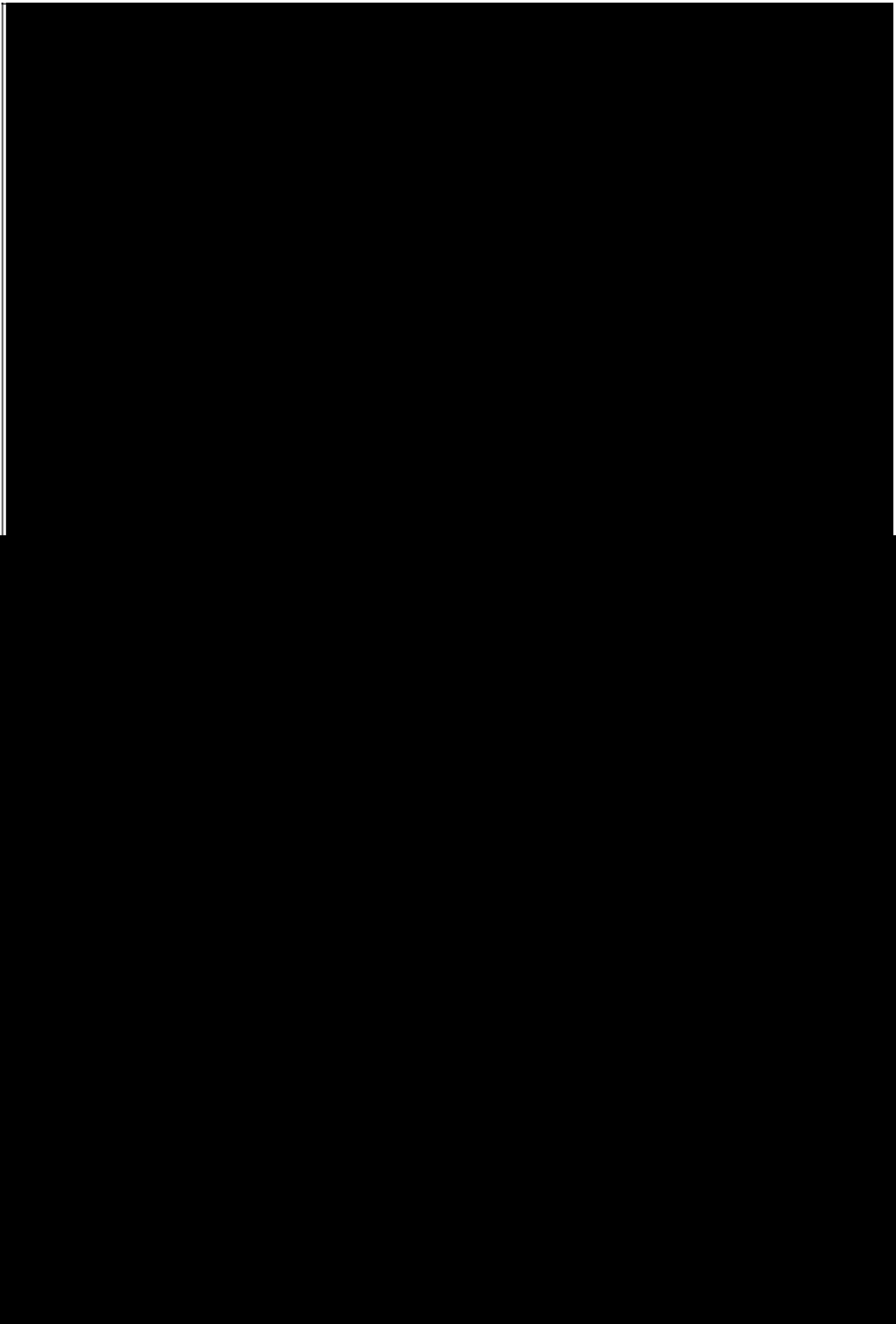
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



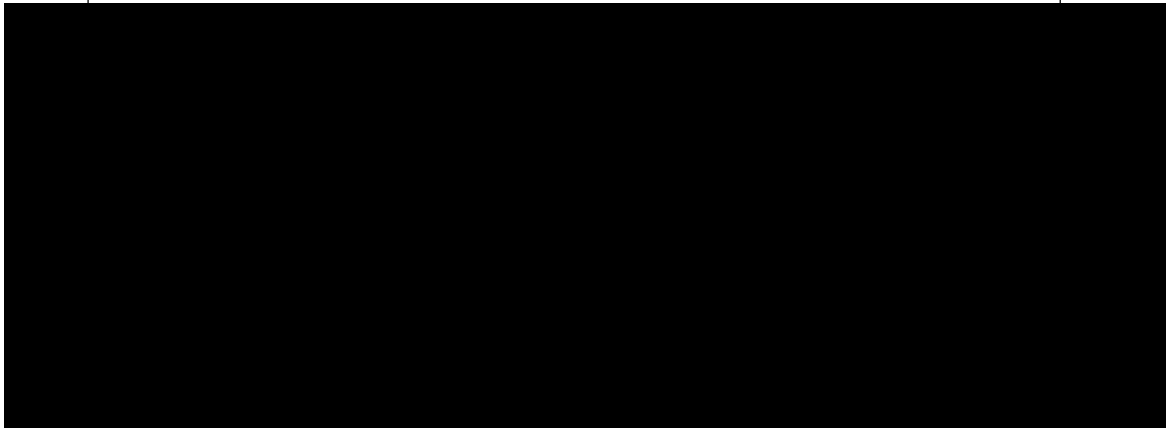
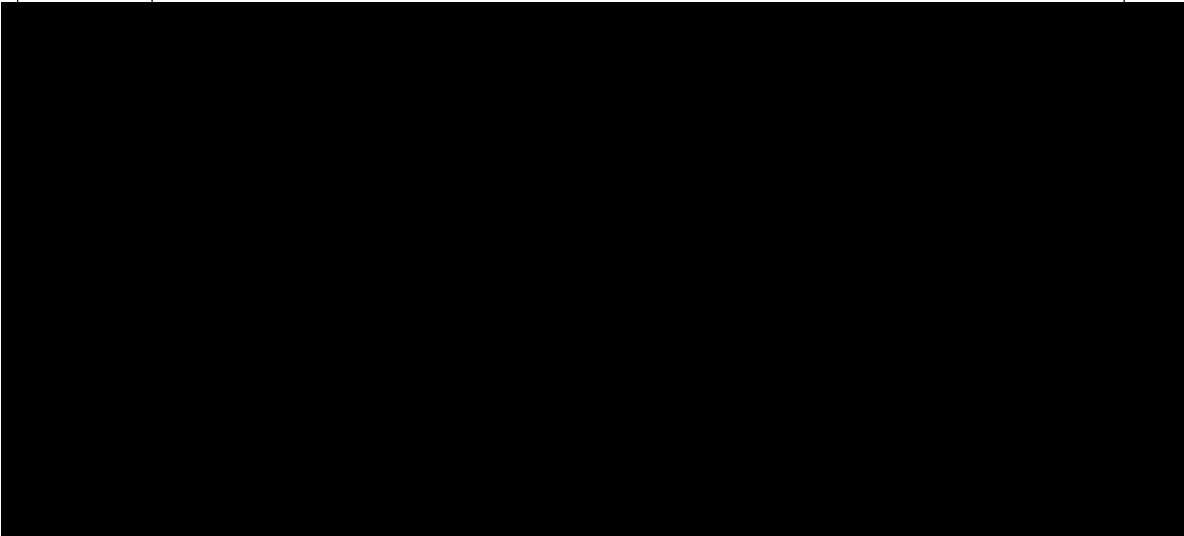
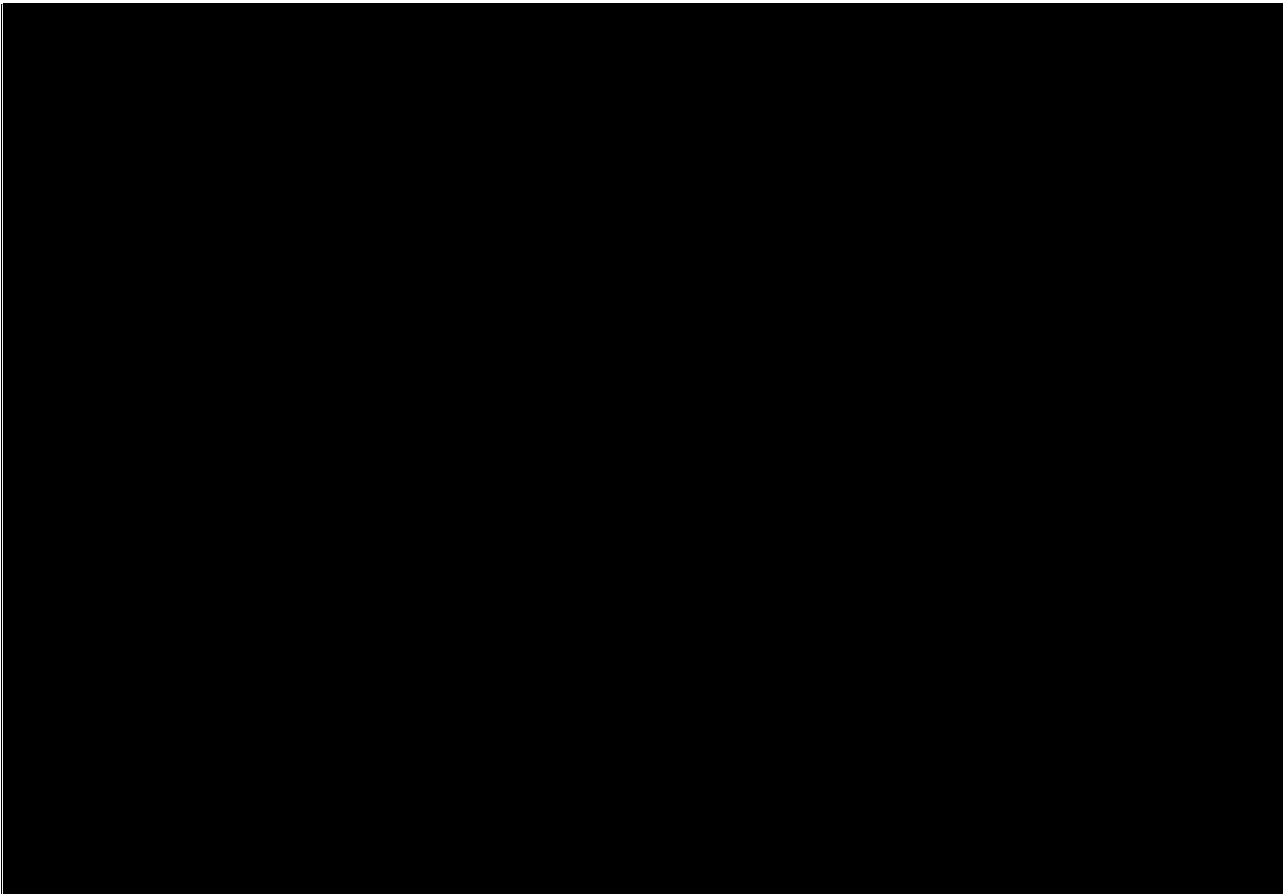
2.4	Development of Apprenticeships in Shropshire	Weighting and Max Marks
-----	--	-------------------------

2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p>	2.5 / 25 max marks
-------	---	--------------------

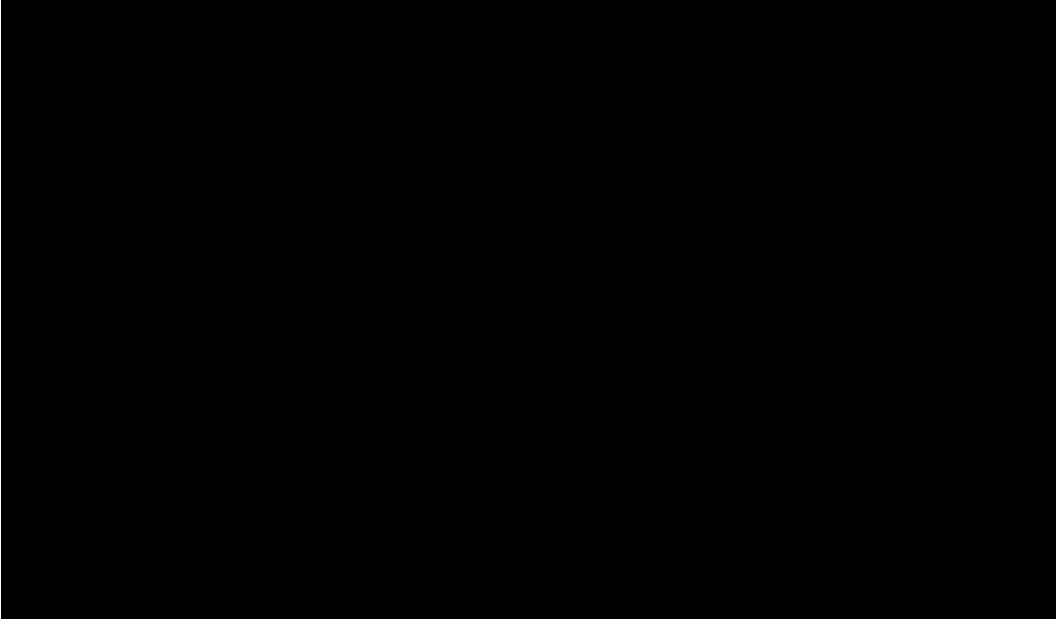
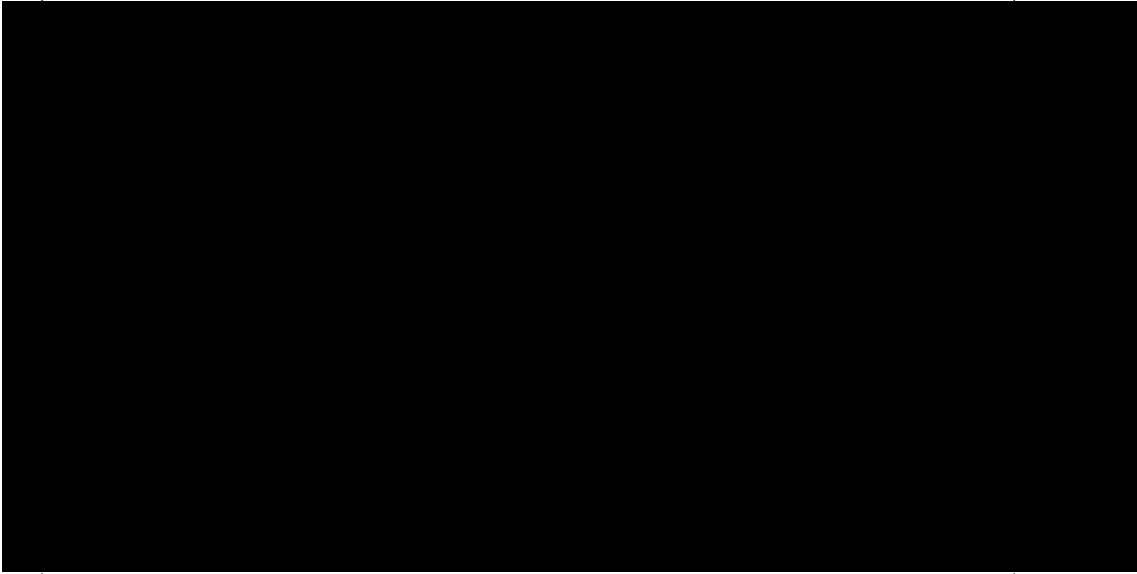
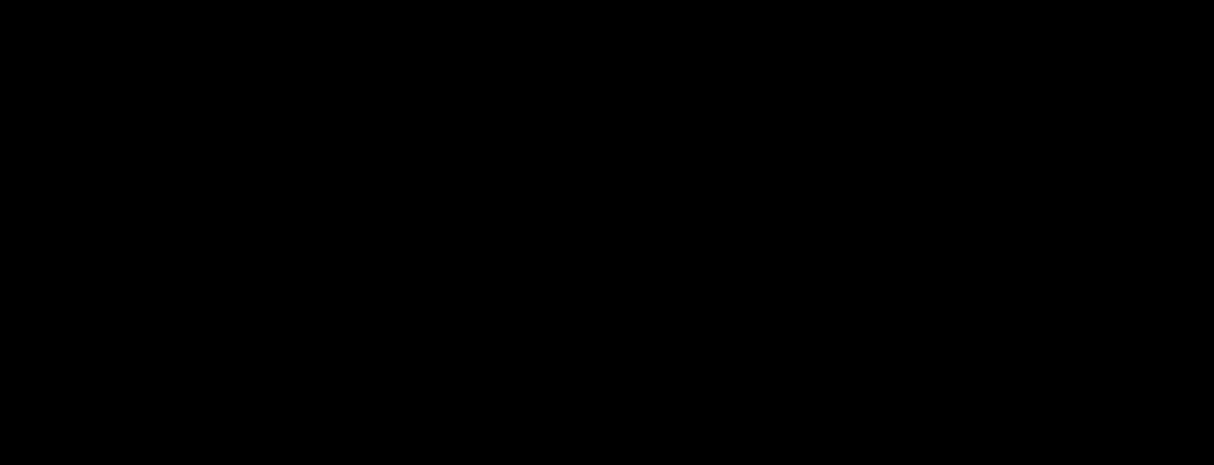




PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: PM Training



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

2.4.2	<p>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</p> <p>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.</p>	1.25 / 12.5 max marks
		
		
		


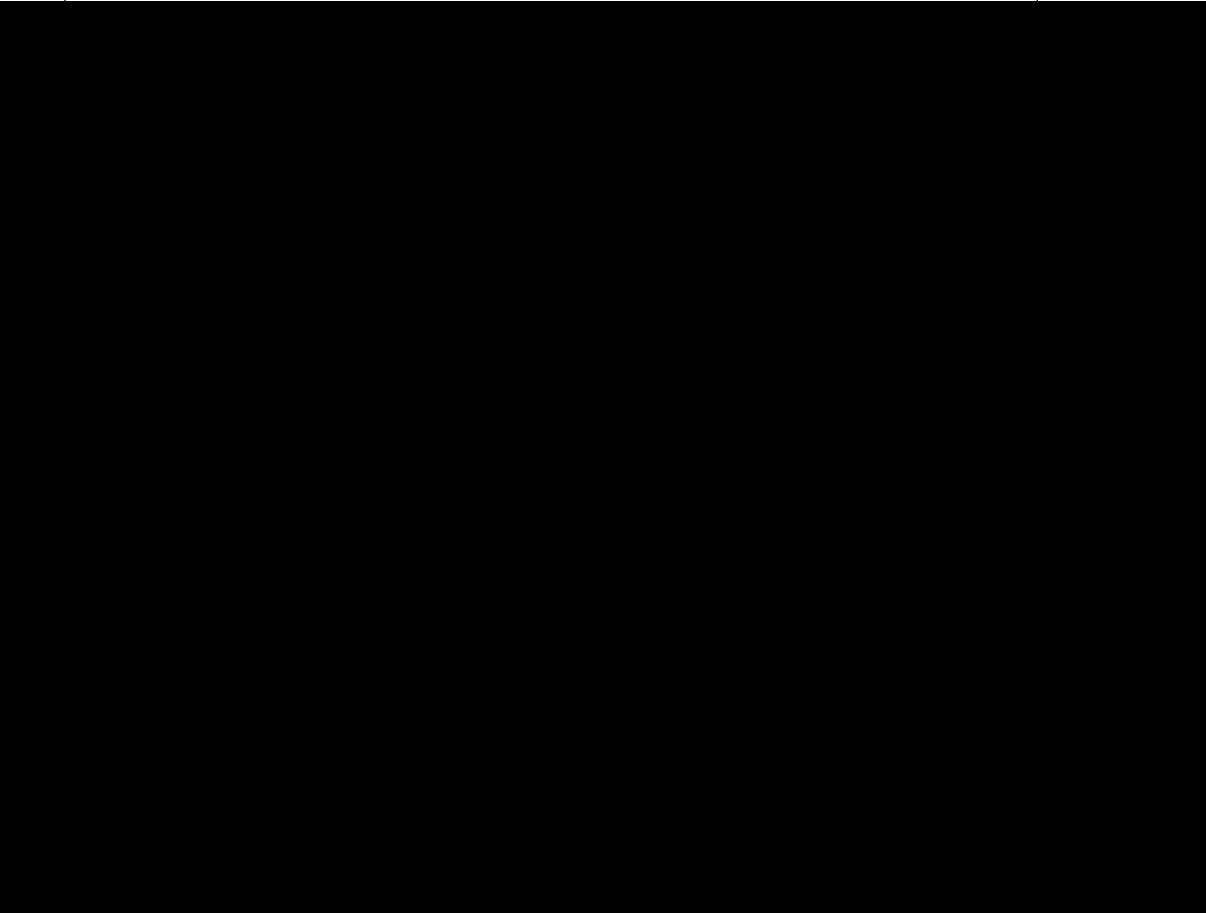
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

2.4.3	<p>How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire? Please provide examples of organisations where you have previously done successfully (if applicable)</p>	0.5 / 5 max marks

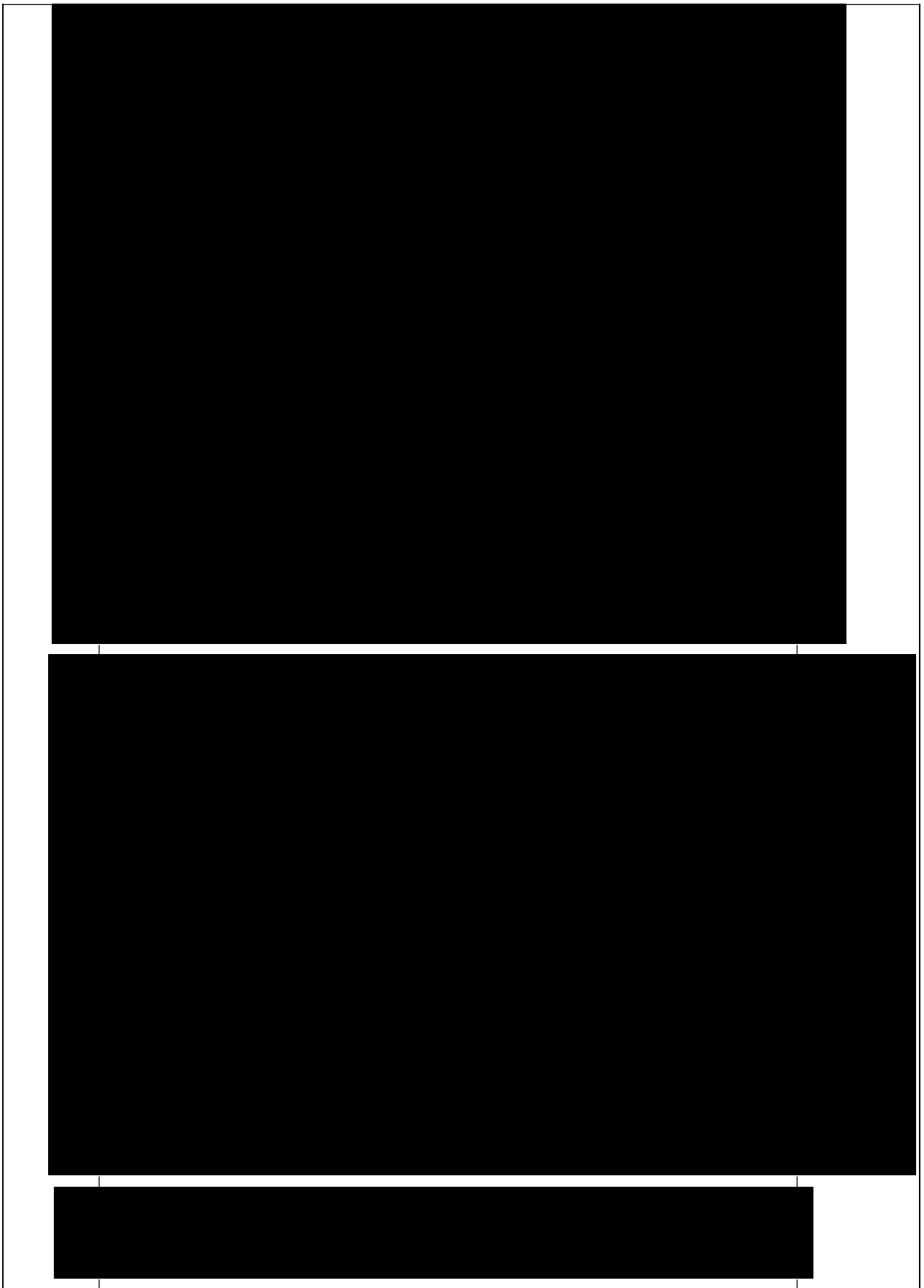
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

2.4.4	How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?	0.75 / 7.5 max marks
2.5	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>

PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**

2.5.1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p> 	1.5 / 15 max marks
2.5.2	<p>What action do you take, as an organisation, to make any improvements against your KPI performance?</p> 	1.5 / 15 max

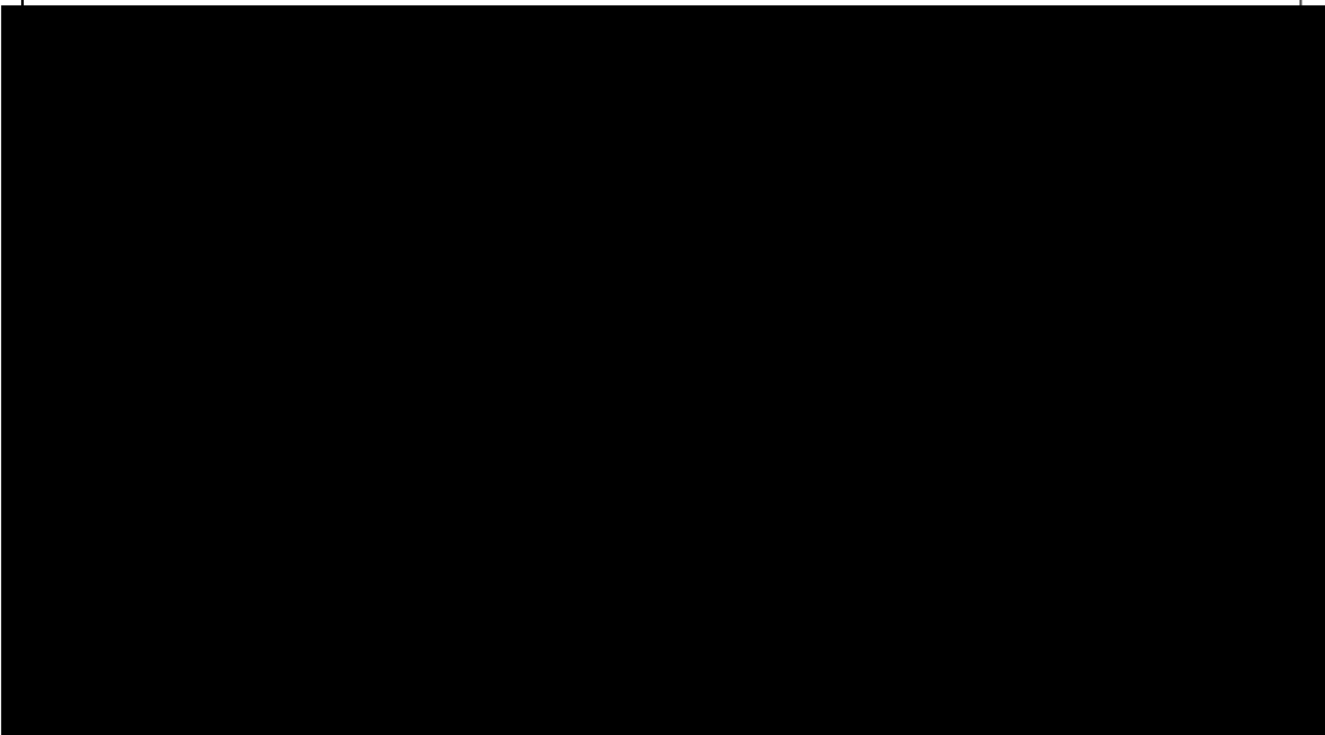
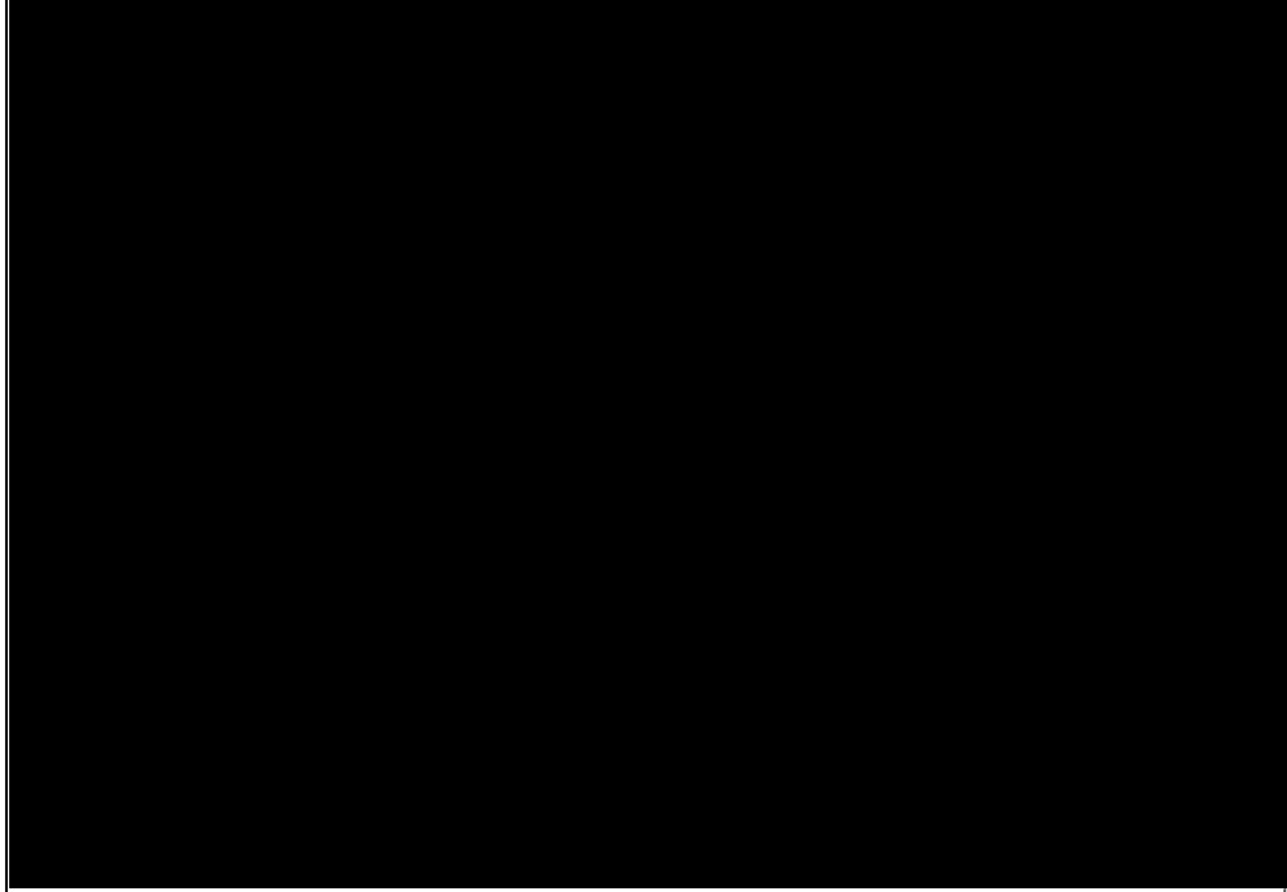
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



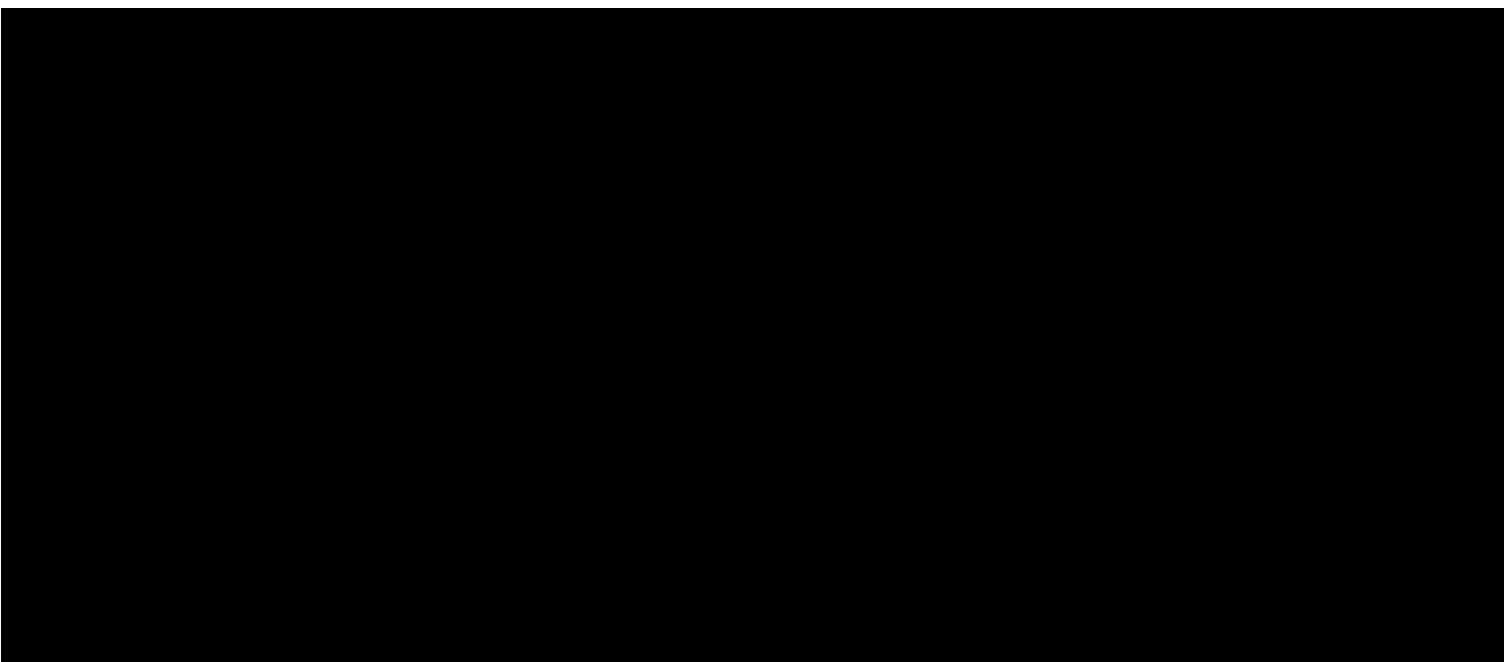
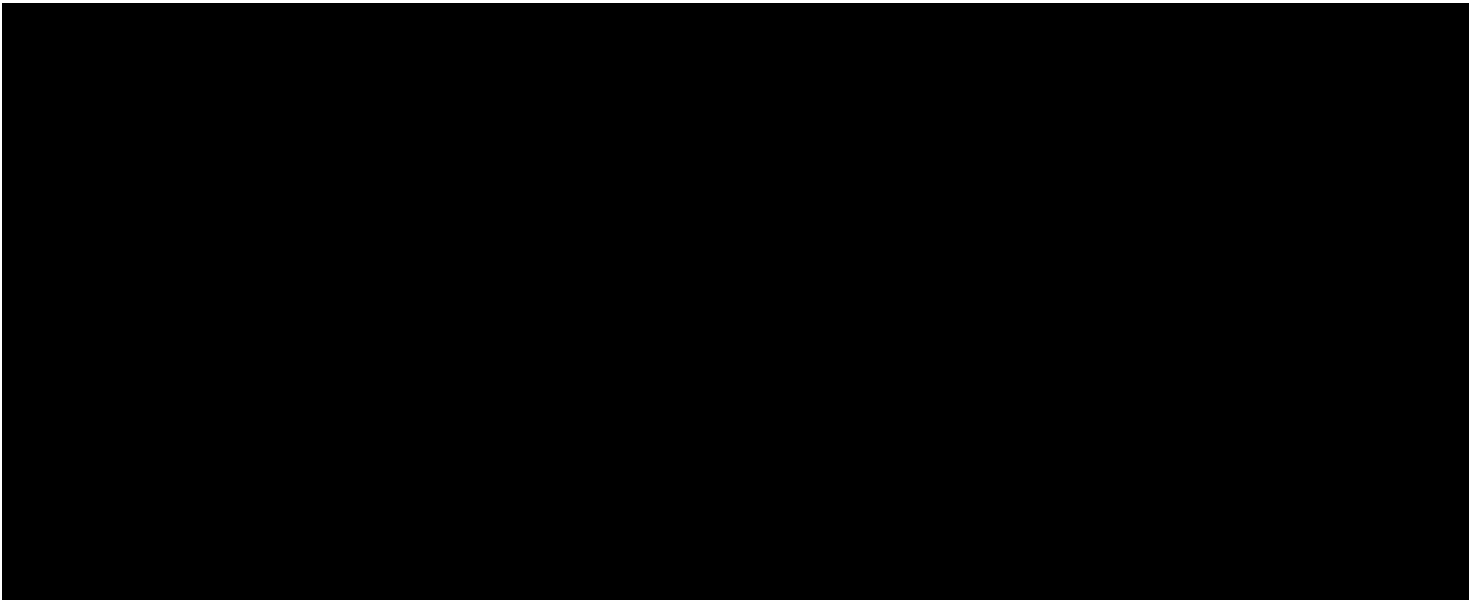
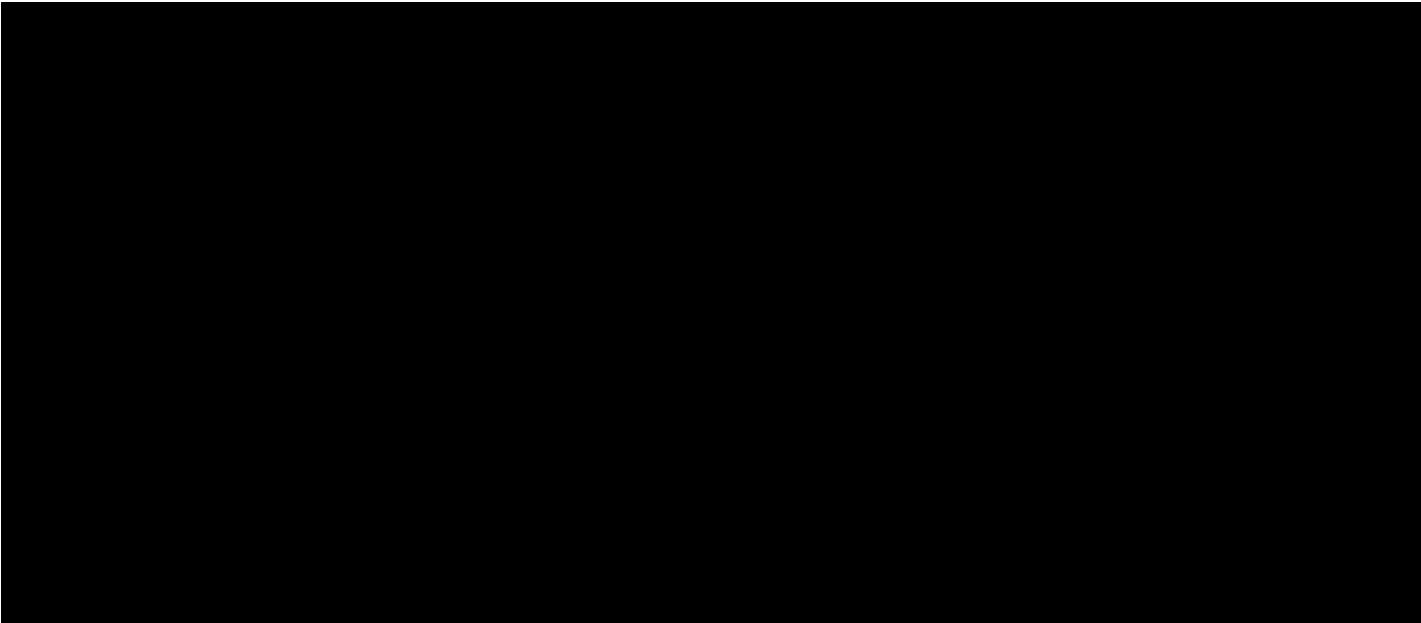
PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



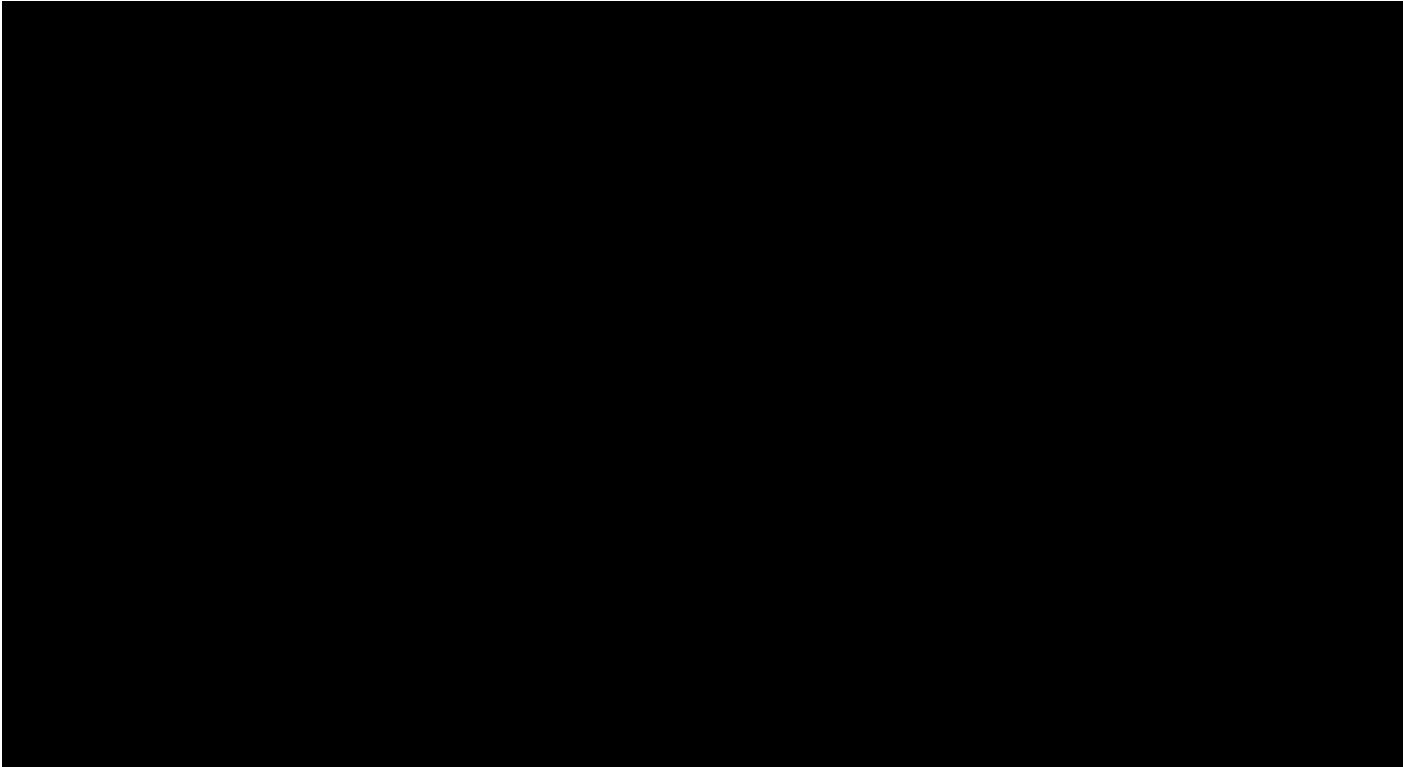
2.5.3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks
-------	--	------------------



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



PLEASE INSERT NAME OF TENDERING ORGANISATION HERE: **PM Training**



**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**SBC Training Limited**

Please also add your company name to the footer of each page of the returned document

## Shropshire Council Tender Response Document

### **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

#### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who

	are registered as being able to deliver the specific requirement
--	--

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

## **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender Schedule	28



## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

<b>Section / Question No.</b>	<b>Award Criteria</b>	<b>Weighting / Max Marks Available</b>	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

<b>Assessment</b>	<b>Mark</b>	<b>Interpretation</b>
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	

<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

#### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.

**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

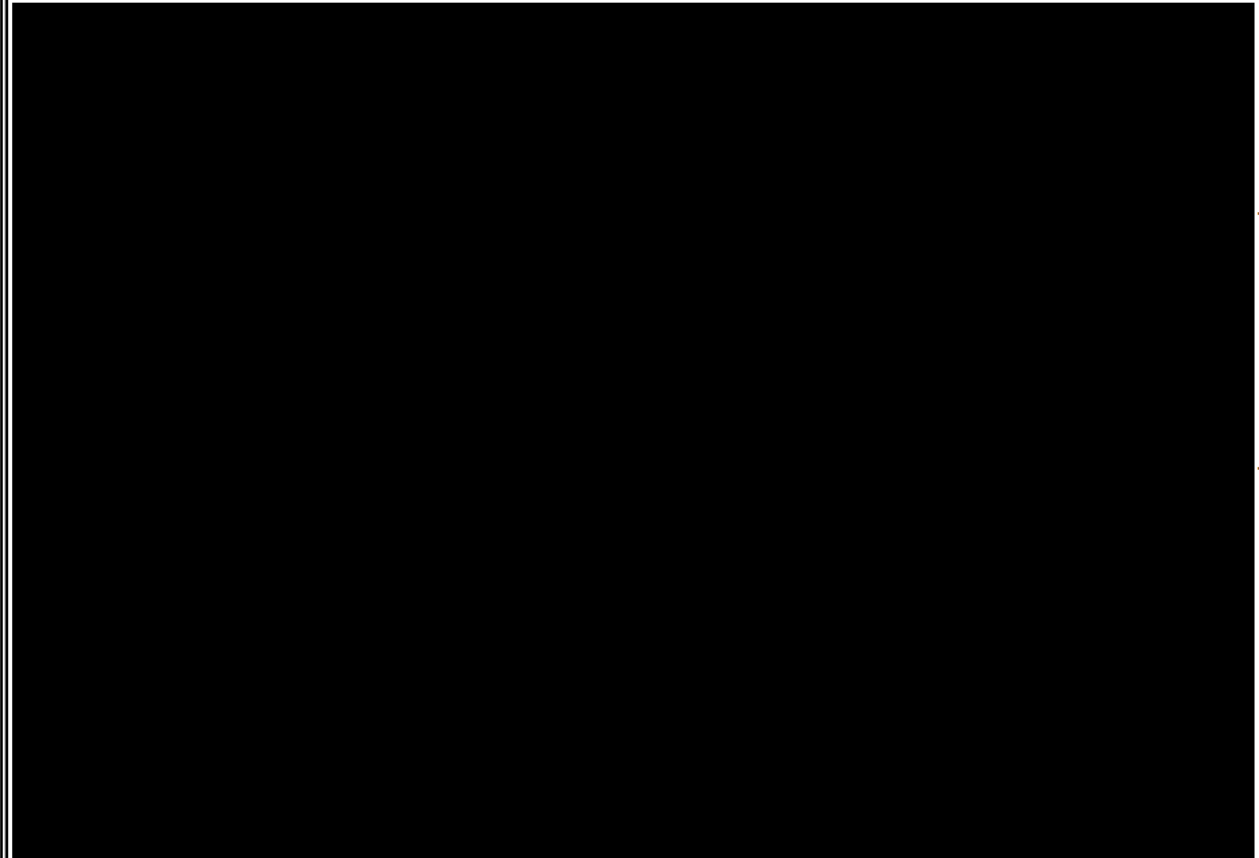
**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.



**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

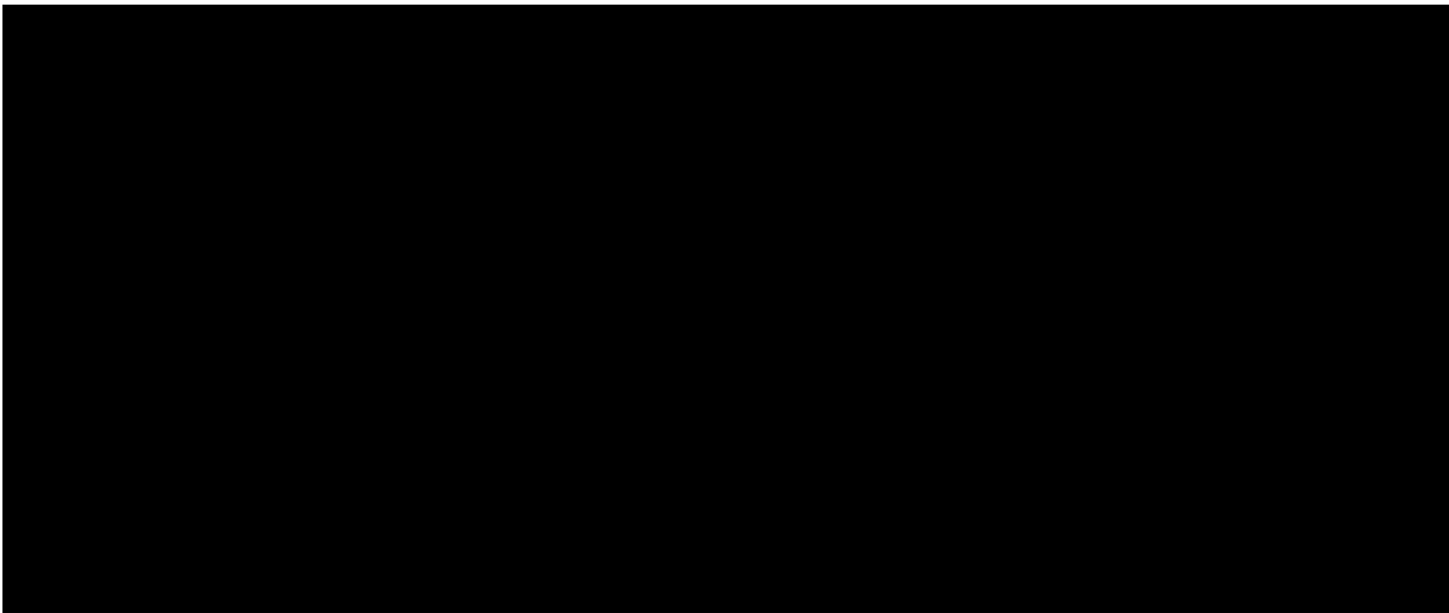
**Yes / No**

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*



## SECTION B

### 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. 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). 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)

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

This document provides 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.


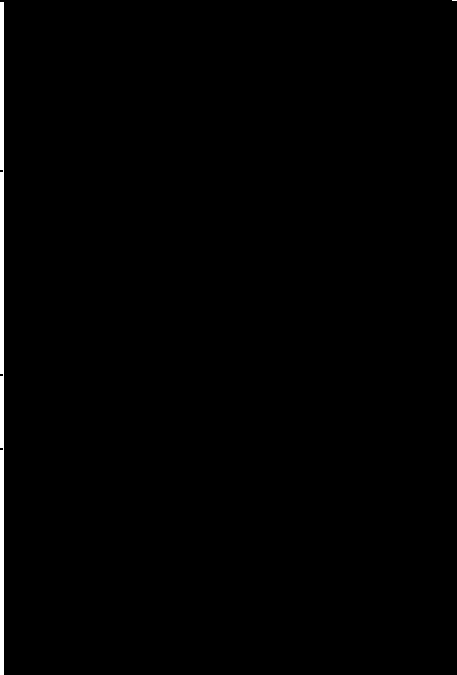
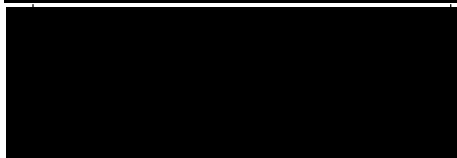
The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	

SBC Training Limited

1.1(d)	Date of registration in country of origin		
1.1(e)	Company registration number (if applicable)		
1.1(f)	Charity registration number (if applicable)		
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?		
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).		
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?		
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.		
1.1(k)	Trading name(s) that will be used if successful in this procurement.		
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual		
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sub>2</sub> ?		
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sub>3</sub> - 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. (Please enter N/A if not applicable)		

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)	N/A
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)	N/A

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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)	
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.	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

**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.

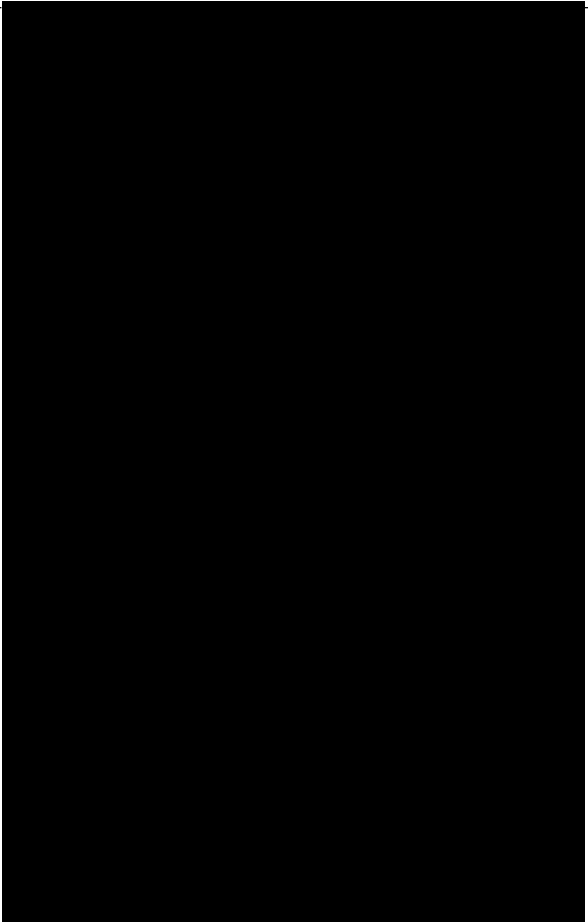
I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	SBC Training Ltd
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
1.3(e)	E-mail address	[REDACTED]
1.3(f)	Postal address	[REDACTED]
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	[REDACTED]

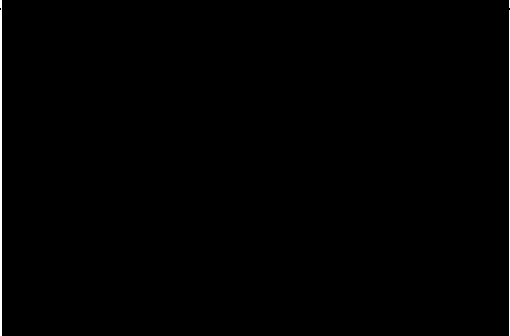
## Part 2: Exclusion Grounds

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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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.	N/A
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)	Yes <input type="checkbox"/> No <input type="checkbox"/>

2.3(a)	<p><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>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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.	N/A
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>○ to maintain records of personal data processing activities; and</li> <li>○ to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>	

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b></p>	 A large black rectangular redaction box covers the right portion of the table cell. To the right of the redaction, a colon (:) is visible, suggesting the redacted content was part of a list or table structure.
-----	--	--

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b>  The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2



3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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	N/A
-----	---	-----

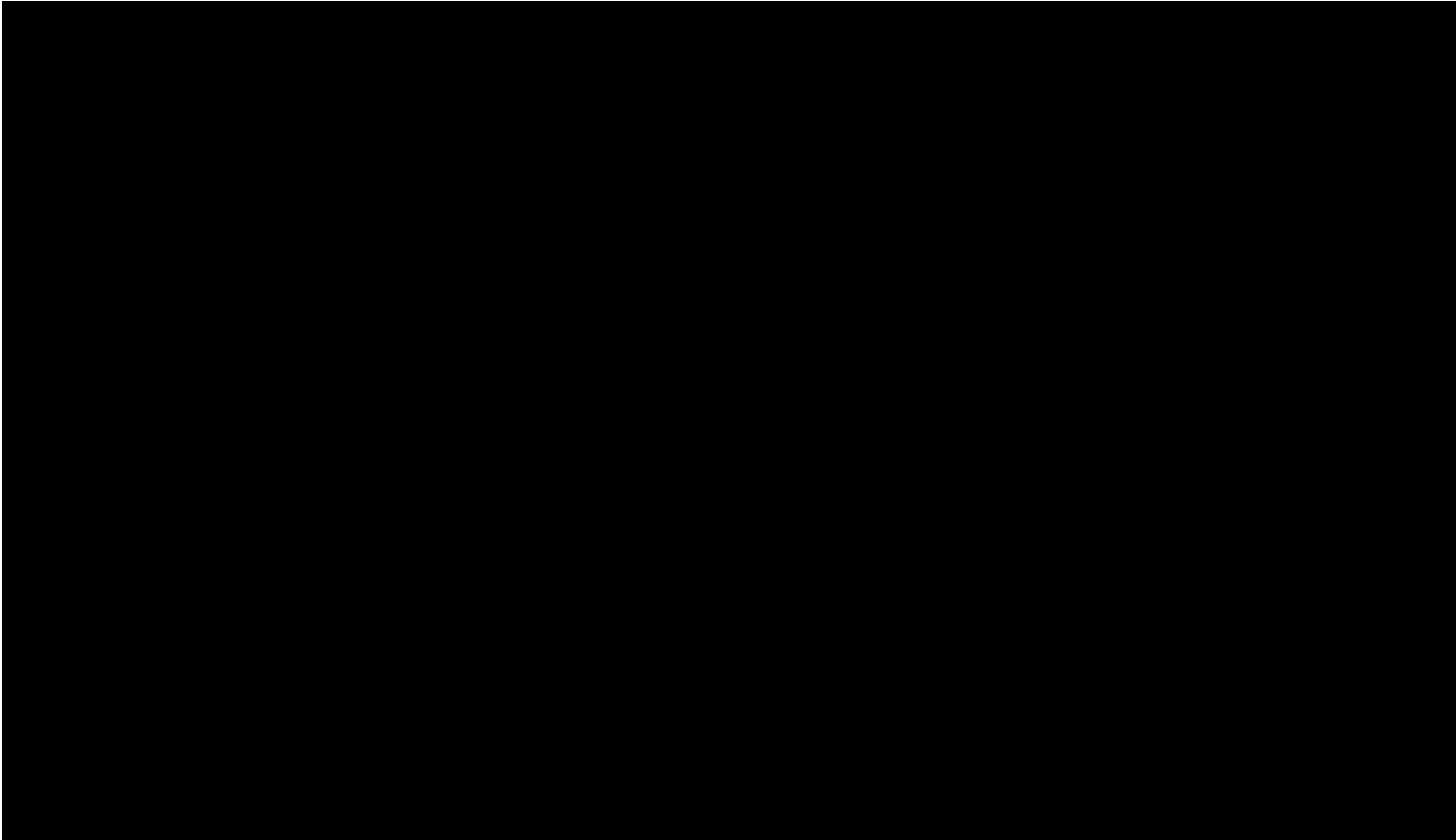
Section 4	Economic and Financial Standing	
Question number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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	Yes <input type="checkbox"/> No <input type="checkbox"/>

	an alternative means of demonstrating financial status).	
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.	Yes <input type="checkbox"/> No <input type="checkbox"/>

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		
Relationship to the Supplier completing these questions		

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	<b>Technical and Professional Ability</b>	
6.1	<p><b>Relevant experience and contract examples</b></p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>	



6.2	<p>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)</p> <p>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)</p>
-----	---



6.3	<p>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.</p>

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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?	

## 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.

Section 8	Additional Questions	
8.1	Insurance	
	Please self-certify whether you already have, or can commit to obtain, prior to the [REDACTED]	
	Employer's (Compulsory) Liability Insurance = £5 Million	
	Public Liability Insurance = £5 Million	
	Professional Indemnity Insurance = £2 Million	
	*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.	
8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<sup>4</sup> 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

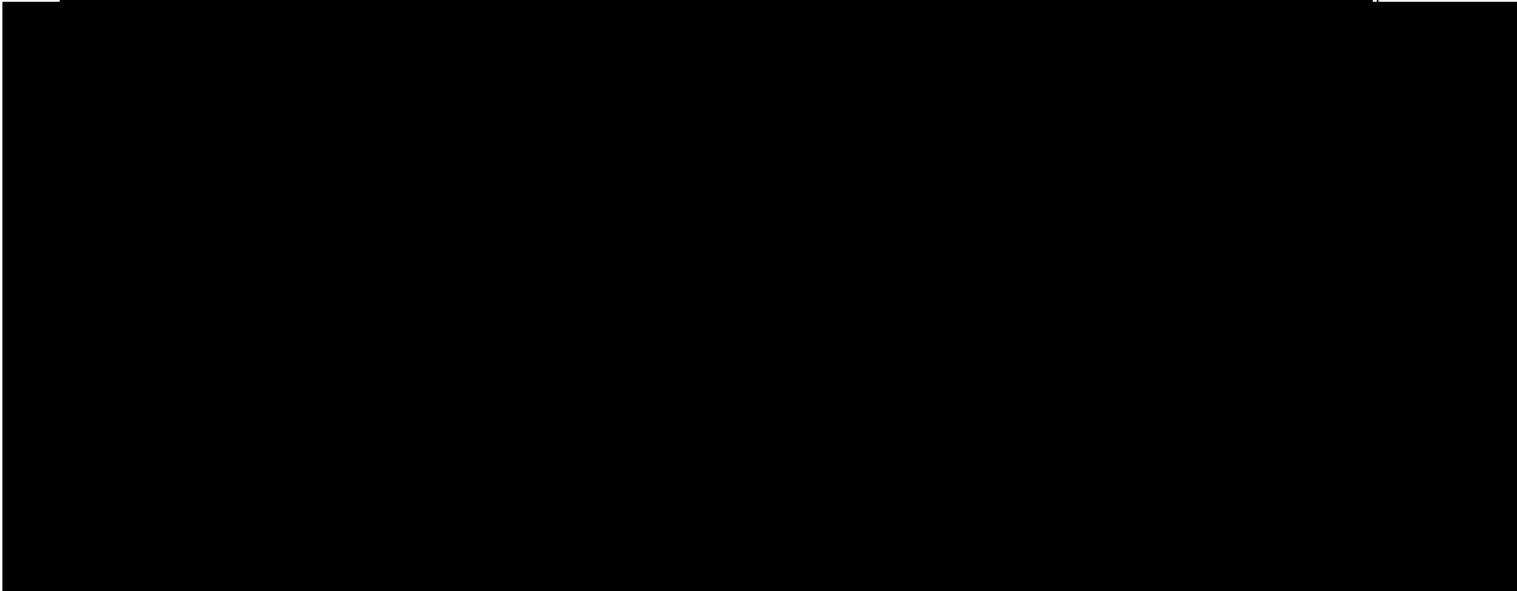
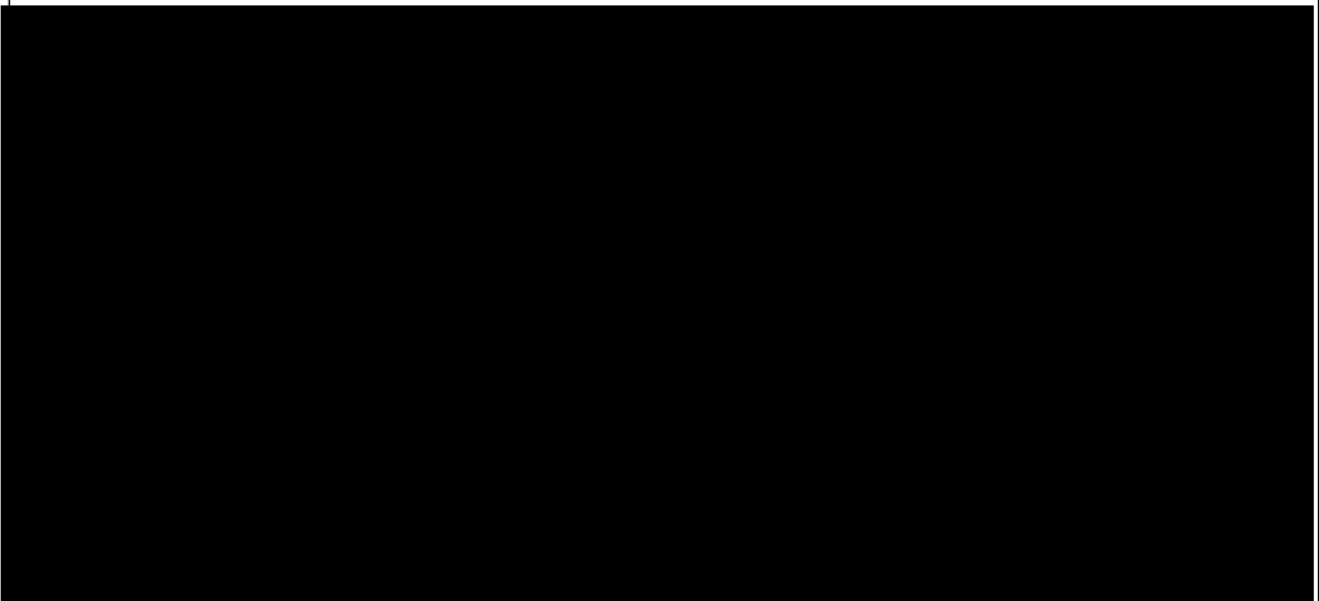
## 8.5 – Health & Safety

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:



The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

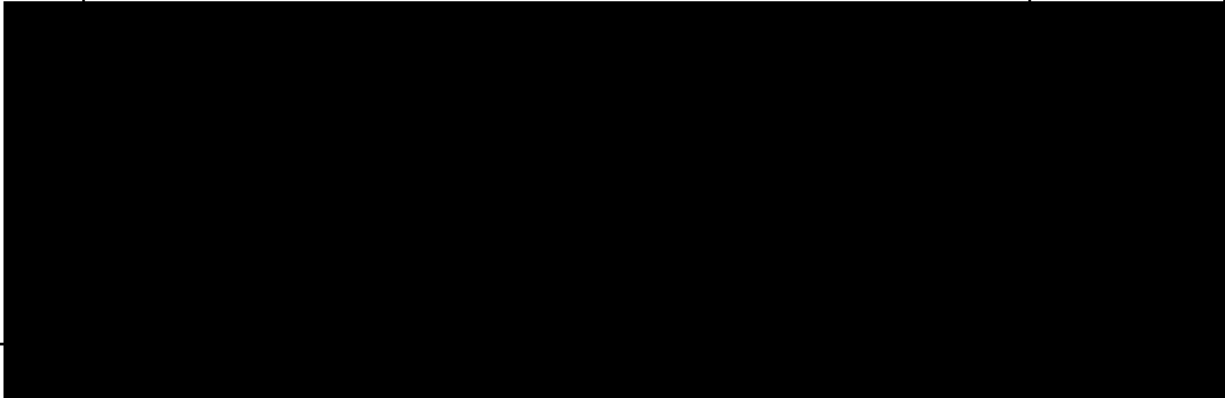
**Each lot you apply for will be marked against the same criteria and questions below**


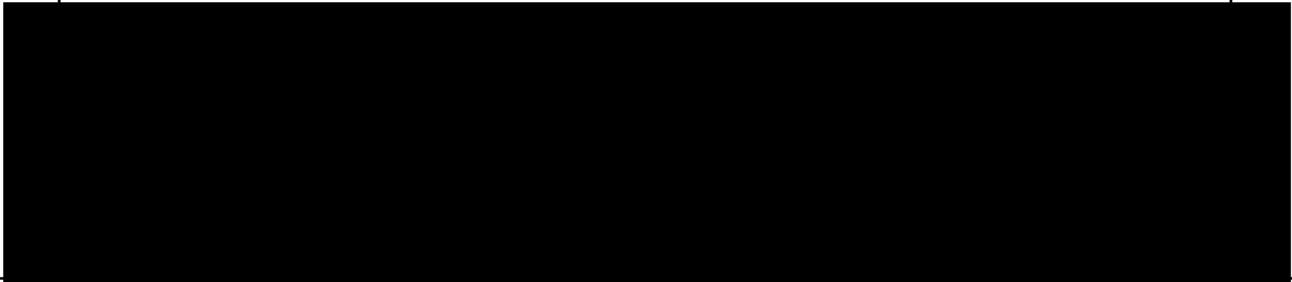
In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

1.	Value for Money	Weighting and Max Marks
1.1	<p>Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.</p> <div data-bbox="204 562 1313 860" style="background-color: black; width: 100%; height: 133px;"></div>	3 / 30 max marks
1.2	<p>Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.</p> <div data-bbox="204 996 1455 1272" style="background-color: black; width: 100%; height: 123px;"></div>	3 / 30 max marks
1.	<p>looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?</p> <div data-bbox="226 1480 1596 2020" style="background-color: black; width: 100%; height: 241px;"></div>	

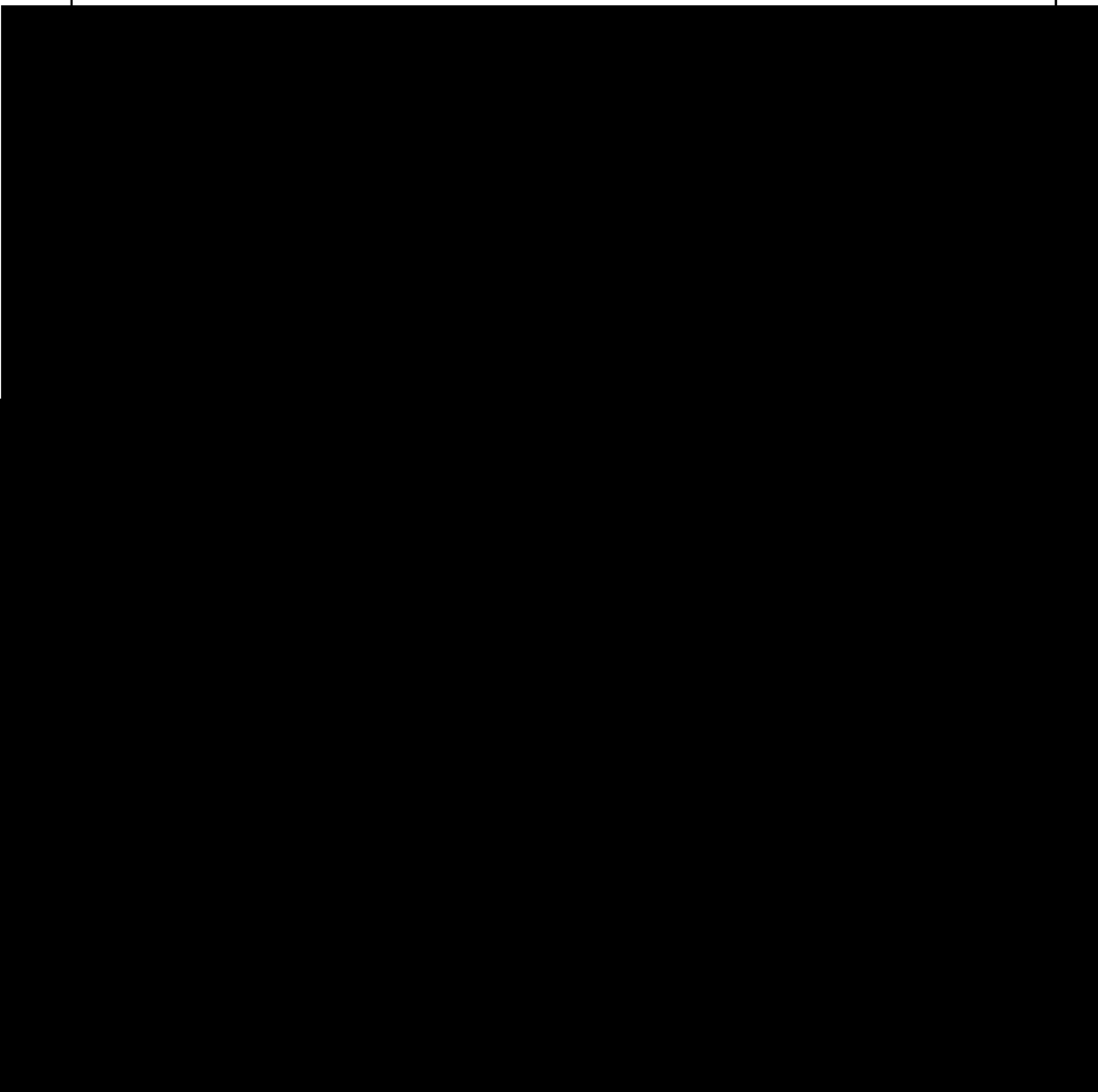
SBC 1



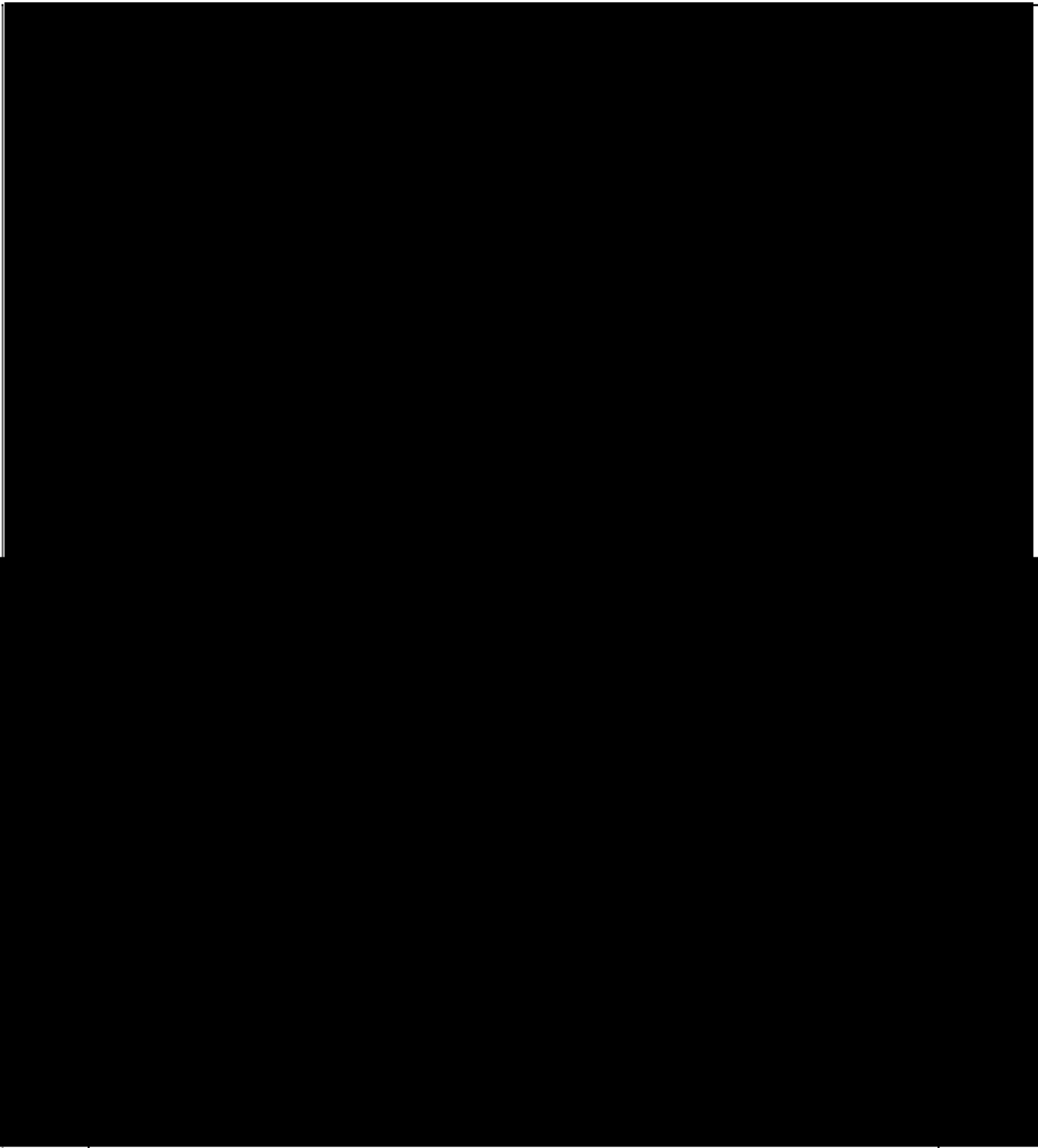
1.4	If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?	1 / 10 max marks
		

2.	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>
2.1.1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:	5 / 50 max marks
		
2.1.2	Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).	1 / 10 max marks
		

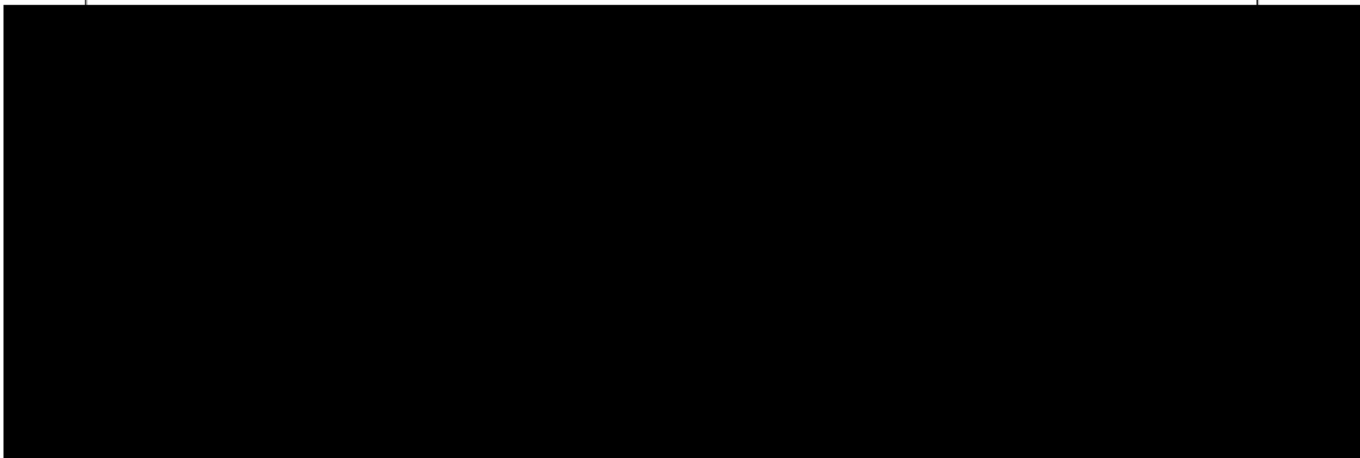


2.1.3	Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.	4 / 40 max marks
-------	--	------------------







--	--	--

2.2	Delivery	Weighting and Max Marks
2.2.1	<p>Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?</p> 	4 / 40 max marks
2.2.2	<p>How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?</p> 	4 / 40 max marks
2.2.3	<p>Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.</p> 	2 / 20 max marks

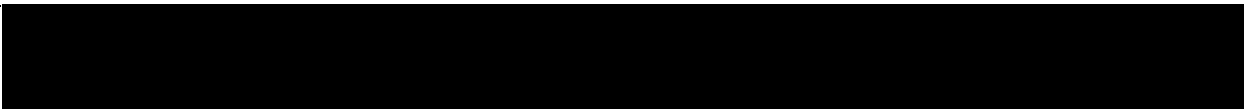
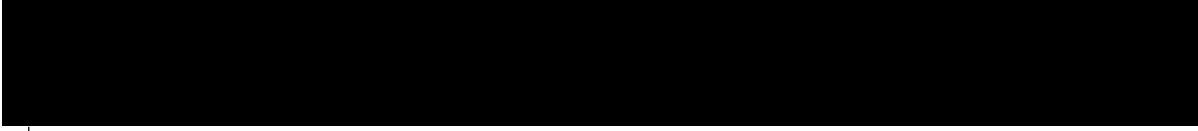
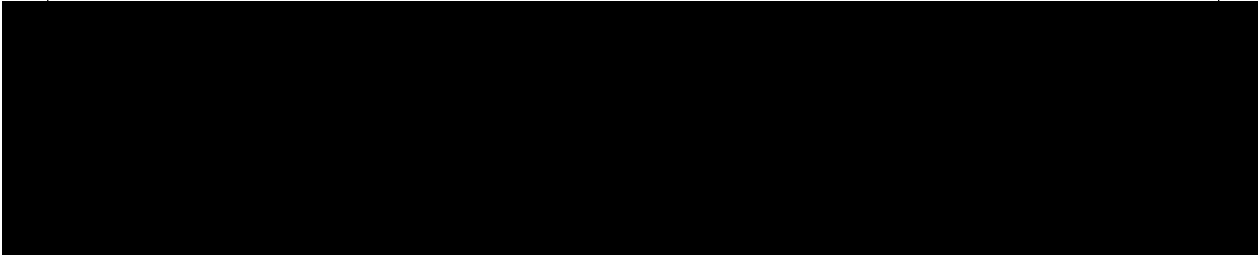
2.3	Support (Learner/Manager)	Weighting and Max Marks
2.3.1	<p>Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:</p> <div data-bbox="213 394 1549 651" style="background-color: black; width: 100%; height: 115px;"></div>	3 / 30 max marks
2.3.2	<p>How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.</p> <div data-bbox="213 757 1513 1128" style="background-color: black; width: 100%; height: 166px;"></div>	1.5 / 15 max marks
2.3.3	<p>How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).</p> <div data-bbox="221 1249 1465 1538" style="background-color: black; width: 100%; height: 129px;"></div>	3 / 30 max marks
2.3.4	<p>How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?  Please provide examples of where this has been successful.</p> <div data-bbox="225 1700 1477 2018" style="background-color: black; width: 100%; height: 142px;"></div>	2.5 / 25 max marks

2.4	Development of Apprenticeships in Shropshire	Weighting and Max Marks
2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p> <div data-bbox="248 472 1506 1200" style="background-color: black; width: 100%; height: 325px; margin-top: 10px;"></div> <div data-bbox="239 1211 1528 1507" style="background-color: black; width: 100%; height: 132px; margin-top: 10px;"></div>	2.5 / 25 max marks
2.4.2	<p>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</p> <p>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.</p> <div data-bbox="231 1700 1457 2018" style="background-color: black; width: 100%; height: 142px; margin-top: 10px;"></div>	1.25 / 12.5 max marks

2.4.3	<p>How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire? Please provide examples of organisations where you have previously done successfully (if applicable)</p> <div data-bbox="225 719 1501 1547" style="background-color: black; width: 100%; height: 370px;"></div>	0.5 / 5 max marks
2.4.4	<p>How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?</p> <div data-bbox="240 1720 1449 2027" style="background-color: black; width: 100%; height: 137px;"></div>	0.75 / 7.5 max marks



<b>2.5</b>	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>
2.5.1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p>	1.5 / 15 max marks
2.5.2	<p>What action do you take, as an organisation, to make any improvements against your KPI performance?</p>	1.5 / 15 max marks

		
2.5.3	<p>Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.</p>  	2 / 20 max marks



**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**Shrewsbury Colleges Group**

Please also add your company name to the footer of each page of the returned document

# Shropshire Council Tender Response Document

## **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit

in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who are registered as being able to deliver the specific requirement

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

## **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested a **copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender Schedule	28

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.



## **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

Section / Question No.	Award Criteria	Weighting / Max Marks Available	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	

<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

#### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.

**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

**Yes / No**

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*

## SECTION B

### 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. 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). 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)

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

This document provides 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	[REDACTED]
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader	



	f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	Shrewsbury Colleges Group
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	N/A
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;	N/A

	<ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> </ul> (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	N/A
1.1(p)	Details of ultimate parent company: <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> (Please enter N/A if not applicable)	N/A

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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)	N/A
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.	N/A
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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				
	Registered address				
	Trading status				
	Company registration number				
	Head Office DUNS number (if applicable)				
	Registered VAT number				
	Type of organisation				
	SME (Yes/No)				
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables				
	The approximate % of contractual obligations assigned to each sub-contractor				

**Contact details and declaration**

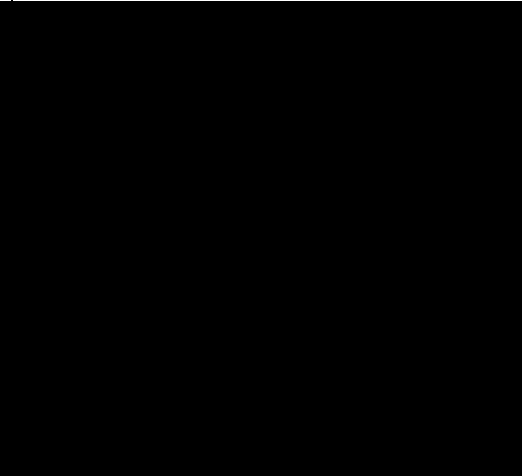
I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

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.

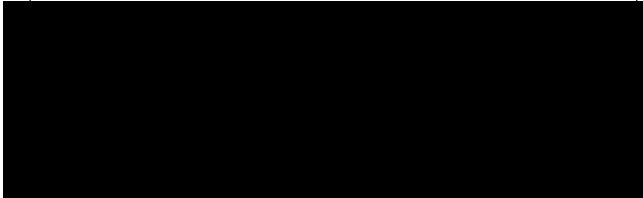
I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

## Part 2: Exclusion Grounds

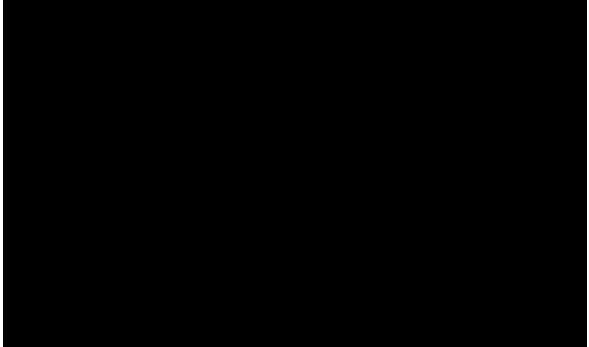
Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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.	
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	Yes <input type="checkbox"/> No <input type="checkbox"/>

	relevant ground for exclusion? (Self Cleaning)	
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?	Yes <input type="checkbox"/> No x
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.	
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes x No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>○ to maintain records of personal data</li> </ul>	

	processing activities; and ○ to regularly test, assess and evaluate the effectiveness of the above measures.	
--	---	--

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent  <b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b>	
-----	---	--

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b> The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2

	termination of that prior contract, damages or other comparable sanctions?	
--	--	--

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No x If yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No x 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 x 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 x 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	
-----	---	--

Section 4	Economic and Financial Standing	
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	Yes x No <input type="checkbox"/>
	(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.	Yes x No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes x No <input type="checkbox"/>

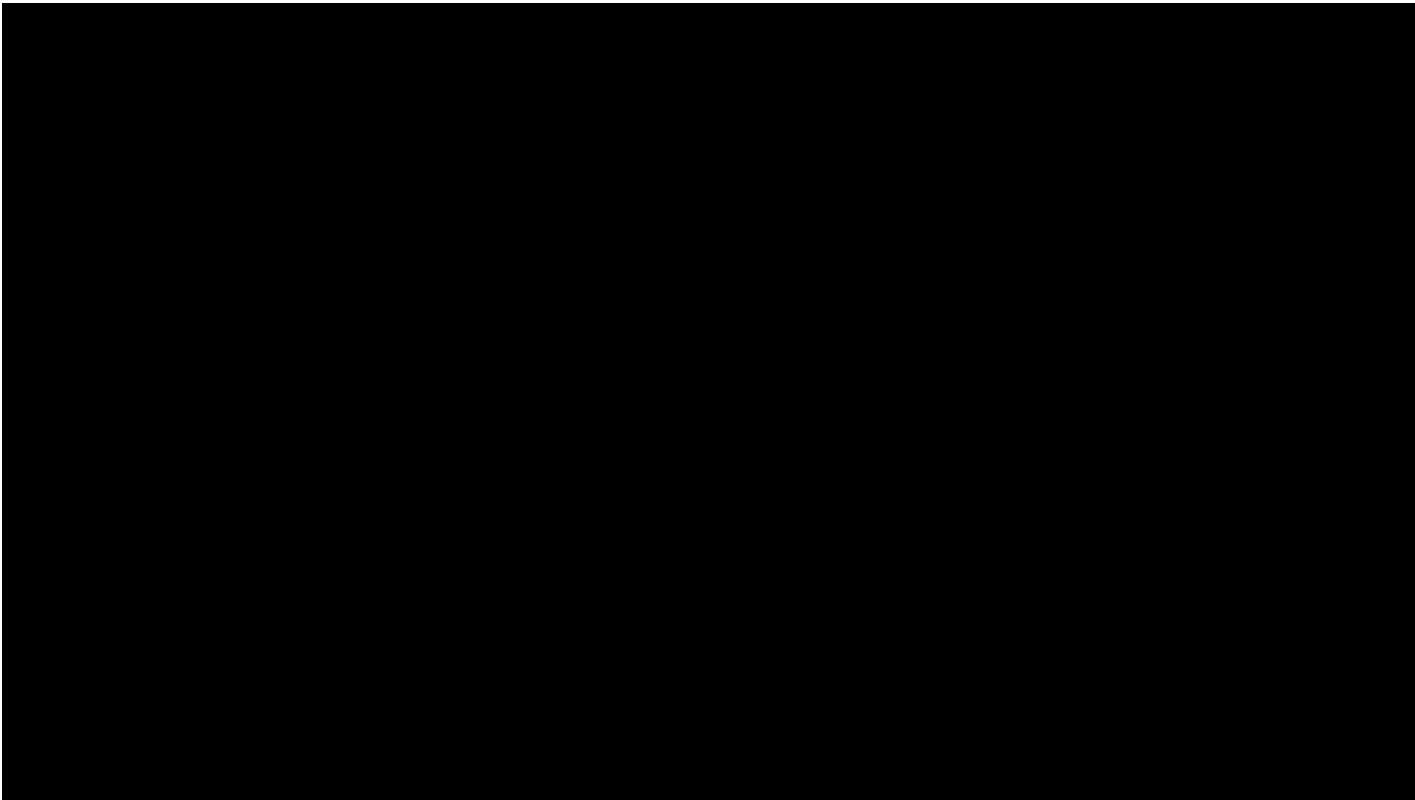



	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

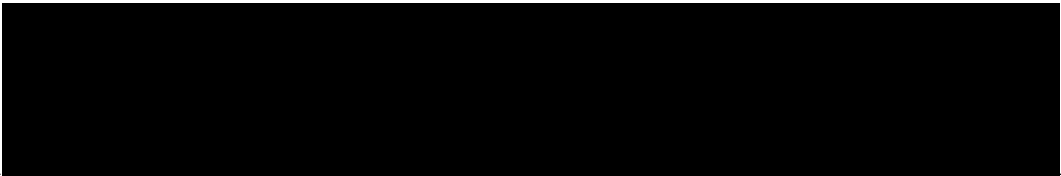
Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
	Name of organisation	
	Relationship to the Supplier completing these questions	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	<b>Technical and Professional Ability</b>
6.1	<p><b>Relevant experience and contract examples</b></p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>



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)
	

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.
	

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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?	

## 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.

Section 8	Additional Questions	
8.1	Insurance	
	<p>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:</p> <p>Employer's (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p> <p>Professional Indemnity Insurance = £2 Million</p> <p>*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.</p>	
8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

4 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

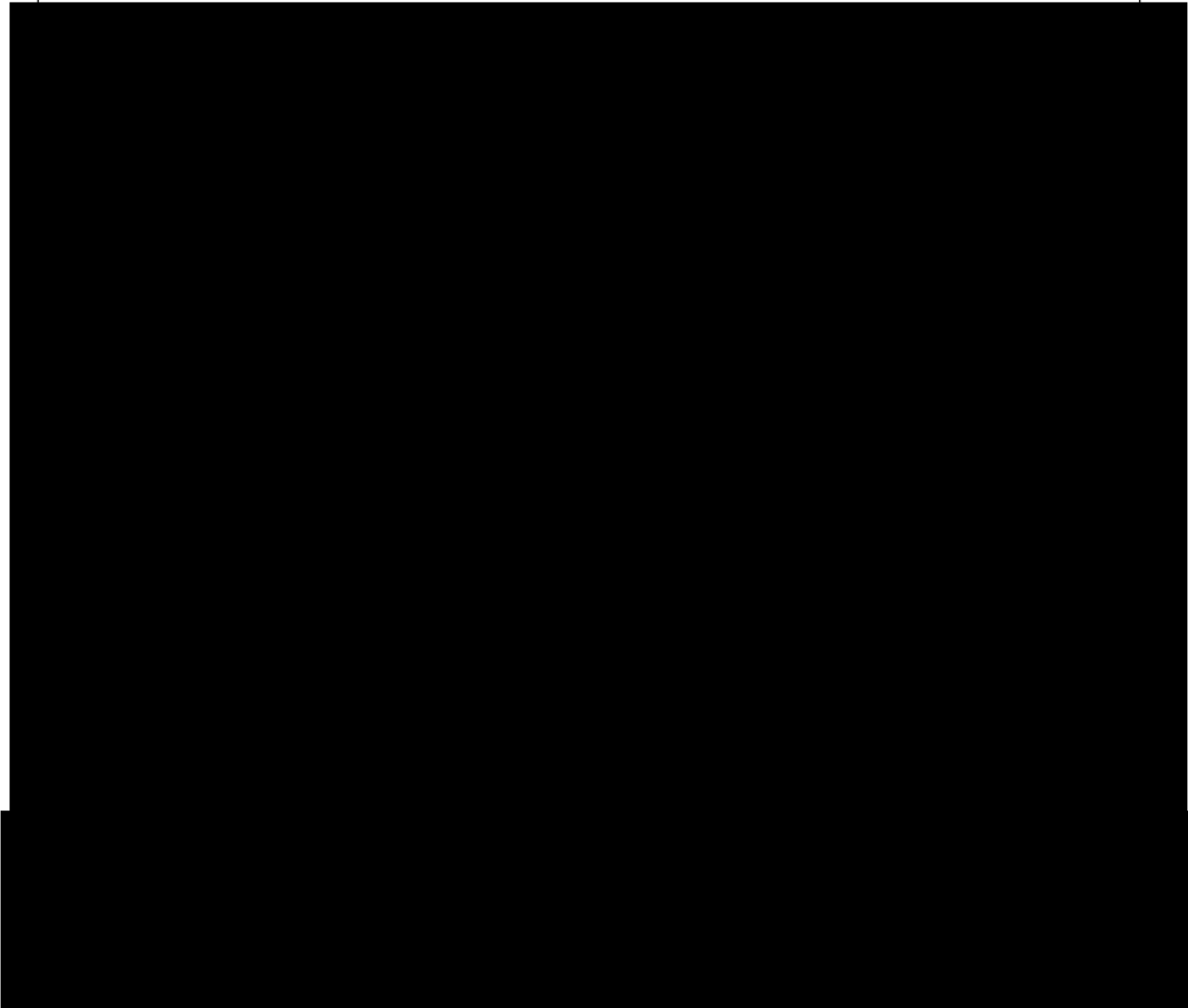
## 8.5 – Health & Safety

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION C – TENDER SCHEDULE**

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:

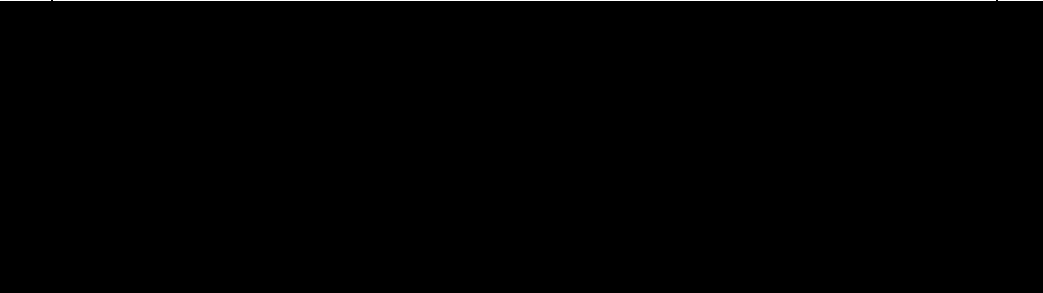

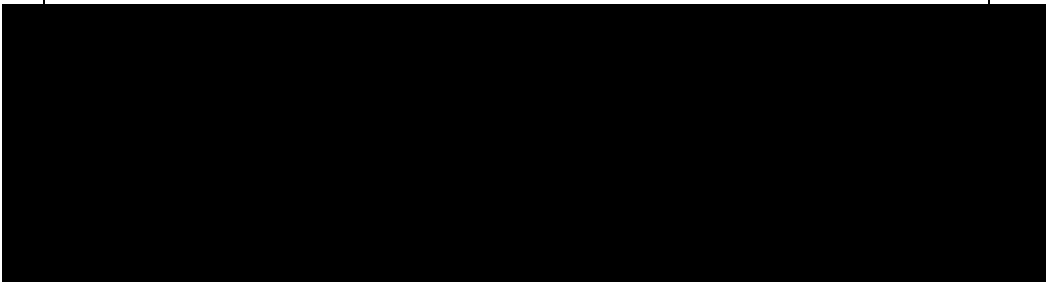


is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

**Each lot you apply for will be marked against the same criteria and questions below**

In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.	3 / 30 max marks

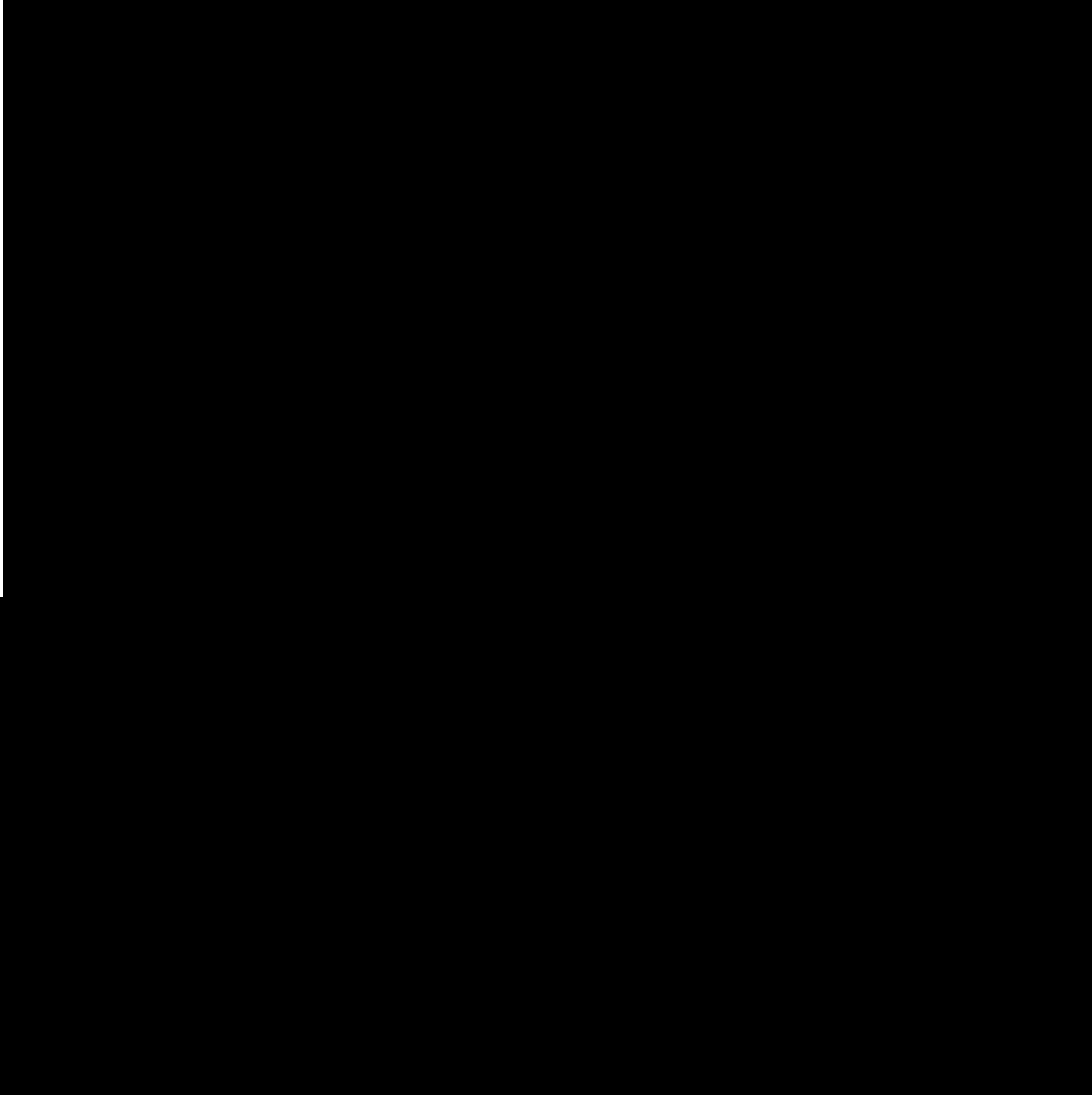
		
1.2	<p>1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.</p> 	30 max marks
1.3	<p>Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?</p> 	3 / 30 max marks



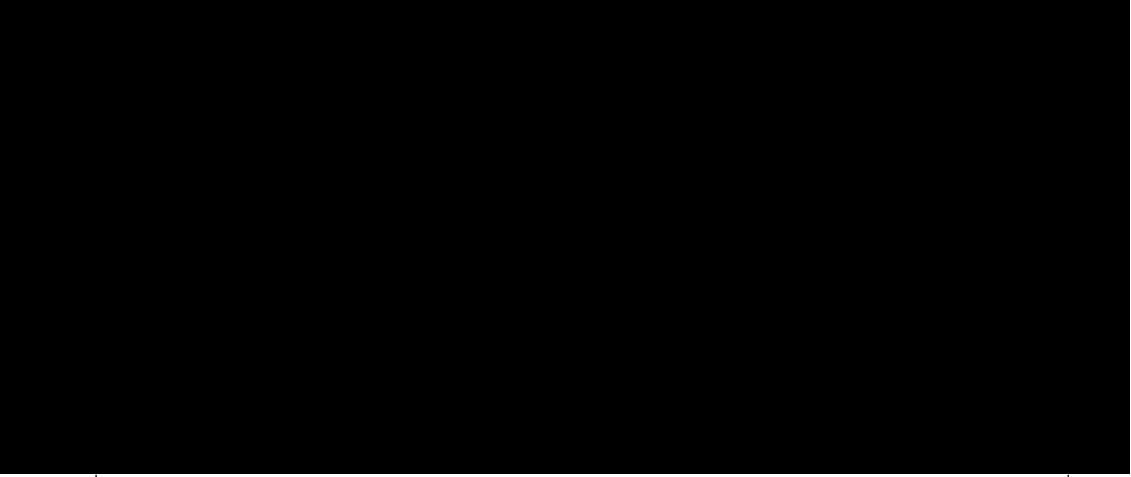
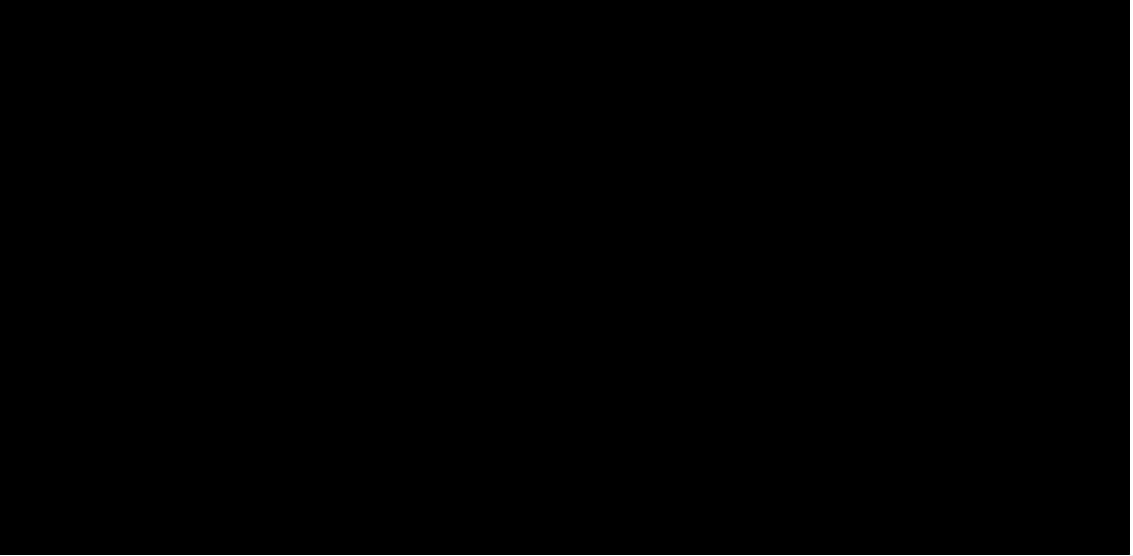
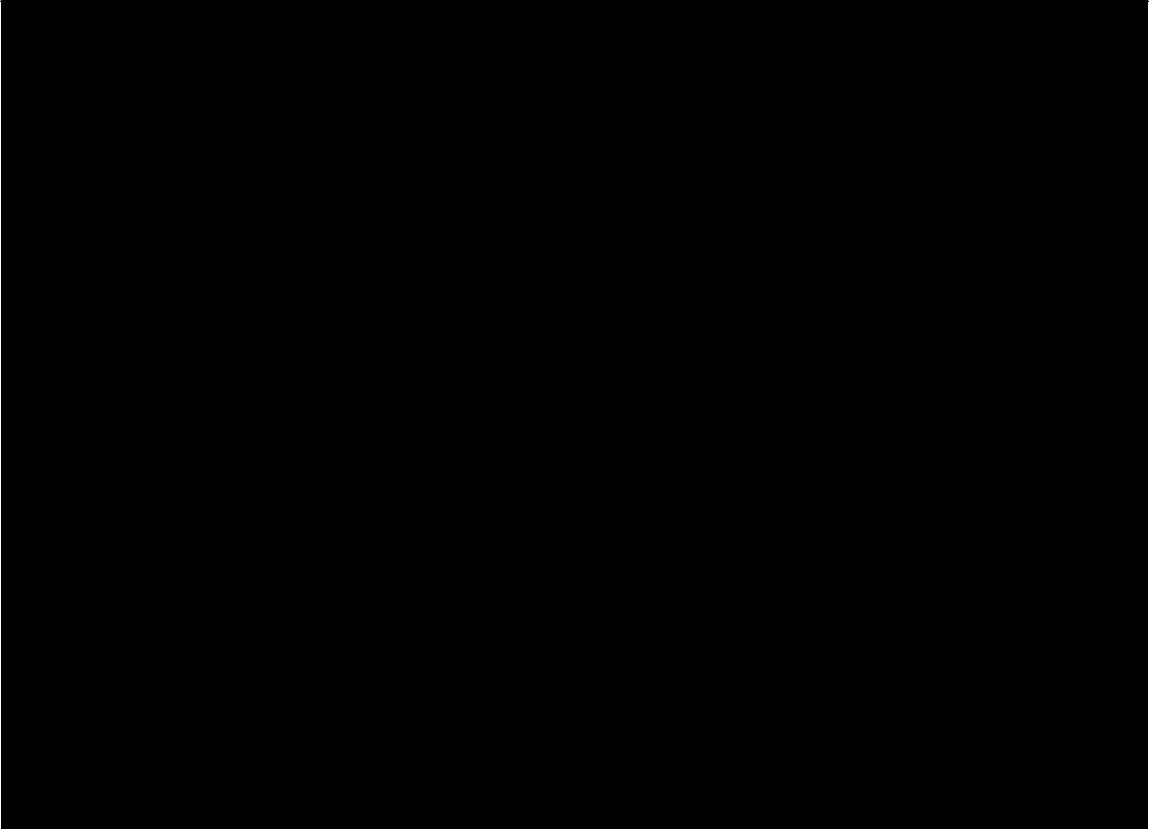
1.4	<p>If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	1 / 10 max marks	

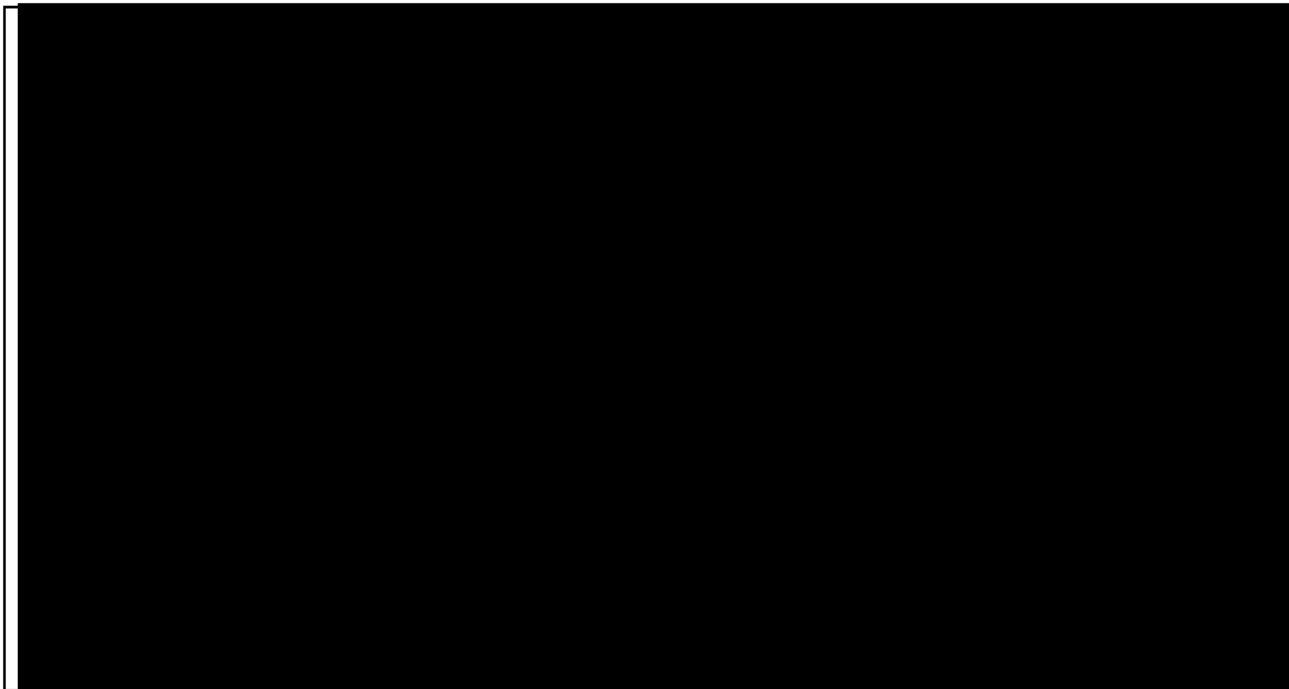
--	--	--

2.	Quality Criteria	
2.1	Organisation	Weighting and Max Marks
2.1.1	<p>Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:</p> <div style="background-color: black; width: 100%; height: 300px; margin-top: 10px;"></div>	5 / 50 max marks

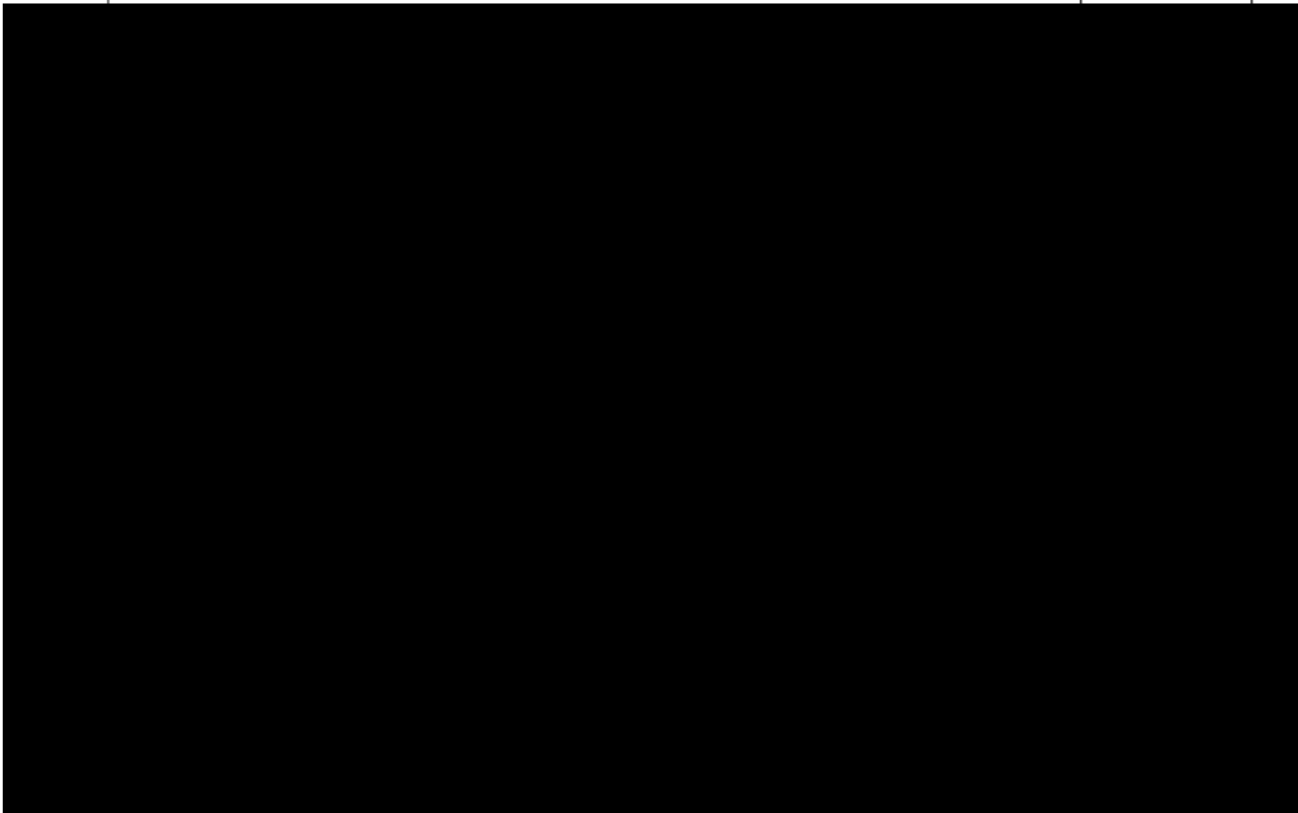
2.1.2	Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).	1 / 10 max marks
		


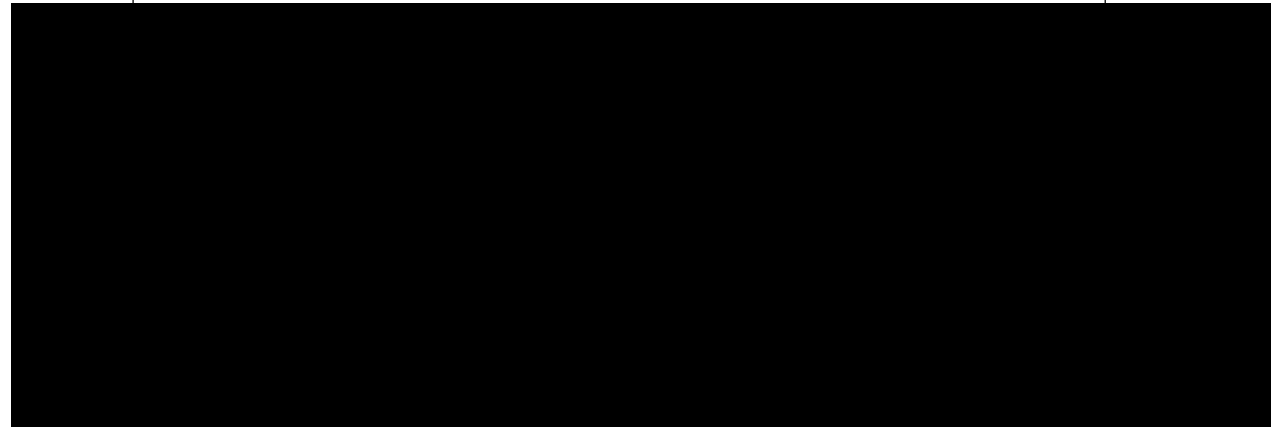
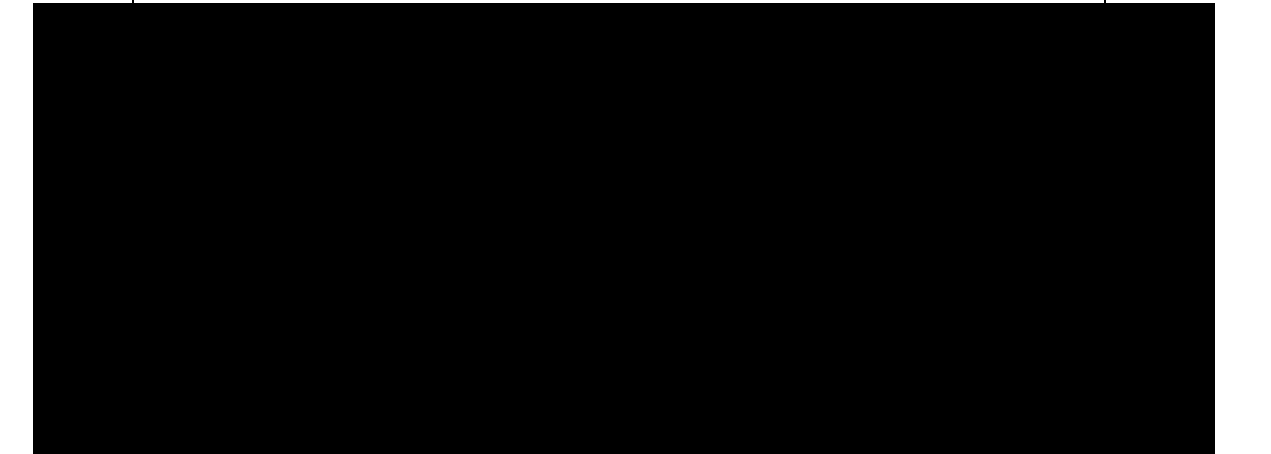
2.1.3	Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.	4 / 40 max marks
		
		





<b>2.2</b>	<b>Delivery</b>	<b>Weighting and Max Marks</b>
2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks



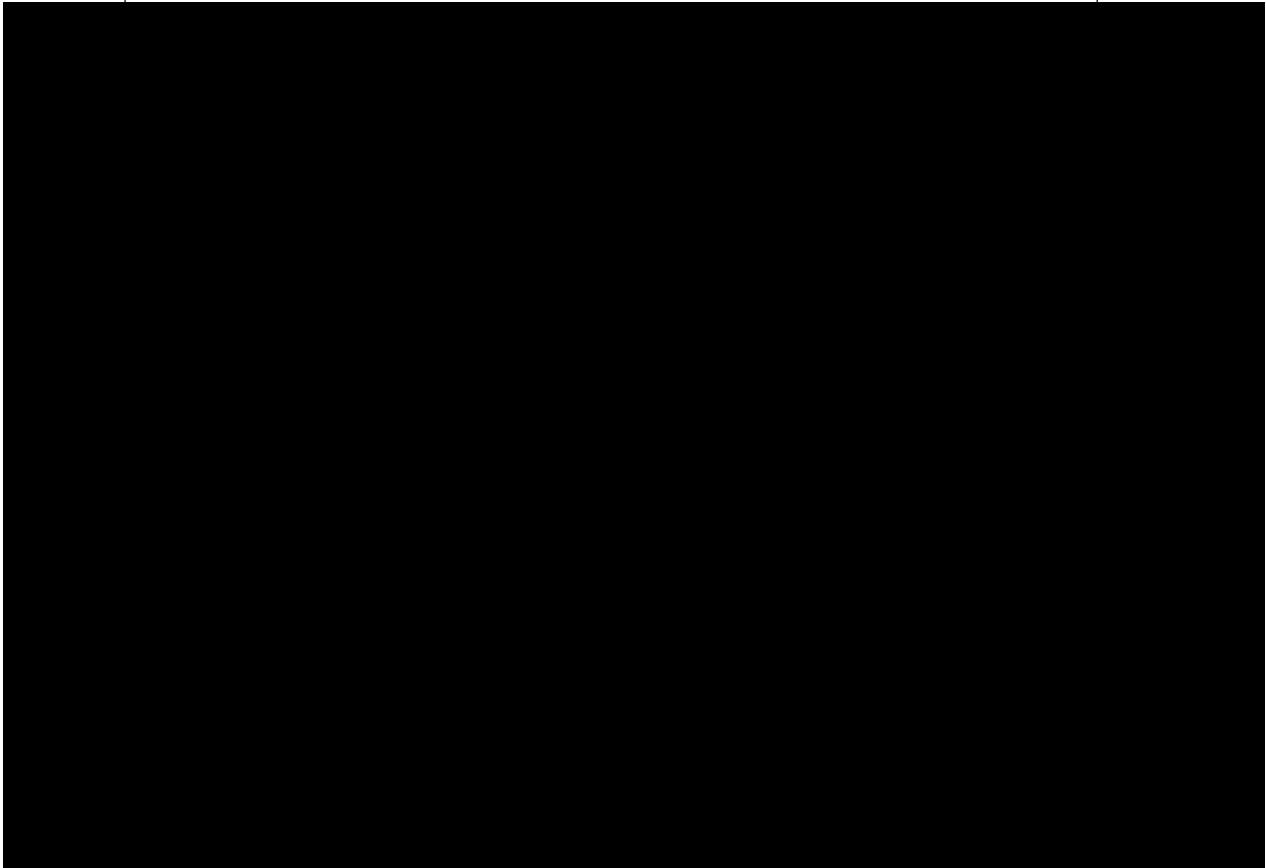
2.2.2	How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?	4 / 40 max marks
		
		
2.2.3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks
		

<b>2.3</b>	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks

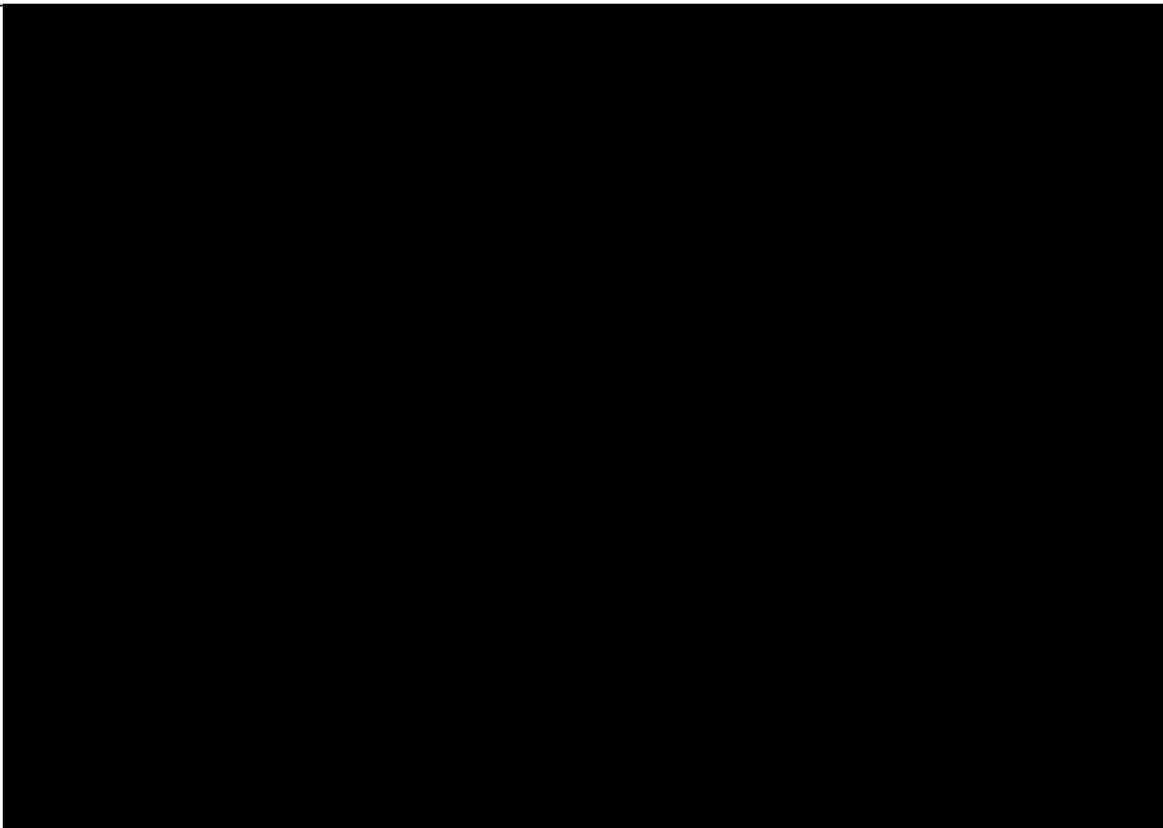
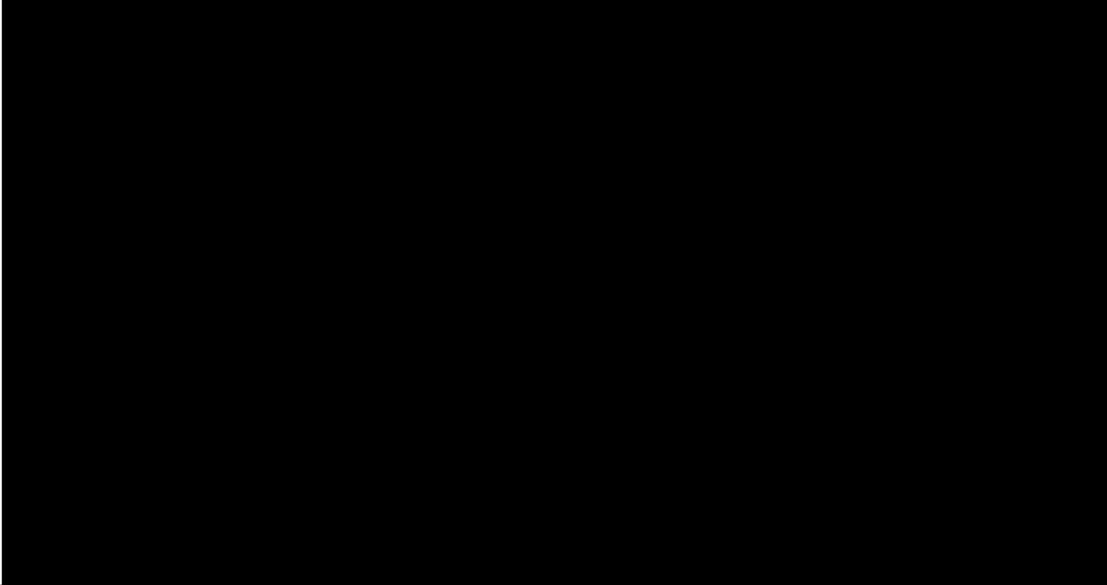


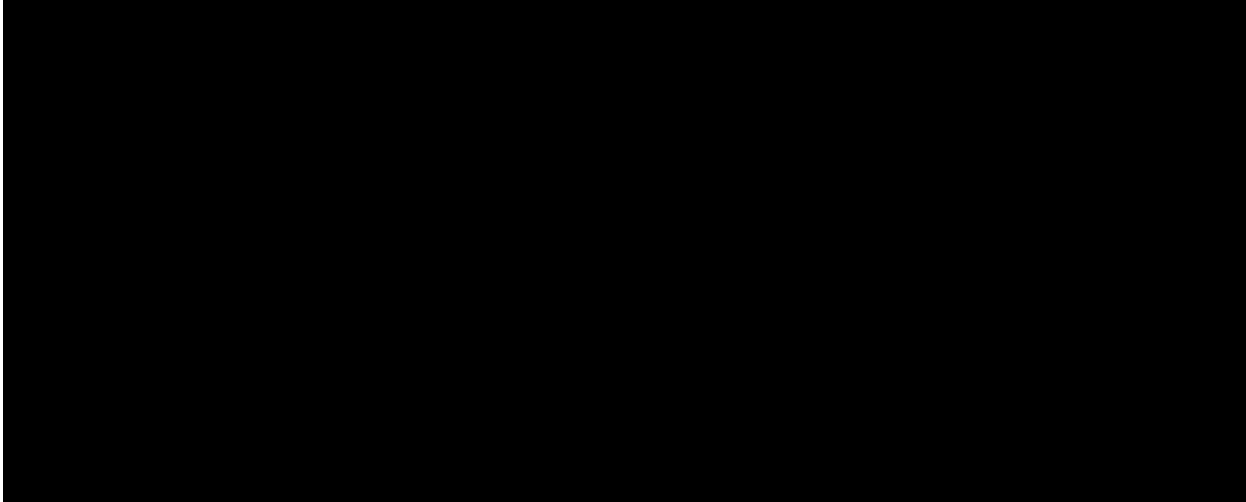
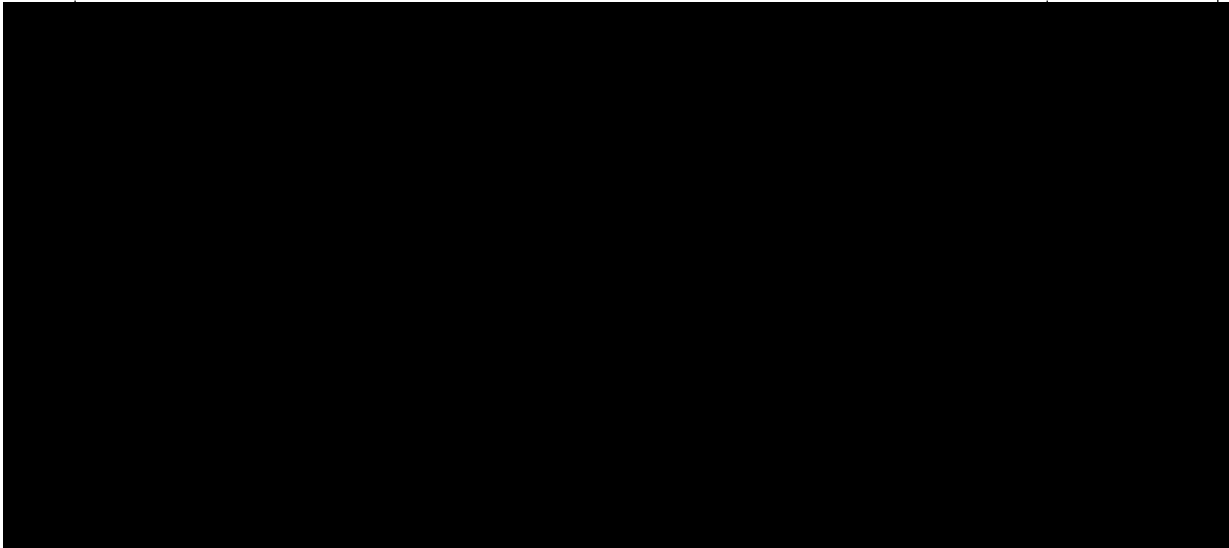
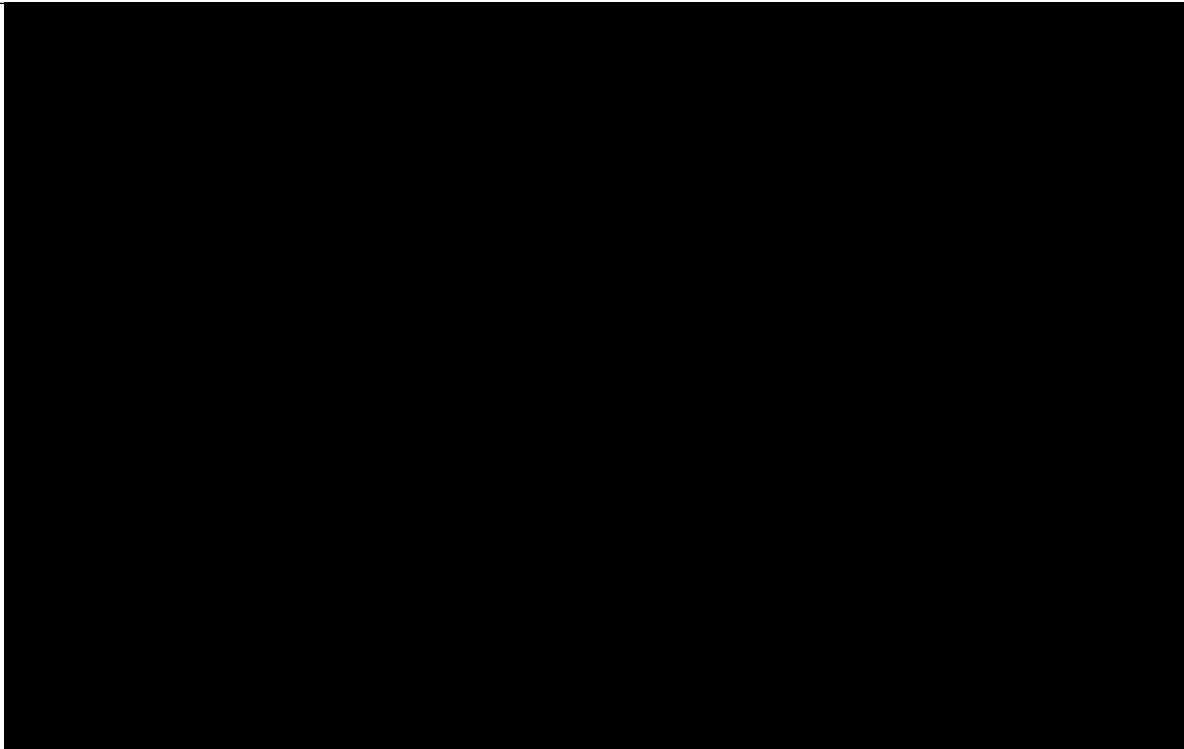


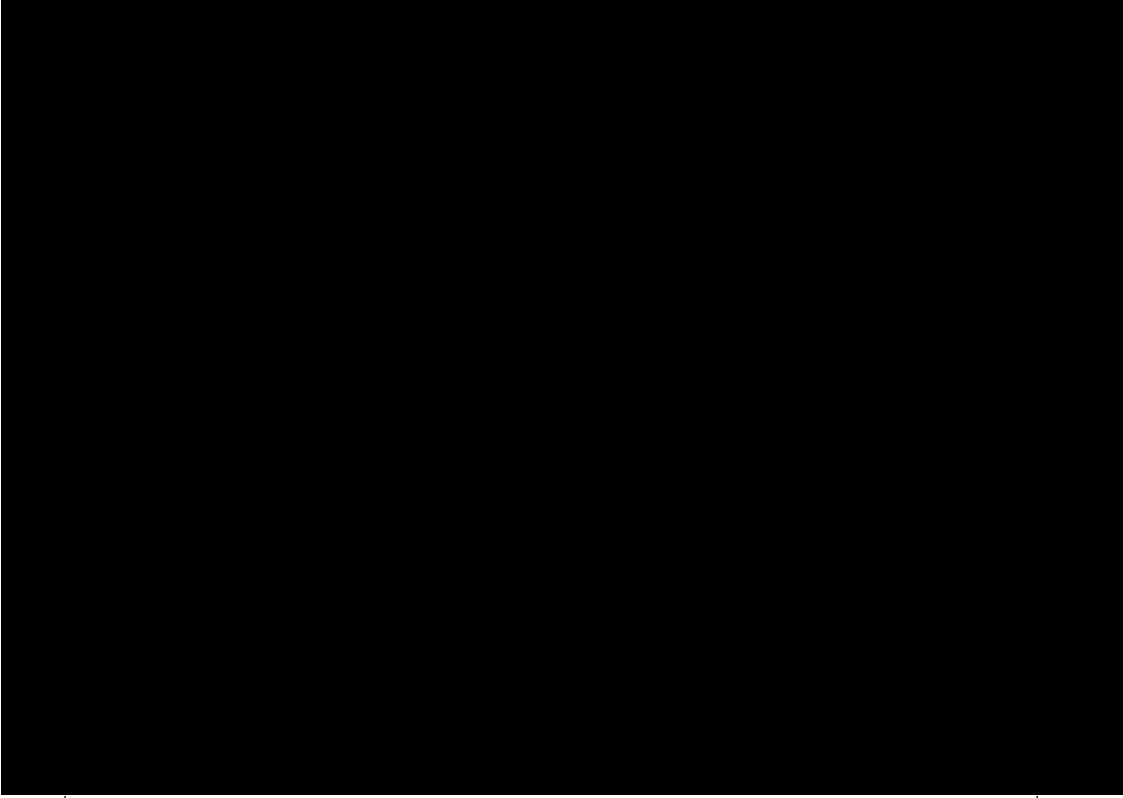
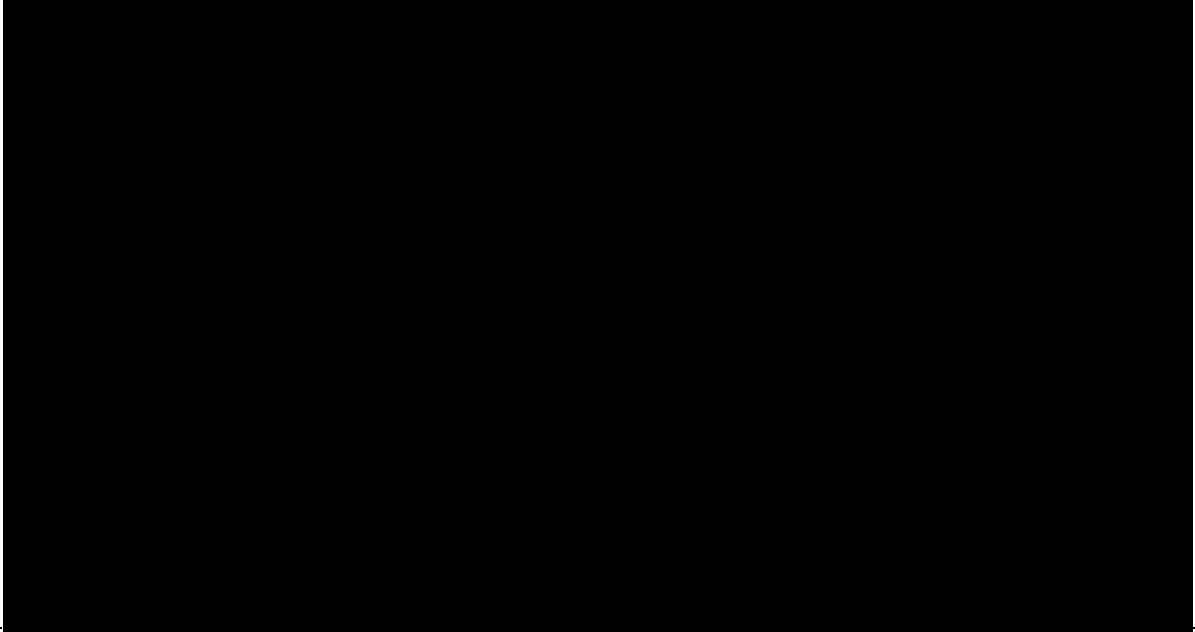
2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max marks
-------	---	--------------------------



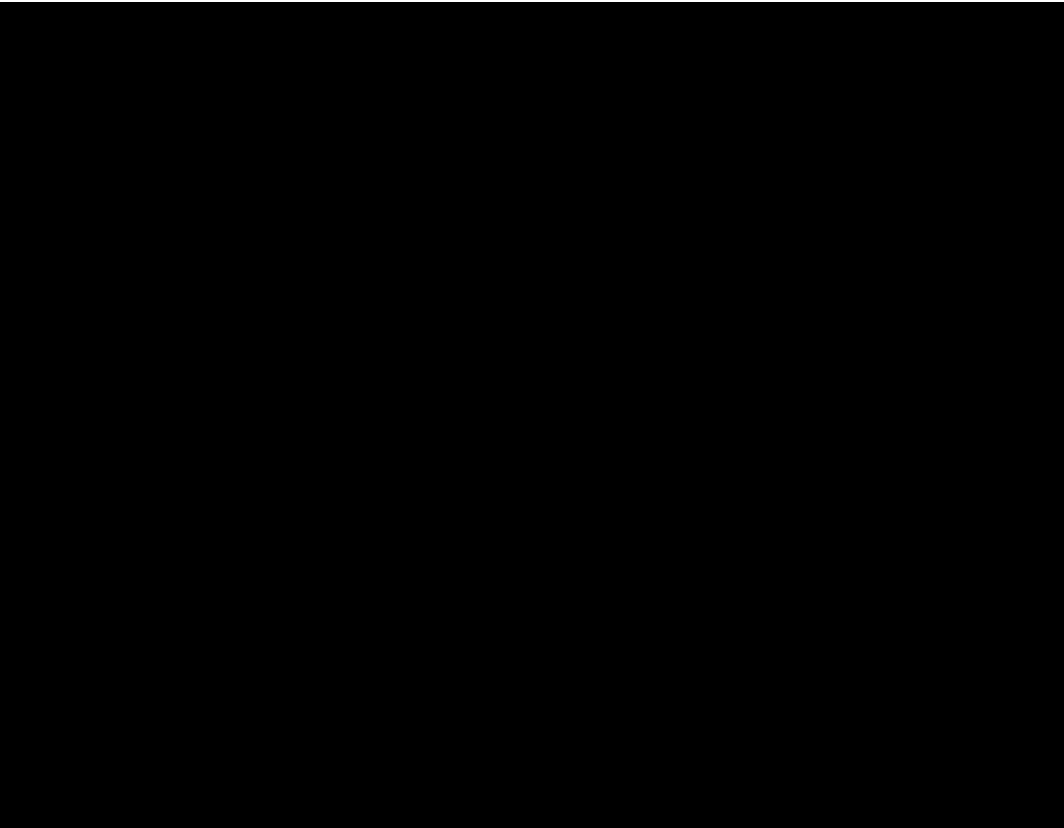
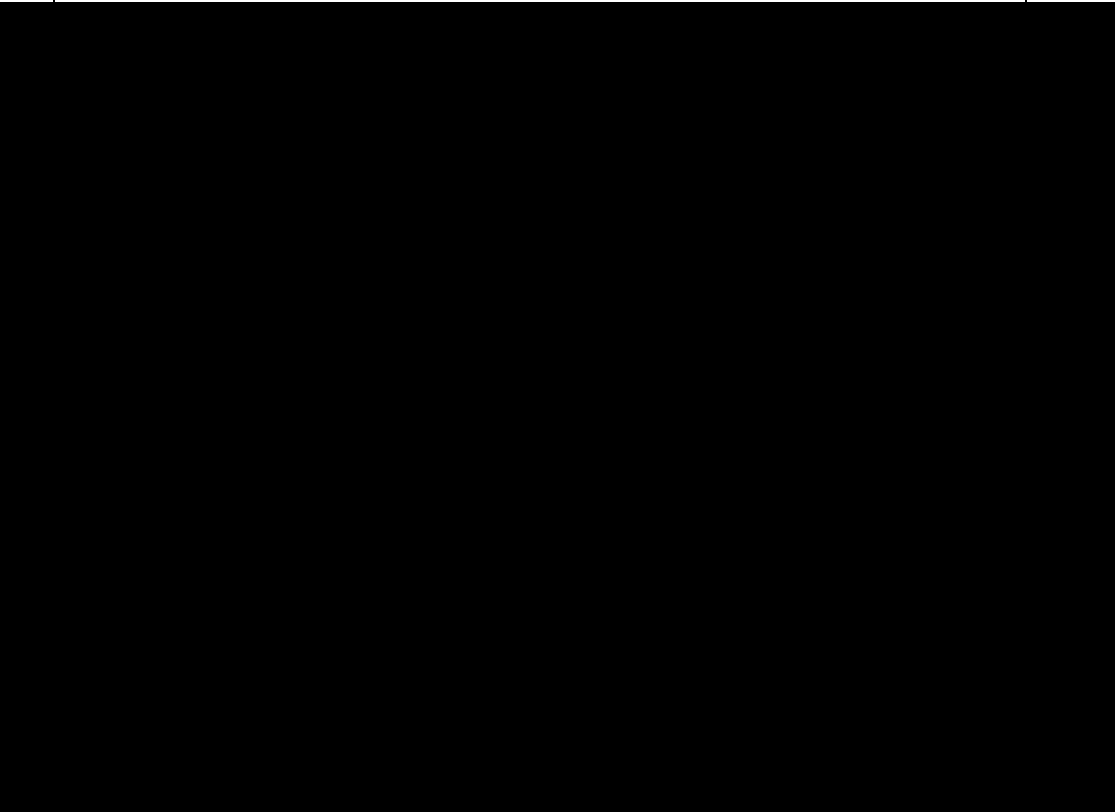
2.3.3	<p>How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).</p>	3 / 30 max marks
2.3.4	<p>How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training? Please provide examples of where this has been successful.</p>	2.5 / 25 max marks

		
<b>2.4</b>	<b>Development of Apprenticeships in Shropshire</b>	<b>Weighting and Max Marks</b>
2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p>	2.5 / 25 max marks
		



2.4.2	<p>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</p> <p>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.</p> 	1.25 / 12.5 max marks
2.4.3	<p>How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire?</p> <p>Please provide examples of organisations where you have previously done successfully (if applicable)</p> 	0.5 / 5 max marks

Shrew

		
2.4.4	<p>How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?</p>	0.75 / 7.5 max marks
		

<b>2.5</b>	<b>Measurement of Performance</b>	<b>Weighting and Max Marks</b>
2.5.1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p>	1.5 / 15 max marks

2.5.2	<p>What action do you take, as an organisation, to make any improvements against your KPI performance?</p>	<p>1.5 / 15 max marks</p>
2.5.3	<p>Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.</p>	<p>2 / 20 max marks</p>





**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**Total People Limited**

Please also add your company name to the footer of each page of the returned document

## Shropshire Council Tender Response Document

### **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

#### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position, then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who

	are registered as being able to deliver the specific requirement
--	--

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two-year extension (maximum four years).

## **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28

## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

<b>Section / Question No.</b>	<b>Award Criteria</b>	<b>Weighting / Max Marks Available</b>	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

<b>Assessment</b>	<b>Mark</b>	<b>Interpretation</b>
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	

<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

#### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.



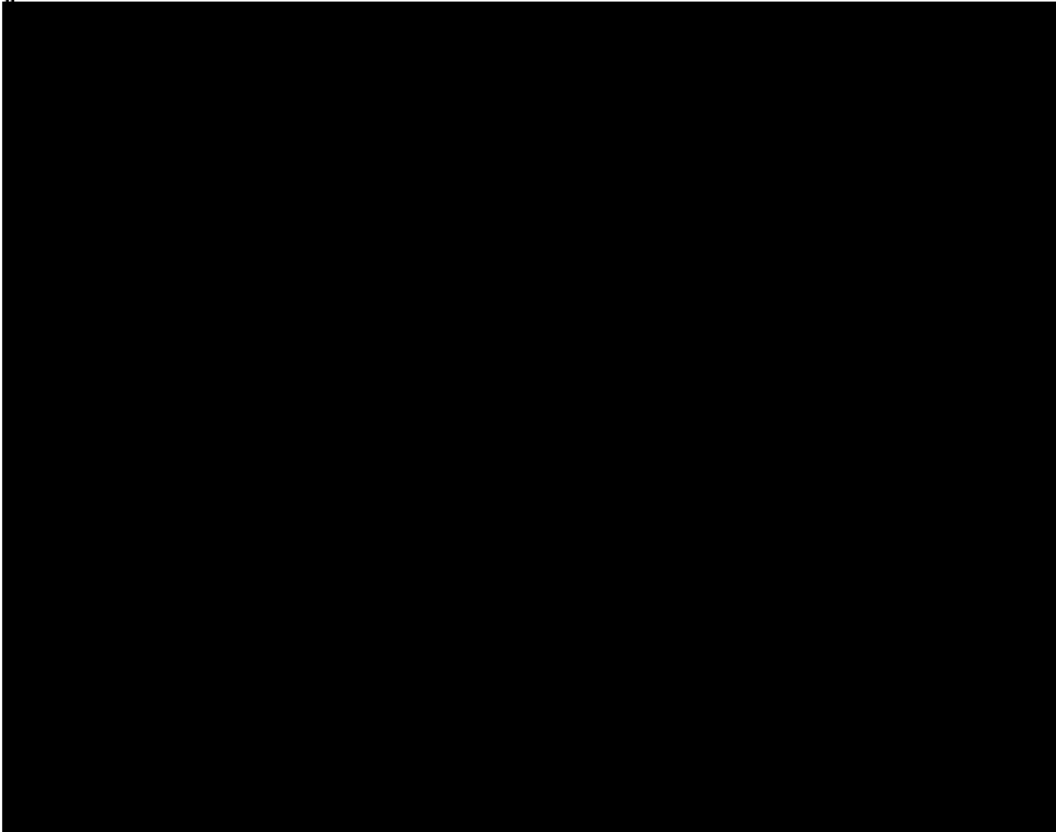
**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.



**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

**No**

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*

## SECTION B

### 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. 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). 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)

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

This document provides 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.

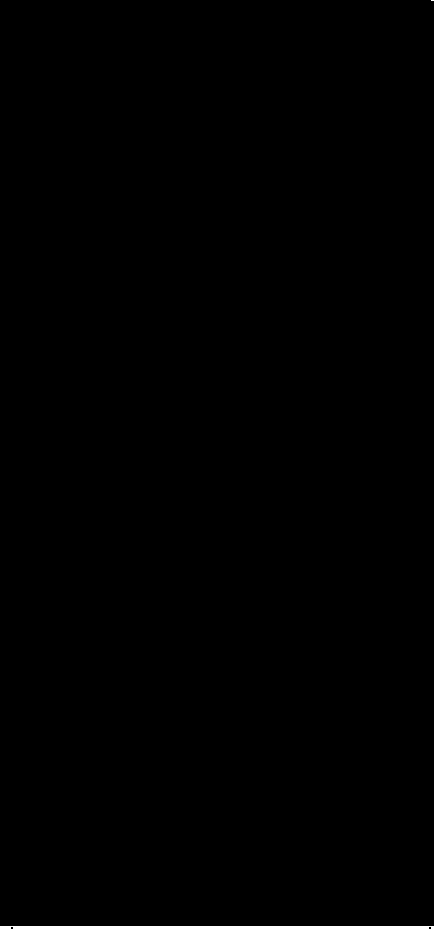
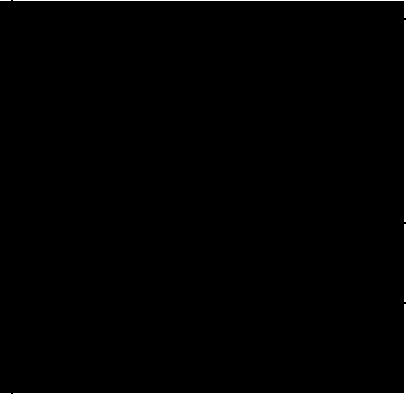
The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	[REDACTED]
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector	

Total People Limited

	g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (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. (Please enter N/A if not applicable)	
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)	N/A
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)	 n

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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)	N/A
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to	N/A

Total People Limited



	signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.																																																													
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No X																																																												
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.																																																													
	<table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
Name																																																														
Registered address																																																														
Trading status																																																														
Company registration number																																																														
Head Office DUNS number (if applicable)																																																														
Registered VAT number																																																														
Type of organisation																																																														
SME (Yes/No)																																																														
The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables																																																														
The approximate % of contractual obligations assigned to each sub-contractor																																																														

**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.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	Total People Limited
1.3(c)	Role in organisation	[REDACTED]
1.3(d)	Phone number	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]


Total People Limited

1.3(g)	Signature (electronic is acceptable)		
1.3(h)	Date		

## 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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No X If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No X If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No X If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No X If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No X If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No X 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.	
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)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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?	Yes <input type="checkbox"/> No X
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.	N/A
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input type="checkbox"/> No X
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>○ to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>○ to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> </ul>	

	<ul style="list-style-type: none"> <li>○ to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>○ to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>○ to maintain records of personal data processing activities; and</li> <li>○ to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>	
--	---	--

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b></p>	
-----	--	---

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b> The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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 X If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No X If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No X 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 X If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No X 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 X 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 X 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 X 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 X If yes please provide details at 3.2

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No X If yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No X 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 X 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 X 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	N/A
-----	---	-----

Section 4	Economic and Financial Standing	
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	Yes X No <input type="checkbox"/>
	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for	Yes <input type="checkbox"/> No <input type="checkbox"/>

	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).	
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.	Yes X No <input type="checkbox"/>

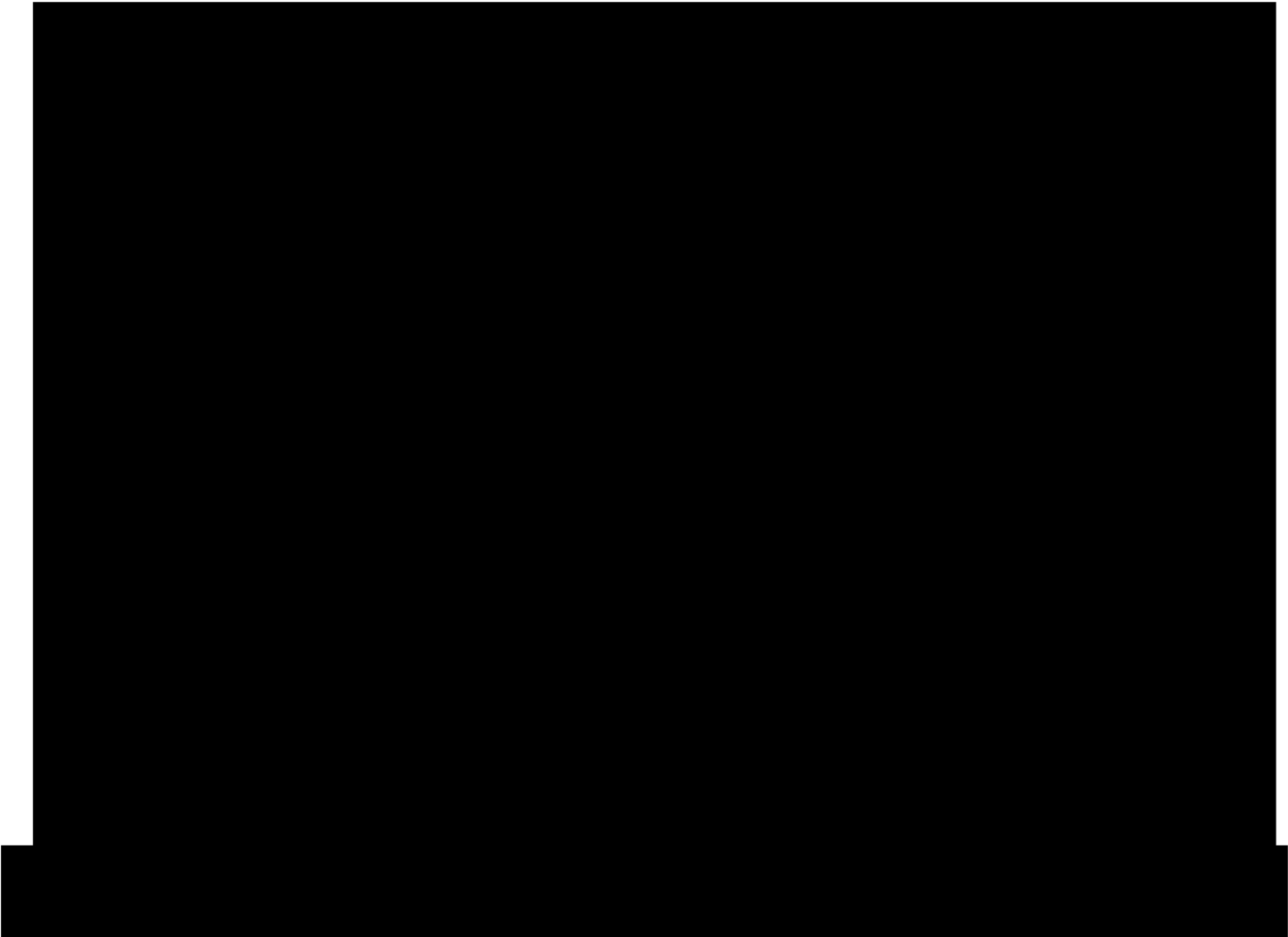
Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:
-----------	---


Name of organisation	
Relationship to the Supplier completing these questions	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes X No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>


Section 6	<b>Technical and Professional Ability</b>
-----------	---

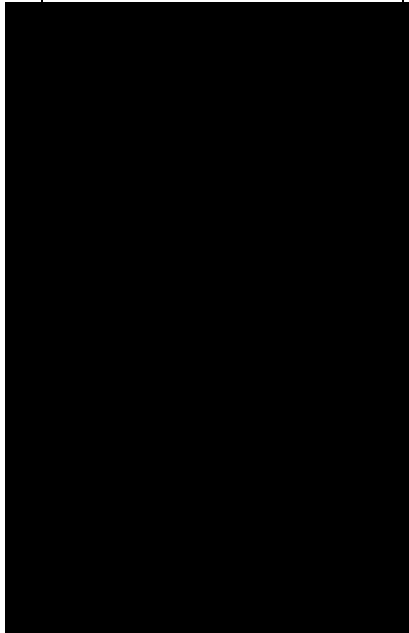
6.1	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>
-----	---



6.2	<p>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)</p> <p>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)</p>
	



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.
	

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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 <input type="checkbox"/> Please provide the relevant url to view the statement ... 

### 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.

Section 8	Additional Questions	
8.1	Insurance	
	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: Y	

	<p>Employer's (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p> <p>Professional Indemnity Insurance = £2 Million</p> <p>*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.</p>
--	---

<b>8.2</b>	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>4</sup> 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other	<input checked="" type="checkbox"/> Yes

organisations?	<input type="checkbox"/> No
----------------	-----------------------------

#### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### 8.5 – Health & Safety

1.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION C – TENDER SCHEDULE

Total People Limited

Tender Response Document

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:



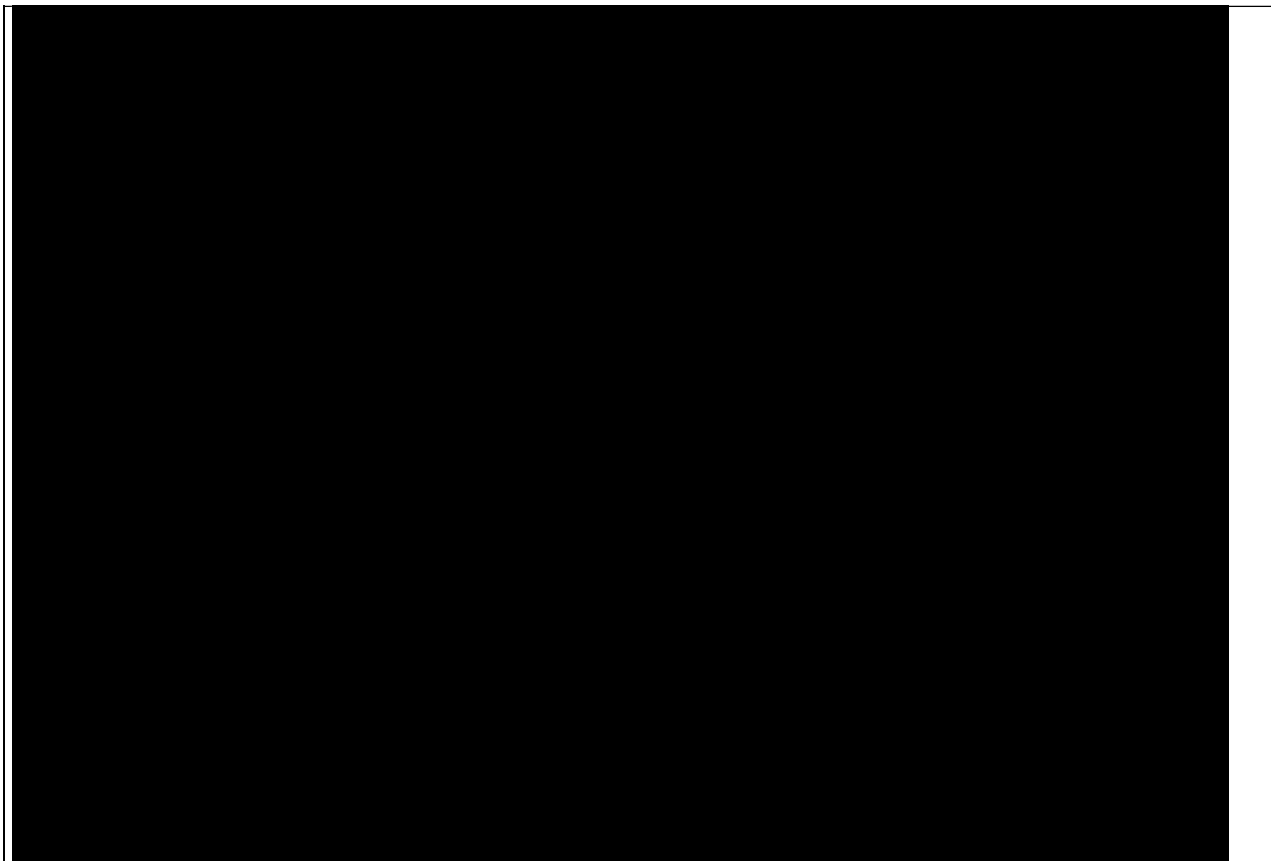
The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

**Each lot you apply for will be marked against the same criteria and questions below**

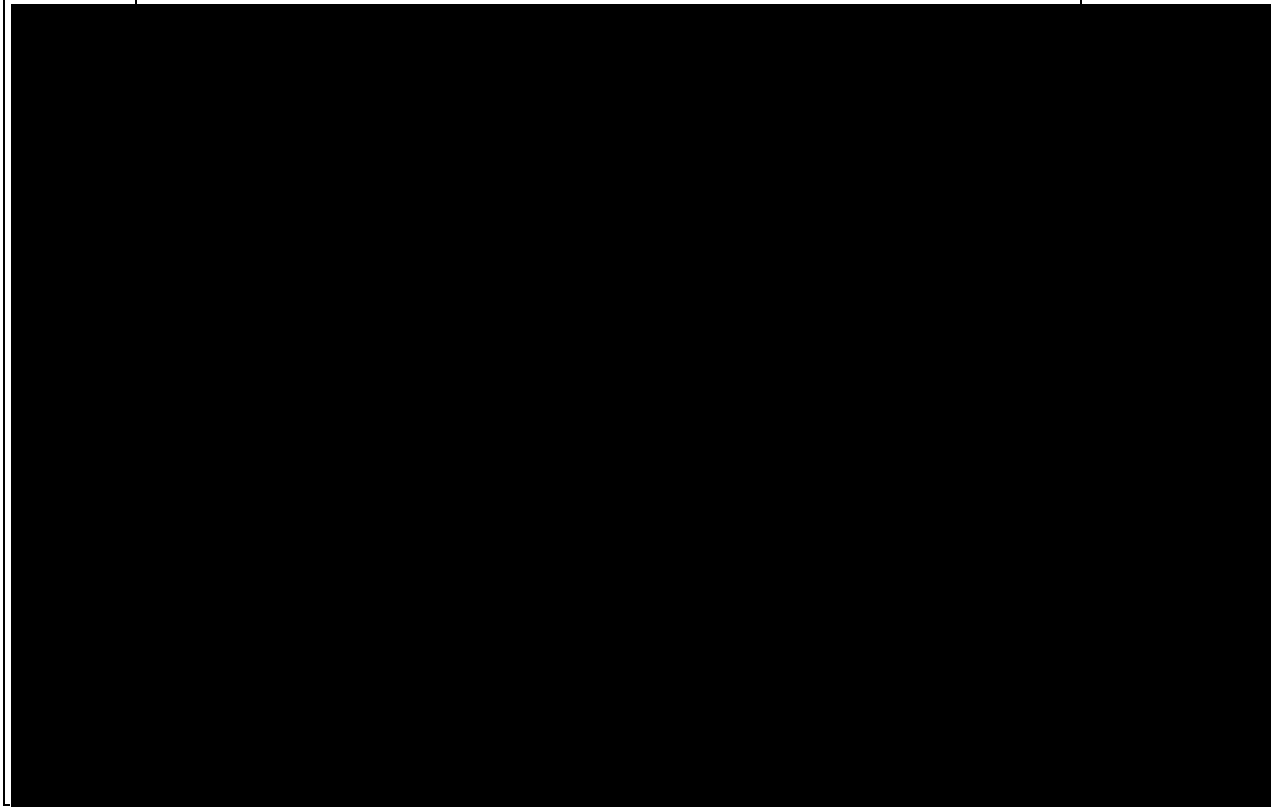
In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

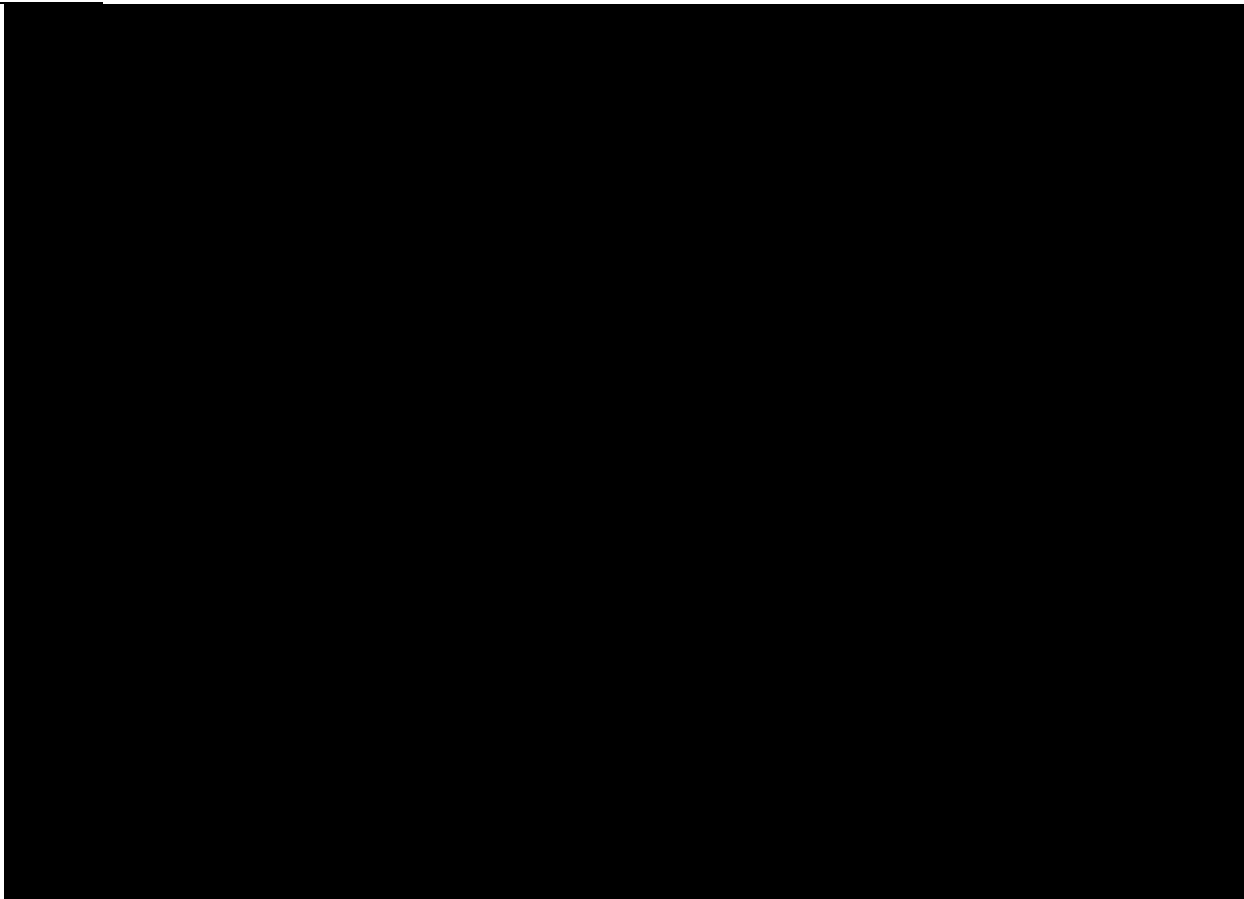
Total People Limited

1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA.	3 / 30 max marks
1.2	Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.	3 / 30 max marks

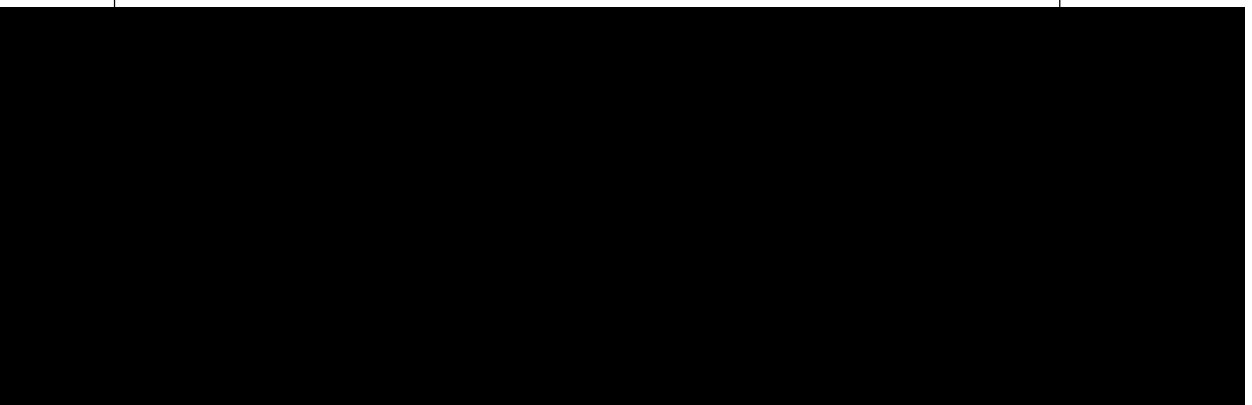
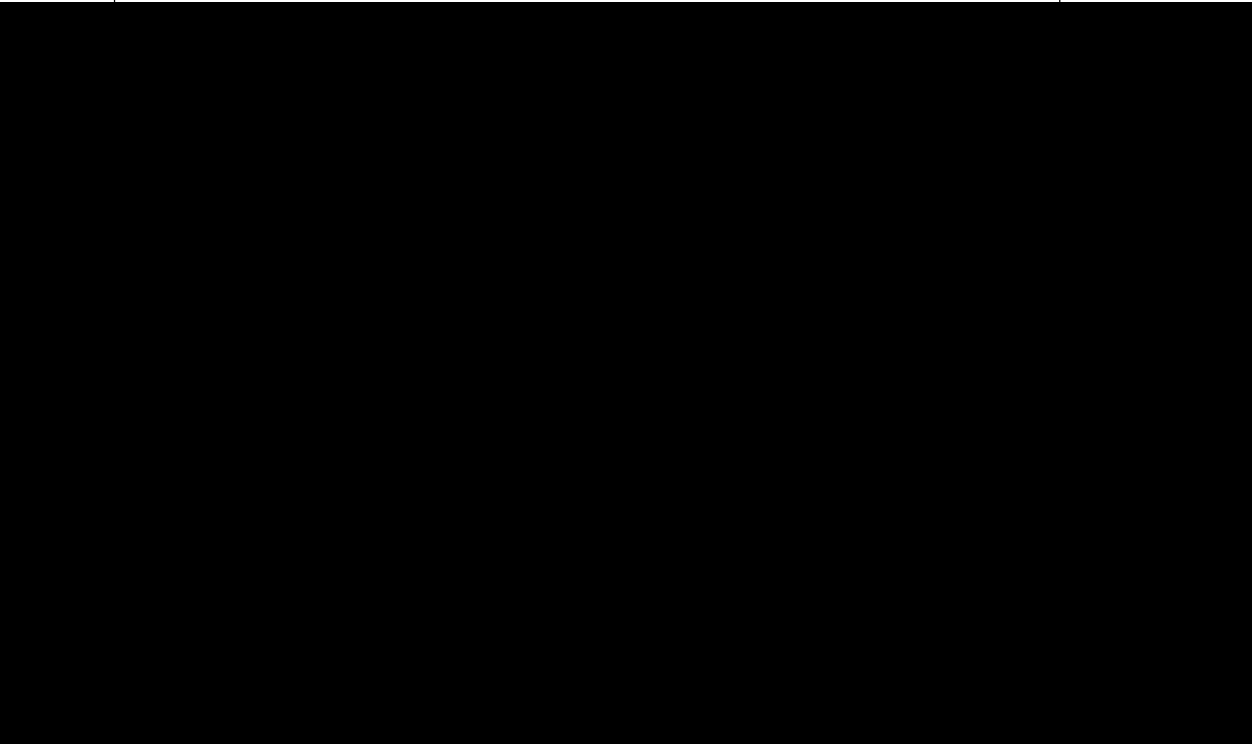
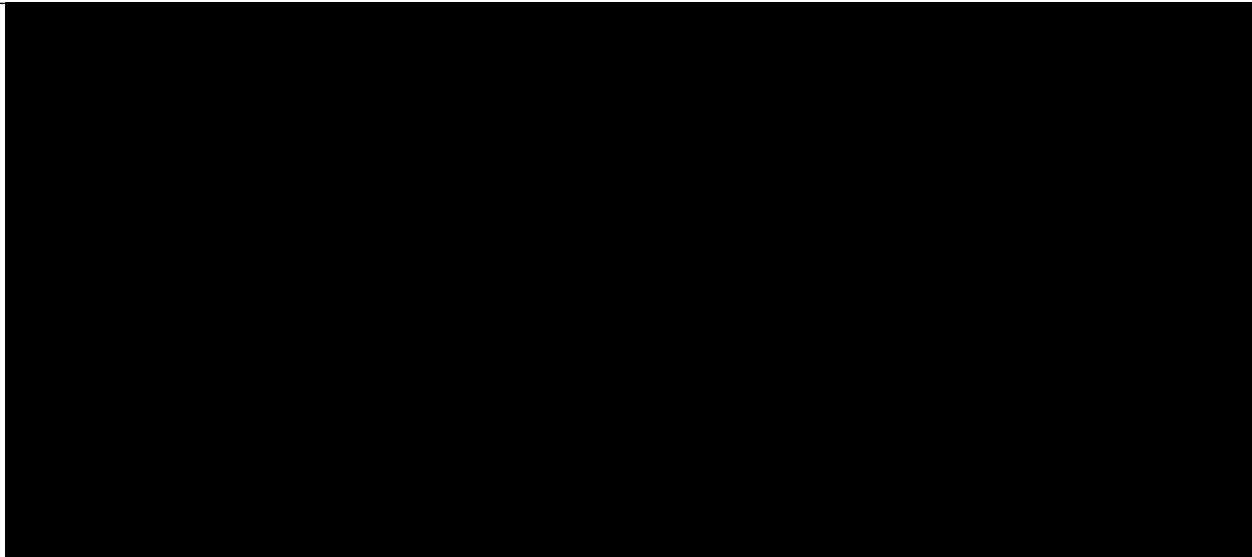


1.3	Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?	3 / 30 max marks
-----	---	------------------





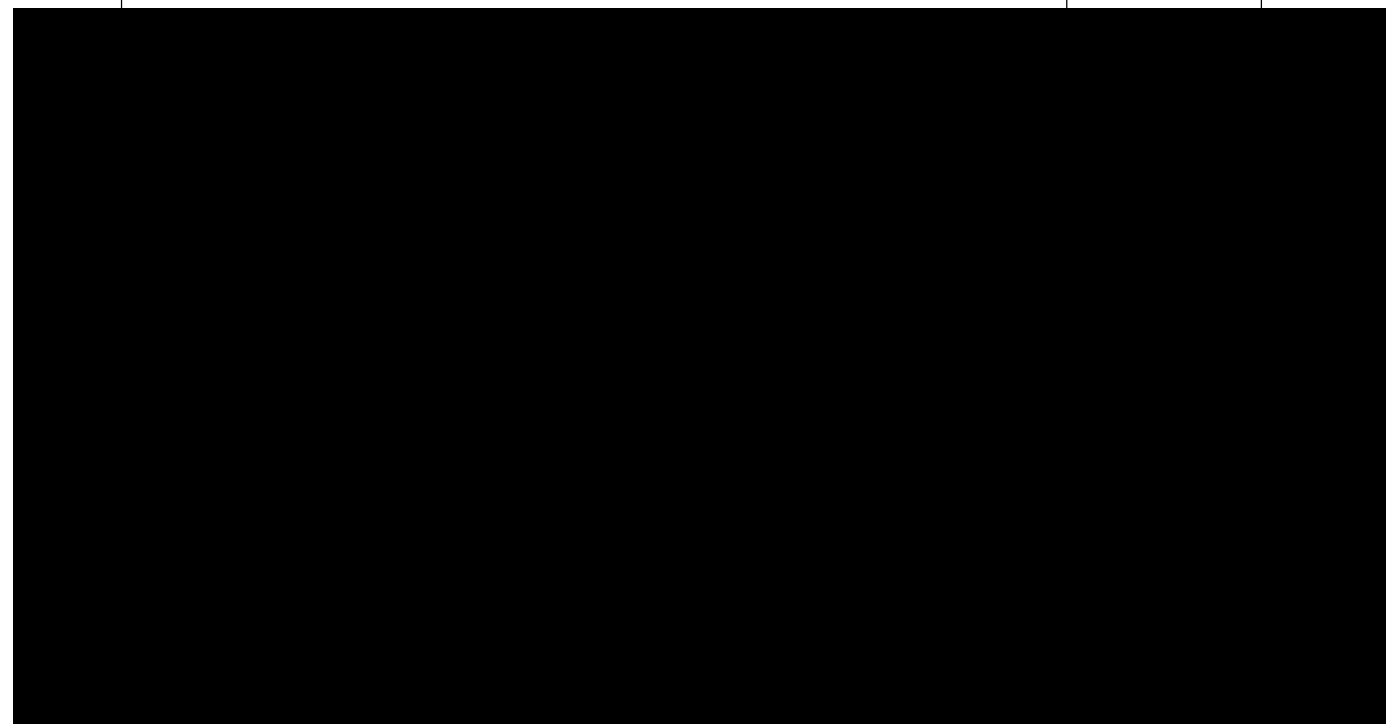
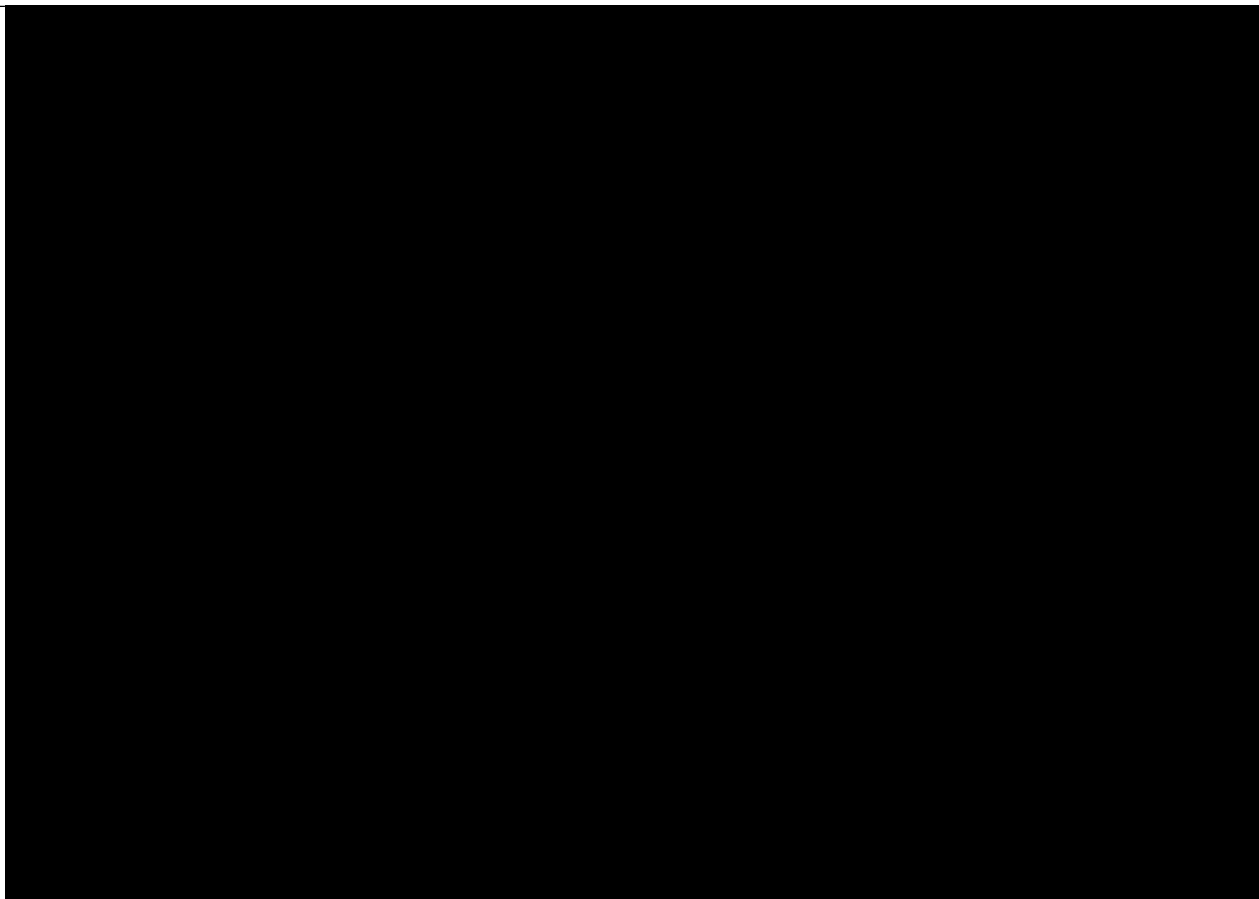
Total People Limited

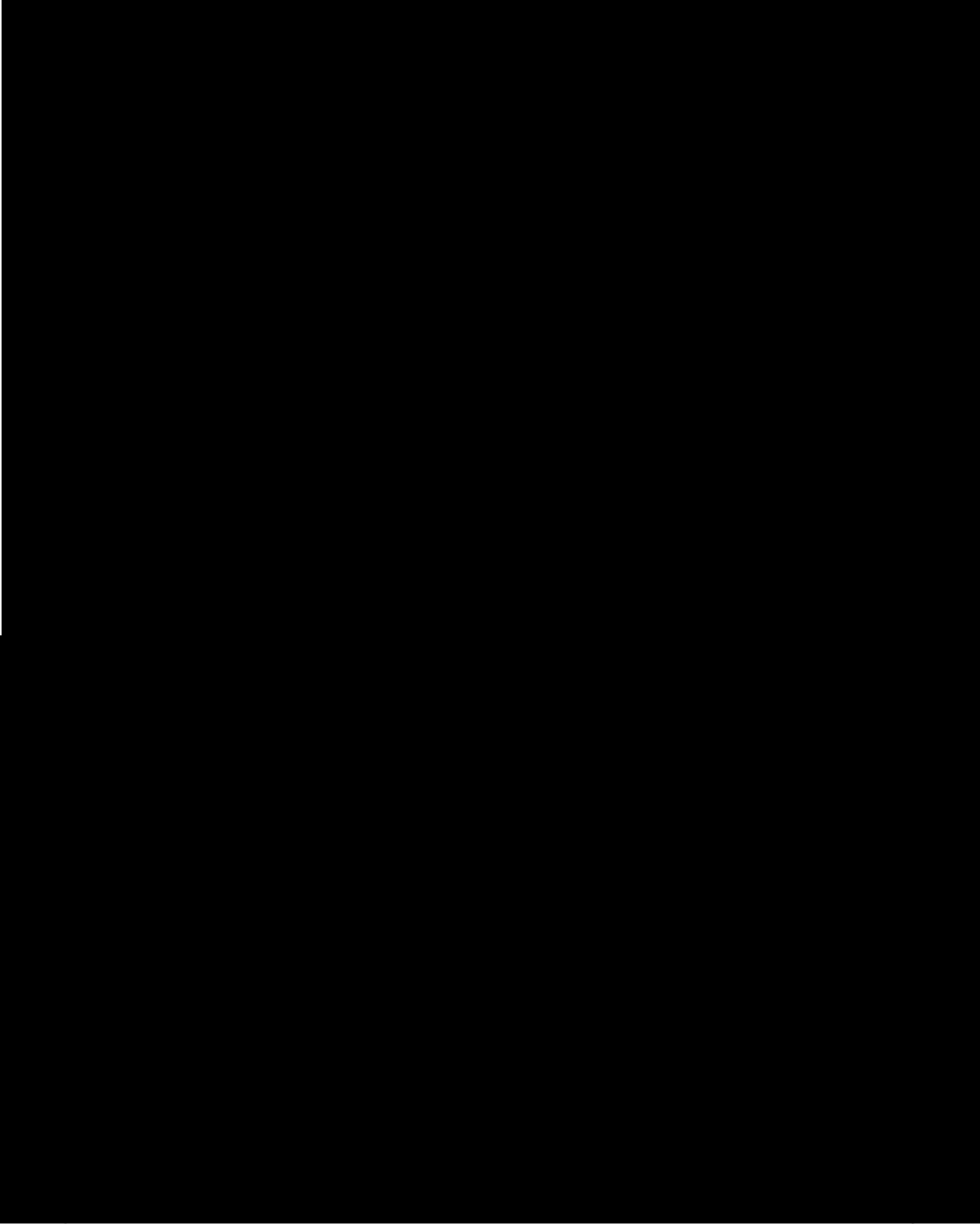


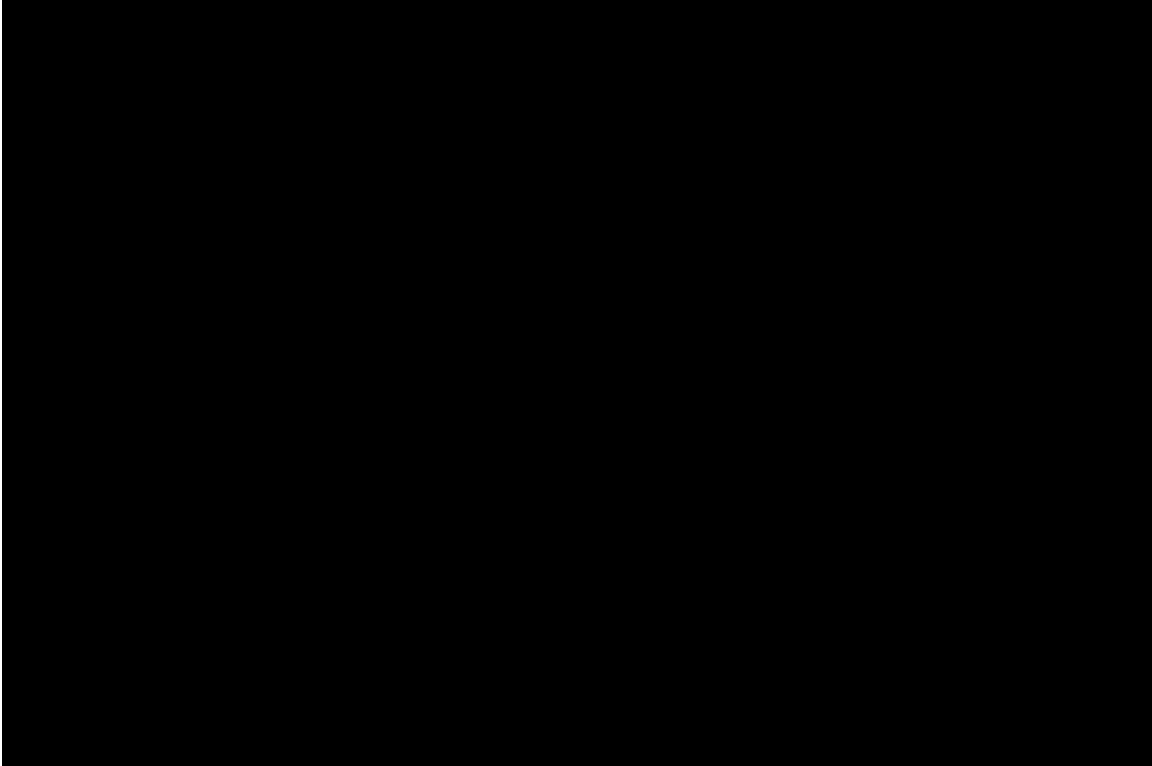
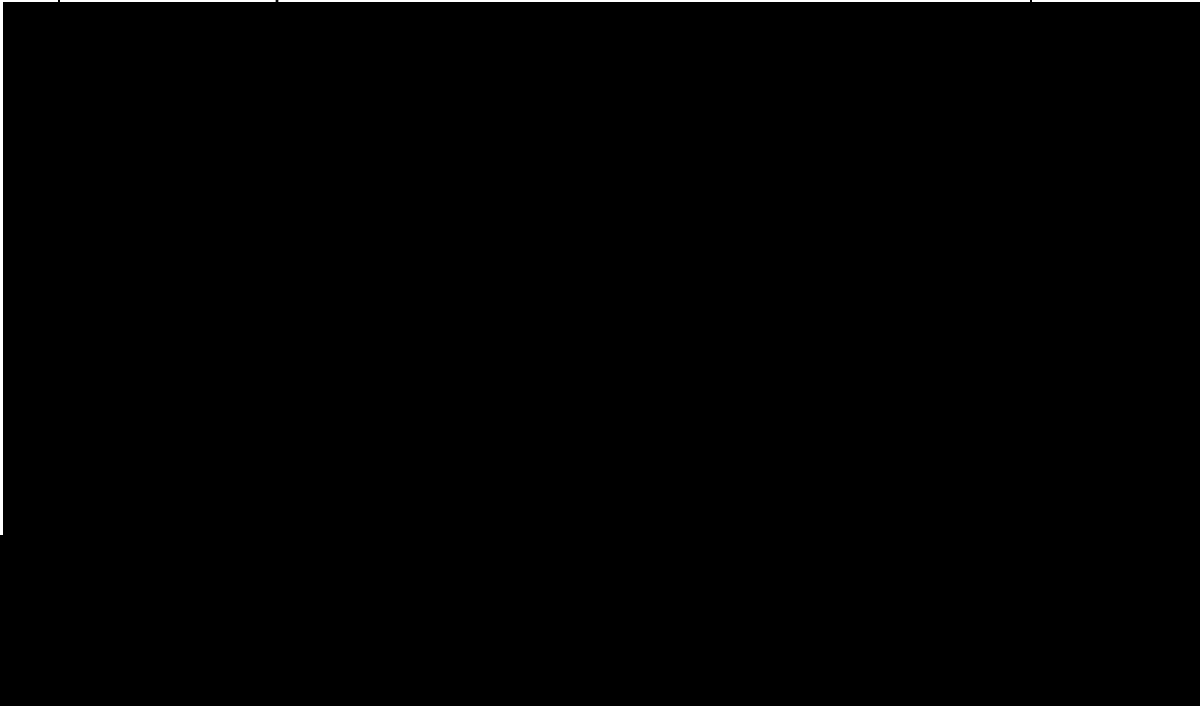
1.4	If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?	1 / 10 max marks

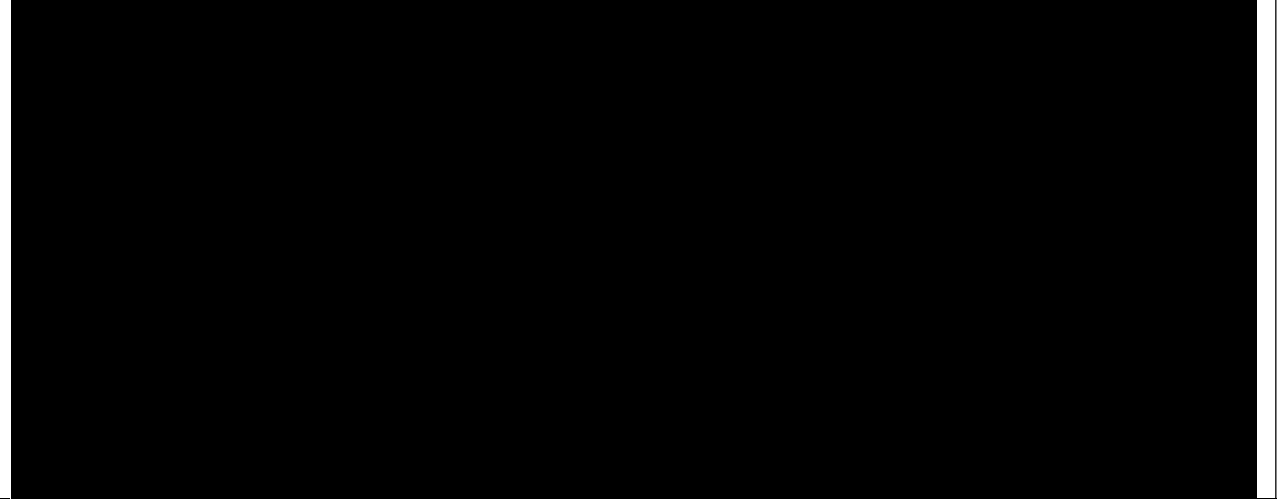
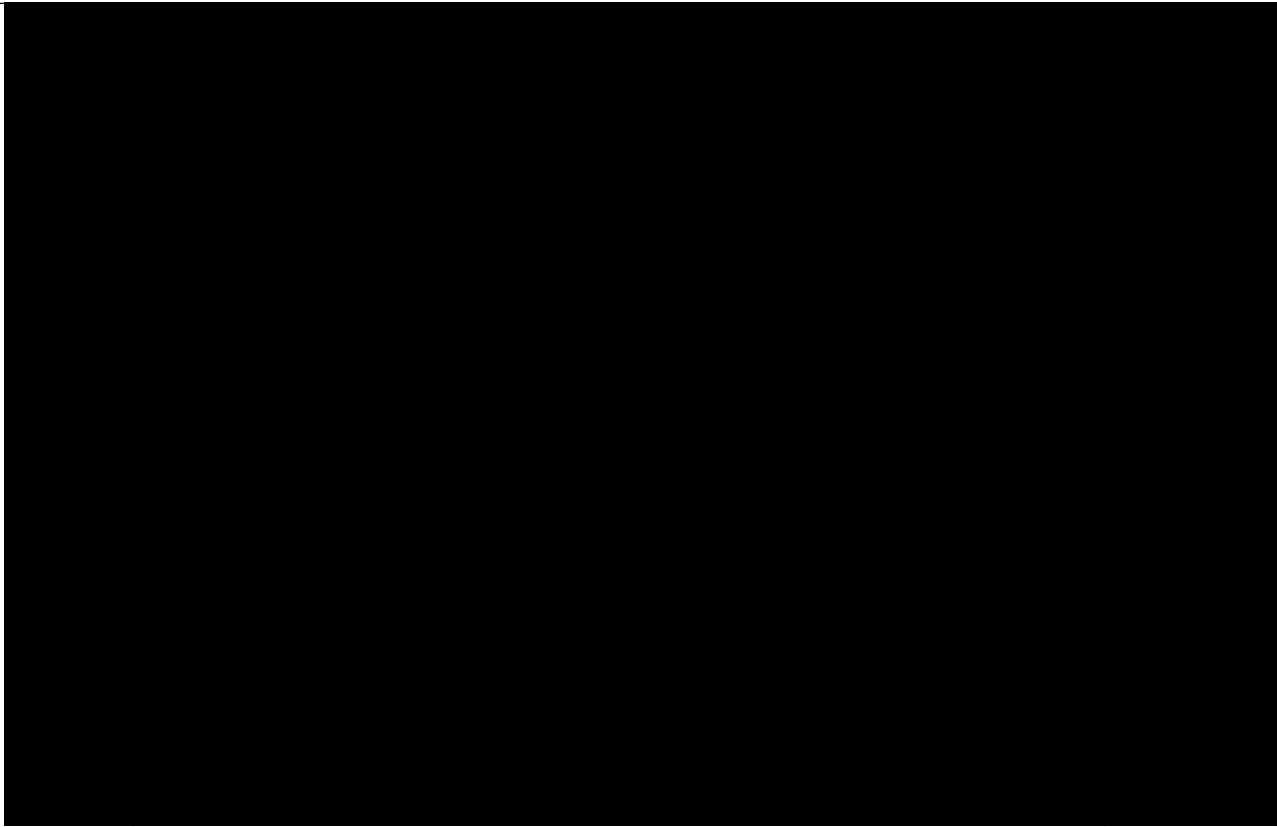
Total People Limited



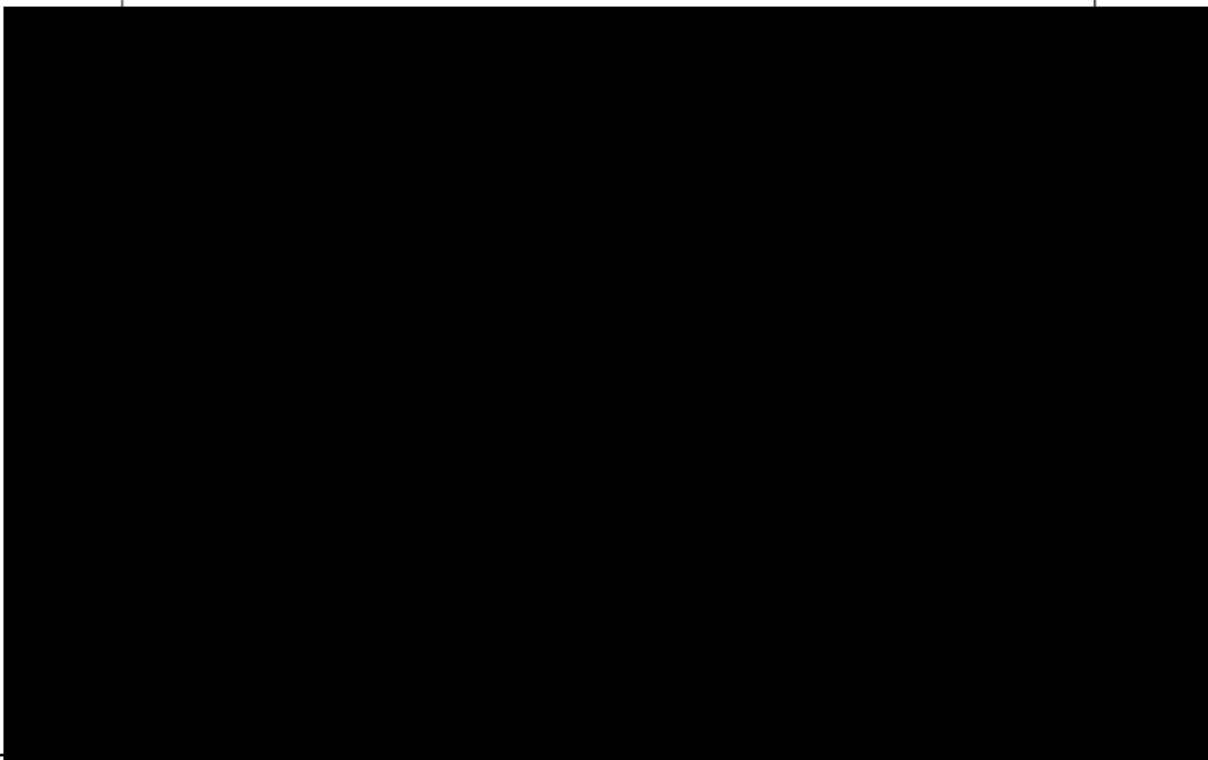
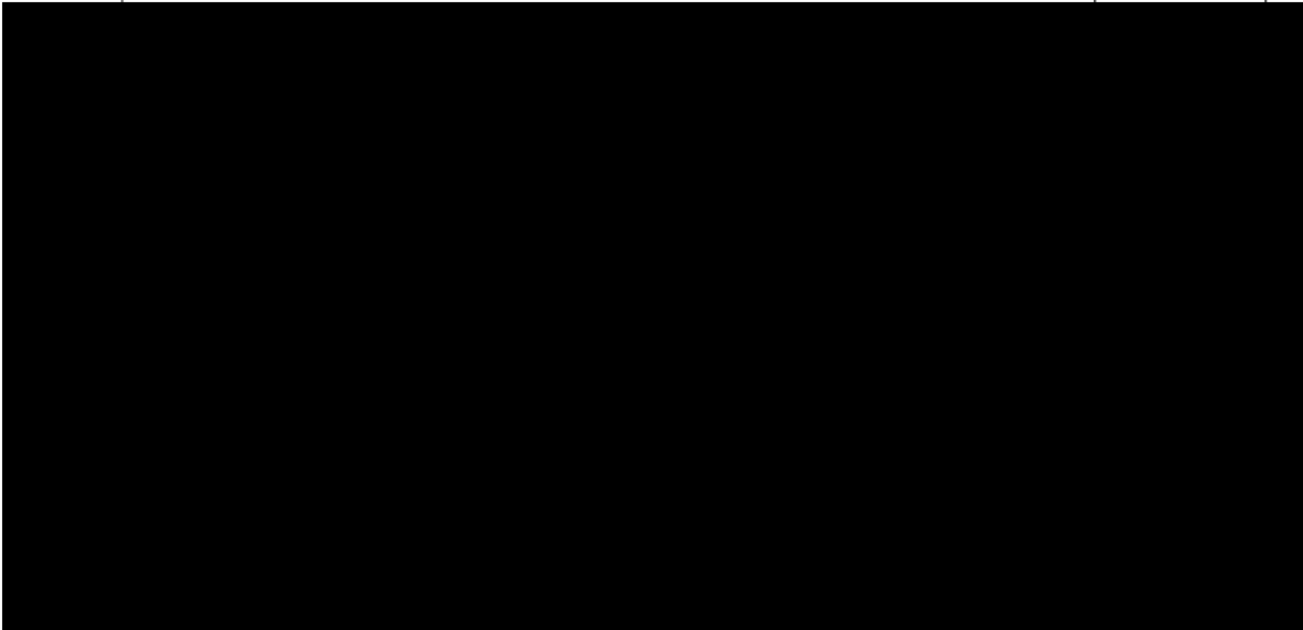


2.	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighting and Max Marks</b>
2.1.1	<p>Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:</p> 	5 / 50 max marks

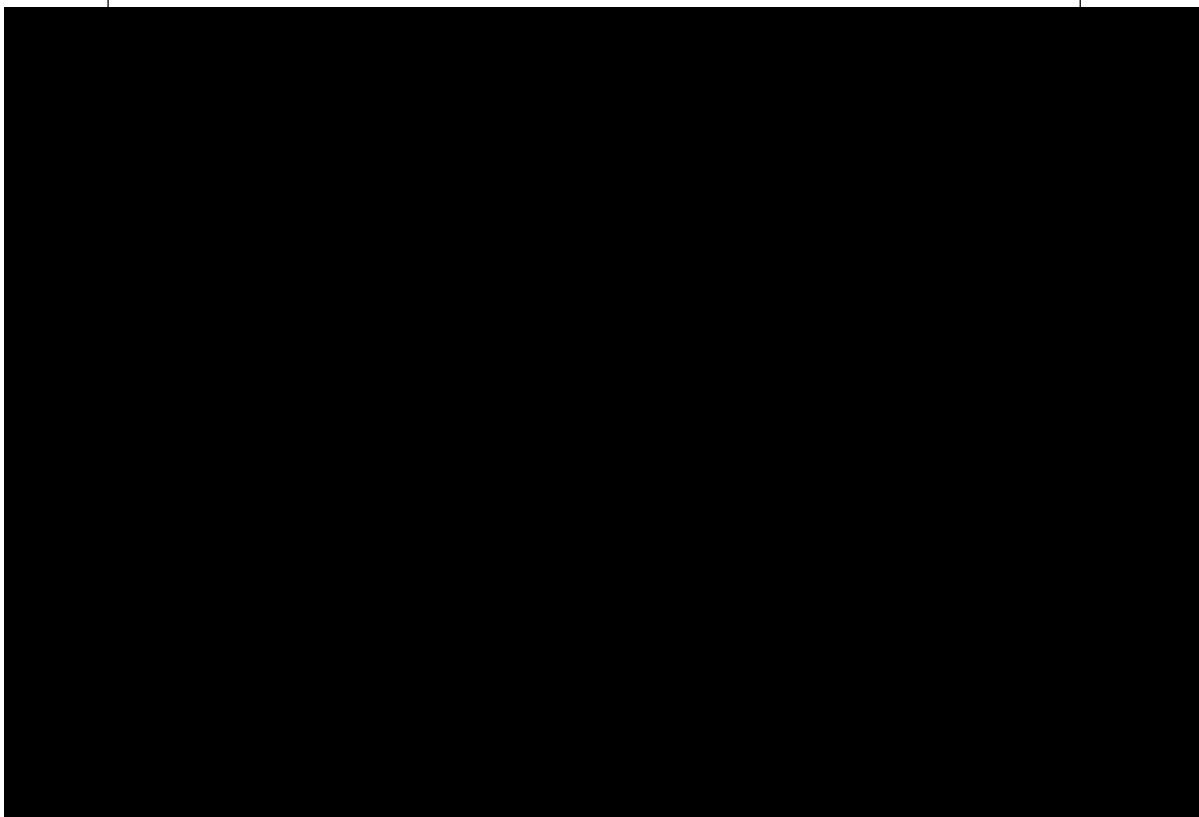
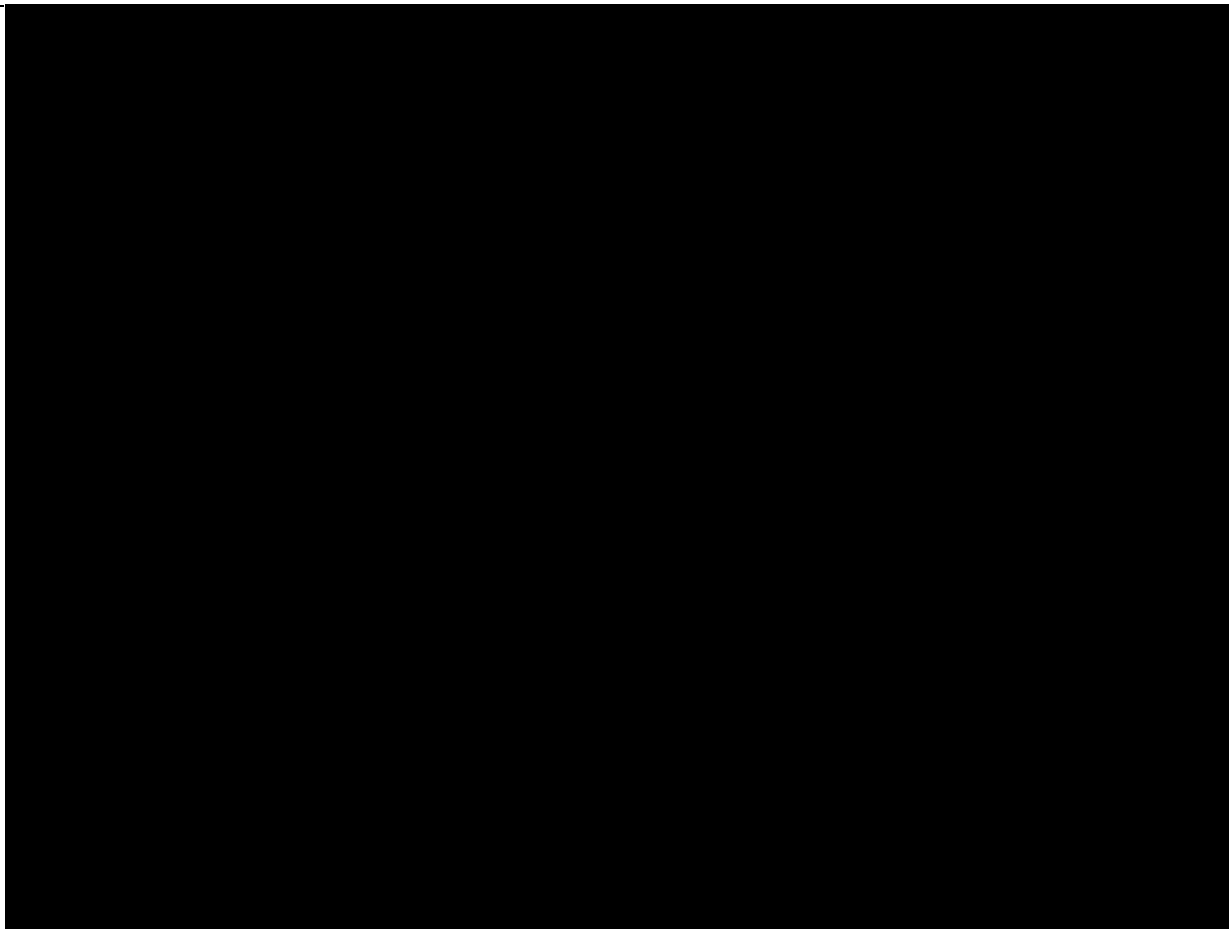
2.1.2	<p>Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).</p> 	1 / 10 max marks
2.1.3	<p>Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.</p> 	4 / 40 max marks



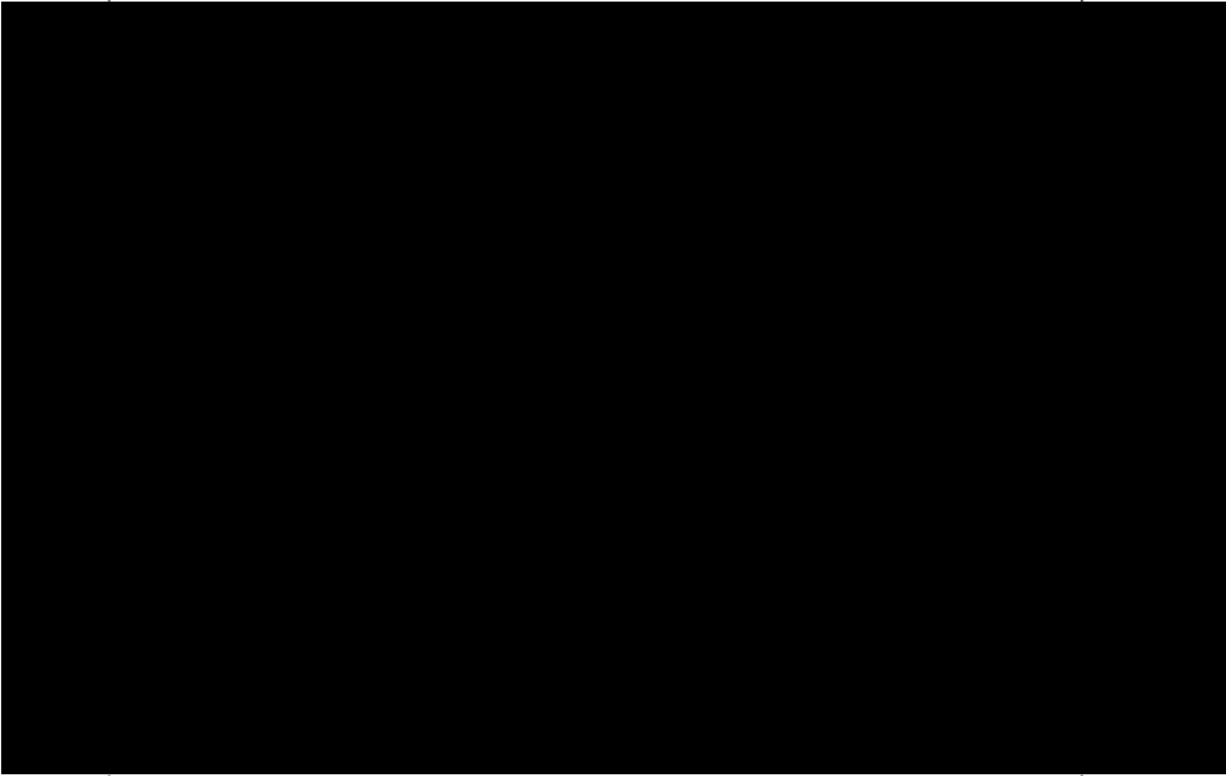
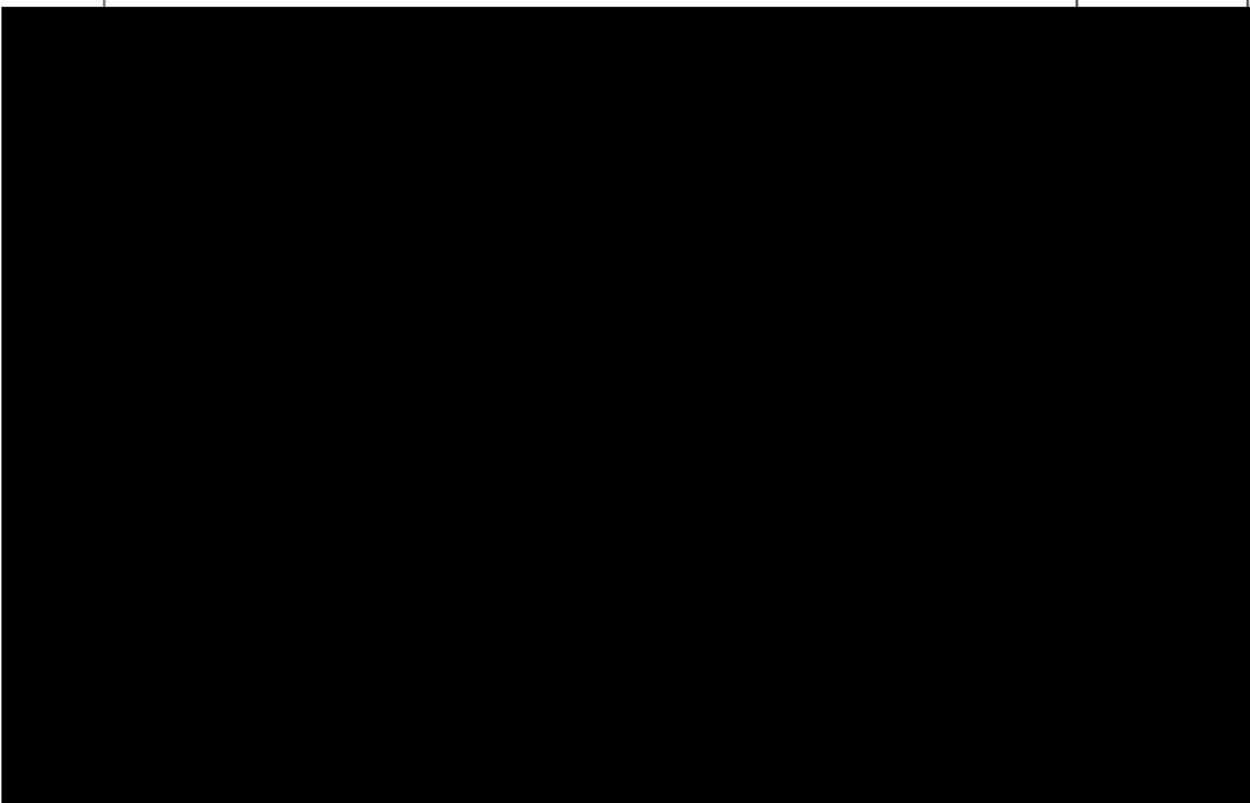
Total People Limited



Total People Limited

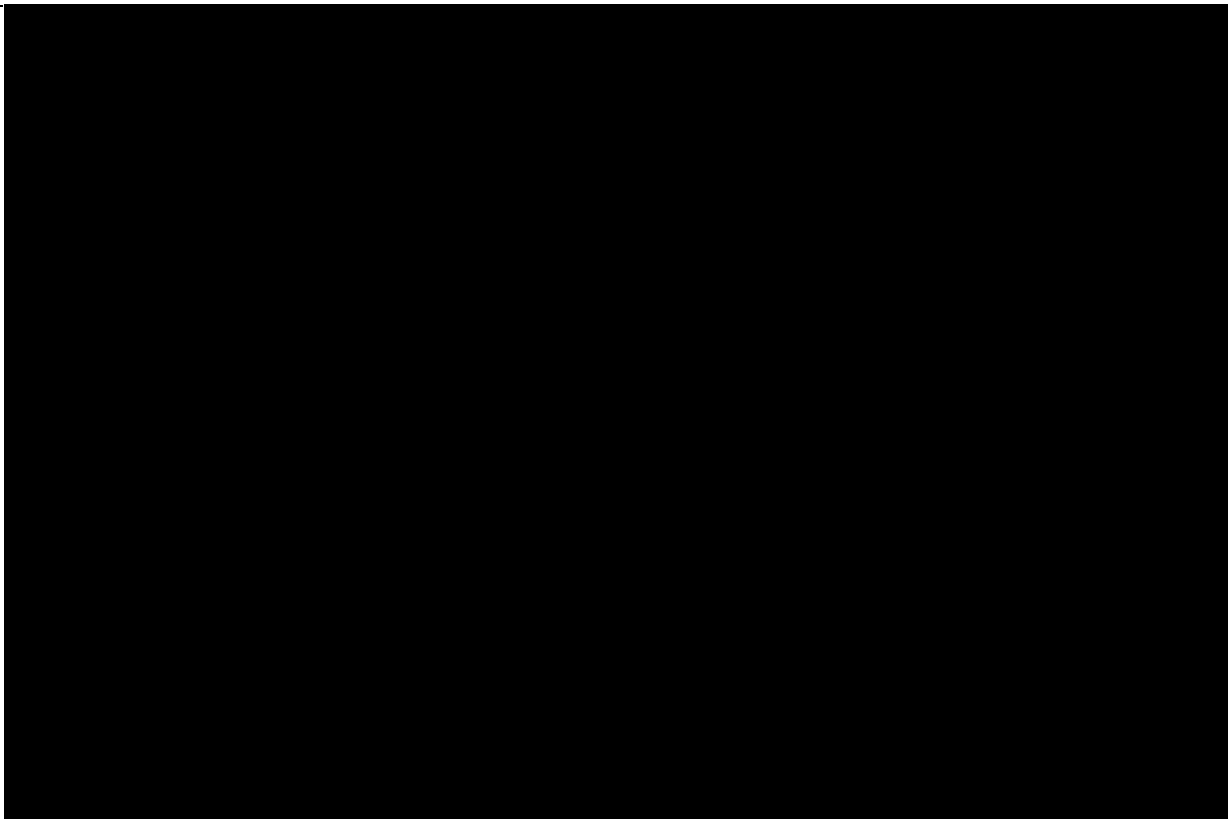


Total People Limited

2.2	Delivery	Weighting and Max Marks
2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks
		
		

To  
Te

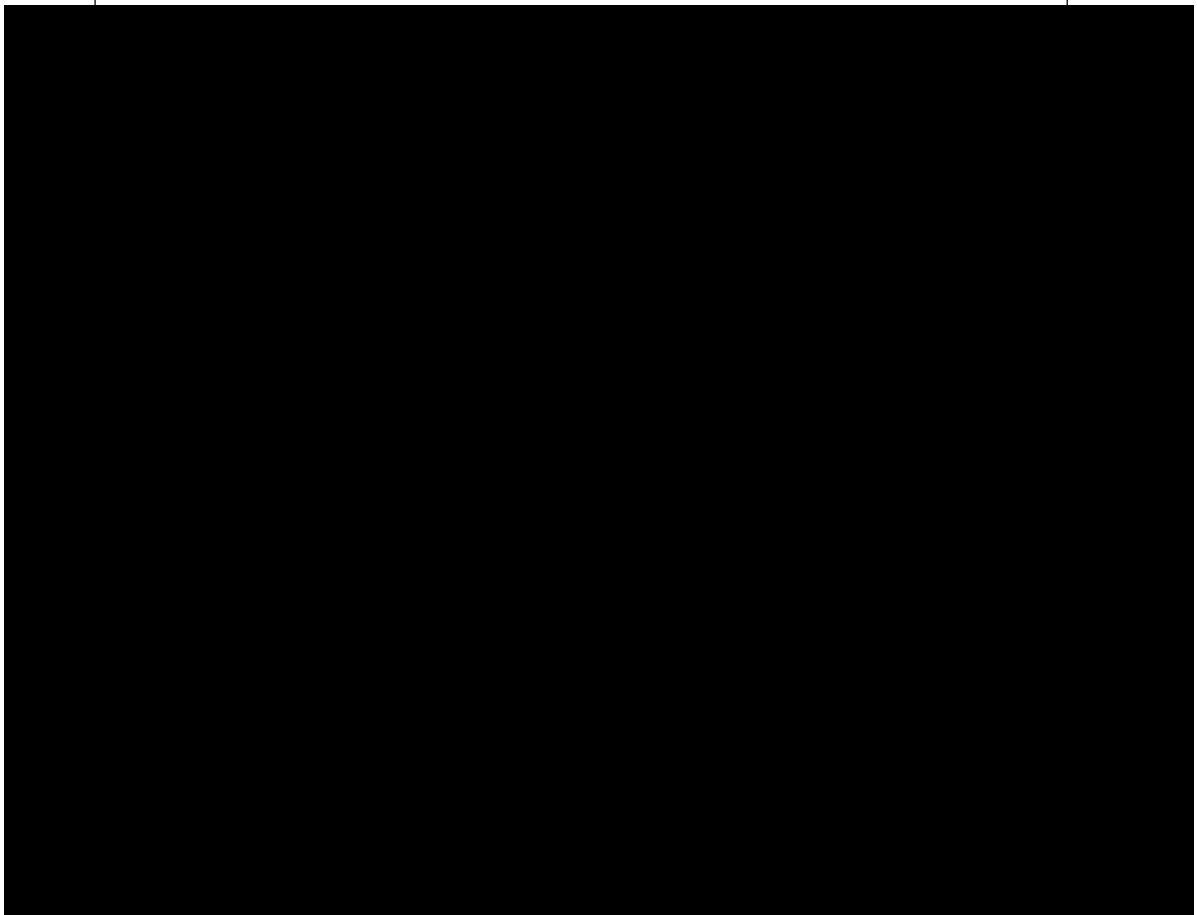




2.2.2

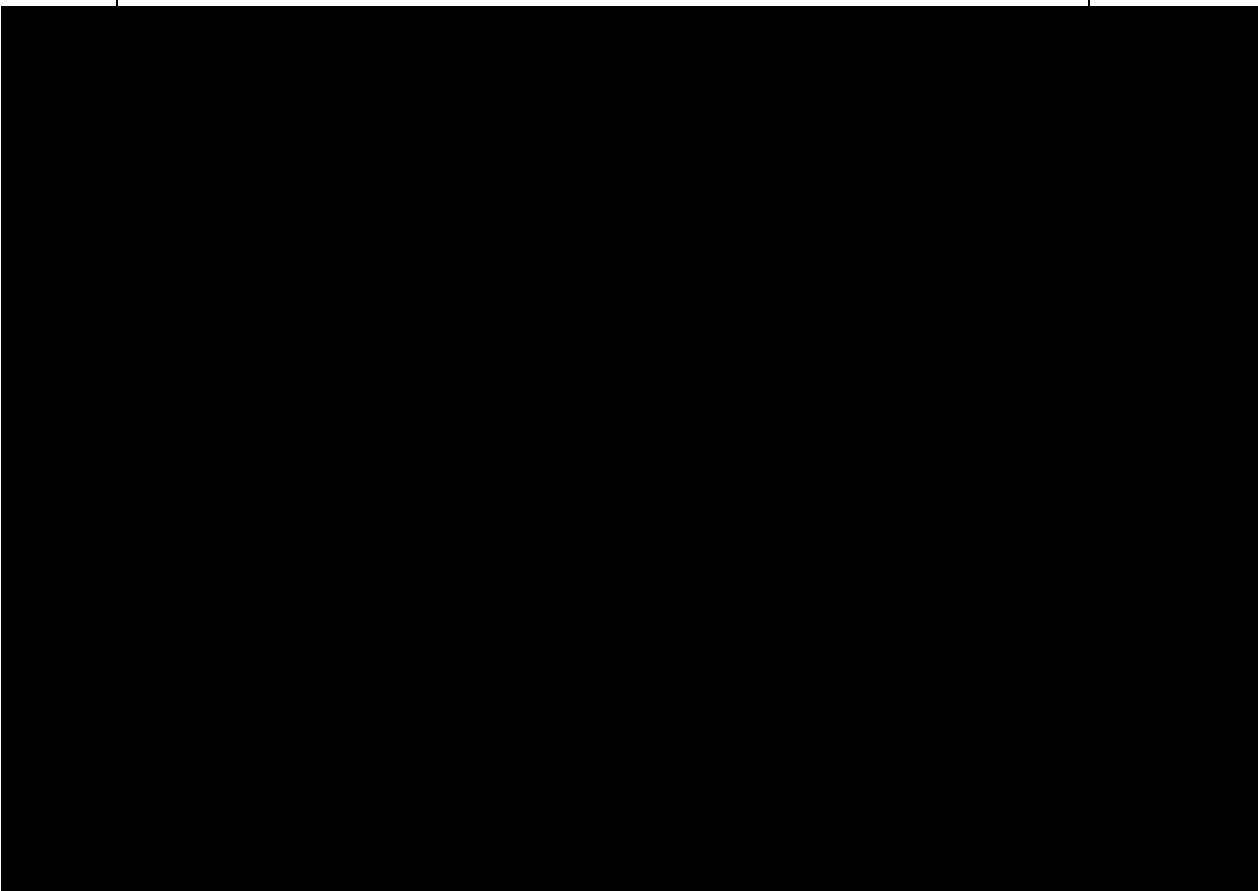
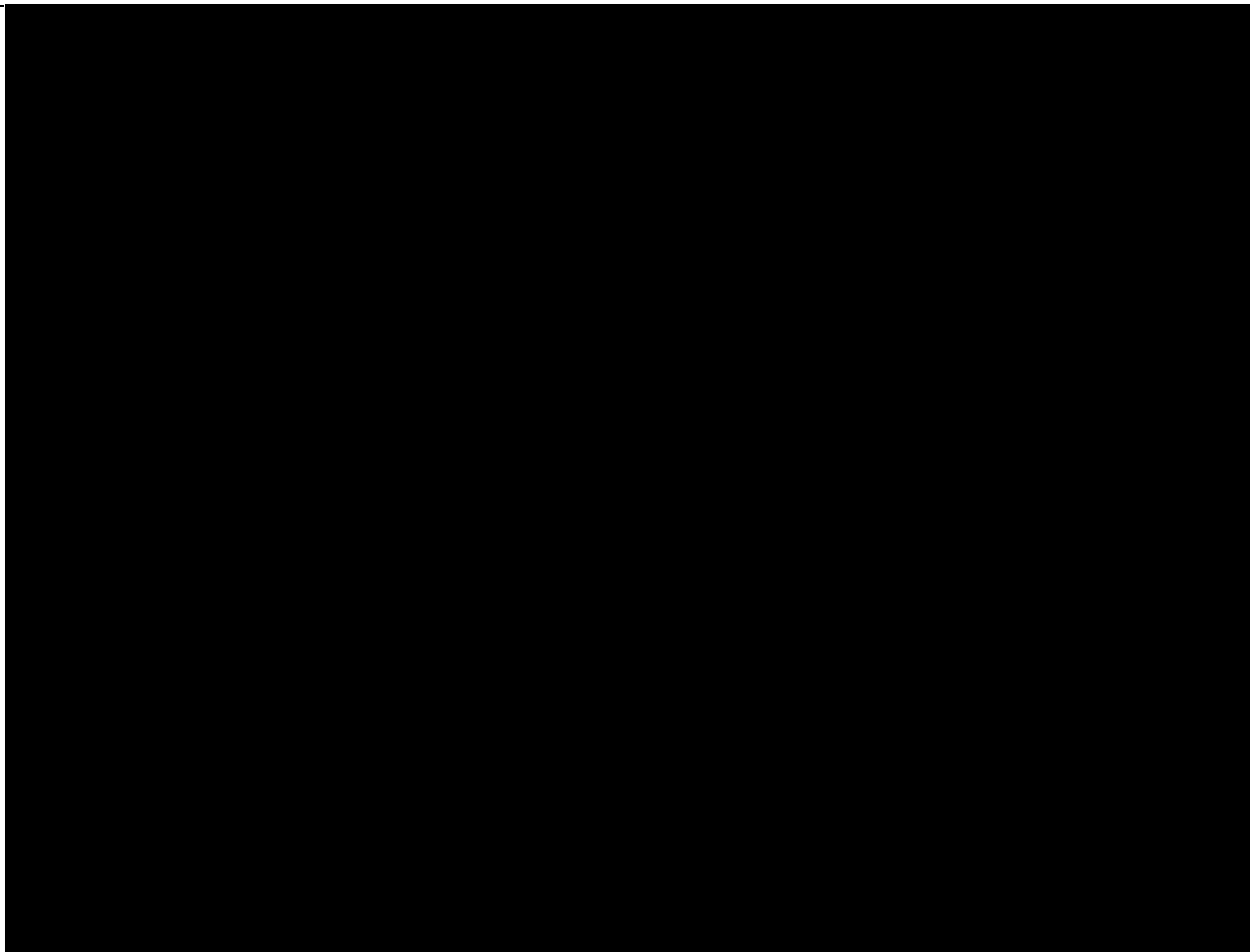
How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?

4 / 40 max marks





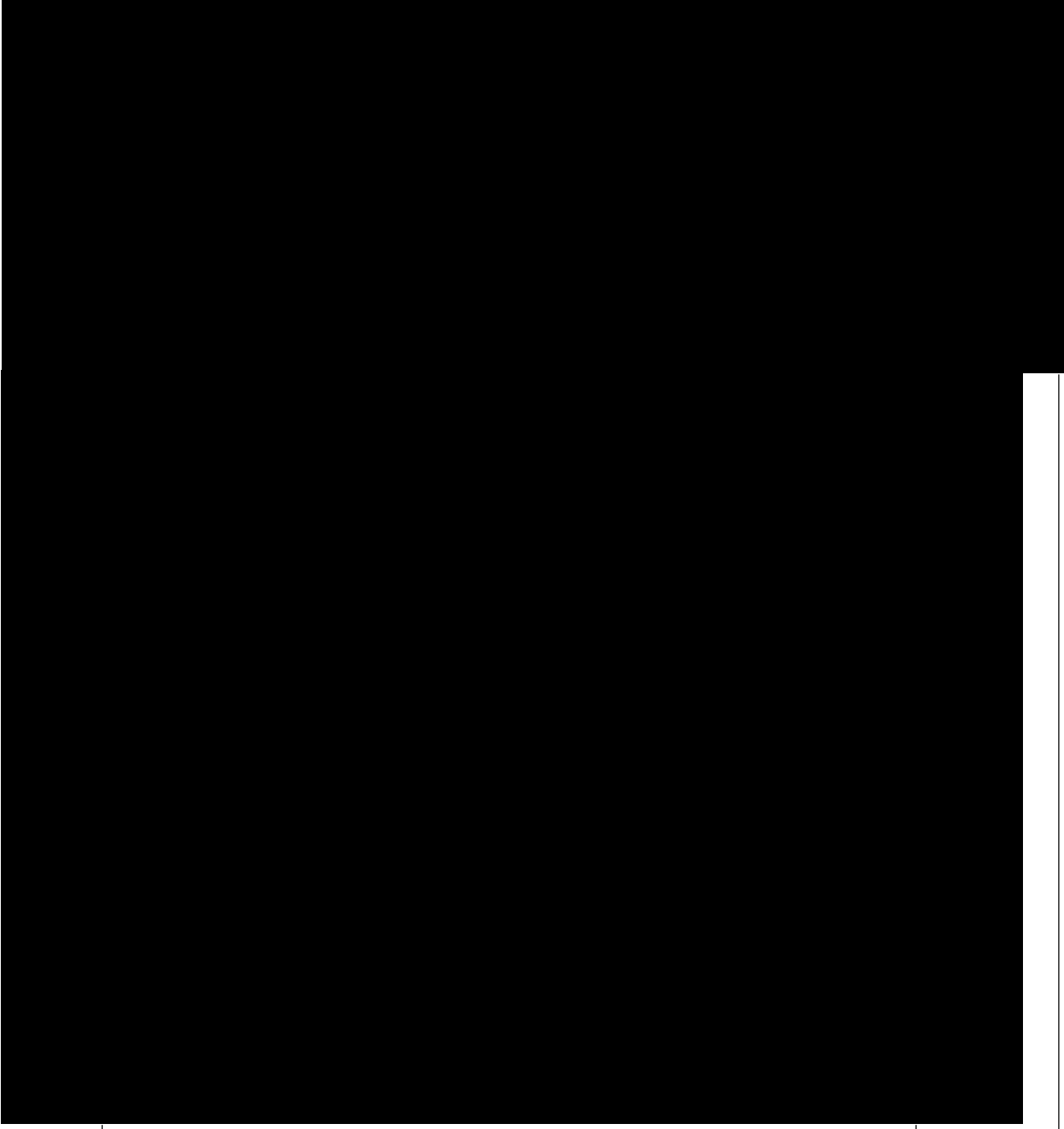
2.2.3	Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.	2 / 20 max marks
2.3	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 max marks



Total People Limited



2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max marks
-------	---	--------------------------

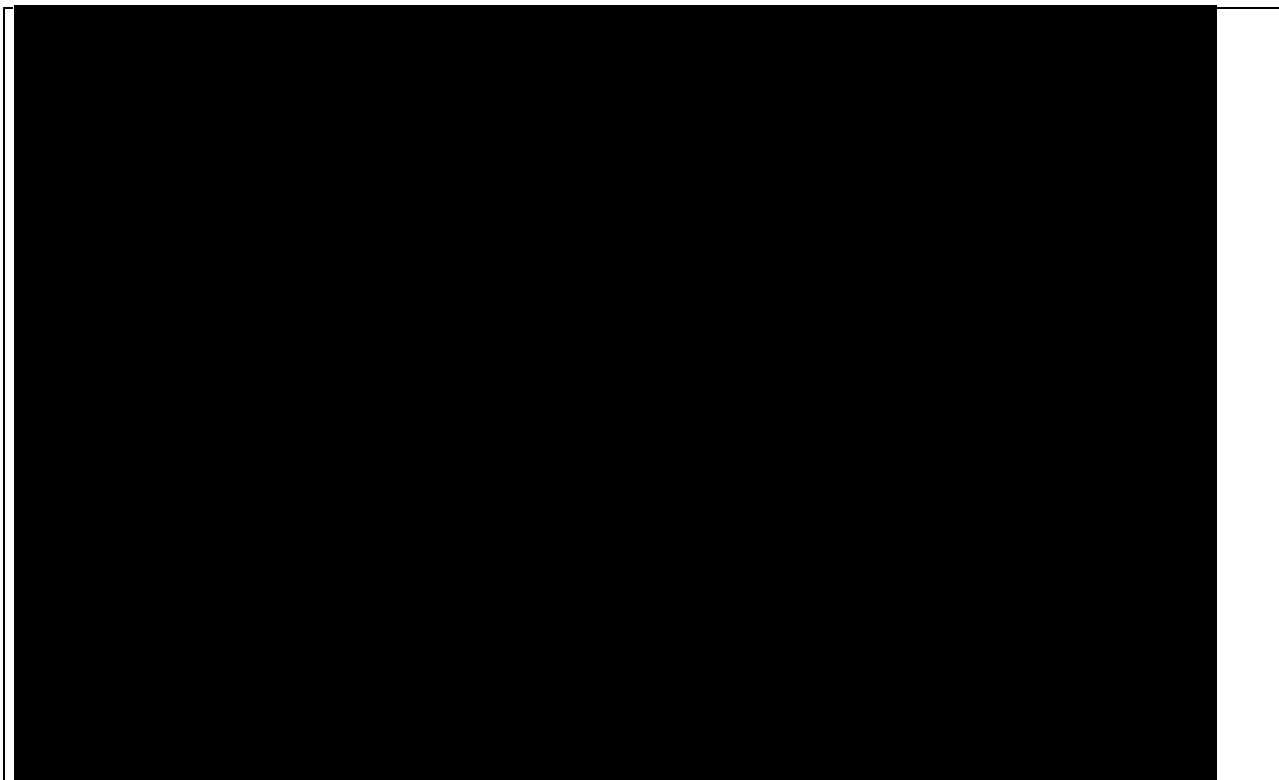


2.3.3	<p>How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).</p>	3 / 30 max marks
Redacted content for question 2.3.3		
Redacted content for question 2.3.4		
2.3.4	<p>How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training? Please provide examples of where this has been successful.</p>	2.5 / 25 max marks
Redacted content for question 2.3.4		

<b>2.4</b>	<b>Development of Apprenticeships in Shropshire</b>	<b>Weighting and Max Marks</b>
2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p>	2.5 / 25 max marks

2.4.2	<p>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</p> <p>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.</p>	1.25 / 12.5 max marks

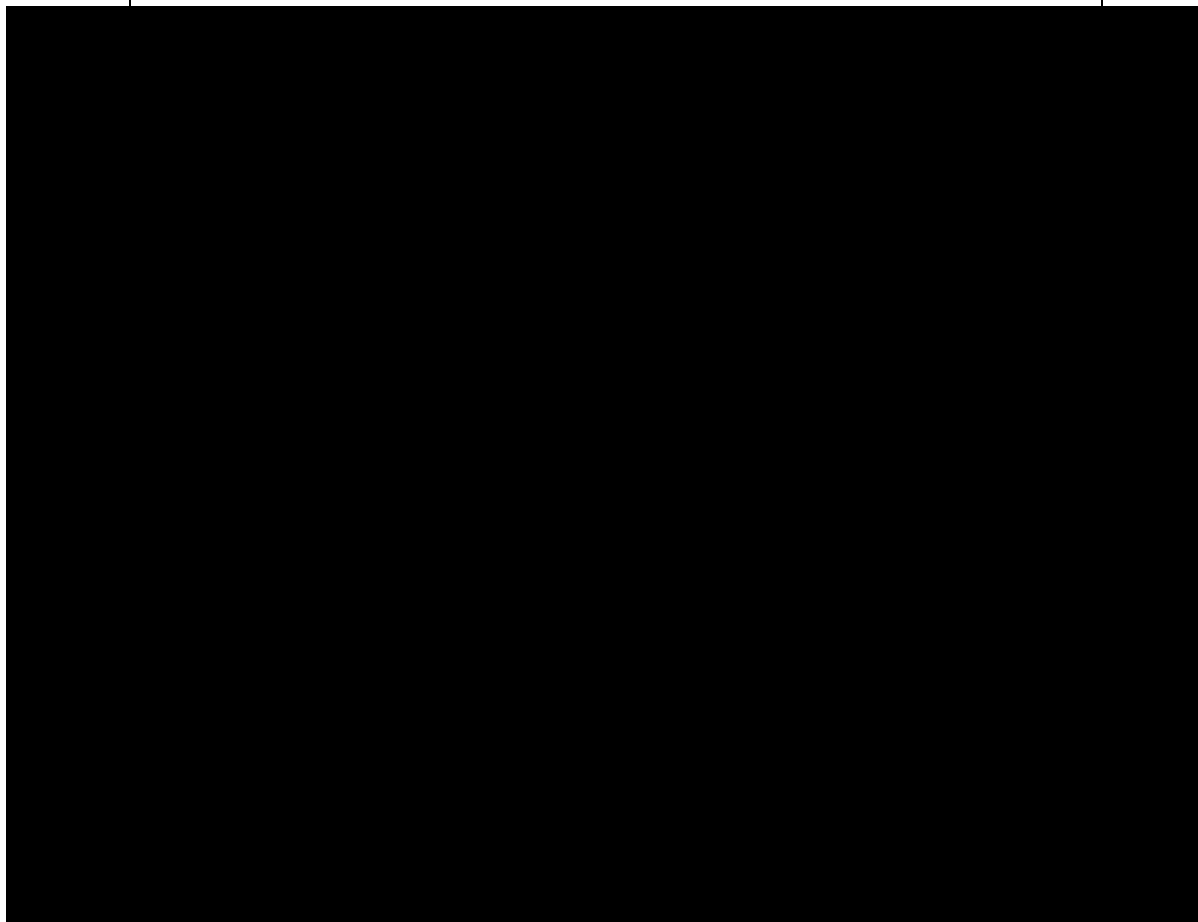
Tota

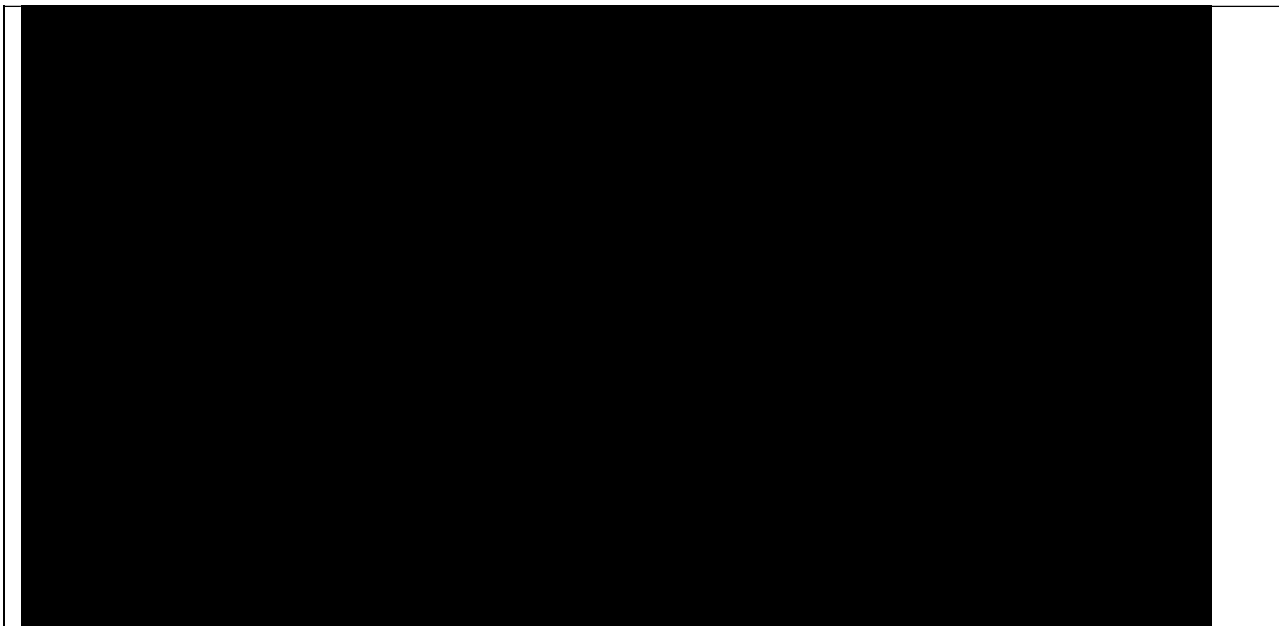


2.4.3

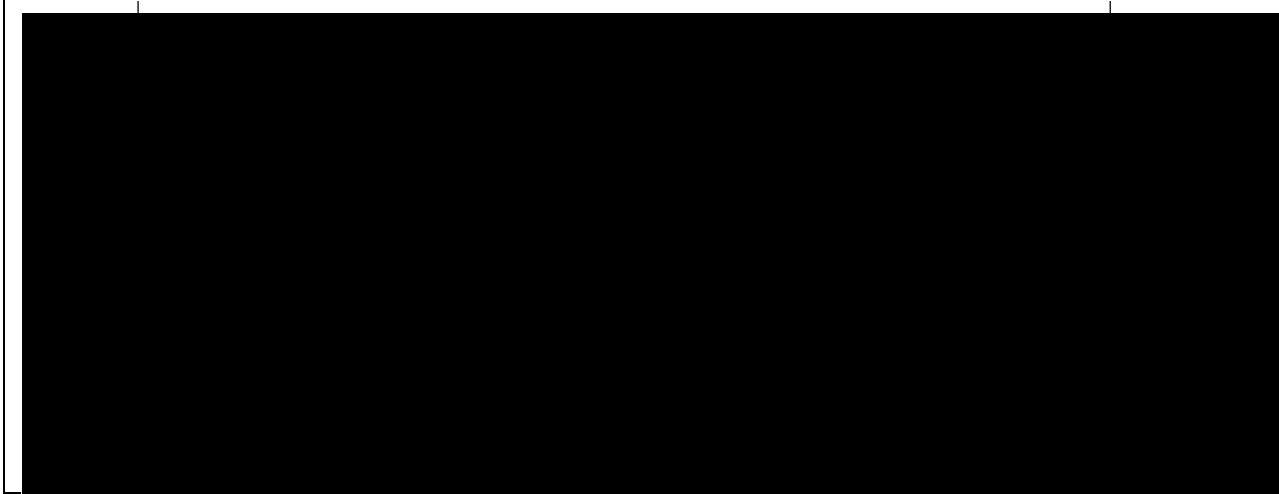
How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire?  
Please provide examples of organisations where you have previously done successfully (if applicable)

0.5 / 5  
max  
marks

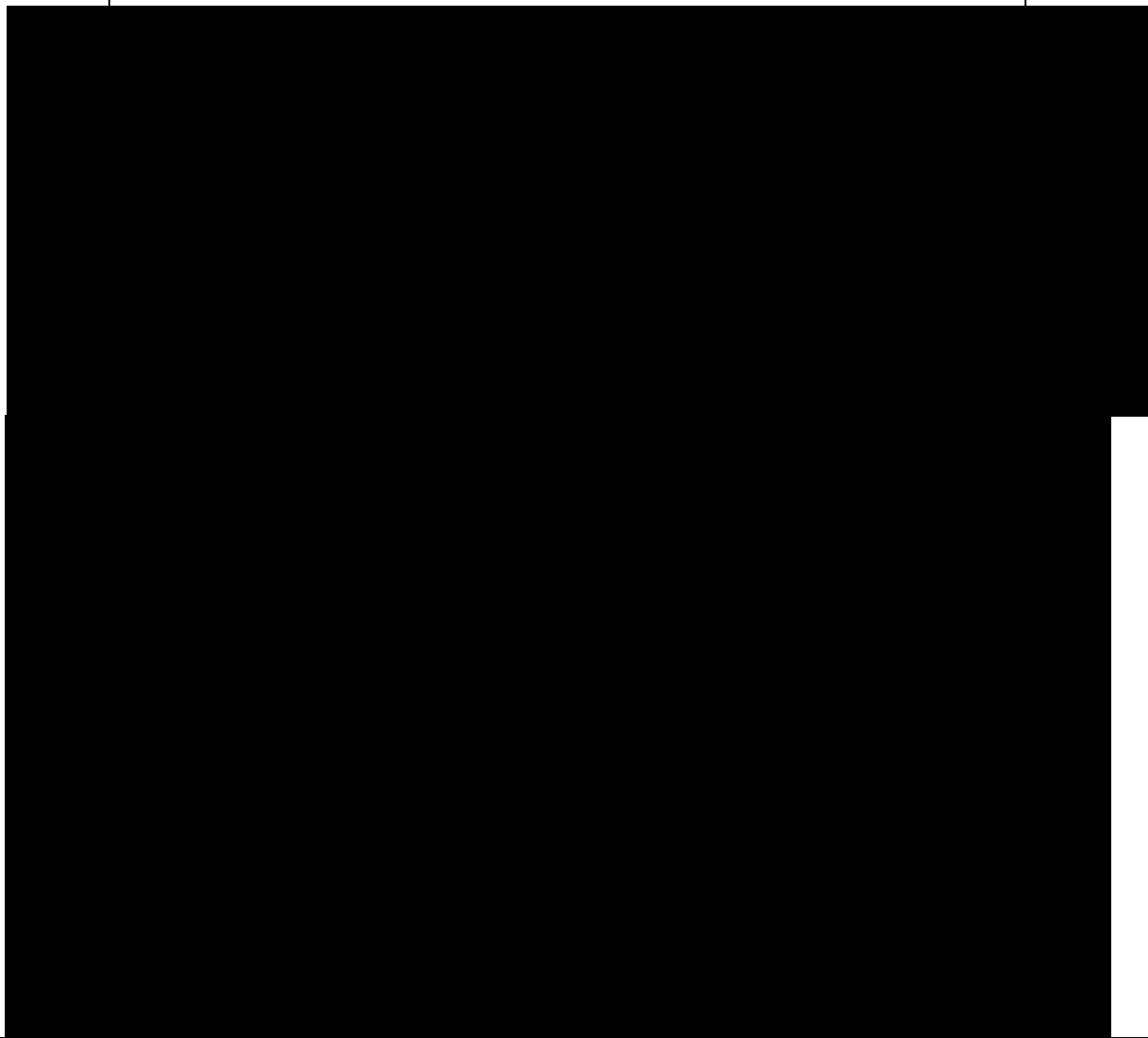
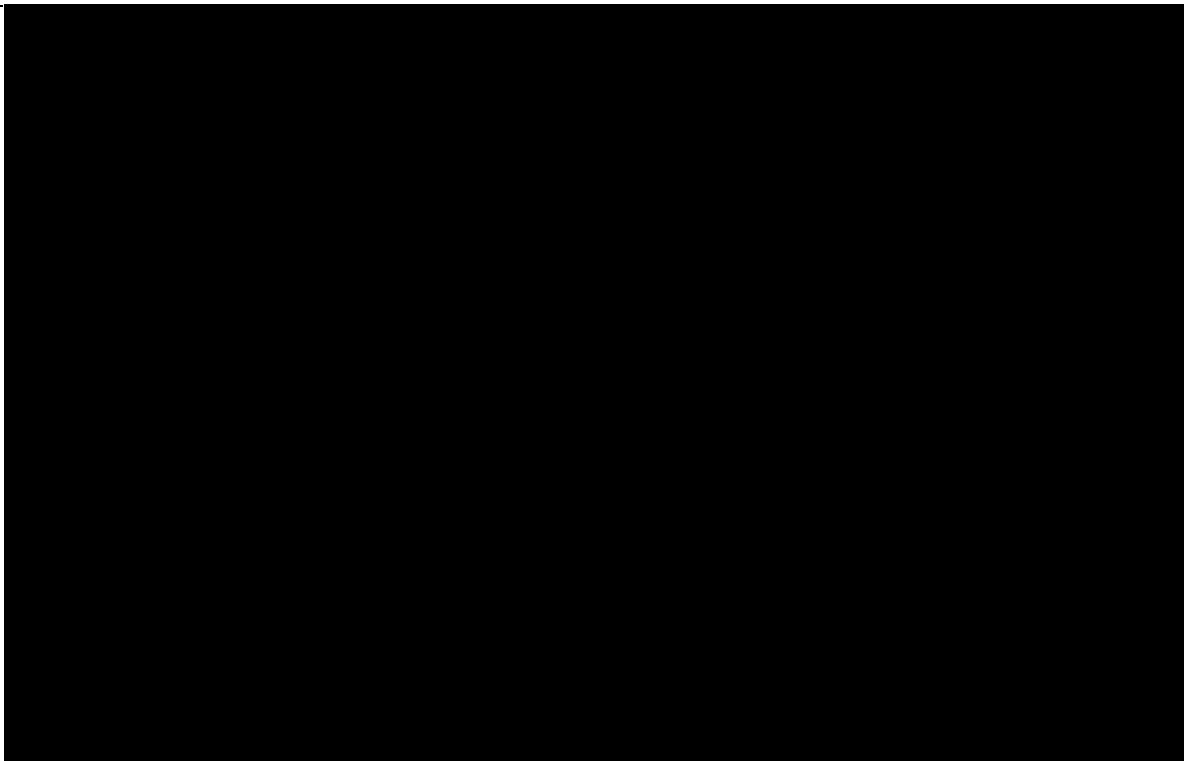




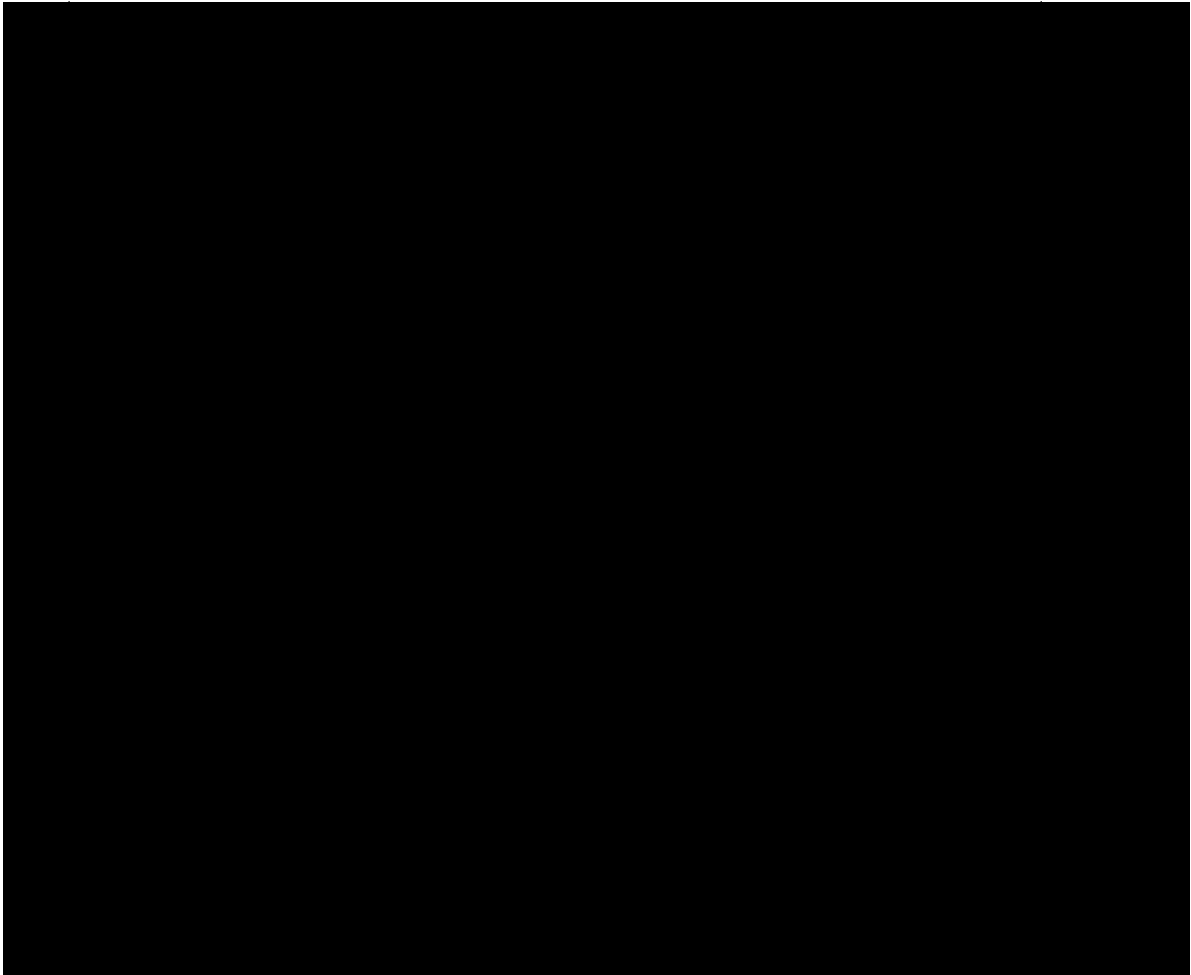
2.4.4	How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?	0.75 / 7.5 max marks







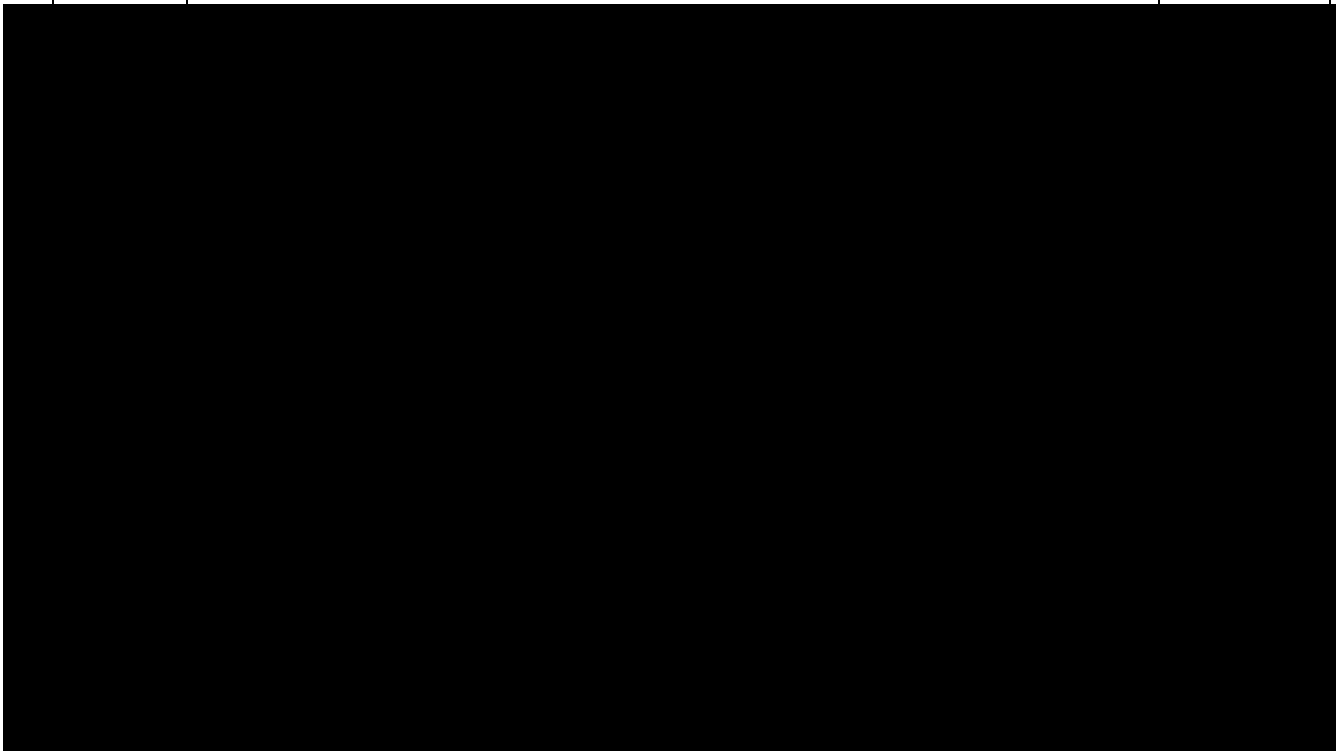
Total People Limited



Total People Limited

2.5	Measurement of Performance	Weighting and Max Marks
2.5.1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p>	1.5 / 15 max marks

2.5.2	What action do you take, as an organisation, to make any improvements against your KPI performance?	1.5 / 15 max
2.5.3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks





**Shropshire**  
Council

**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**University of Chester University Centre  
Shrewsbury**

# Shropshire Council Tender Response Document

## **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit

in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who are registered as being able to deliver the specific requirement



An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

### **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested a **copy must** accompany your tender response.

## Contents

Section	Description	Page
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28

## Evaluation Criteria

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

<b>Section / Question No.</b>	<b>Award Criteria</b>	<b>Weighting / Max Marks Available</b>	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

<b>Assessment</b>	<b>Mark</b>	<b>Interpretation</b>
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	

<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	
<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.

#### Value for Money Evaluation and scoring

The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.

Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.

#### Final Selection

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.

**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”).**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender of any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called "the Council")**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender, (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.



**Section A:**

**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

**Yes / No**

If yes, please give details:

Name	Relationship

**Please note:**

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*

## SECTION B

### 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. 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). 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)

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

This document provides 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	[REDACTED]
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector	

	g) other (please specify your trading status)
1.1(d)	Date of registration in country of origin
1.1(e)	Company registration number (if applicable)
1.1(f)	Charity registration number (if applicable)
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?
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).
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?
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.
1.1(k)	Trading name(s) that will be used if successful in this procurement.
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually

	lives; - Service address; - The date he or she became a PSC in relation to the company (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. (Please enter N/A if not applicable)	
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)	N/A
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)	N/A

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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)	N/A
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	N/A

	not propose to form a single legal entity, please explain the legal structure.																																																													
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																												
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.																																																													
	<table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
Name																																																														
Registered address																																																														
Trading status																																																														
Company registration number																																																														
Head Office DUNS number (if applicable)																																																														
Registered VAT number																																																														
Type of organisation																																																														
SME (Yes/No)																																																														
The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables																																																														
The approximate % of contractual obligations assigned to each sub-contractor																																																														

**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.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	

1.3(g)	Signature (electronic is acceptable)		
1.3(h)	Date		

## 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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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	

	of the documents.	
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)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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.	
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>o to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>o to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>o to ensure that any consent based processing meets standards of active, informed consent, and that such consents</li> </ul>	



	<p>are recorded and auditable;</p> <ul style="list-style-type: none"> <li>o to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>o to maintain records of personal data processing activities; and</li> <li>o to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>	
--	---	--

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</b></p>	
-----	---	--

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.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b> The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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 checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" 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,	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2

	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?	
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> If yes please provide details at 3.2

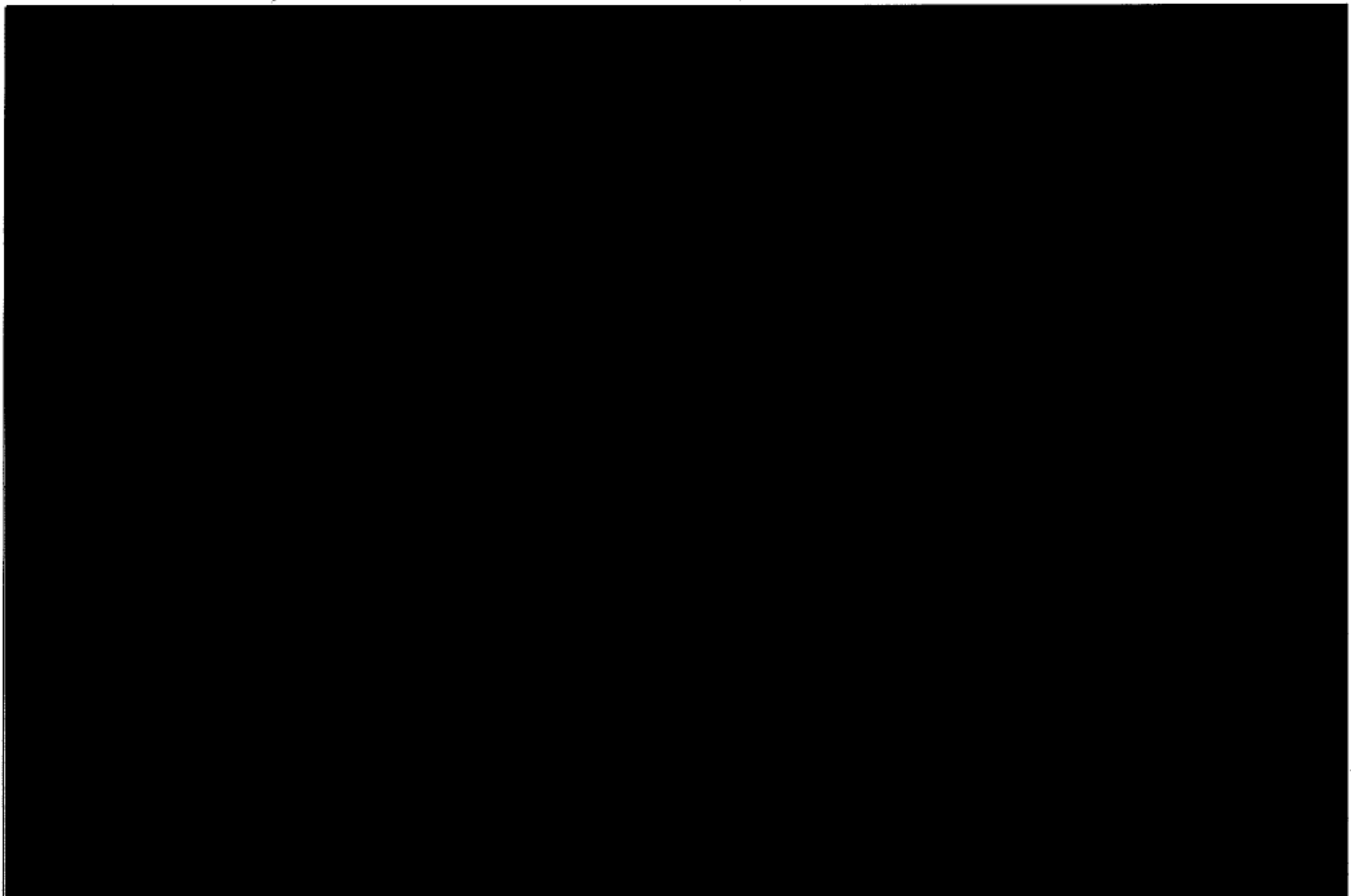
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant	
-----	---	--

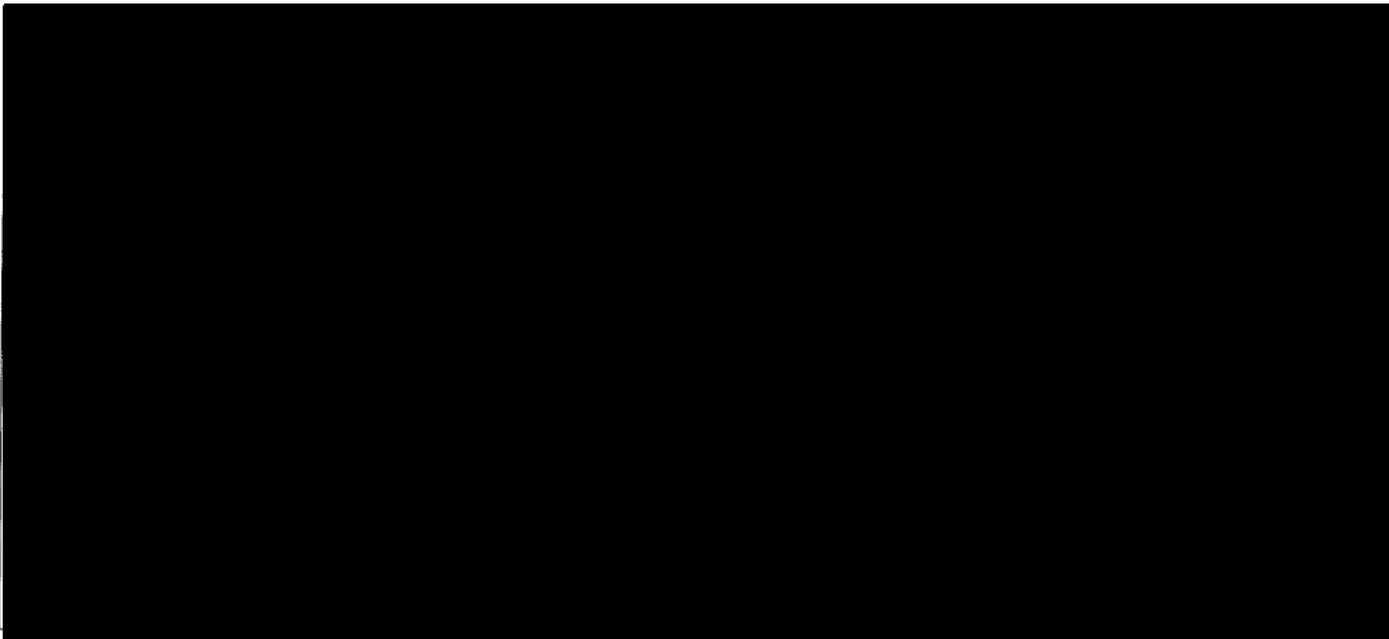
Section 4	Economic and Financial Standing	
Question number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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	N/A	
Relationship to the Supplier completing these questions	N/A	

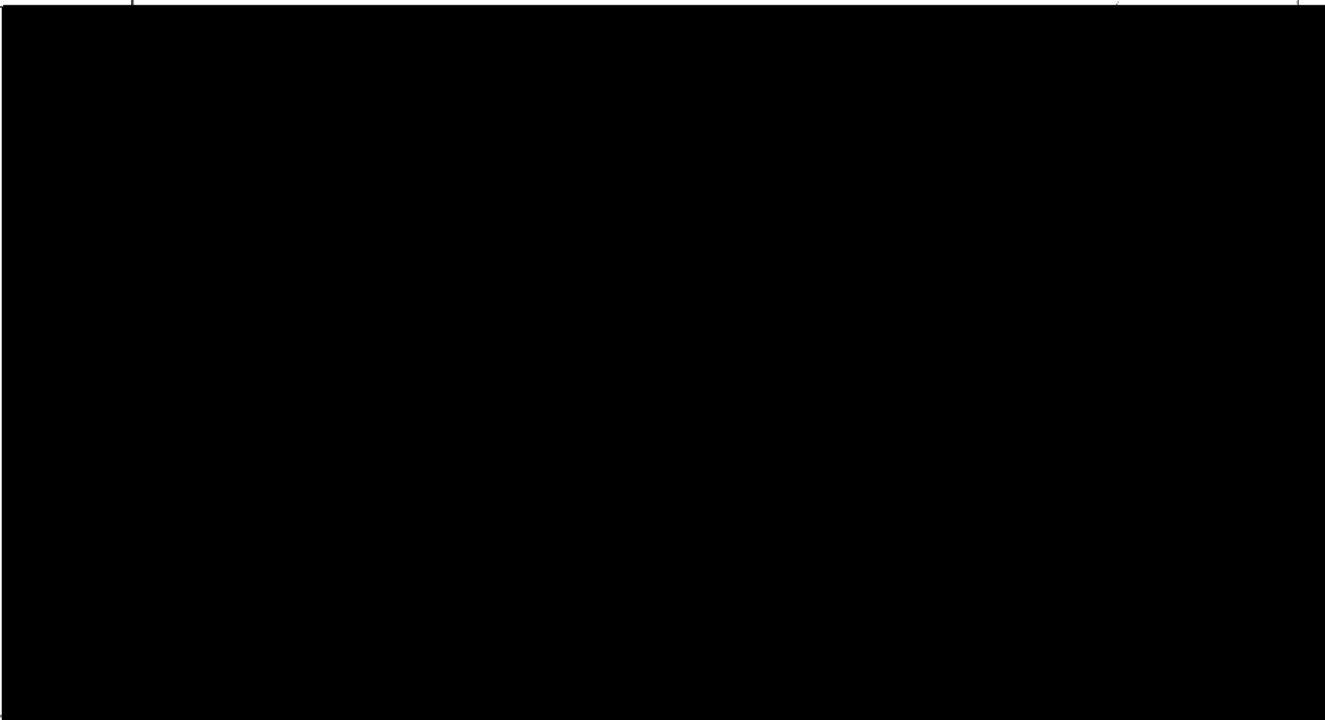
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>


Section 6	<b>Technical and Professional Ability</b>
6.1	<p><b>Relevant experience and contract examples</b></p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

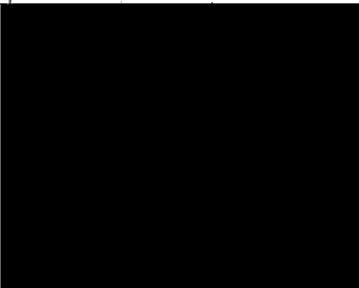




6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance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

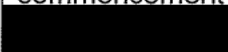


6.3	If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.
	

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
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")?	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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?  <i>The University of Chester is not a corporate body</i>	

## 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.

Section 8	Additional Questions	
8.1	Insurance	
	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:  Employer's (Compulsory) Liability Insurance = £5 Million Public Liability Insurance = £5 Million Professional Indemnity Insurance = £2 Million  *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.	
8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input checked="" type="checkbox"/>

		No <input type="checkbox"/>
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

4 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### 8.4 – Environmental Management

1.	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
----	--	--

University of Chester University Centre Shrewsbury

	to prevent future occurrences/breaches.	
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

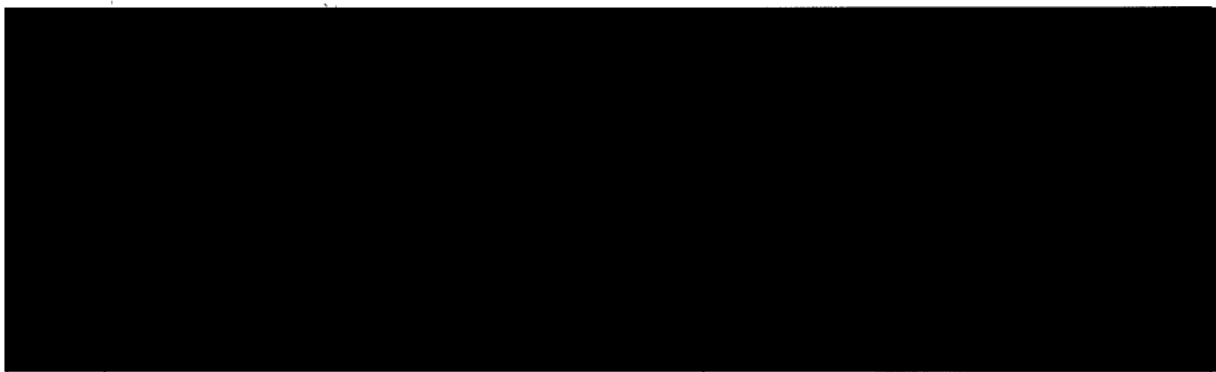
### 8.5 – Health & Safety

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

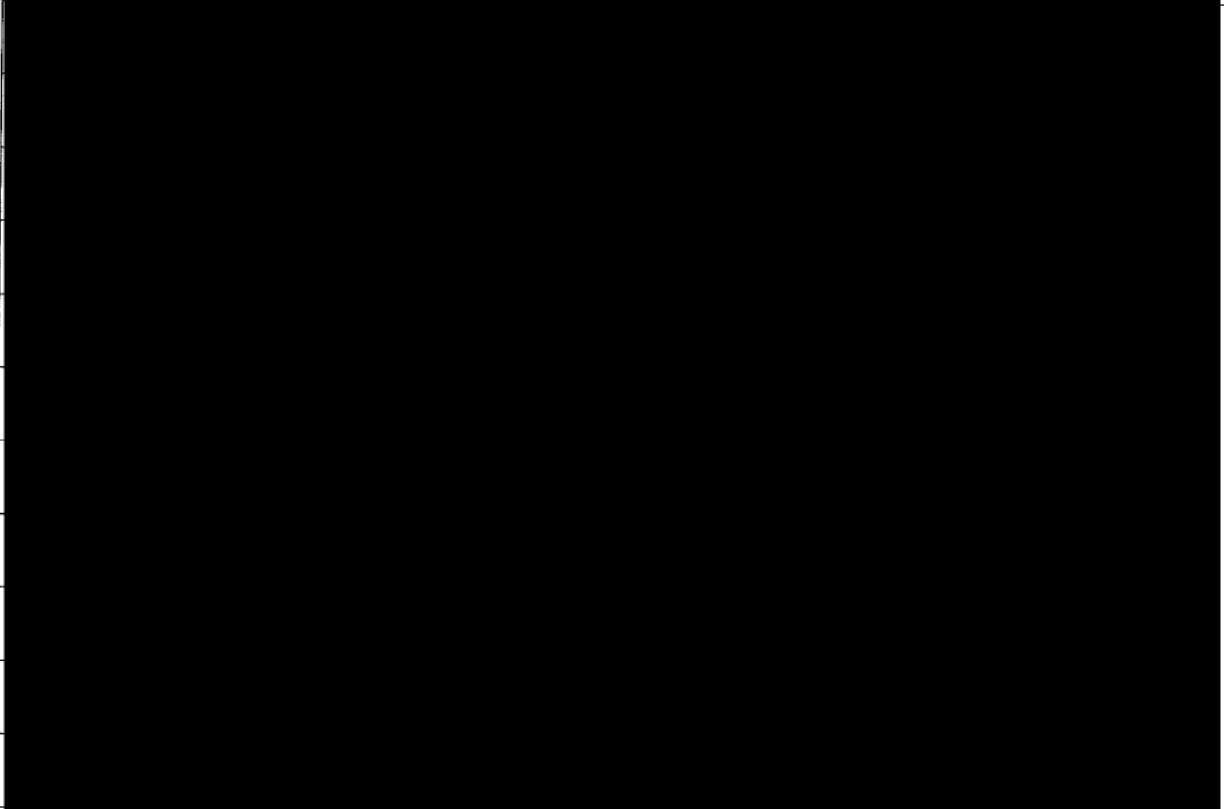
### SECTION C – TENDER SCHEDULE

Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state ‘as above’. Failure to do so may affect your success of gaining access to the framework.

Please indicate below (by placing an ‘x’ appropriately) which of the category lots you are applying for:





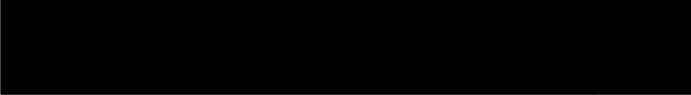
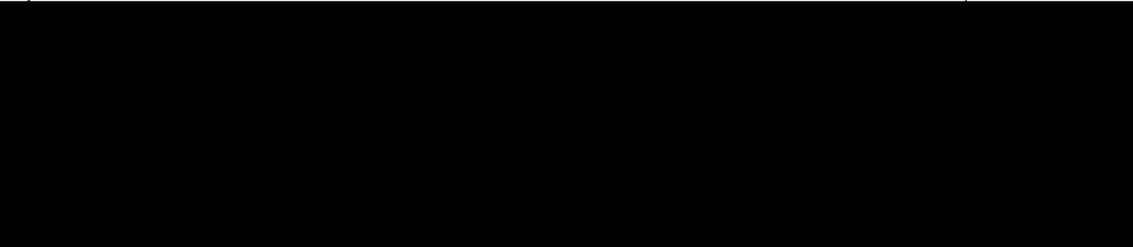



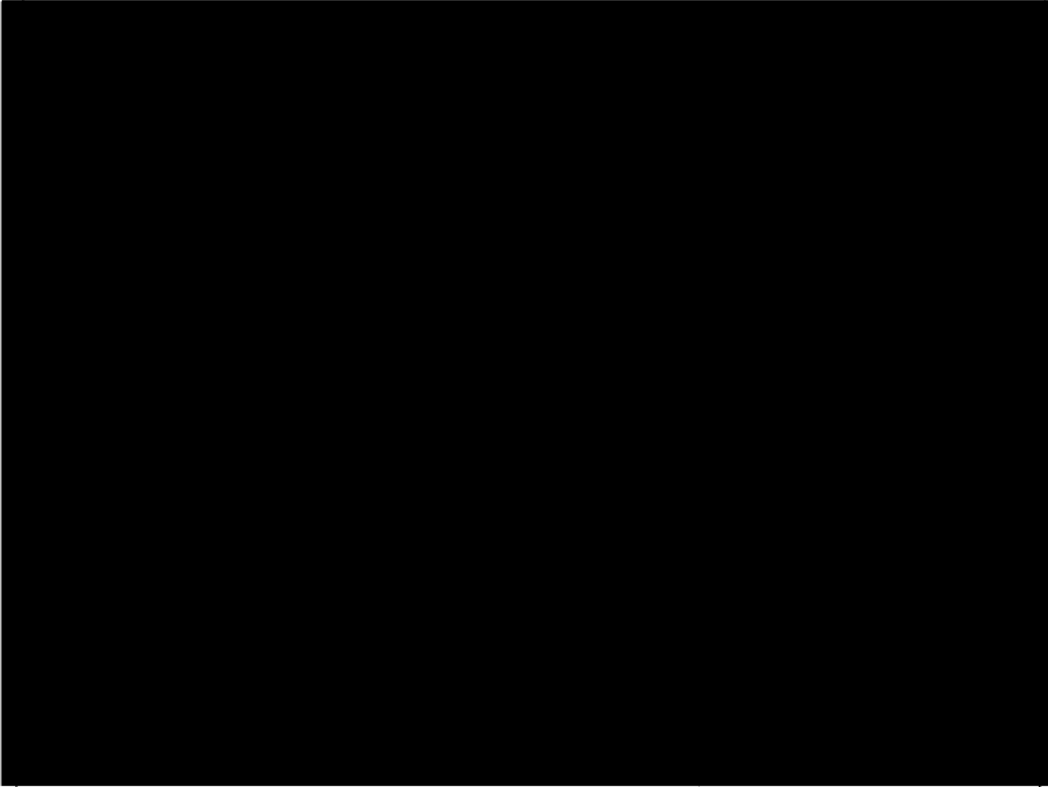
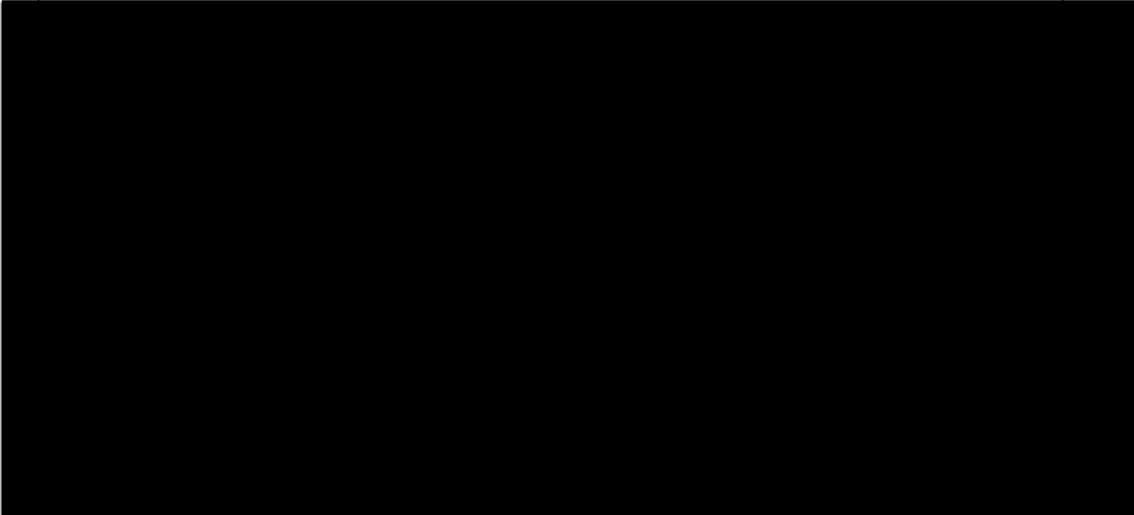
The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

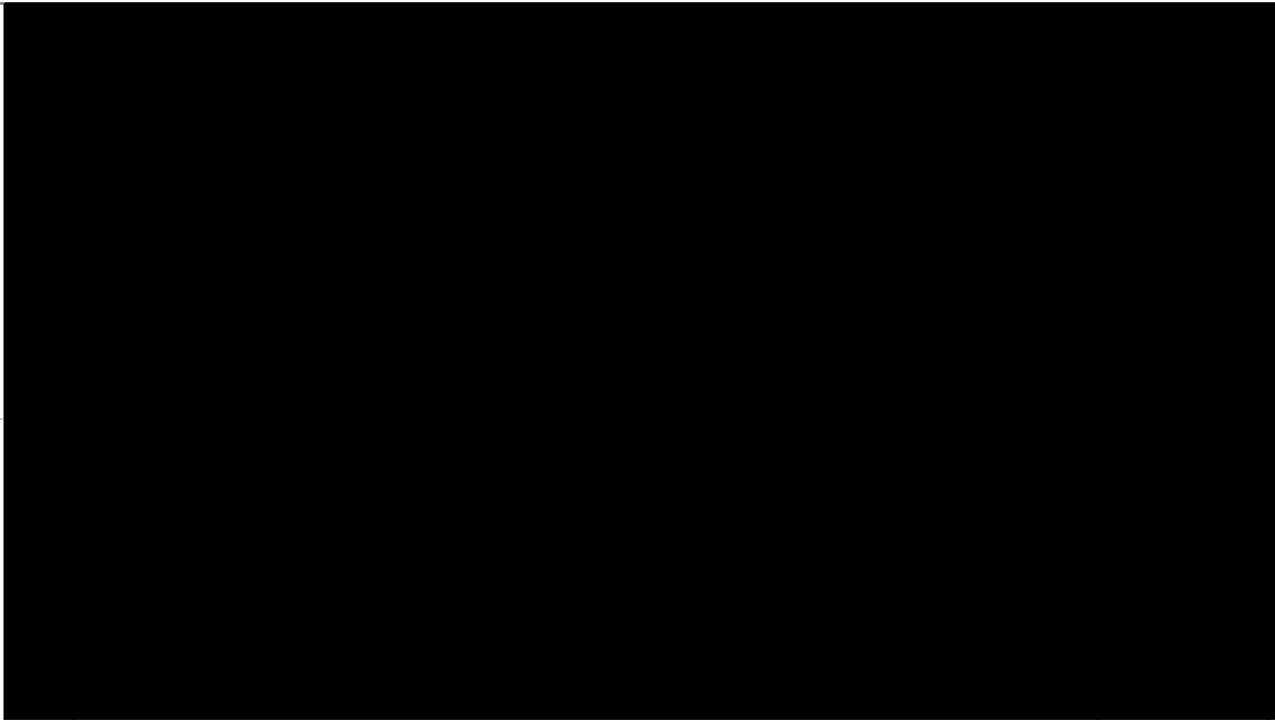
**Each lot you apply for will be marked against the same criteria and questions below**

In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

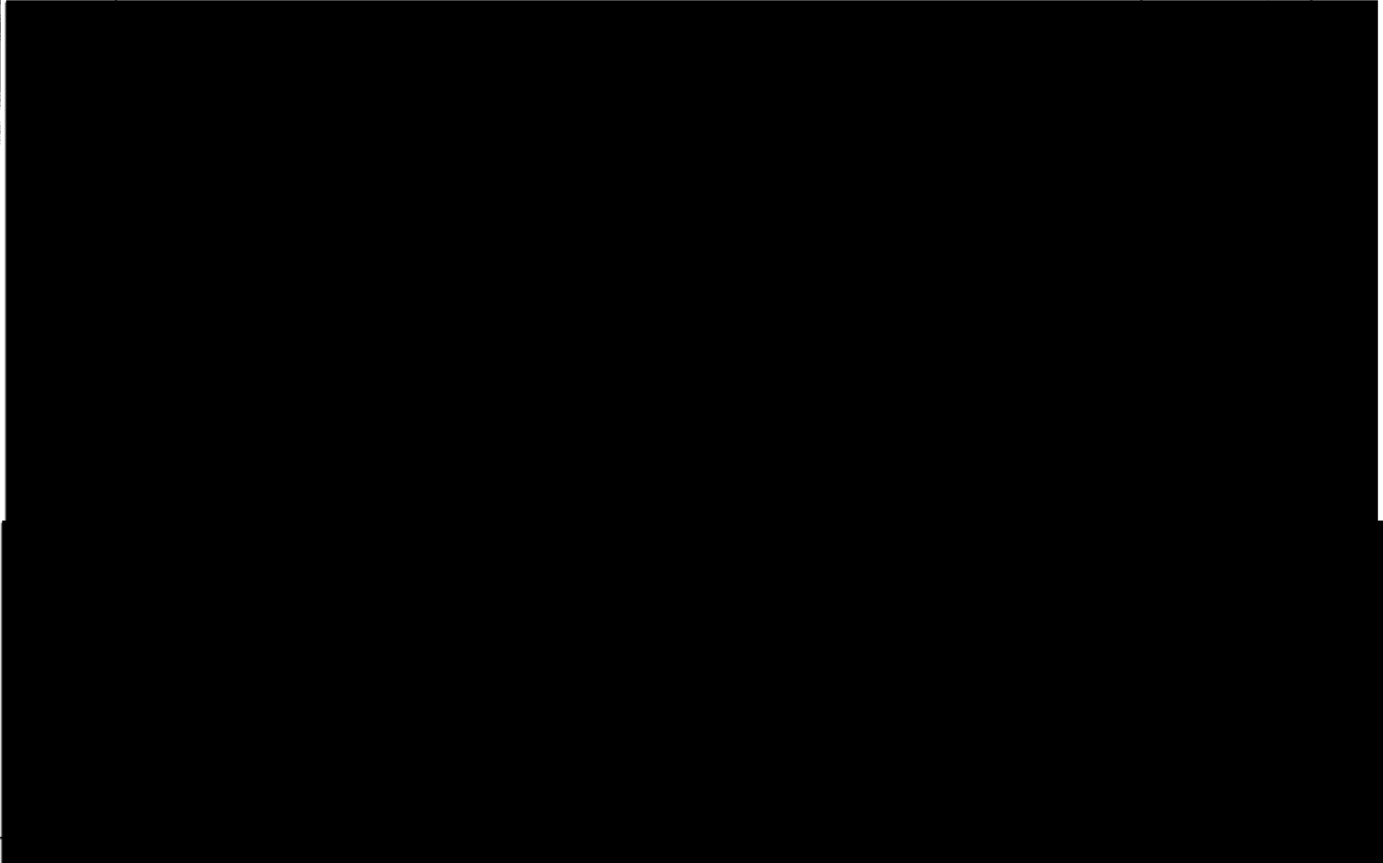
1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA. <div data-bbox="231 1691 1300 1904" style="background-color: black; width: 100%; height: 50px; margin-top: 10px;"></div>	3 / 30 max marks
1.2	Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager	3 / 30 max marks

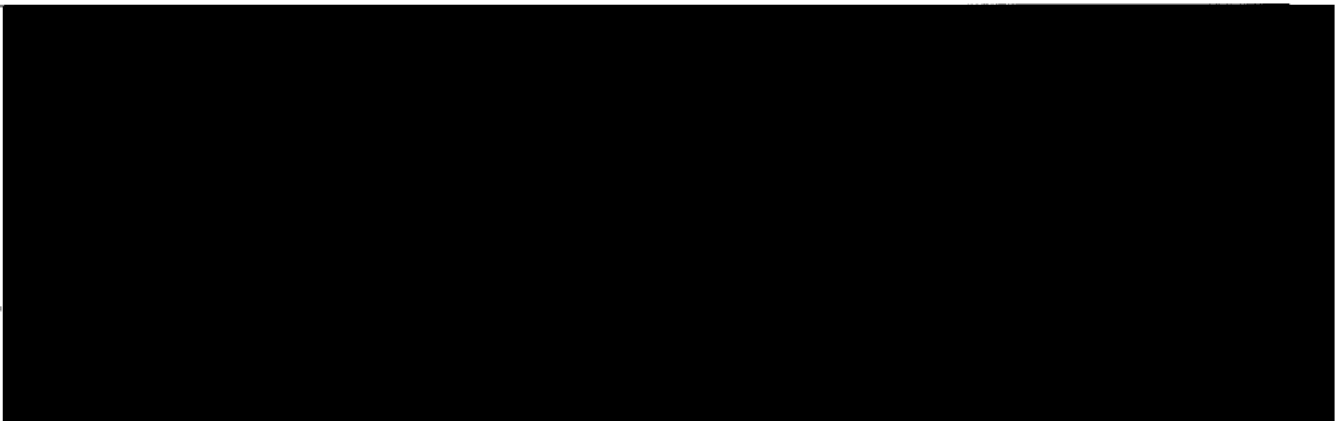
	<p>support.</p> 	
1.3	<p>Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship? What will you offer in terms of any reduction in costs against funding bands or any other added value?</p> 	3 / 30 max marks
1.4	<p>If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?</p> 	1 / 10 max marks

2.	Quality Criteria	
2.1	Organisation	Weighting and Max Marks
2.1.1	<p>Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:</p> 	5 / 50 max marks
2.1.2	<p>Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).</p> 	1 / 10 max marks

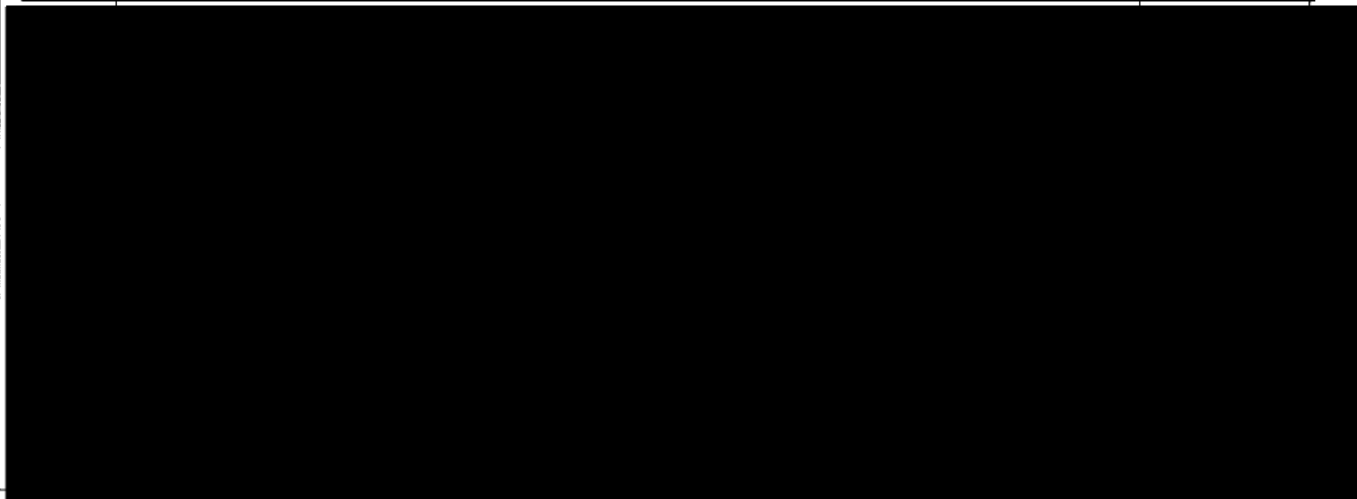
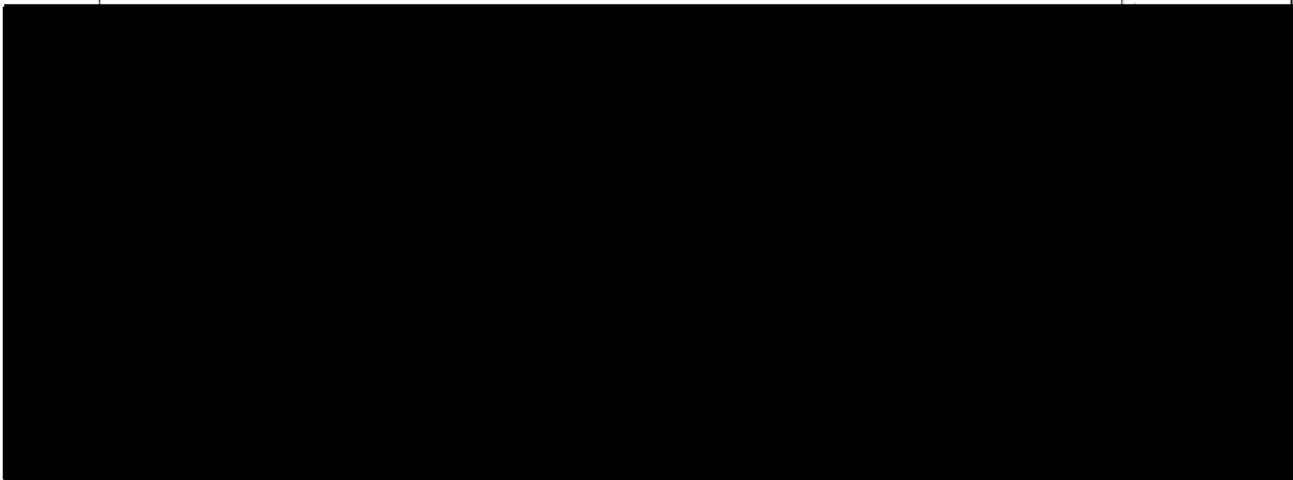


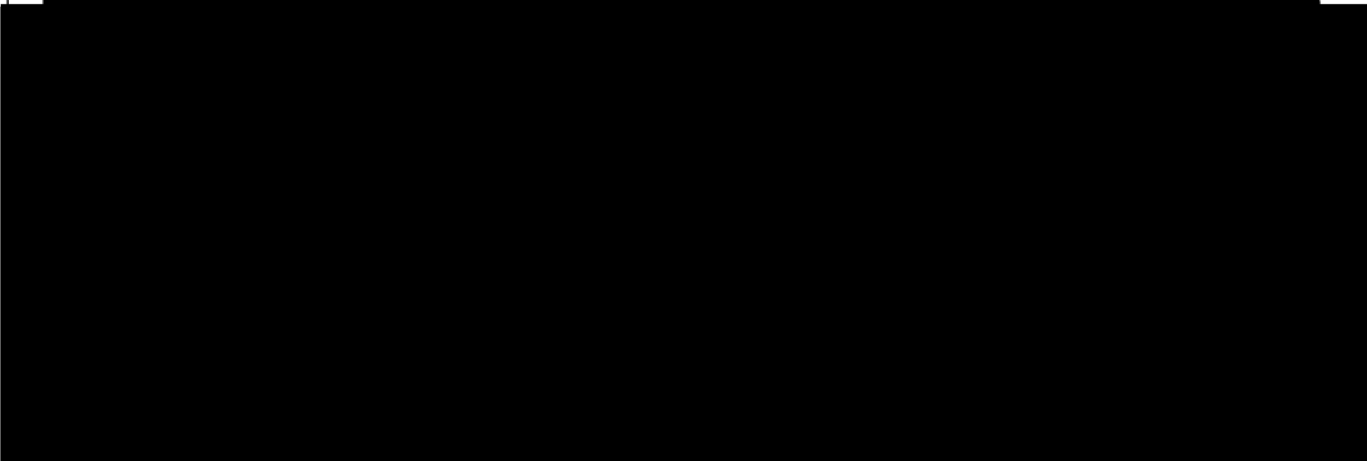
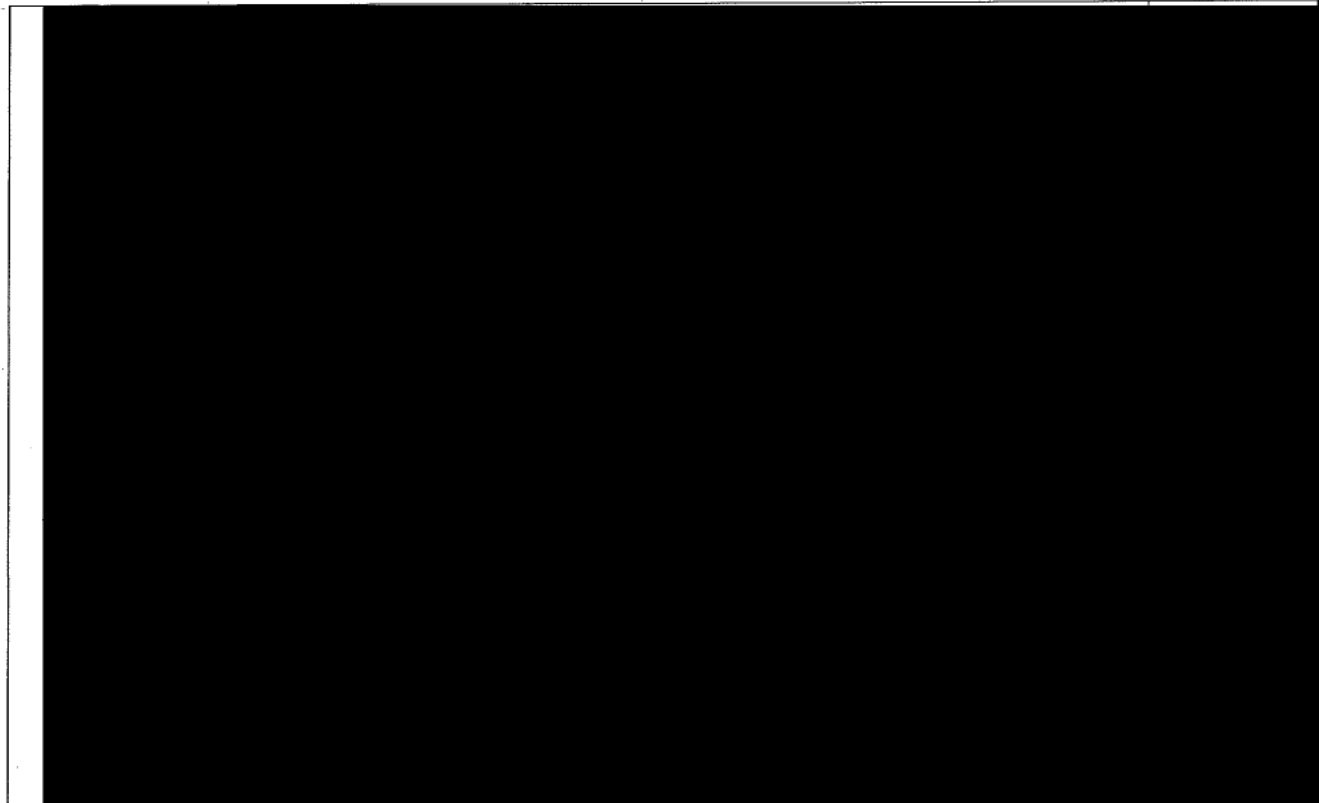
2.1.3	<p>Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.</p>	4 / 40 max marks





<b>2.2</b>	<b>Delivery</b>	<b>Weighting and Max Marks</b>
2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 max marks



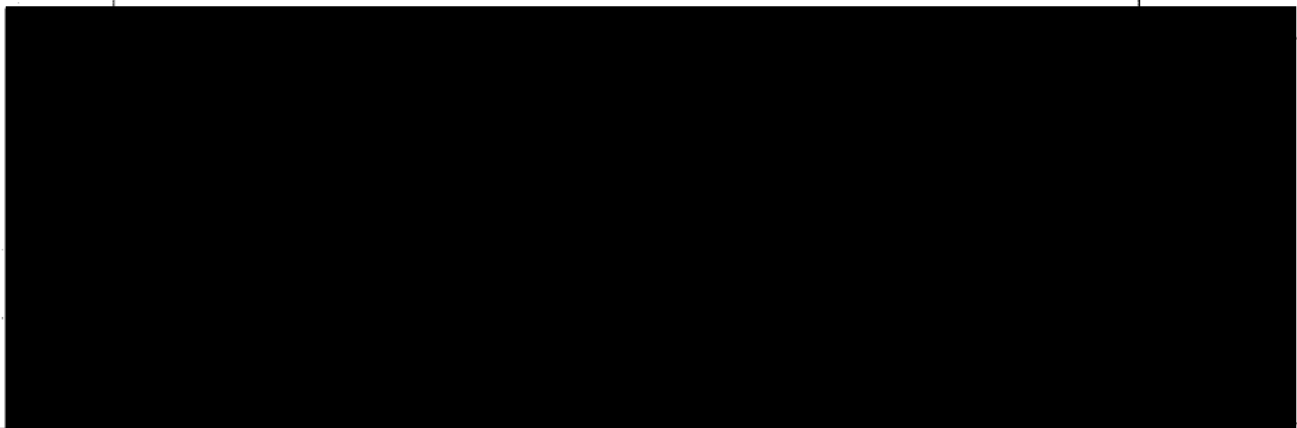


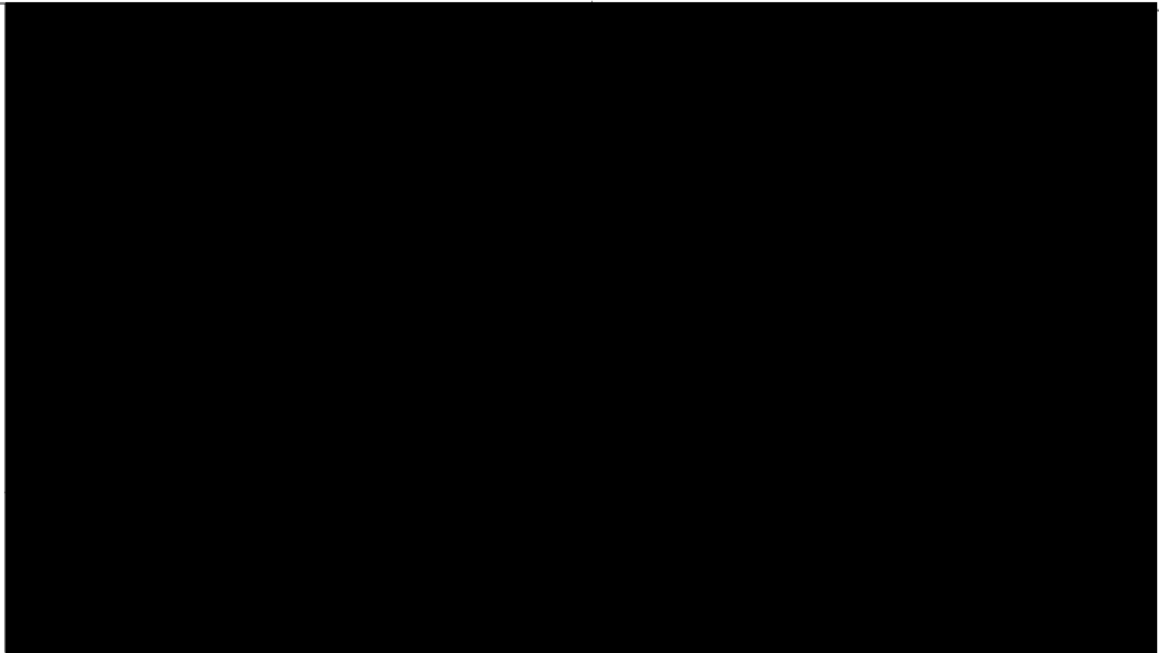
--	--	--

2.2.2

How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?

4 / 40 max marks

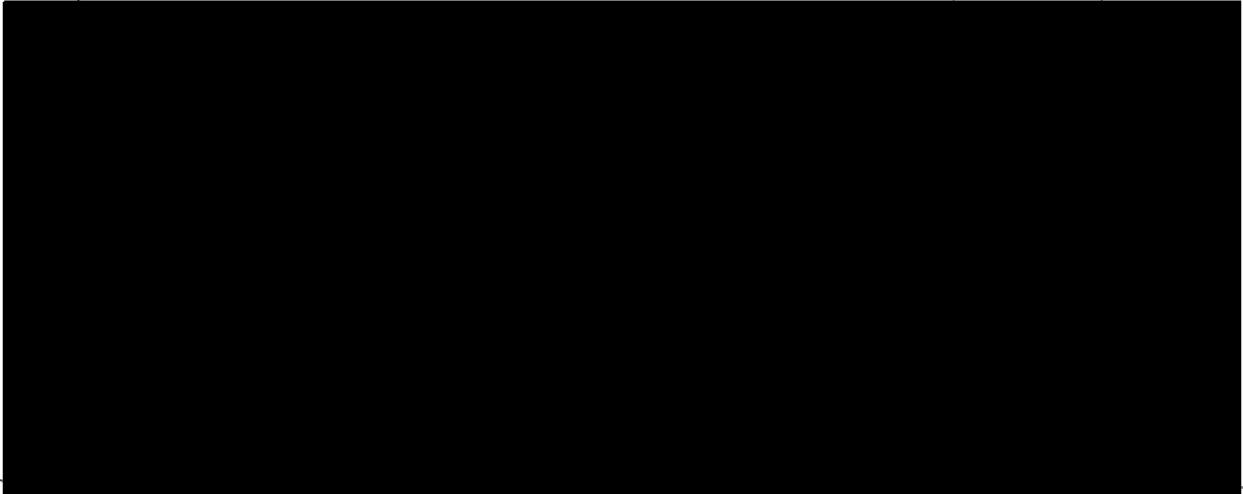


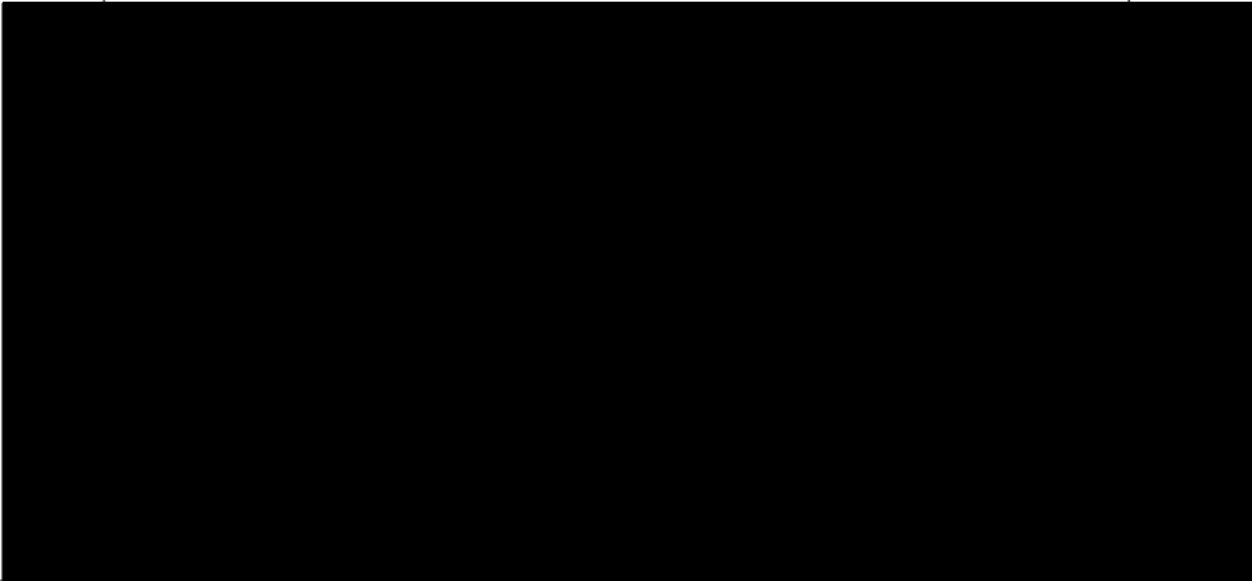
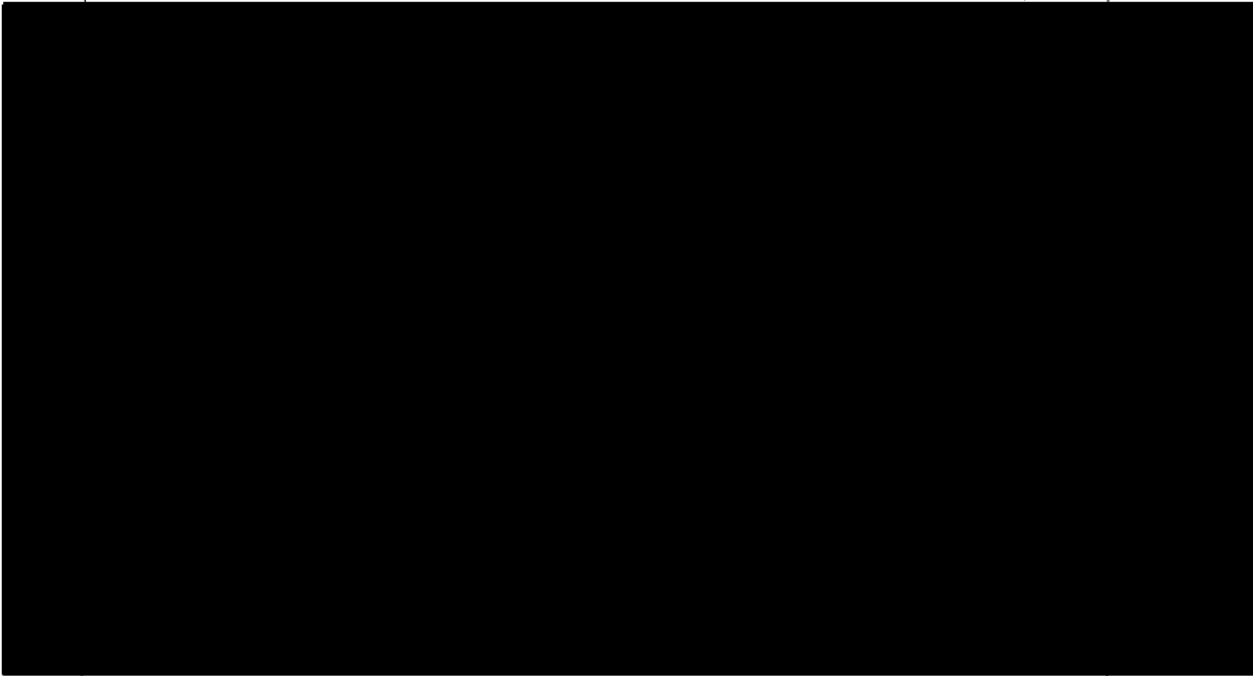


2.2.3

Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.

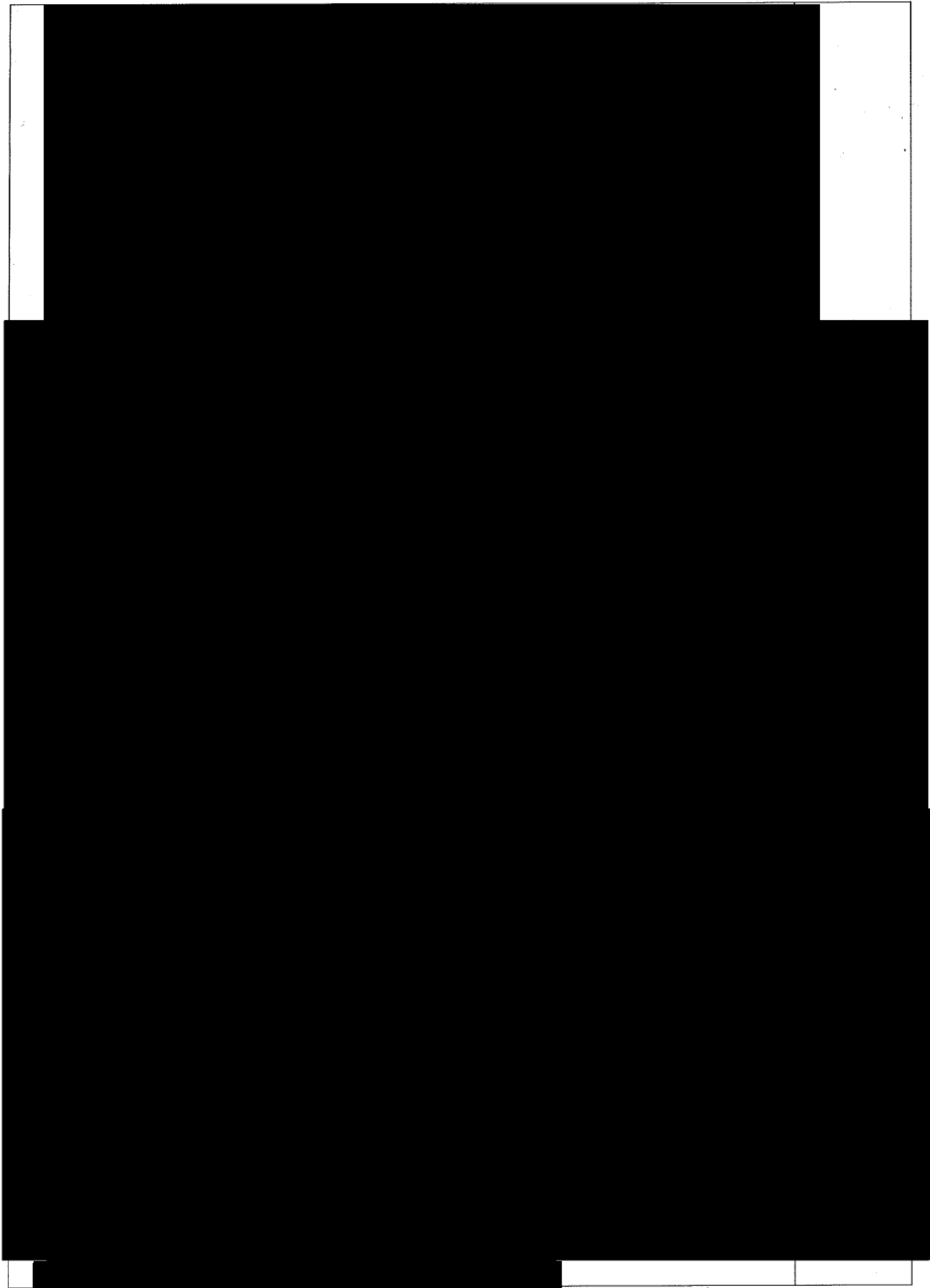
2 / 20 max marks

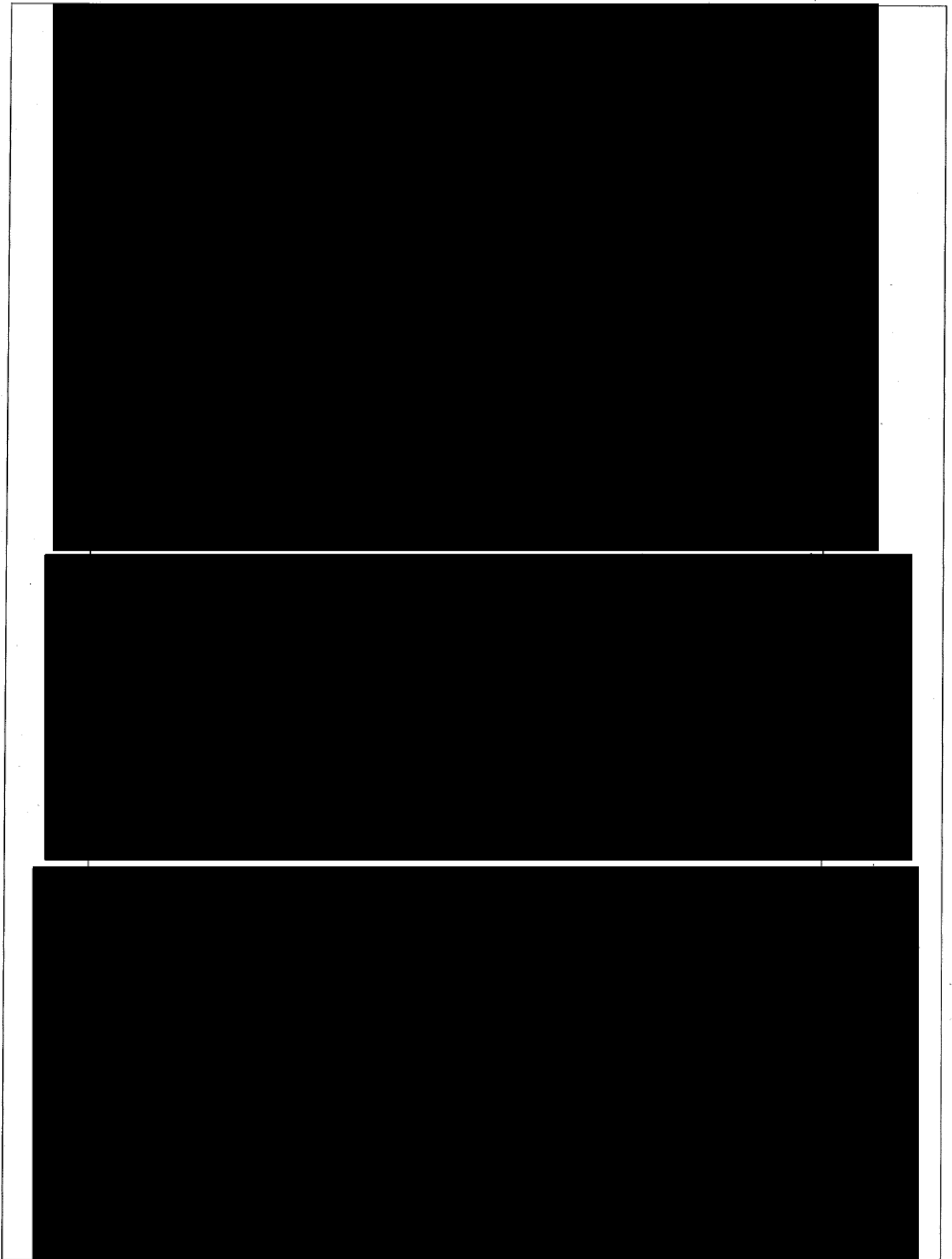




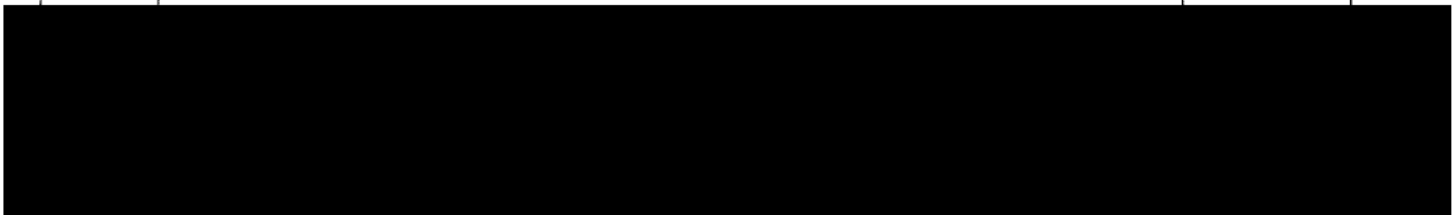
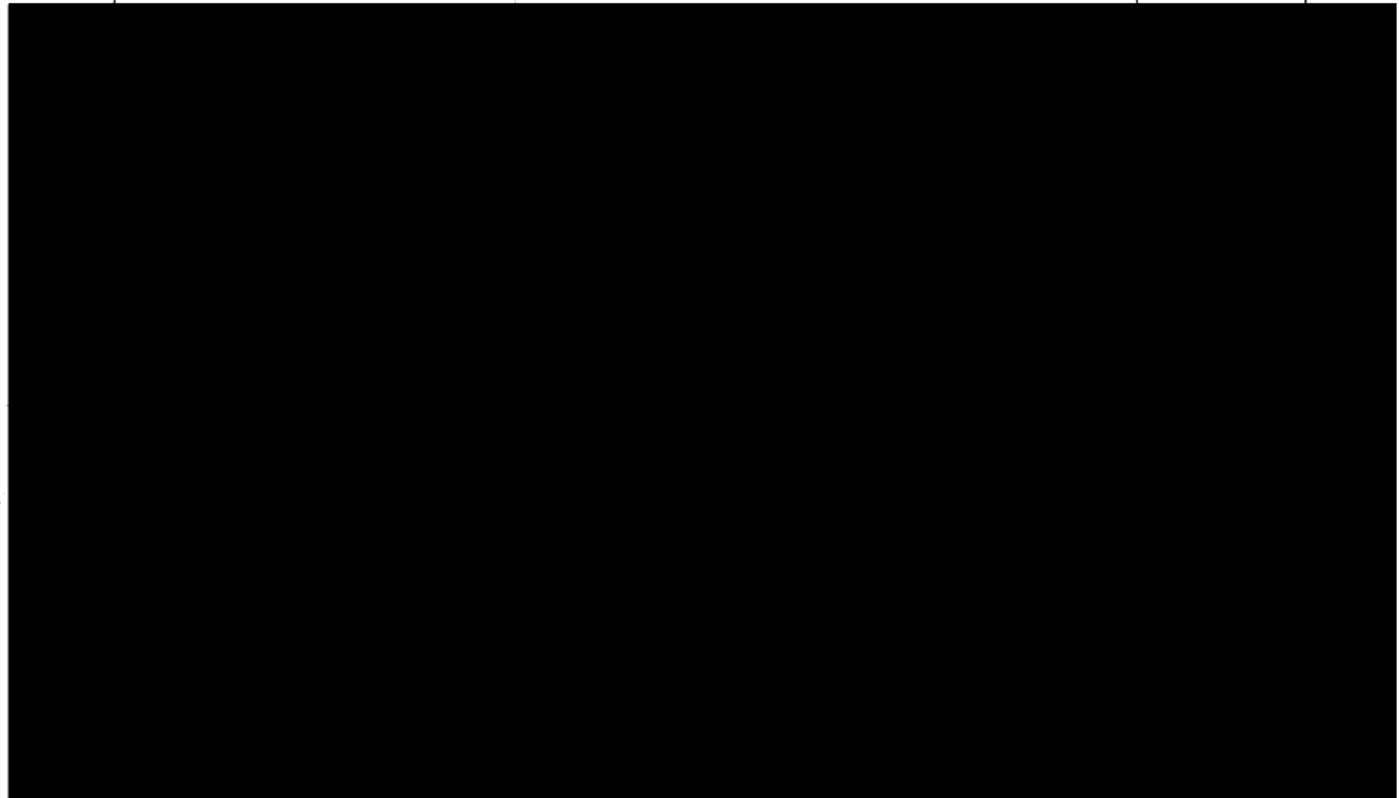
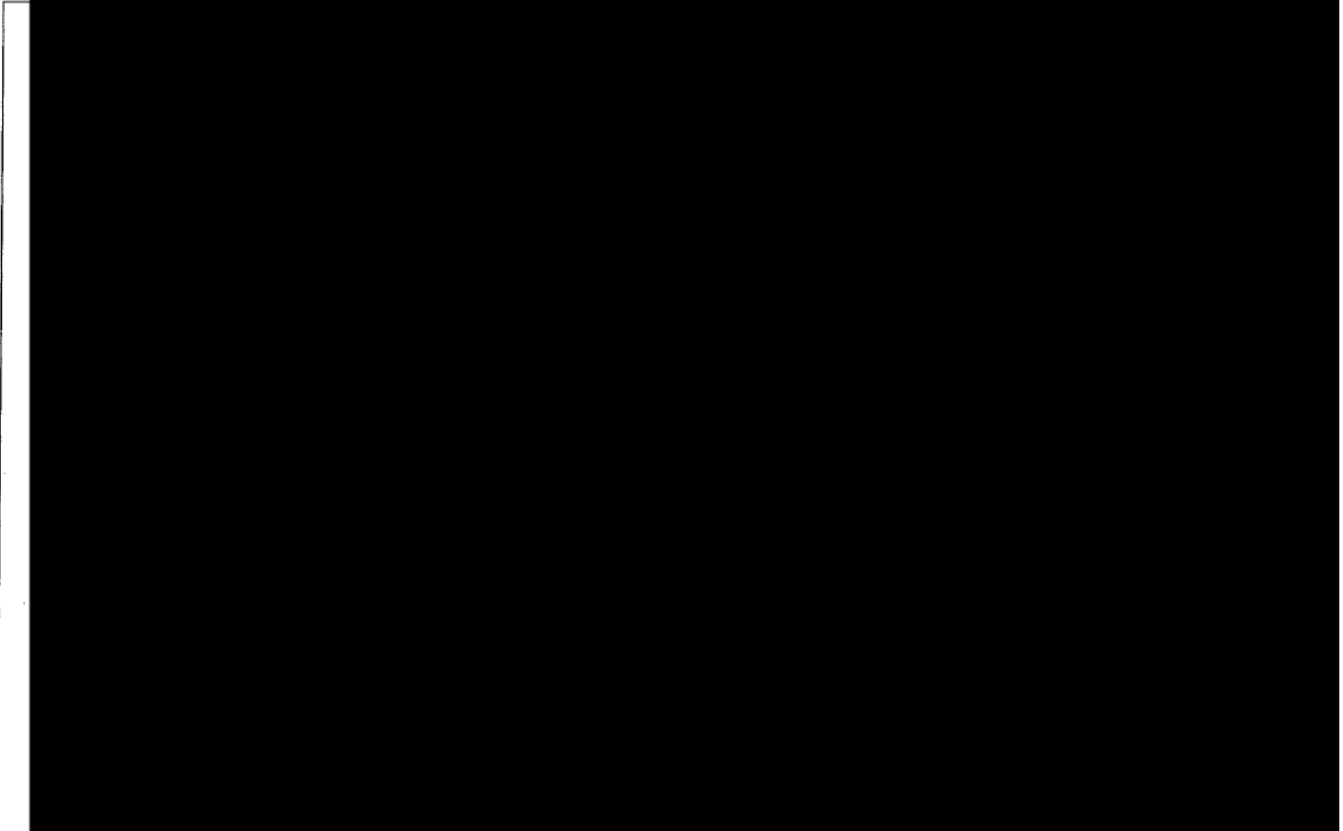


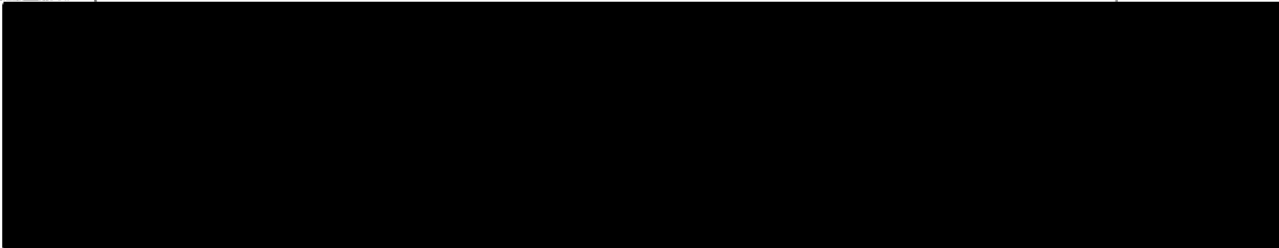
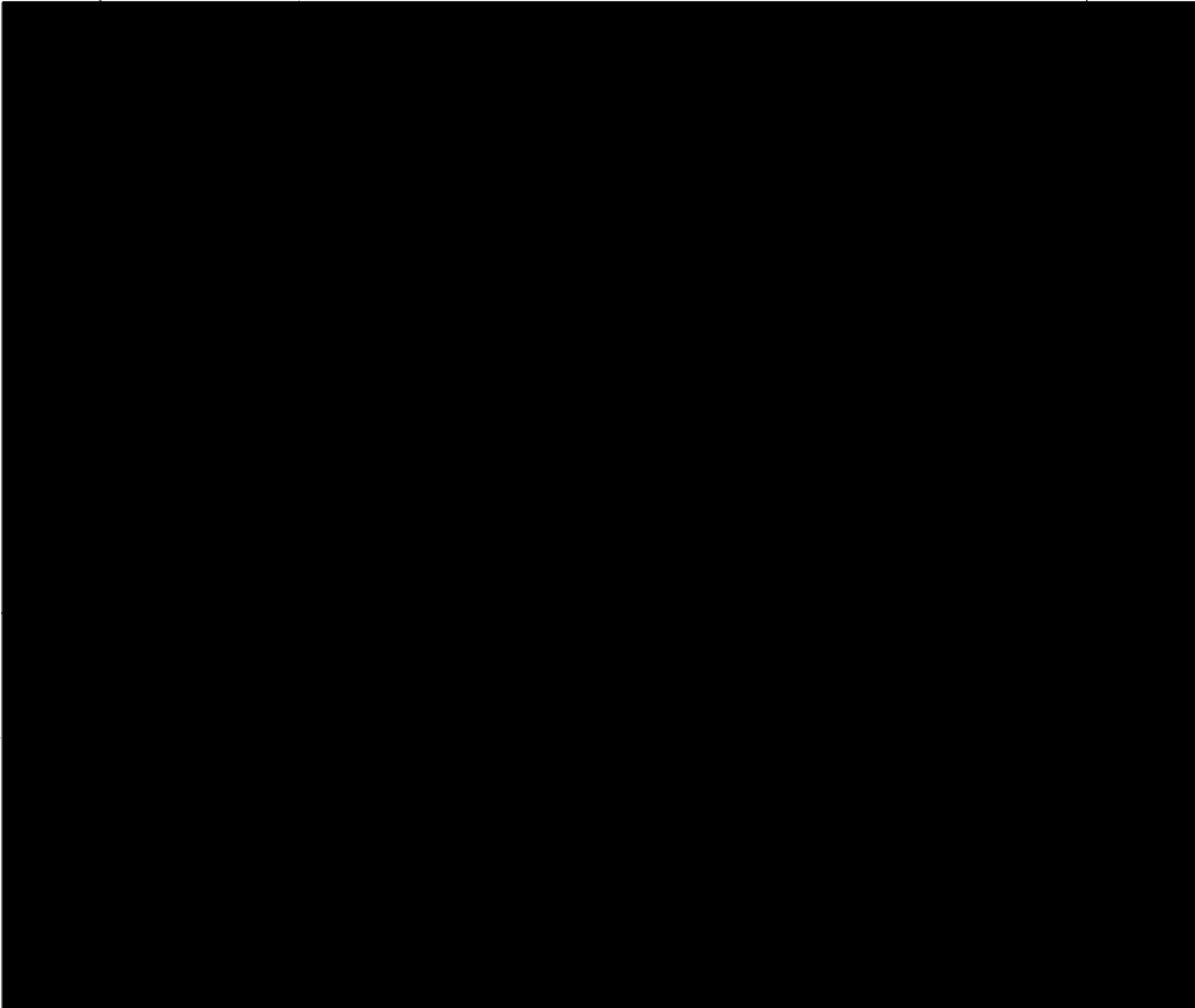
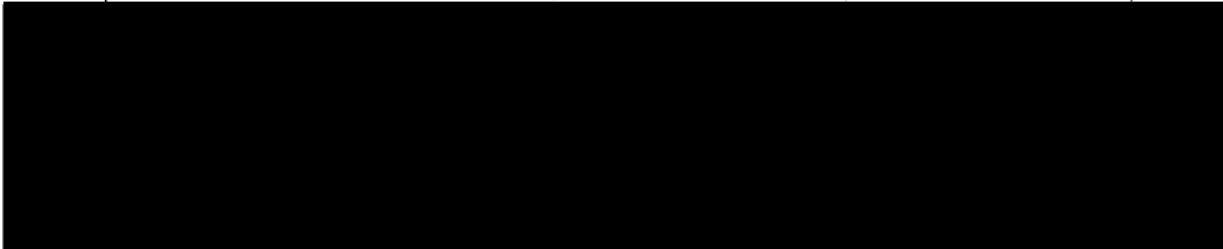
2.3	<b>Support (Learner/Manager)</b>	<b>Weighting and Max Marks</b>
2.3.1	<i>Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:</i>	3 / 30 max marks

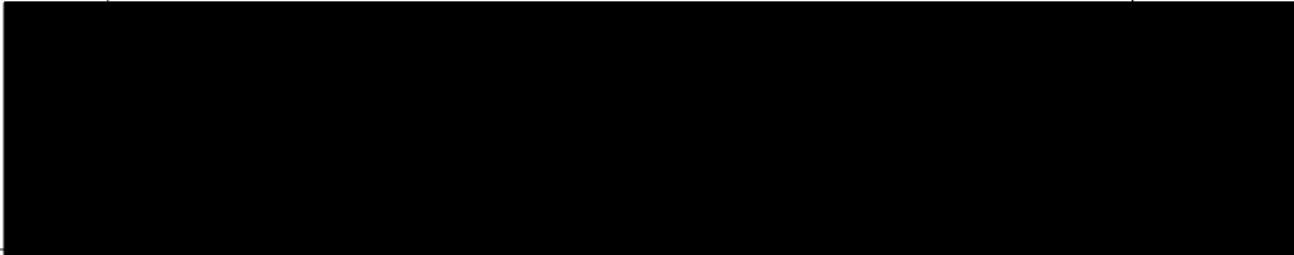
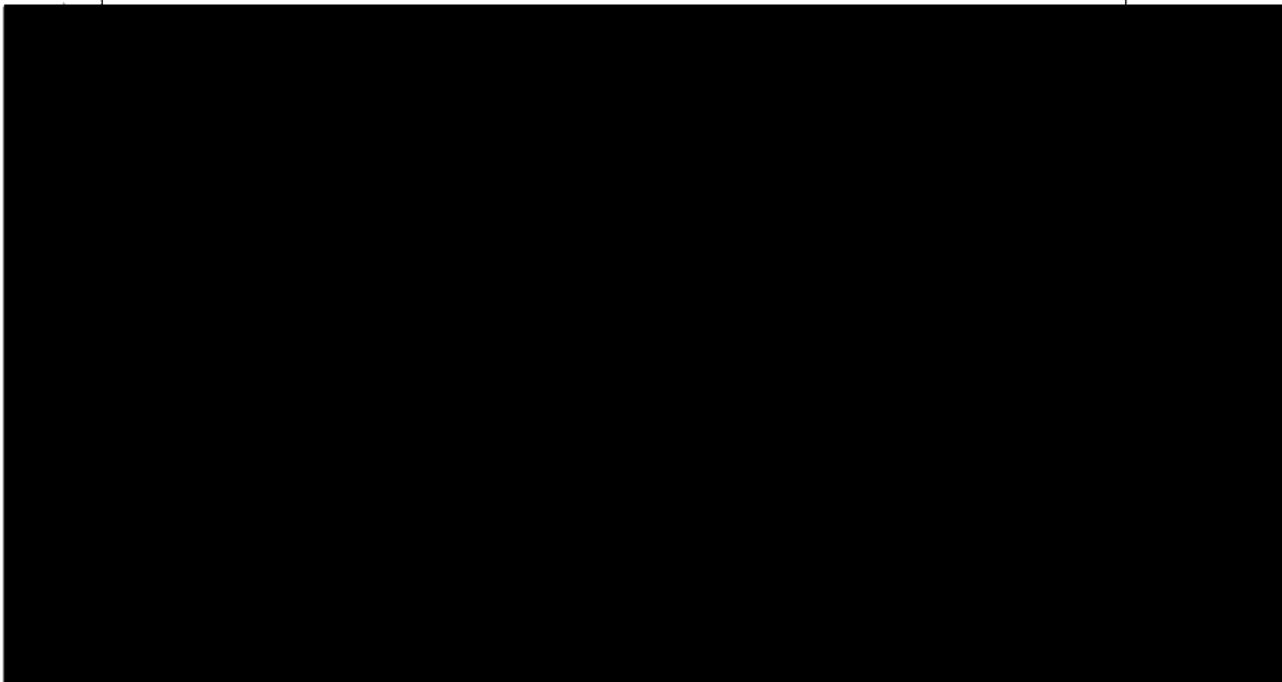
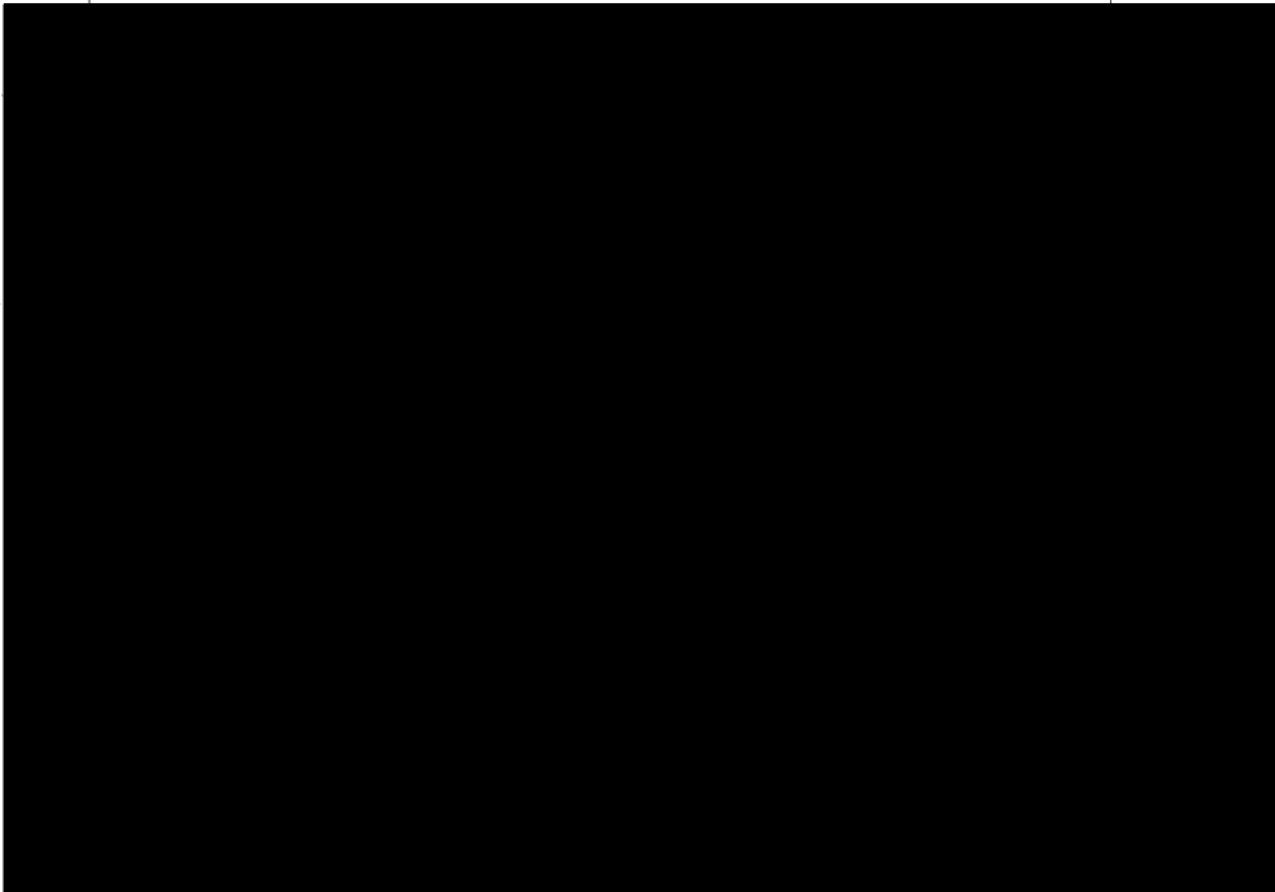




2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max marks
2.3.3	<i>How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).</i>	3 / 30 max marks

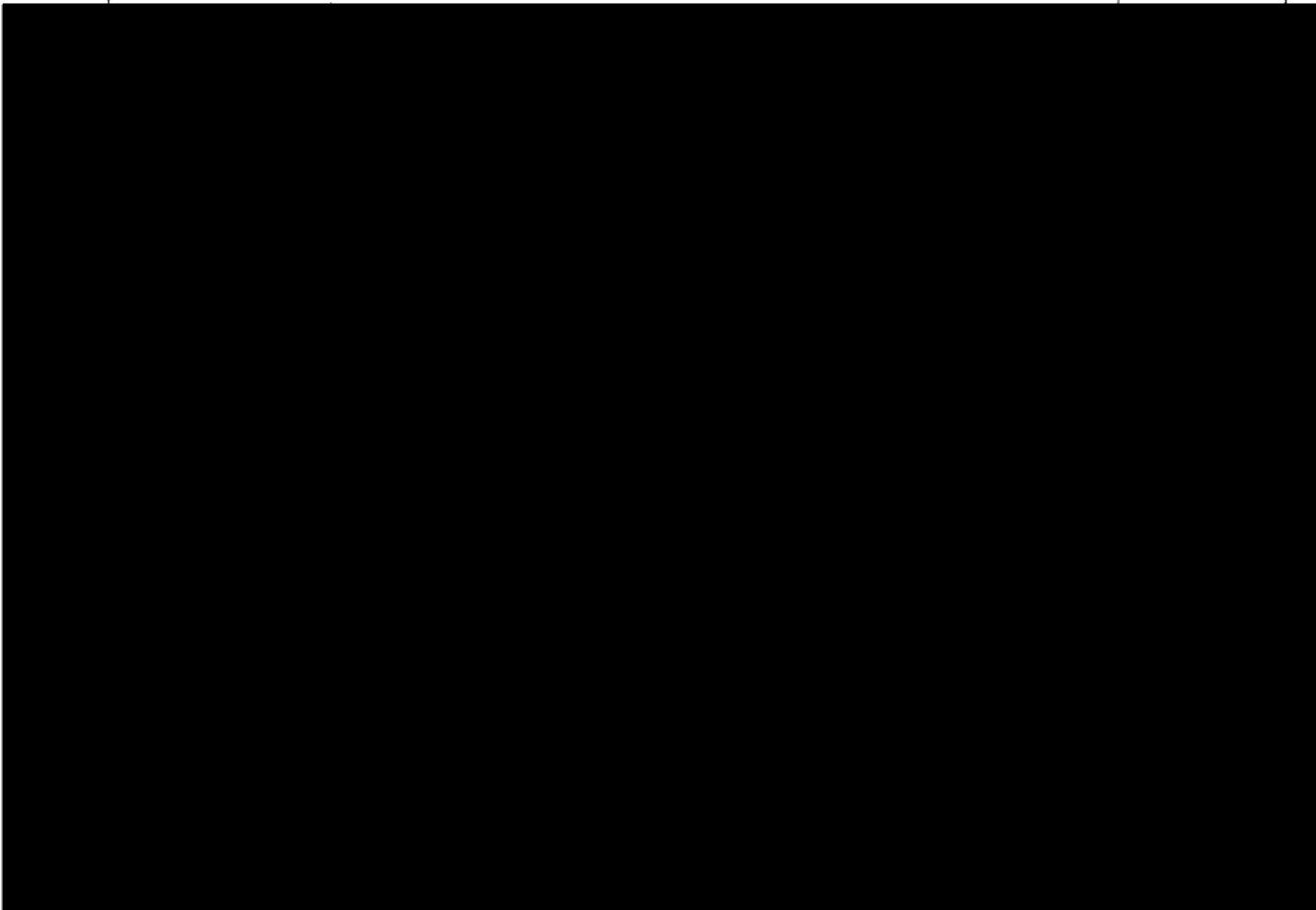


		
2.3.4	<p>How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?</p> <p>Please provide examples of where this has been successful.</p>	2.5 / 25 max marks
		
		

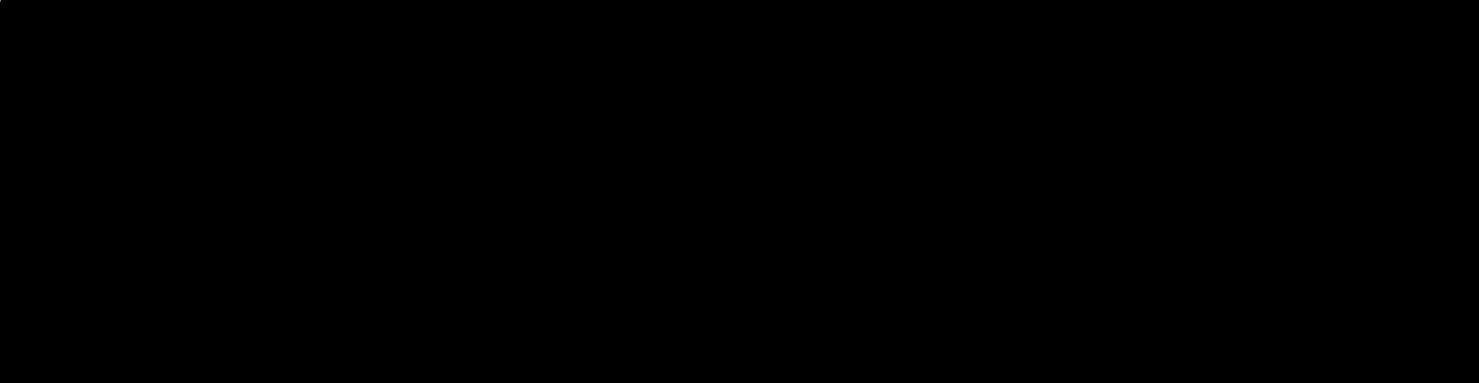
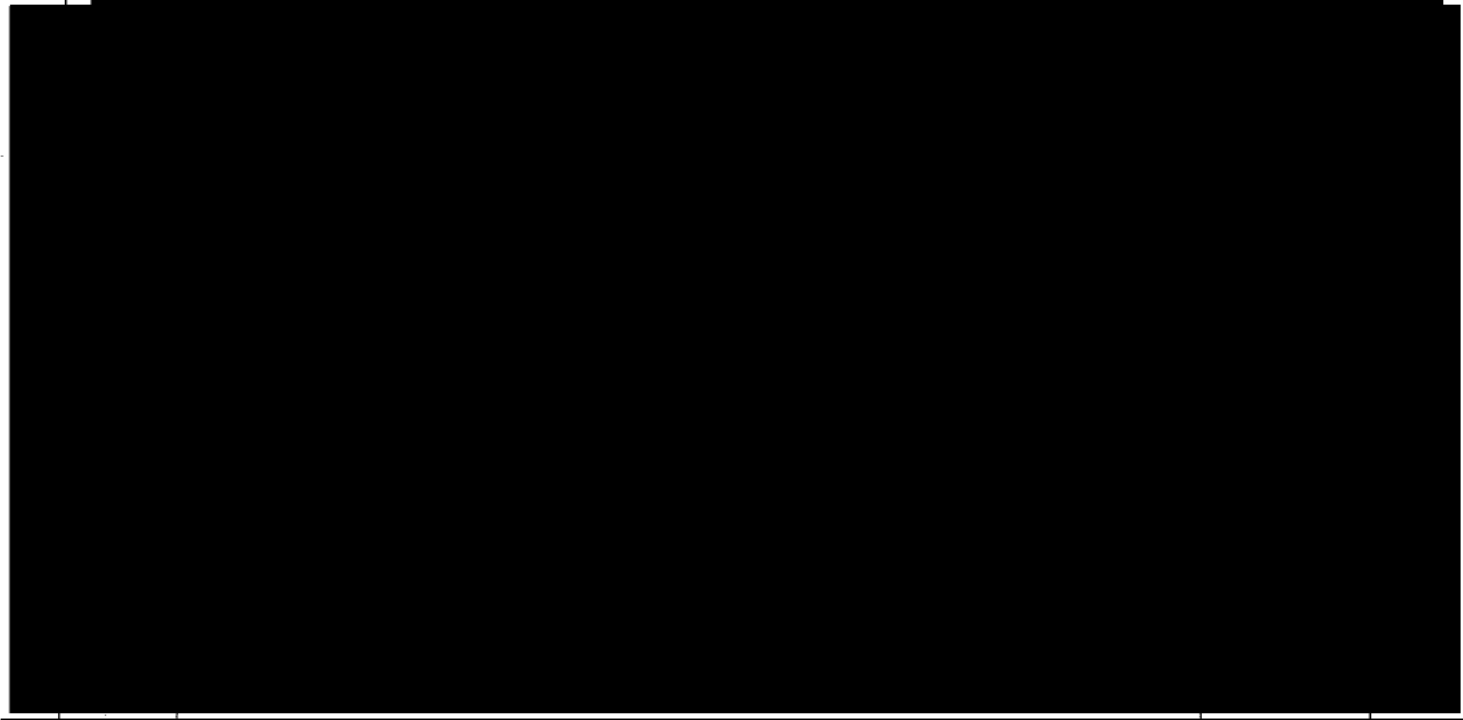
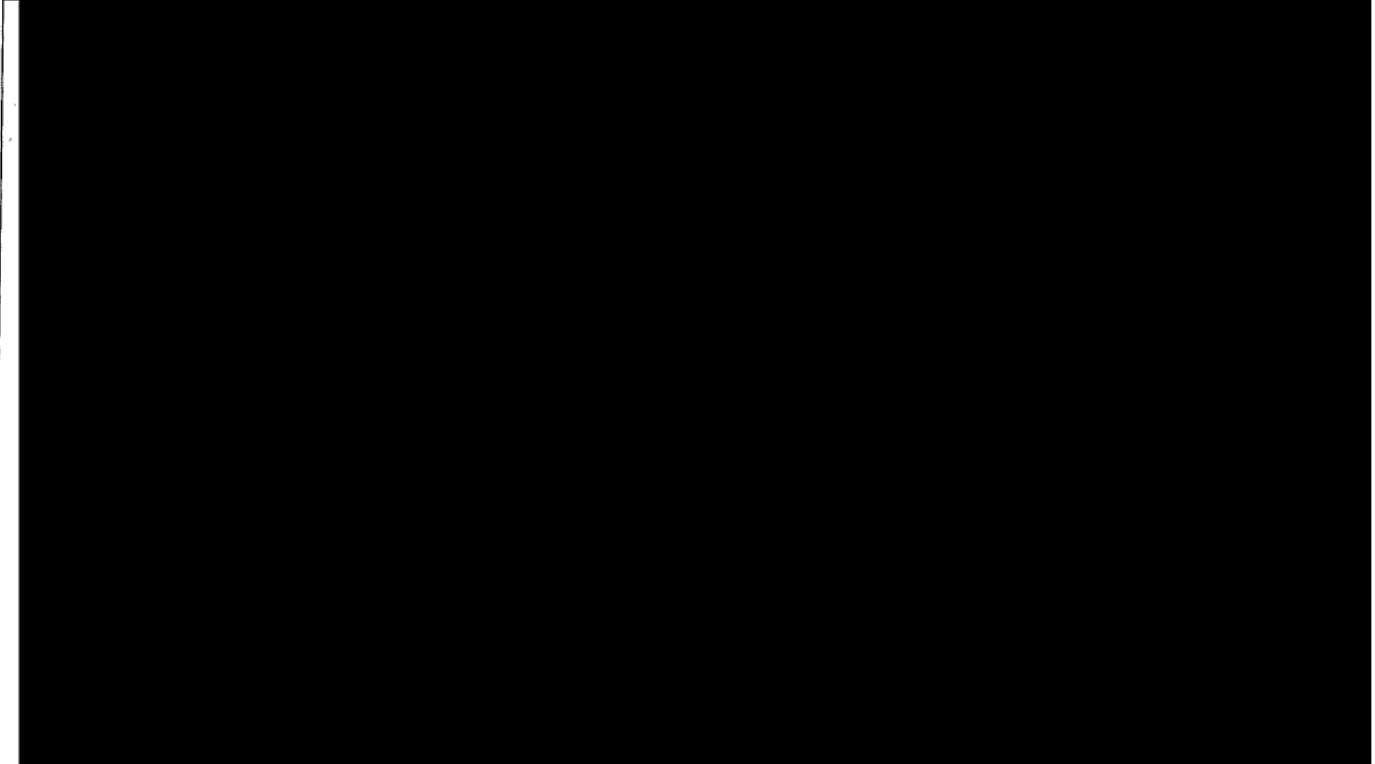


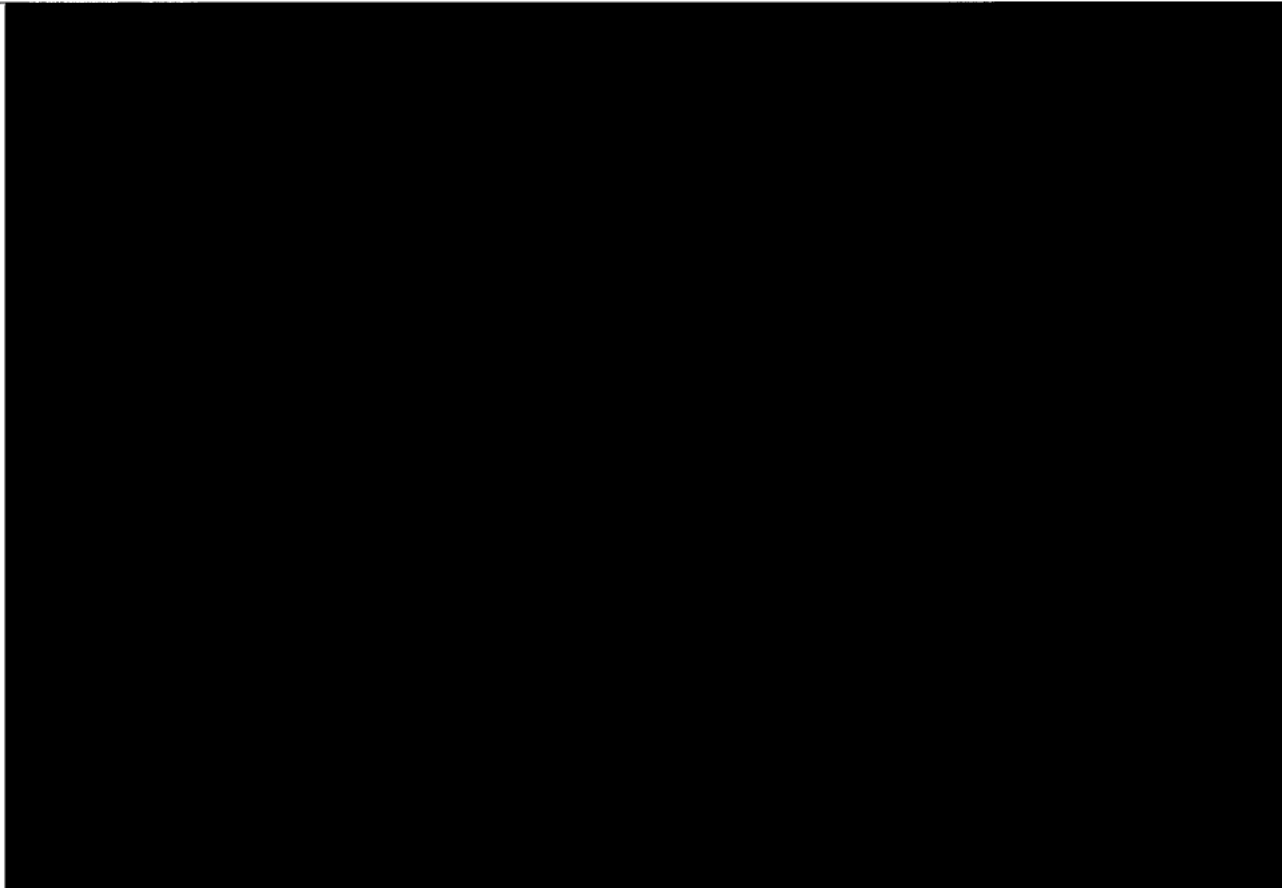


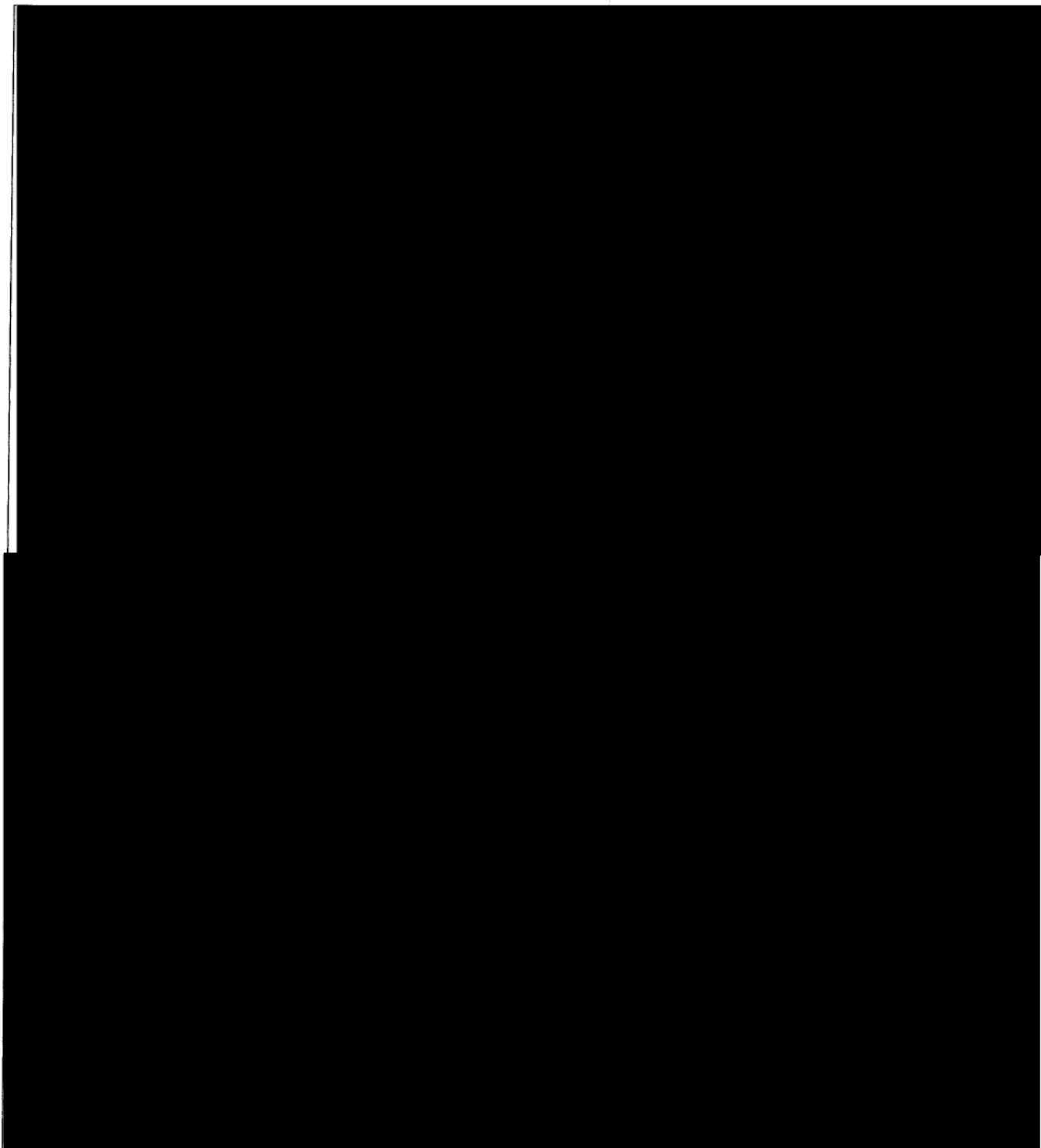
2.4	Development of Apprenticeships in Shropshire	Weighting and Max Marks
2.4.1	<p><i>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impact on our workforce and how the use of Apprentices can address this.</i></p> <p><i>Illustrate this by detailing previous work for other organisations</i></p>	2.5 / 25 max marks



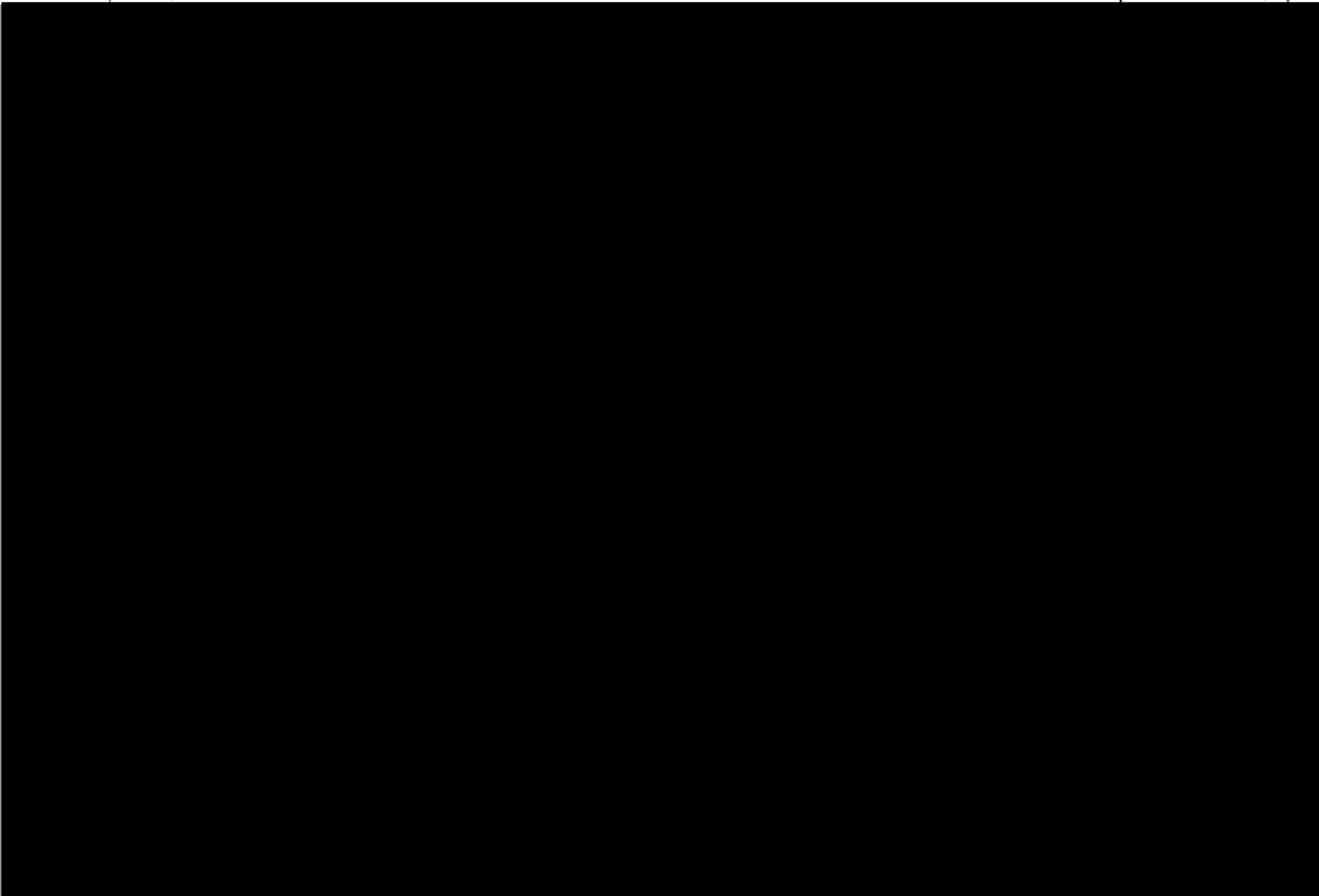
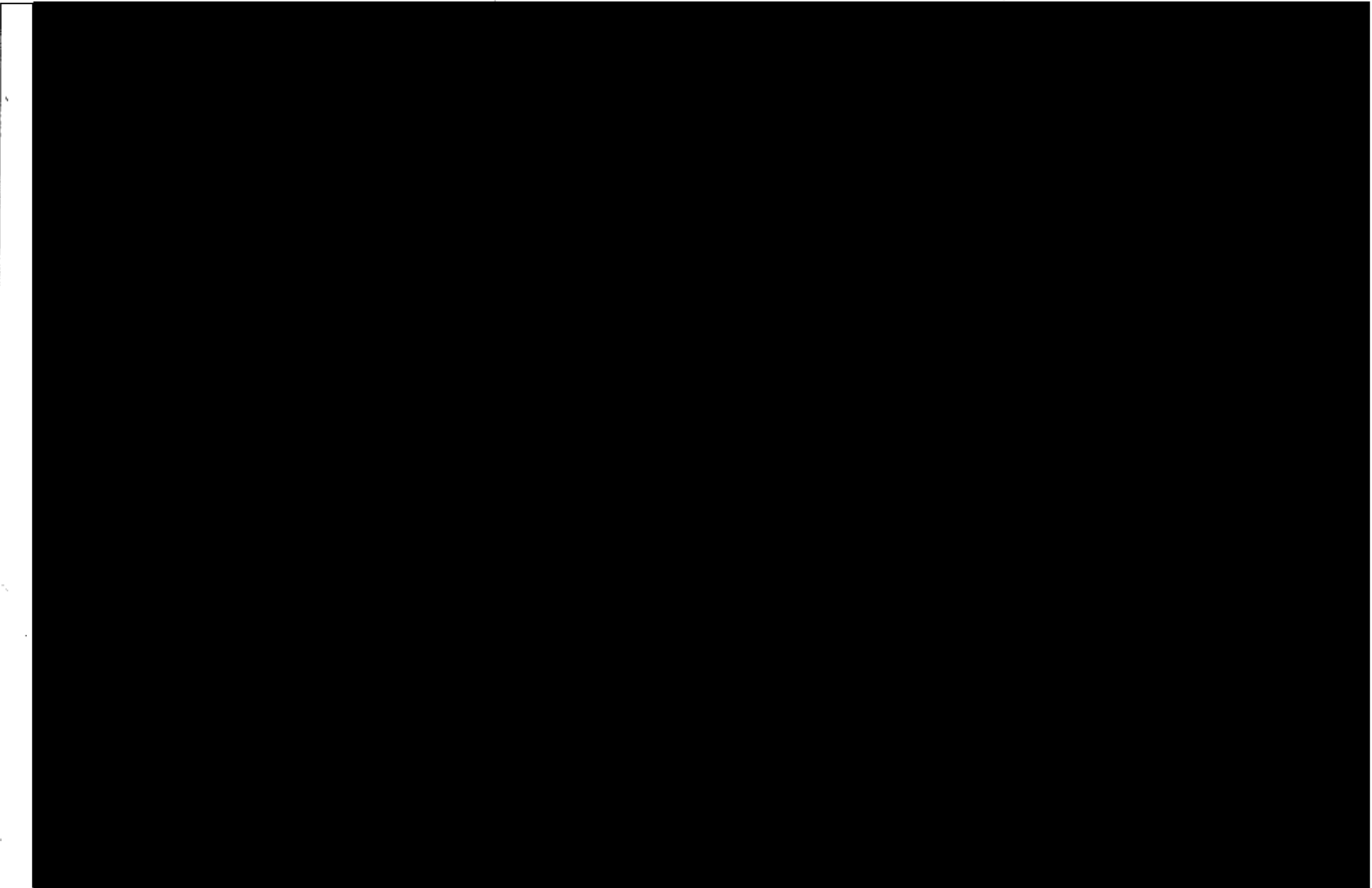








2.4.2	<p>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</p> <p>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.</p>	1.25 / 12.5 max marks





2.4.3

How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire?

*Please provide examples of organisations where you have previously done successfully (if applicable)*

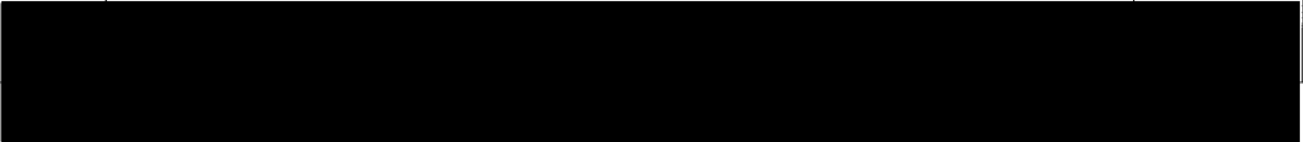
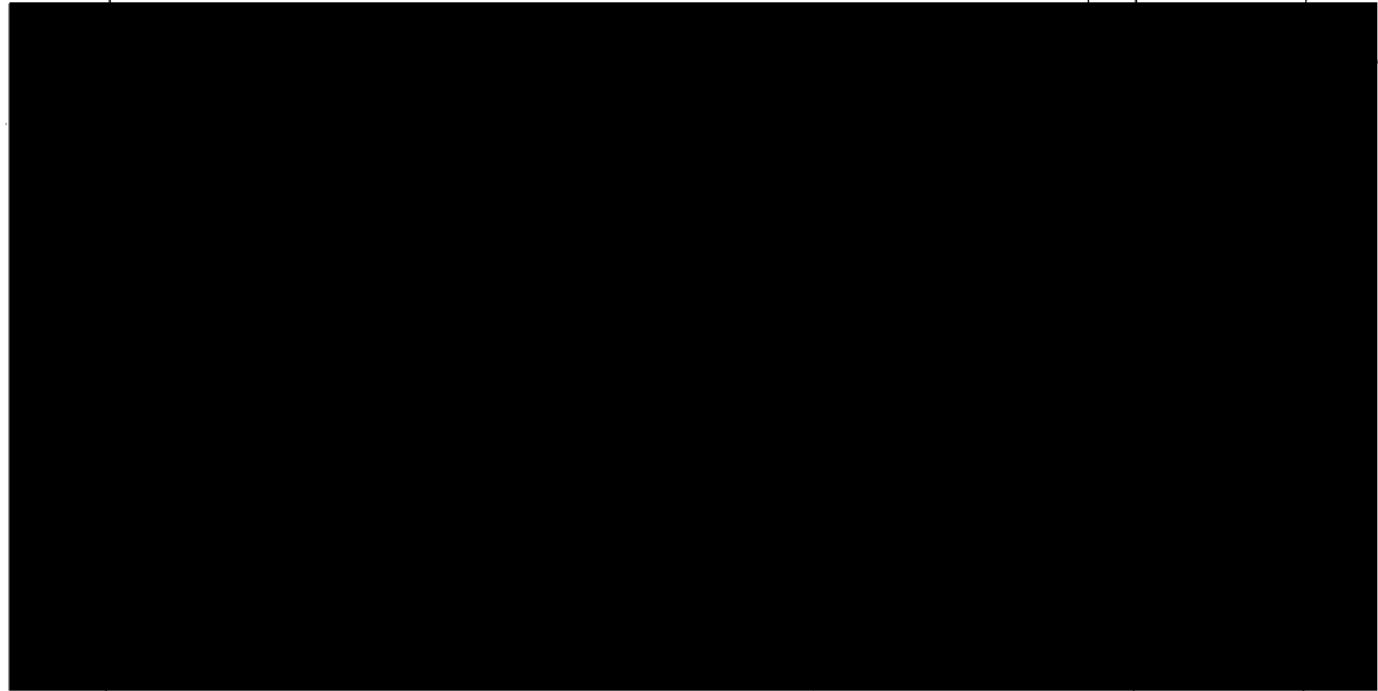
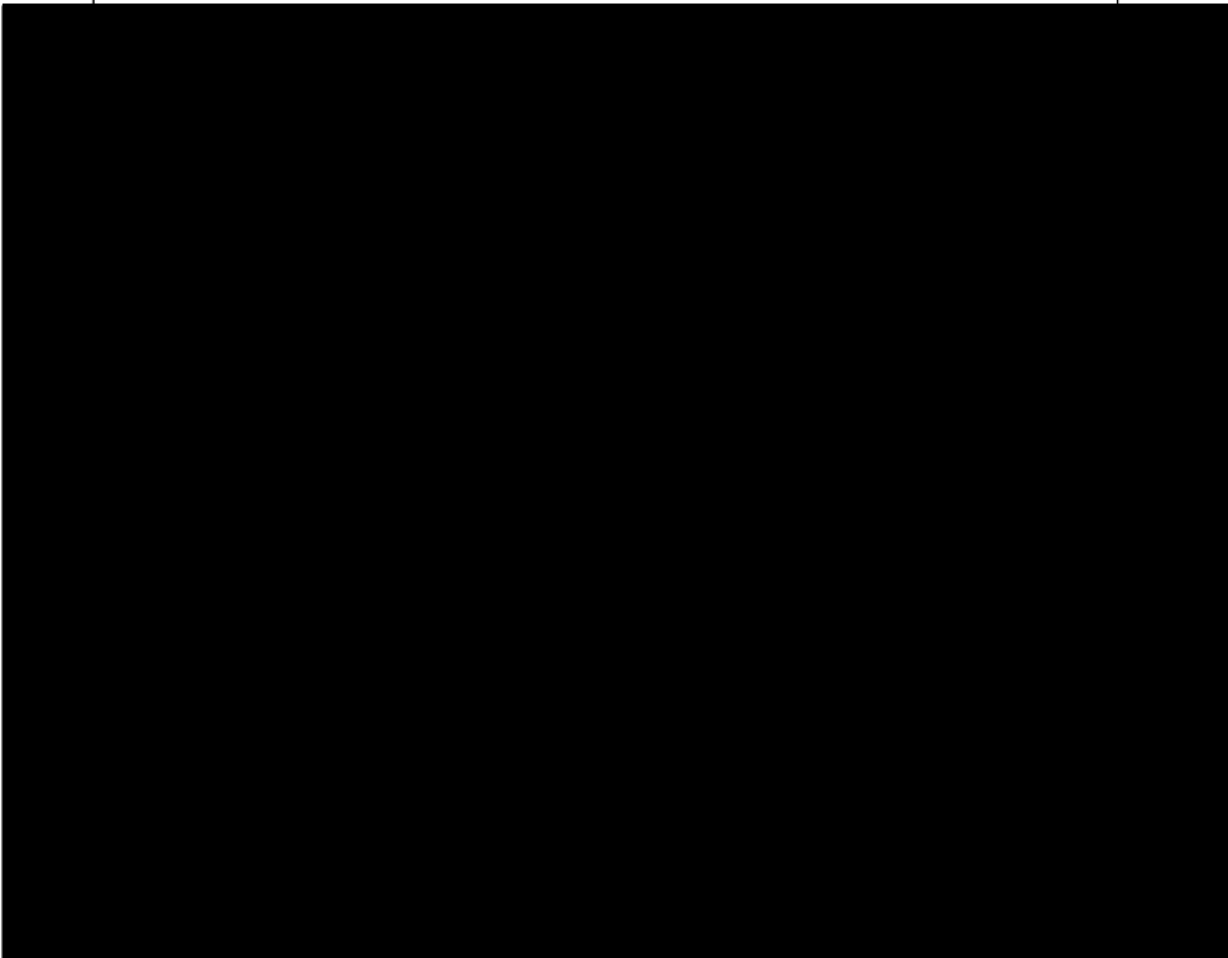
0.5 / 5  
max  
marks

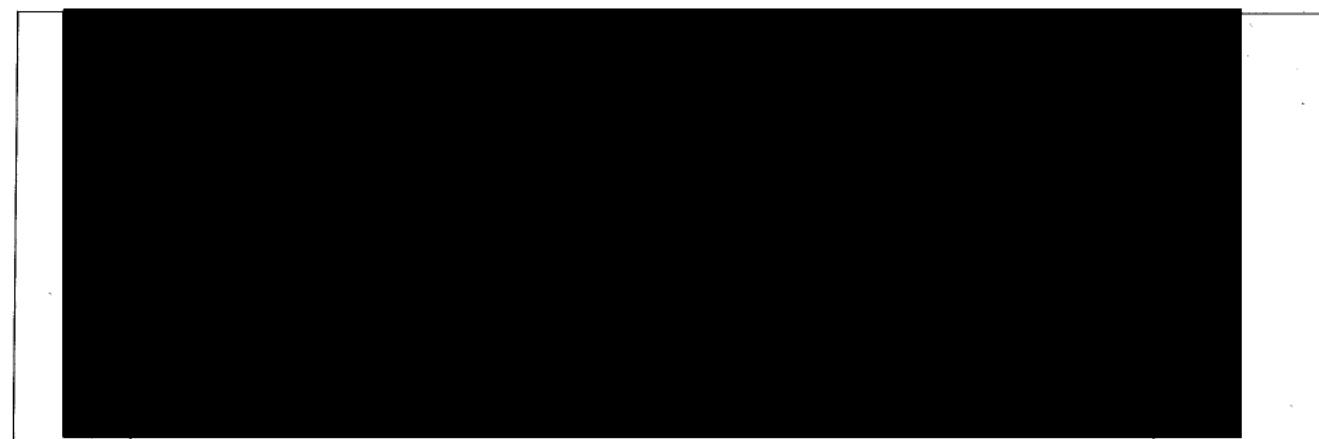


2.4.4

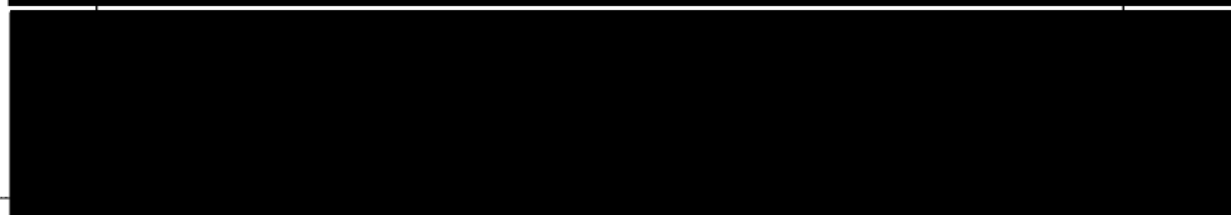
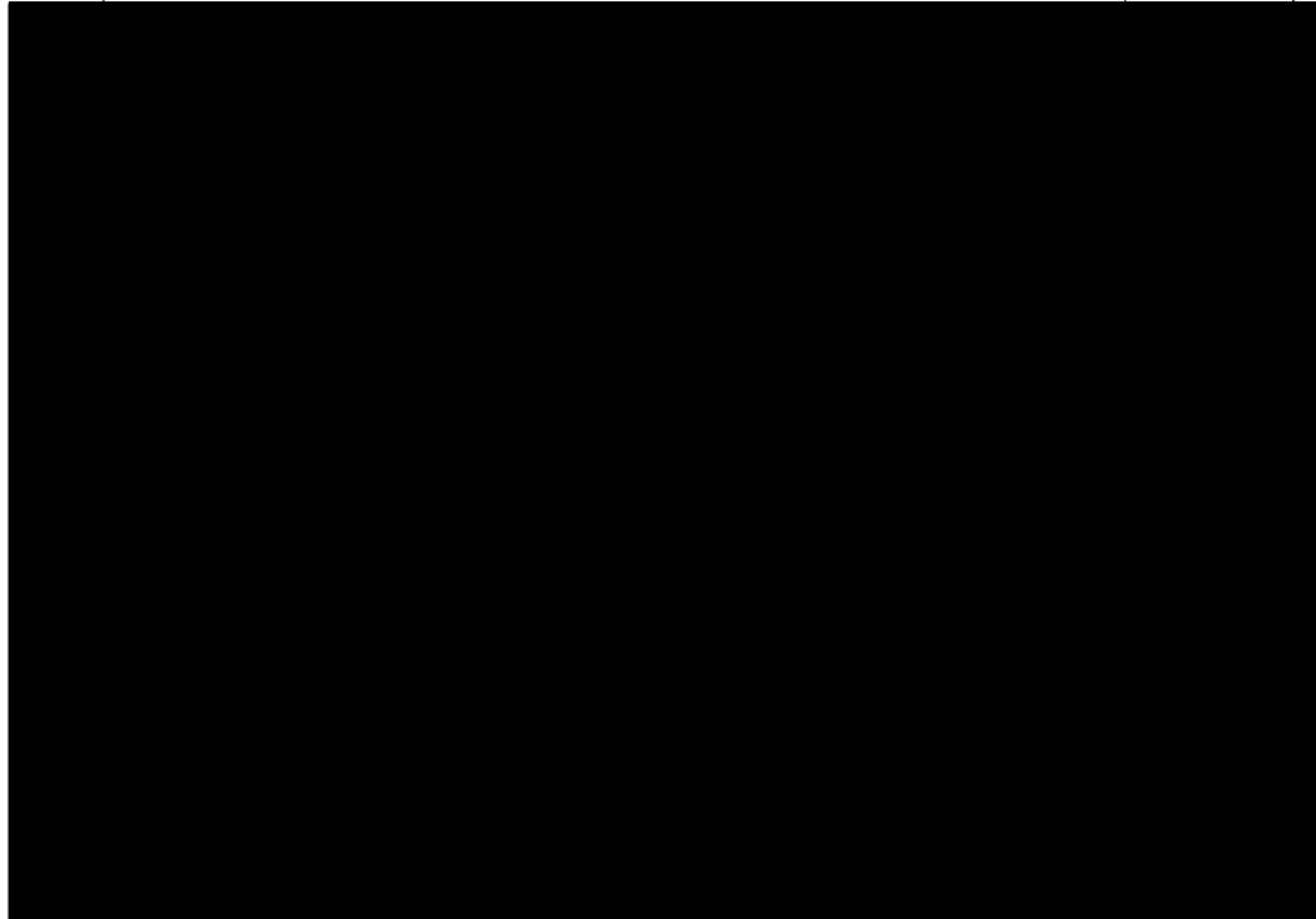
How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?

0.75 / 7.5  
max  
marks





2.5	Measurement of Performance	Weighting and Max Marks
2.5.1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p>	1.5 / 15 max marks

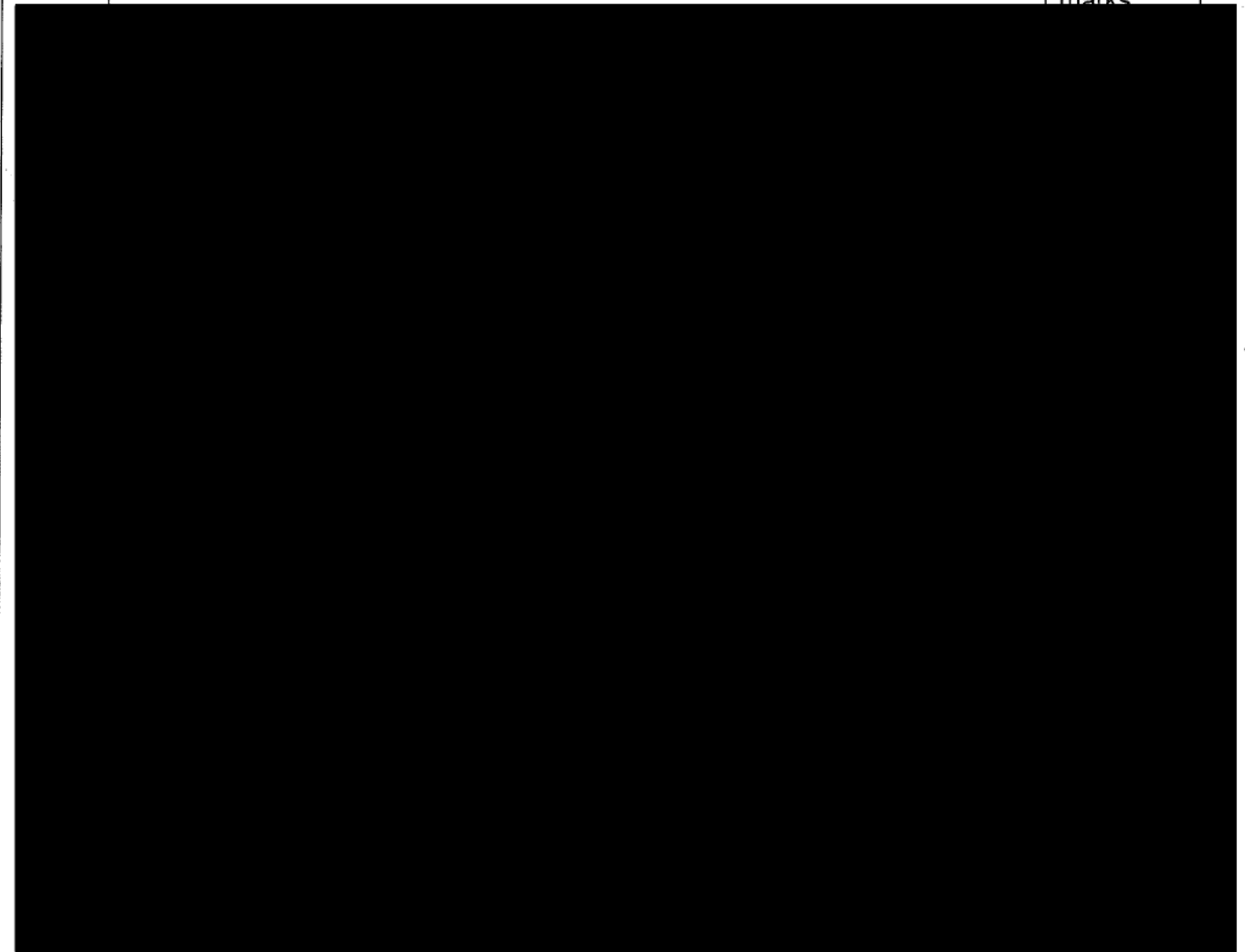




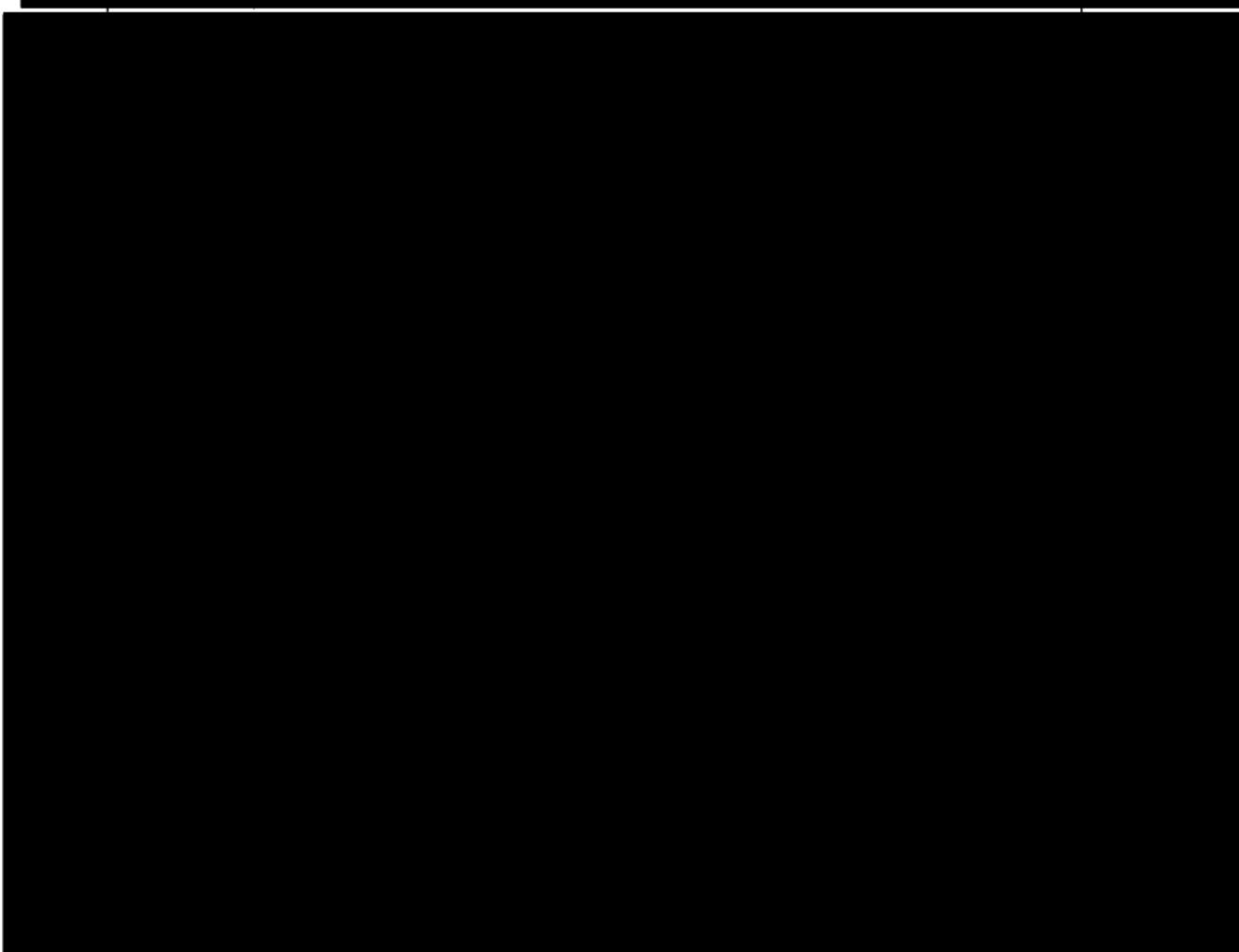
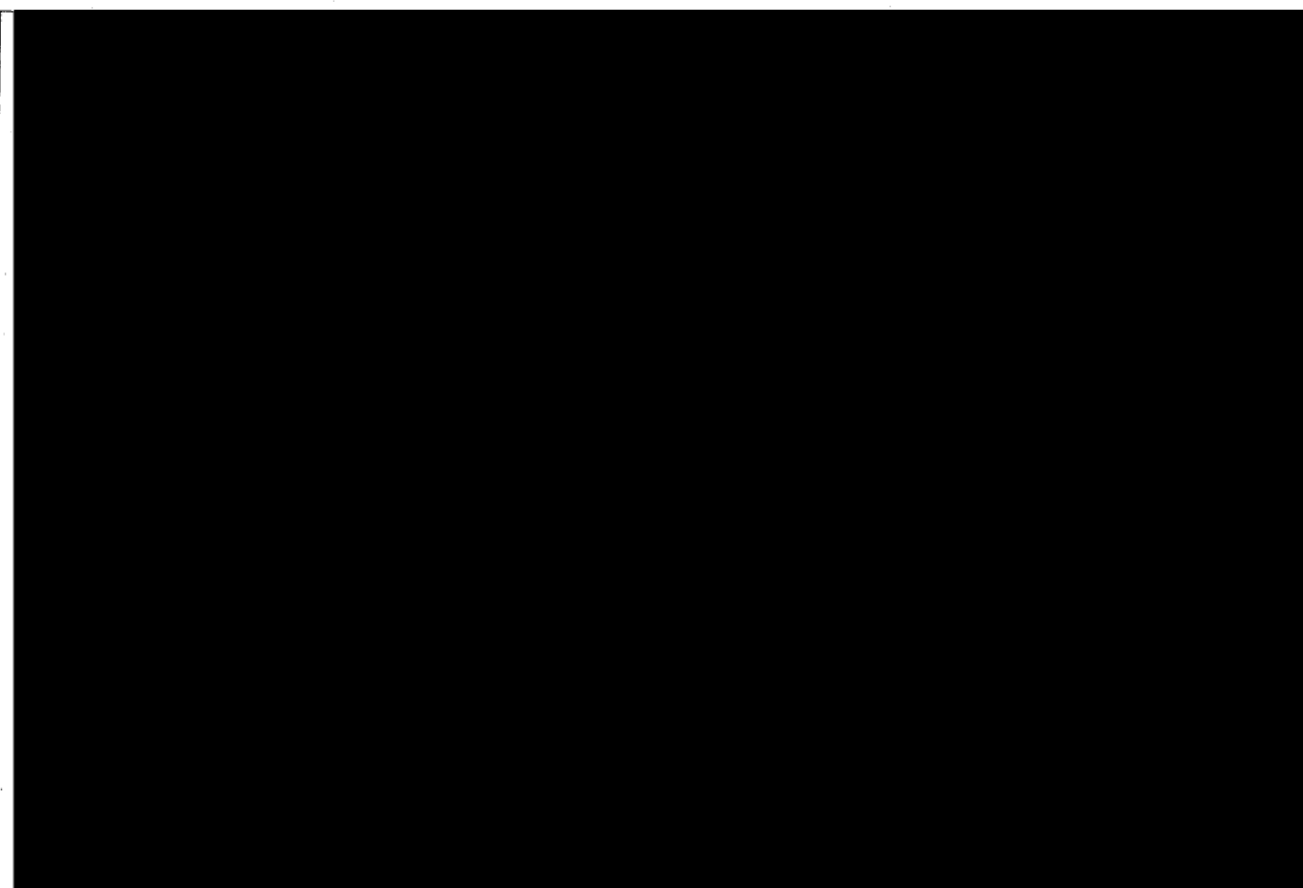
2.5.2

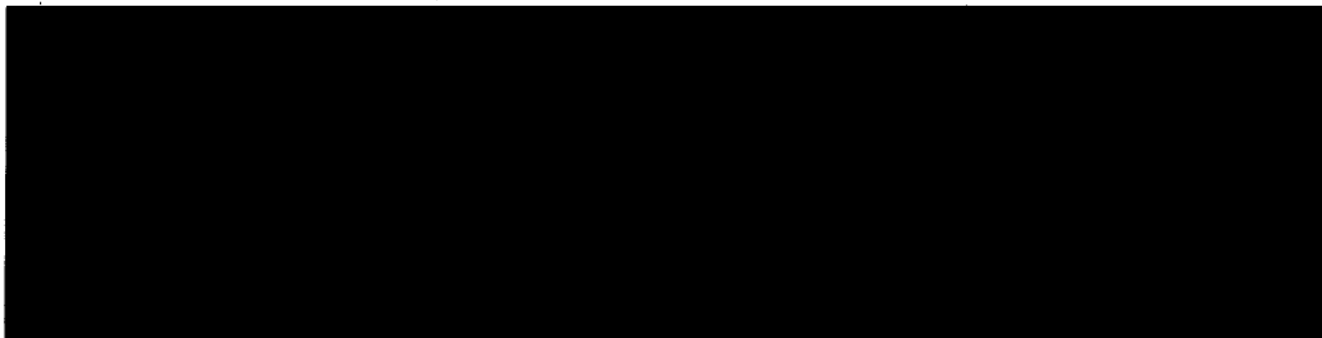
What action do you take, as an organisation, to make any improvements against your KPI performance?

1.5 / 15  
max  
marks

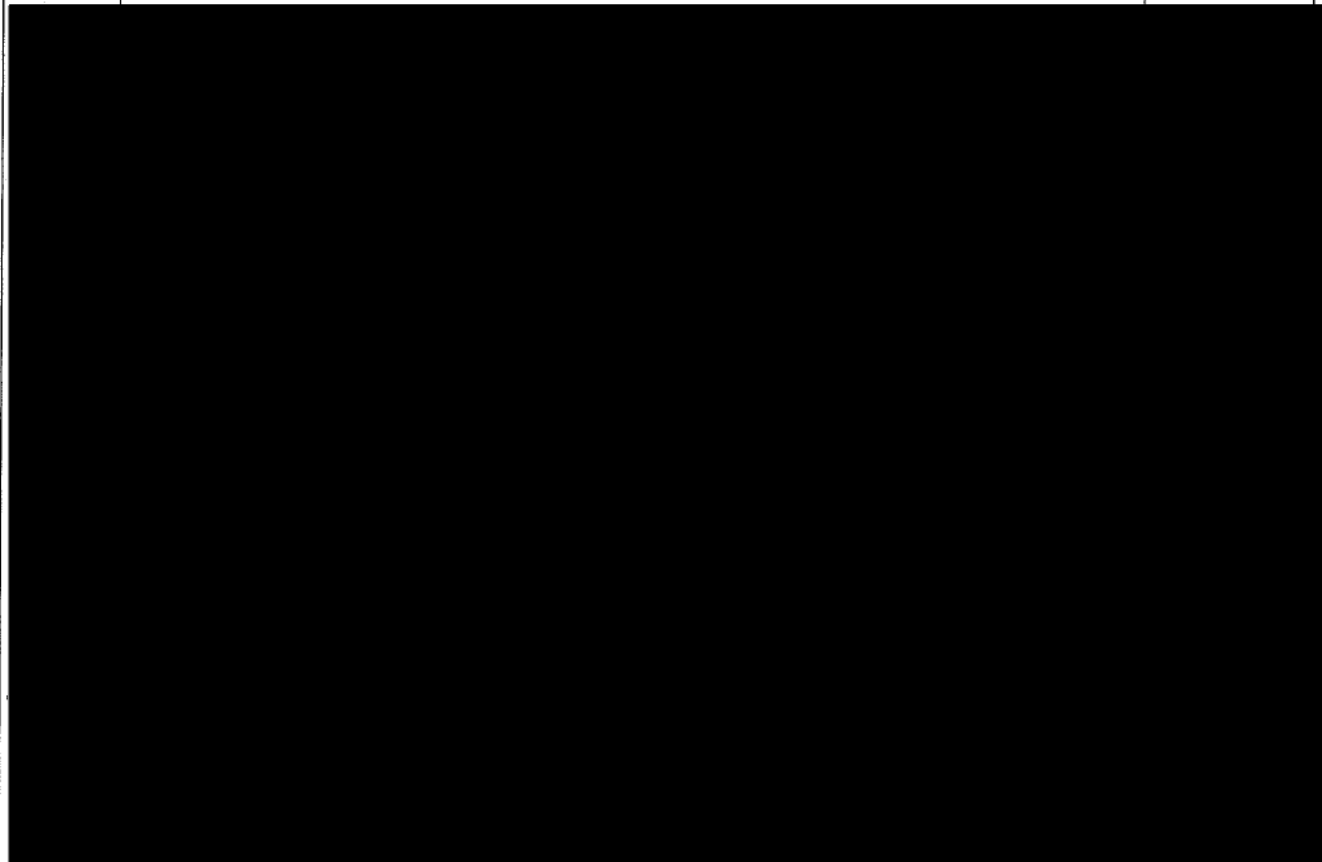


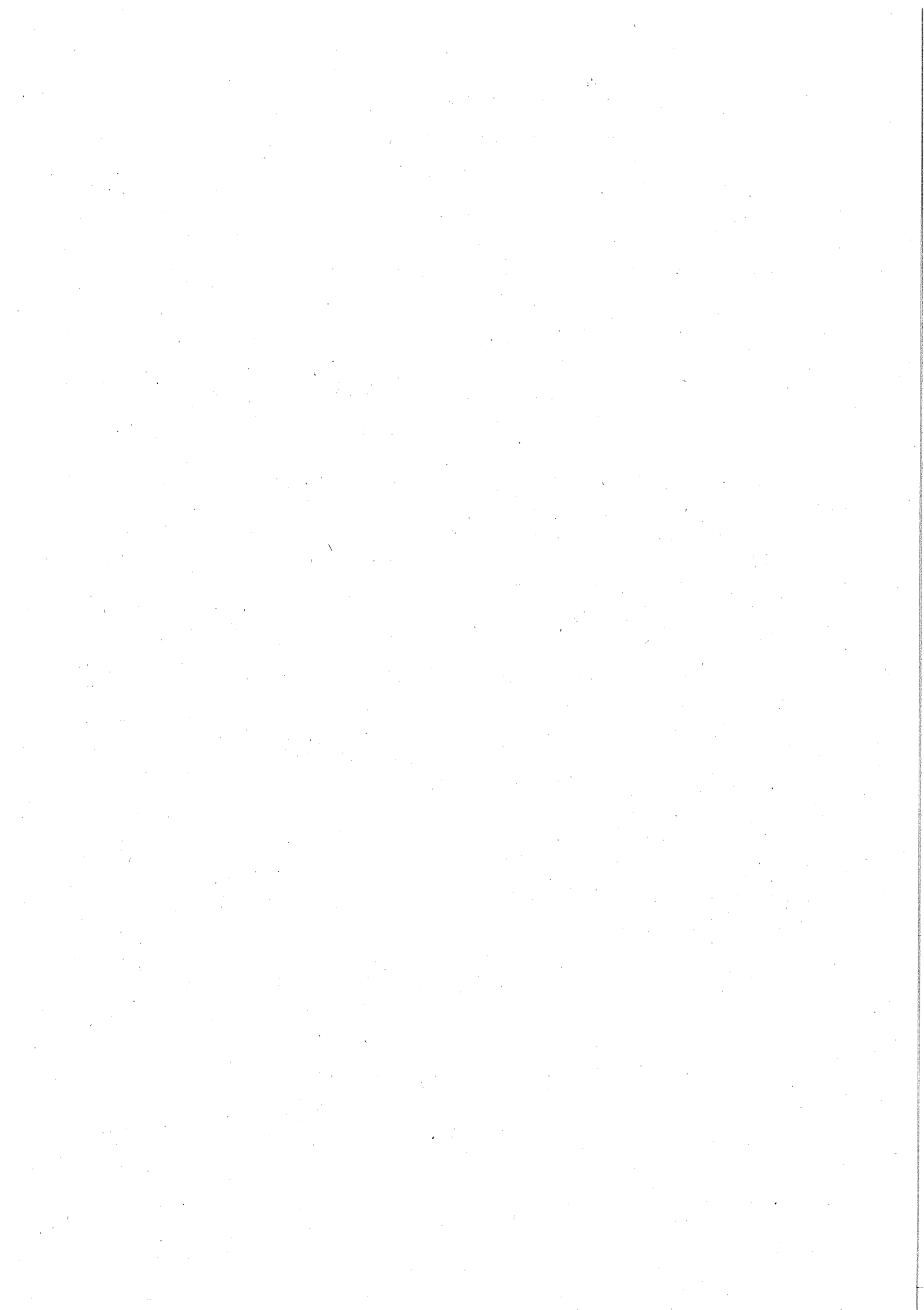






2.5.3	Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.	2 / 20 max marks







**RMCV 029**

**Apprenticeship Training Provider  
Framework  
Tender Response Document**

Name of TENDERING  
ORGANISATION  
(please insert)

**University of Wolverhampton**

Please also add your company name to the footer of each page of the returned document

## Shropshire Council Tender Response Document

### **Provision of Apprenticeship Training, in line with ESFA/IFA funding guidelines, utilising Levy Funding**

#### **Information about Shropshire Council requirements for this framework and tender process.**

Shropshire Council is looking to create a framework of providers to deliver apprenticeship training from April 2019. The council is looking to maximise the use of the Levy funds available across all its service areas whilst also supporting our partners to make use of their own levy funds by accessing our framework of providers.

Shropshire Council has set up an Upskill Shropshire Board which oversees the set up and implementation of our response to the Apprenticeship Levy. This Board has representatives from across the council, including schools.

The Council is asking organisations to confirm which categories (lots) of apprenticeship training they are wishing to be considered for. The framework will be made up of providers who are able to deliver apprenticeships for one or for a variety of the following categories:-

1. Agriculture, Environmental and Animal Care
2. Business and Administration
3. Care Services
4. Catering and Hospitality
5. Construction
6. Creative and Design
7. Digital
8. Education and Childcare
9. Engineering and Manufacturing
10. Hair and Beauty
11. Health and Science
12. Legal, Financial and Accounting
13. Protective Services
14. Sales, Marketing and Procurement
15. Transport and Logistics
16. Degree level – Level 6 and 7

These categories are aligned with those used by the ESFA/IFA with exception of category 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within Categories 1-15 but will sit in this separate category.

Providers should be able to provide at least several of the apprenticeships in relation to the lot or lots which they are applying for and be able to demonstrate quality within these subject areas

We will allow a maximum of 5 providers in each category. The top five scoring providers for each category who meet the minimum score requirements will be successful and be accepted onto the framework for that category. If there are not five providers who tender for a category the contract will be awarded to those who have bid if they meet all pass/fail requirements and the minimum score. If there are equal scoring tenders in 5<sup>th</sup> position then we will accept 6 providers or more in those circumstances.

The provider who scores highest in each of these categories will become the 'preferred supplier' for that category. They will be approached when an apprenticeship need becomes apparent which falls within the parameters. They will be asked to respond to outline if they are able to deliver the specific apprenticeship requirement(s) and how this will be achieved. If they are able to deliver, and their response is deemed acceptable, then they will be awarded a call-off contract for that requirement. This will be governed by our terms and conditions as enclosed. If, however they are unable to fulfil the requirement to acceptable standards, then other organisations who are successful in being accepted onto the category will then be invited to bid for apprenticeship training and a further stage of competition between providers in the appropriate categories will take place and a separate call off contract will be entered into with the successful provider. This will also be governed by our terms and conditions as attached.

This further competition bids should be in line with the responses on the tender schedule.. These further competition bids will be evaluated on price as well as value for money, availability, delivery methods, location of delivery, flexibility and convenience and the support of learners' specific needs or requirements. The Board mentioned above will be the ultimate decision maker in awarding these specific call off contracts.

Where, following the further competition bids, no provider is able to deliver the apprenticeship, either because they do not wish to bid or their bid does not meet the minimum requirements, we will approach all of the providers across the framework. If the requirement still cannot be met then we will approach those providers on the Register of Apprenticeship Training Providers (RoATP). In effect there will be a four stage approach:

Stage	Description
1	The preferred supplier will be invited to deliver the apprenticeship training
2	Further competition bids will be invited from the providers in the lot
3	Further competition bids will be invited from all providers on the framework
4	Bids will be invited from providers from the RoATP who

	are registered as being able to deliver the specific requirement
--	--

An example of the document which we intend to use for this further bid competition is enclosed with this Invitation to tender. We withhold the right to amend this document as necessary.

This framework will be available for use by any other local authority, public sector body, education provider (i.e. schools, academies, multi academy trusts, FE and HE) in England.

Shropshire Council also intend to set up an Apprenticeship Matching Service to its public sector partners including other Local Authorities, schools and academies who wish to access these services. This will enable the council to provide advice and guidance on matching providers on our framework with apprenticeship needs and the council will charge an administrative fee for doing so.

Shropshire Council withholds the right to remove the 'preferred supplier' status to a provider who consistently fails to respond positively to the invitation to deliver training. In such instances the second highest scoring provider (where there is one) will become the preferred supplier.

Shropshire Council withholds the right to remove any provider from the framework if the provider fails to provide value for money or quality delivery, or is removed from the Register of Apprenticeship Training Providers (RoATP).

The framework will be for an initial period of two years with the option for a two year extension (maximum four years).

## **Instructions for the completion of this document**

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
  - a) Where the tenderer is an individual, by that individual;
  - b) Where the tenderer is a partnership, by two duly authorised partners;
  - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany your tender response.

## **Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
A1	Form of Tender	9
A2	Non-Canvassing Certificate	10
A3	Non-Collusive Tendering Certificate	11
A4	Declaration of Connection with Officers or Elected Members of the Council	12
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	18
B Part 2 Section 3	Grounds for Discretionary Exclusion	21
Section C	Tender and Pricing Schedule	28



## **Evaluation Criteria**

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

### **Selection Criteria Pass/Fail Questions (Section B Part 1 – Part 3)**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 2 Section 3 - 8	Grounds for Discretionary Exclusion

In relation to mandatory exclusion grounds (section B part 2):-

Please note there is a mandatory requirement for providers to be on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent in order to be part of the framework.

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

### **Award Criteria – Weighted Marked Questions**

Tenders will be evaluated and marked on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Value for money' and shows how each criteria is to be weighted against each other.

<b>Section / Question No.</b>	<b>Award Criteria</b>	<b>Weighting / Max Marks Available</b>	
<b>Value for Money 20% (100 marks)</b>			
Section C / Q 1	Value for money	20%	100 max marks
<b>Total for Value for Money</b>			<b>100 max marks</b>
<b>Quality 80% (400 marks)</b>			
Section C / Q 2.1	Organisation	20%	100 max marks
Section C / Q 2.2	Delivery	20%	100 max marks
Section C / Q 2.3	Support – Learner/Manager	20%	100 max marks
Section C / Q 2.4	Development of Apprenticeships in Shropshire	10%	50 max marks
Section C / Q 2.5	Measurement of Performance	10%	50 max marks
<b>Total for quality</b>			<b>400 max marks</b>

**Please note the questions within the above sections are sub-weighted. The sub weightings are shown against each question in Section C.**

### **Quality Questions/ Scoring Scheme**

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

<b>Assessment</b>	<b>Mark</b>	<b>Interpretation</b>
<b>Excellent</b>	<b>10</b>	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	<b>5</b>	

<b>Minor Reservations</b>	<b>4</b>	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

**The tender receiving the highest initial mark for Quality Criteria overall will receive the full 400 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.**

#### **Value for Money Evaluation and scoring**

**The tender receiving the highest initial mark for value for money overall will receive the full 20% being the 200 final marks available. Other tenders will receive a % (final mark) that reflects the difference in their initial marks between those tenders and the tender receiving the highest initial mark for quality overall.**

**Please note that there is a requirement to score a minimum of 50% (50 total weighted marks) for the Value for money element and 50% (200 total weighted marks) for the quality element. Failure to do so will lead to the rejected of a tender.**

#### **Final Selection**

It is the intention of the Council to select a short-list of potential providers after the return of tenders.

Those providers short-listed may be required to attend an assessment centre with the Council – further details will be confirmed during the tendering period. This will take place week commencing 4th March 2019. The assessment centre will be used to validate the answers given within this document. Shropshire Council reserve the right to amend the initial scoring after such assessment centre to make a final decision whether the provider is successful in getting on the framework.

The top scoring 5 applicants (if there are 5 available) will be accepted onto the framework for each of the categories of apprenticeships set out on page 2 of this document. If there are equal scoring tenders in 5th position then we will accept 6 providers in those circumstances. The provider who scores highest in each of these categories will become the 'preferred supplier' for that category.

**Section A:**  
**1. Form of Tender**

Form of Tender

**Shropshire Council**

Tender for Apprenticeship Training Provider Framework

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Apprenticeship Training Provider Framework at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.

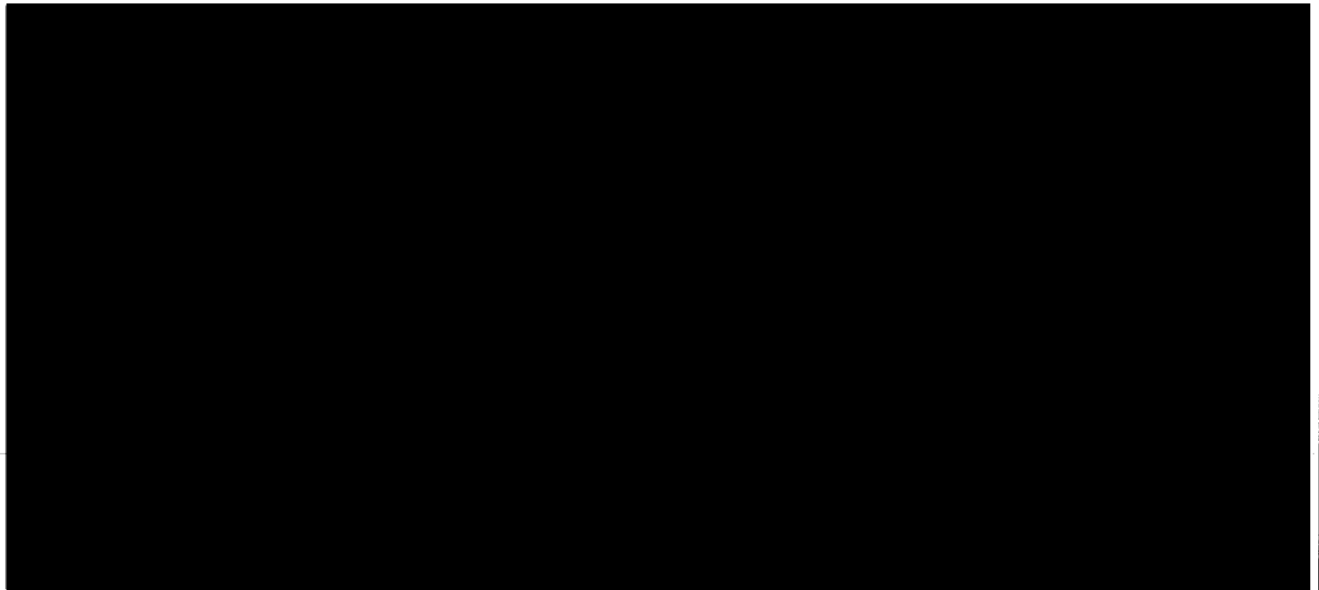
**Section A:**  
**2. Non – Canvassing Certificate**

Non-Canvassing Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.



**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called “the Council”)**

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying 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 in relation to any other Tender or proposed Tender for the Services any act or omission.

**Section A:**  
**4. Declaration of Connection with Officers or Elected Members of the Council**

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

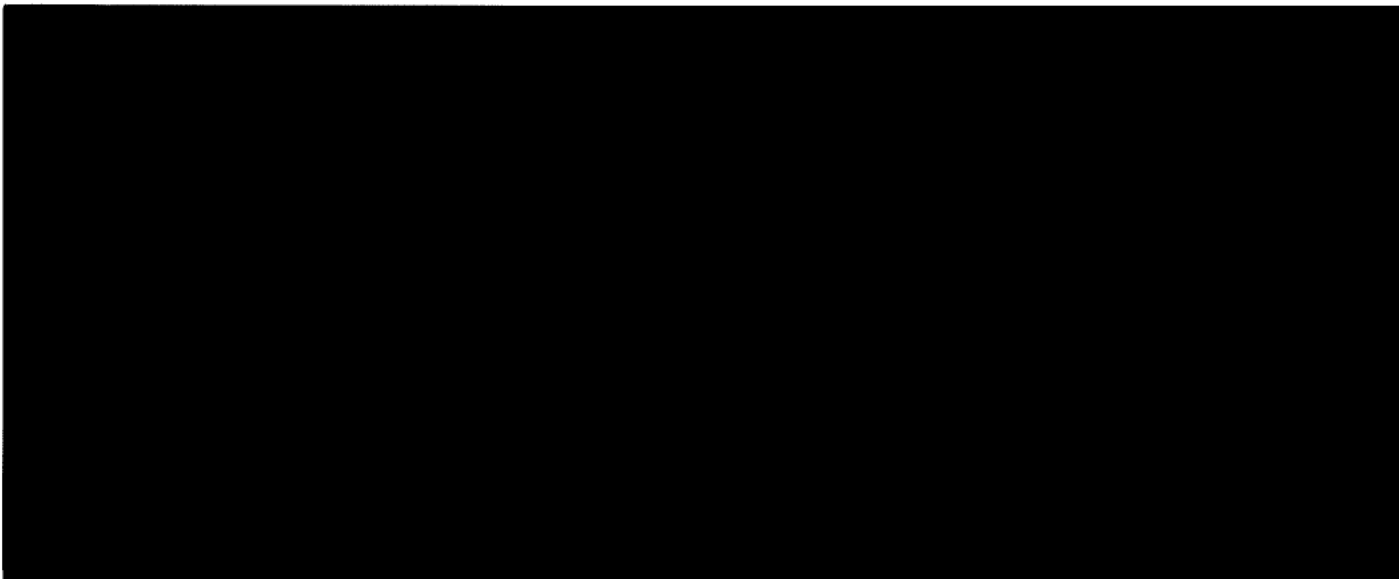
Yes /  No

If yes, please give details:

Name	Relationship

***Please note:***

*This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.*



## SECTION B

### 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. 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). 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)

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

This document provides 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.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	[REDACTED]
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader	

	f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
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?	
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.	
1.1(k)	Trading name(s) that will be used if successful in this procurement.	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	N/A
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sub>2</sub> ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (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.	N/A <sup>x</sup>

	(Please enter N/A if not applicable)	
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)	N/A
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)	N/A

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.

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

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) 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.

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

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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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)	
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.	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

**Contact details and declaration**

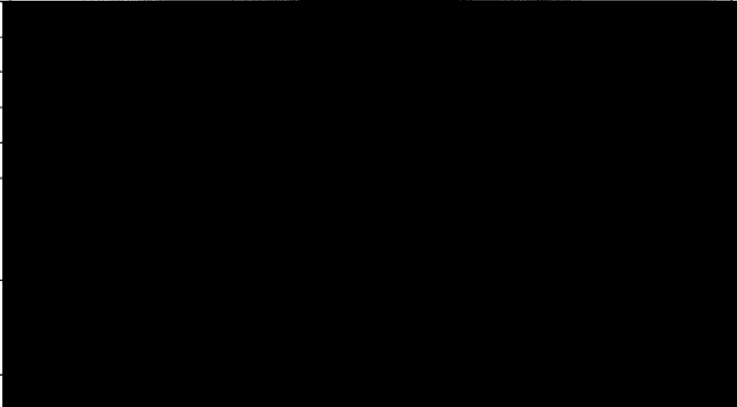
I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

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.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

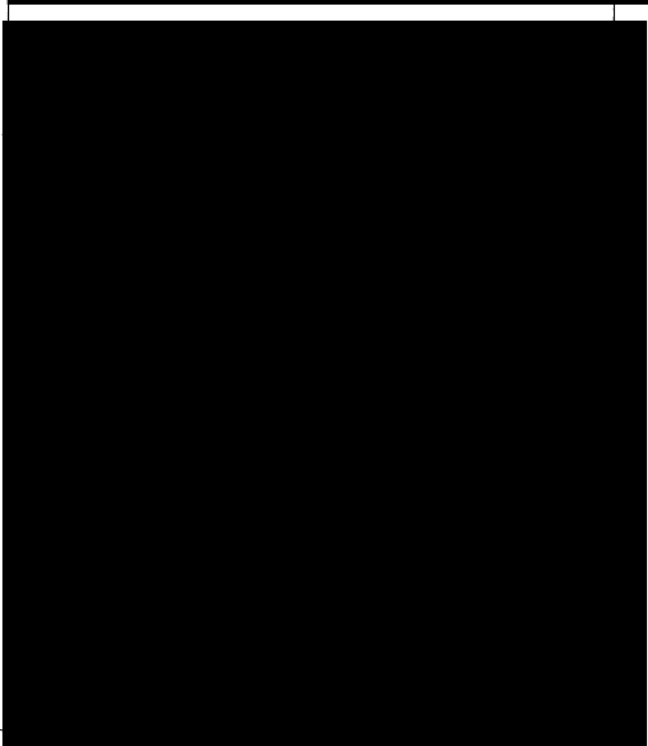
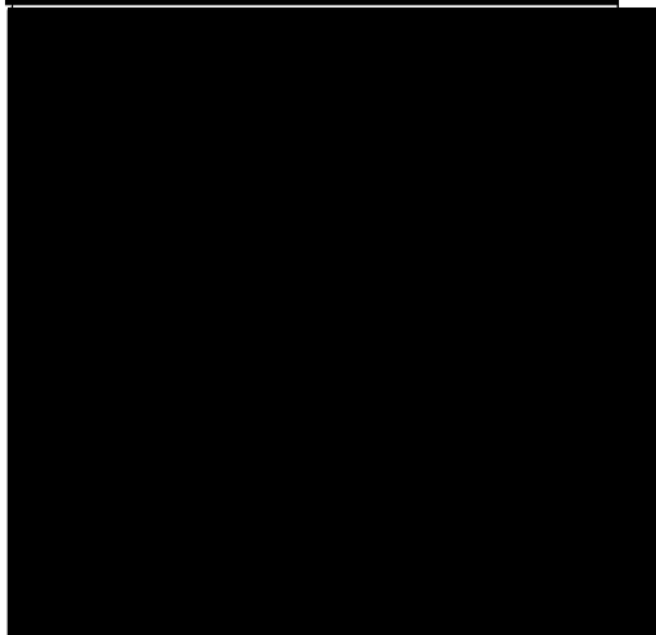
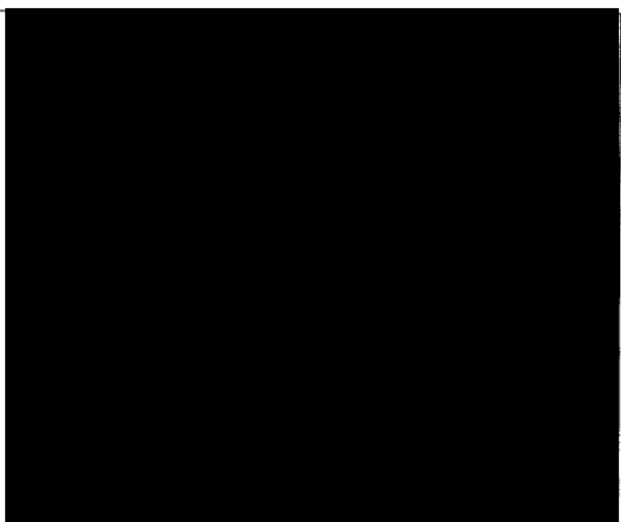
## Part 2: Exclusion Grounds

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.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), 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.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> X If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> X If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> X If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> X If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> X If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> X 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.	
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	Yes <input type="checkbox"/> No <input type="checkbox"/>

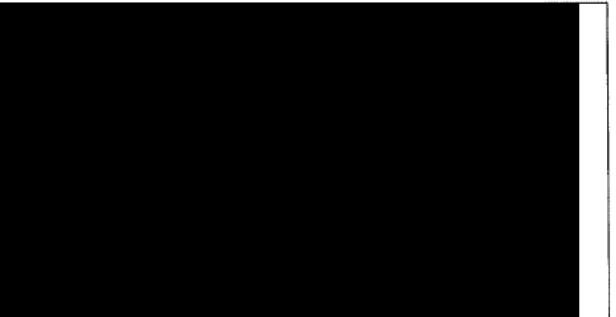
	relevant ground for exclusion? (Self Cleaning)	
2.3(a)	<b>Regulation 57(3)</b> Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the 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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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.	N/A
2.4	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4(a)	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: <ul style="list-style-type: none"> <li>o to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>o to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>o to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>o to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>o to maintain records of personal data</li> </ul>	

	<p>processing activities; and</p> <ul style="list-style-type: none"><li>○ to regularly test, assess and evaluate the effectiveness of the above measures.</li></ul>
--	---



--	--	--

**Register of Apprenticeship Training Providers (RoATP) or EU equivalent**

2.5	<p>Please confirm you are registered on the national Register of Apprenticeship Training Providers (RoATP) or EU equivalent</p> <p><b><i>Note: Only providers who are on the RoATP will be accepted onto the Framework. This is a mandatory Requirement.</i></b></p>	
-----	--	--

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.



Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
	<p><b>Regulation 57 (8)</b>  The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (see link on page 11), 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"/> X If yes please provide details at 3.2
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> X If yes please provide details at 3.2
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> X 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"/> X If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> X 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"/> X 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"/> X 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"/> X

		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"/> X If yes please provide details at 3.2

3.1(j)	Please answer the following statements	
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.	Yes <input type="checkbox"/> No <input type="checkbox"/> X 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"/> X 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"/> X 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"/> X 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	N/A
-----	---	-----

Section 4	Economic and Financial Standing	
Question number	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 <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	(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	Yes <input type="checkbox"/> No <input type="checkbox"/>

	most recent year of trading for this organisation.	
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	Yes <input type="checkbox"/> No N/A <input type="checkbox"/>

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	
	Relationship to the Supplier completing these questions	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	<b>Technical and Professional Ability</b>	
6.1	<p><b>Relevant experience and contract examples</b></p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p>	

	<p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>
--	--



6.2	<p>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)</p> <p>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)</p>
-----	---




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.

Section 7	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
7.1	Are you a relevant commercial organisation as defined by	Yes <input checked="" type="checkbox"/>

	section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	N/A <input type="checkbox"/>
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?	

## 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.

Section 8	Additional Questions
8.1	Insurance
	<p>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: Y/N</p> <p>Employer's (Compulsory) Liability Insurance = £5 Million <b>Y</b></p> <p>Public Liability Insurance = £5 Million <b>Y</b></p> <p>Professional Indemnity Insurance = £2 Million <b>Y</b></p> <p>*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.</p>

8.2	<b>Skills and Apprentices 4 –</b>	
a.	Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes X <input type="checkbox"/>
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?	Yes X <input type="checkbox"/>

<sup>4</sup> 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills_Apprenticeships_PPN_vfinal.pdf)

### 8.3 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No X
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No X
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### 8.4 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No X
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>(covered within H&amp;S)</b>

## 8.5 – Health & Safety

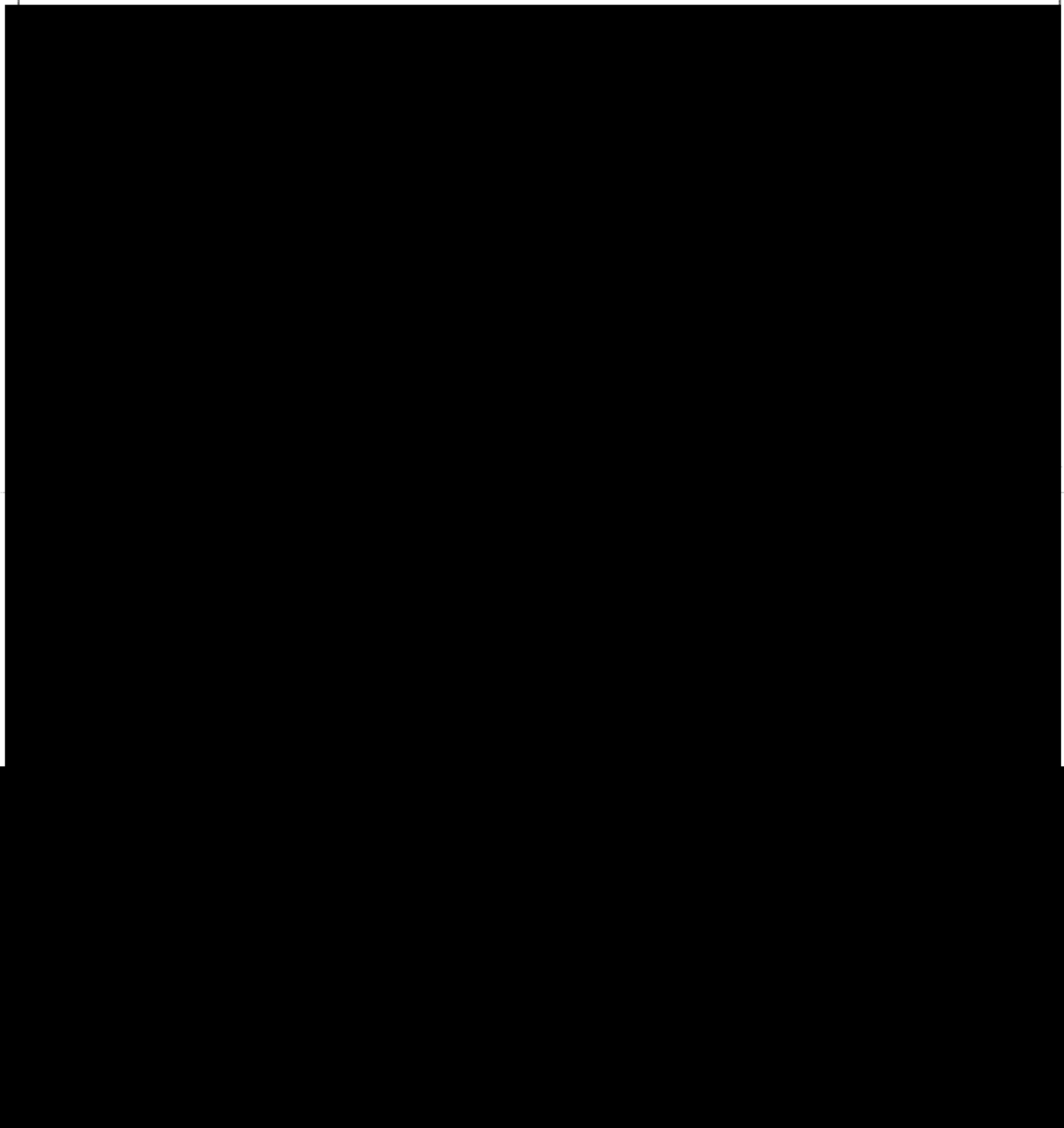
1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input type="checkbox"/> <b>Yes</b> ✓ <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was "Yes", please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No X
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<b>YES</b> X <input type="checkbox"/> Yes <input type="checkbox"/> No

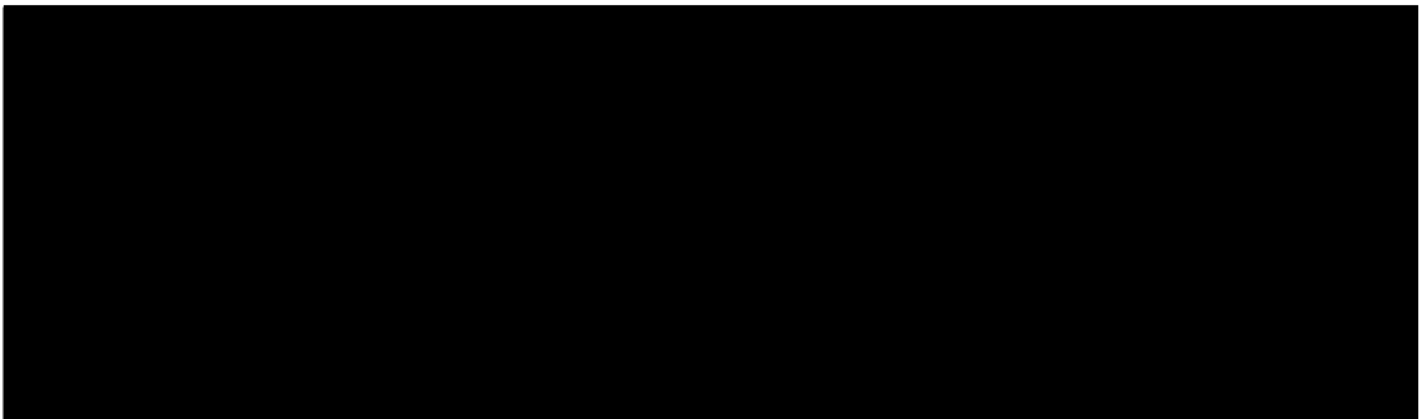


**SECTION C – TENDER SCHEDULE**

**Each question must be answered fully within this document unless otherwise stated for example, an answer box should not just state 'as above'. Failure to do so may affect your success of gaining access to the framework.**

**Please indicate below (by placing an 'x' appropriately) which of the category lots you are applying for:**

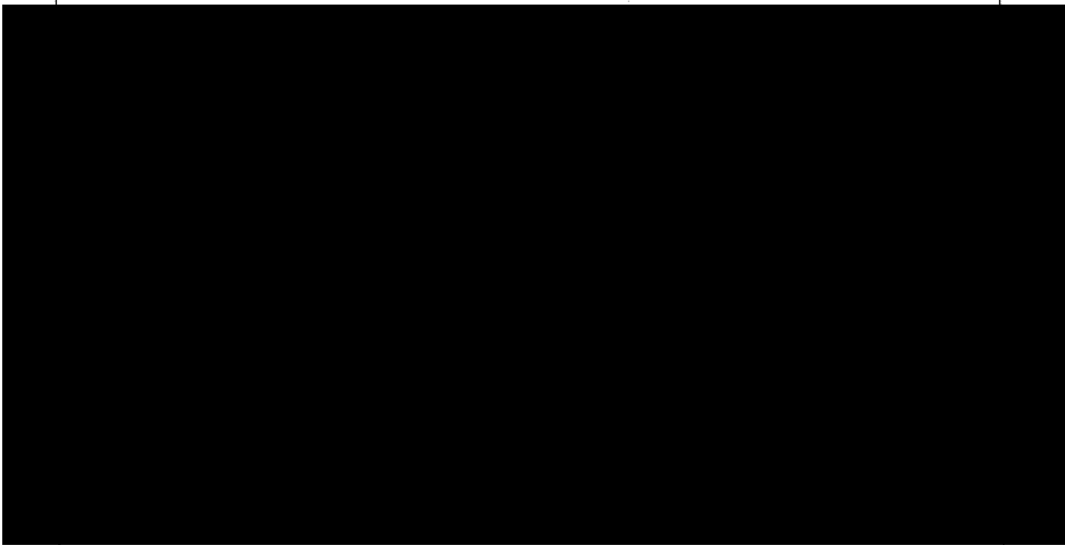




The categories are aligned with those used by the ESFA/IFA with exception of lot 16. This is specifically for those degree level apprenticeships at Level 6 and Level 7 in all subject areas. Therefore, any degree level apprenticeship at Level 6 and Level 7 will not be considered to be within lots 1-15 but will sit in this separate category.

**Each lot you apply for will be marked against the same criteria and questions below**


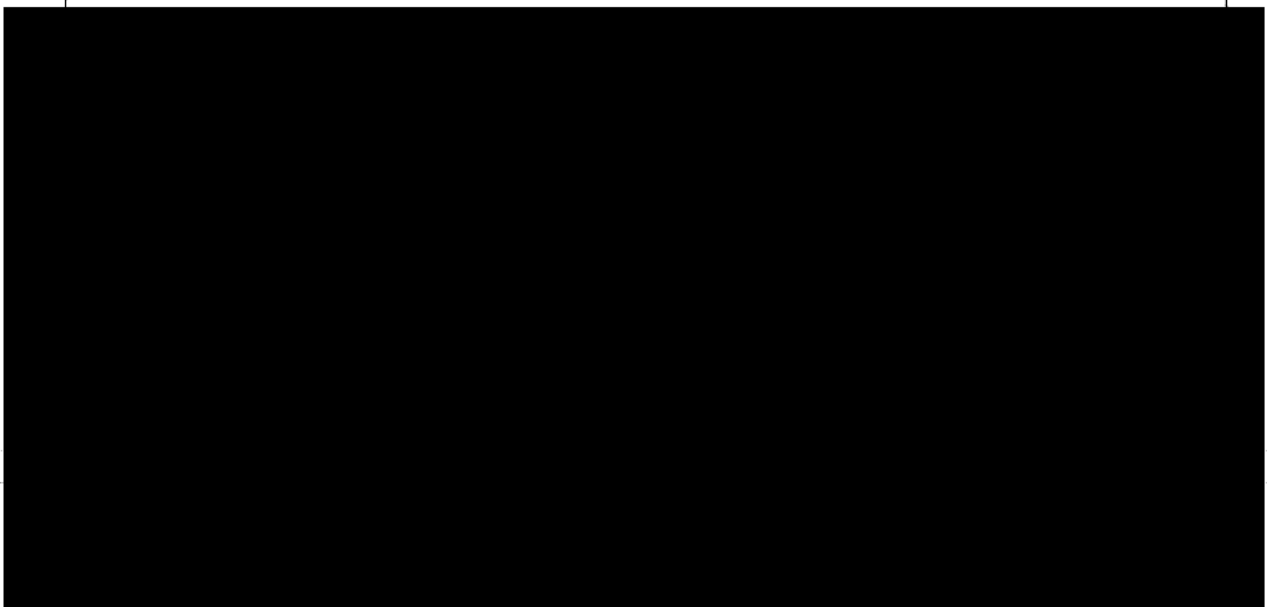
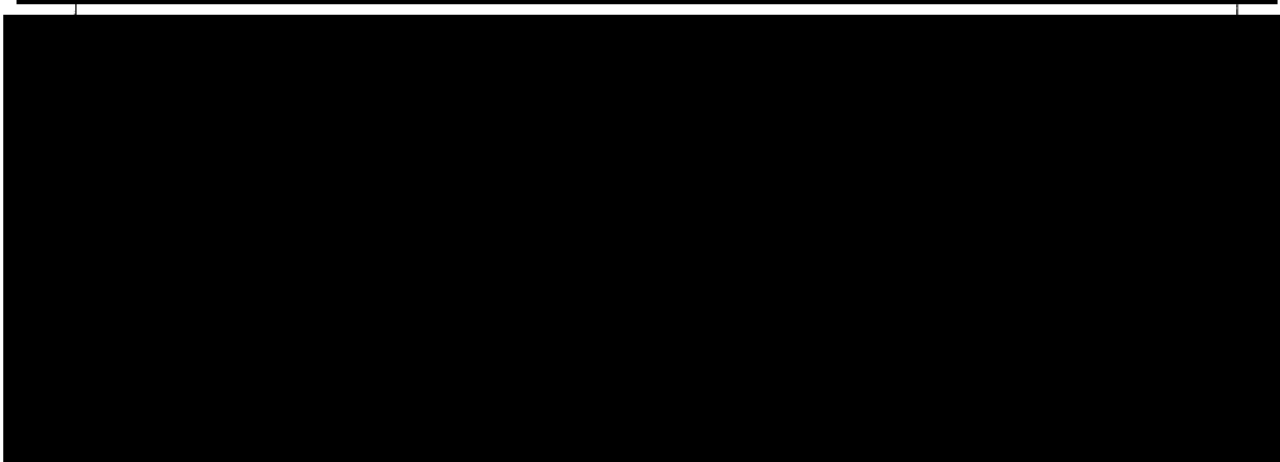
In all questions if this related to subcontractors rather than your own organisation then please make this clear where relevant.

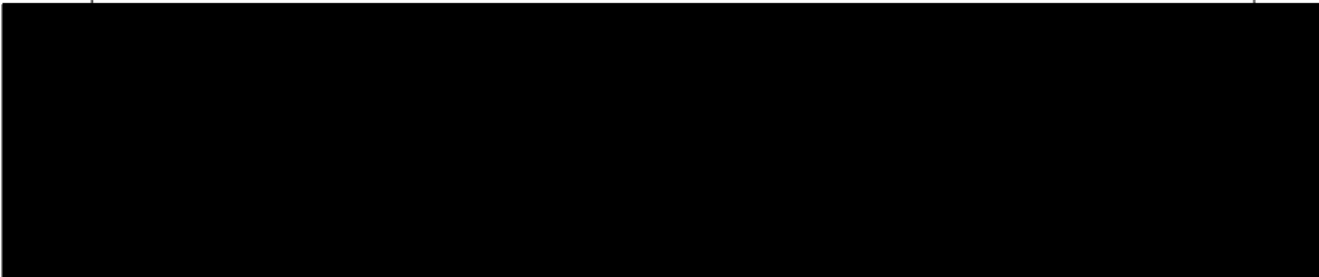
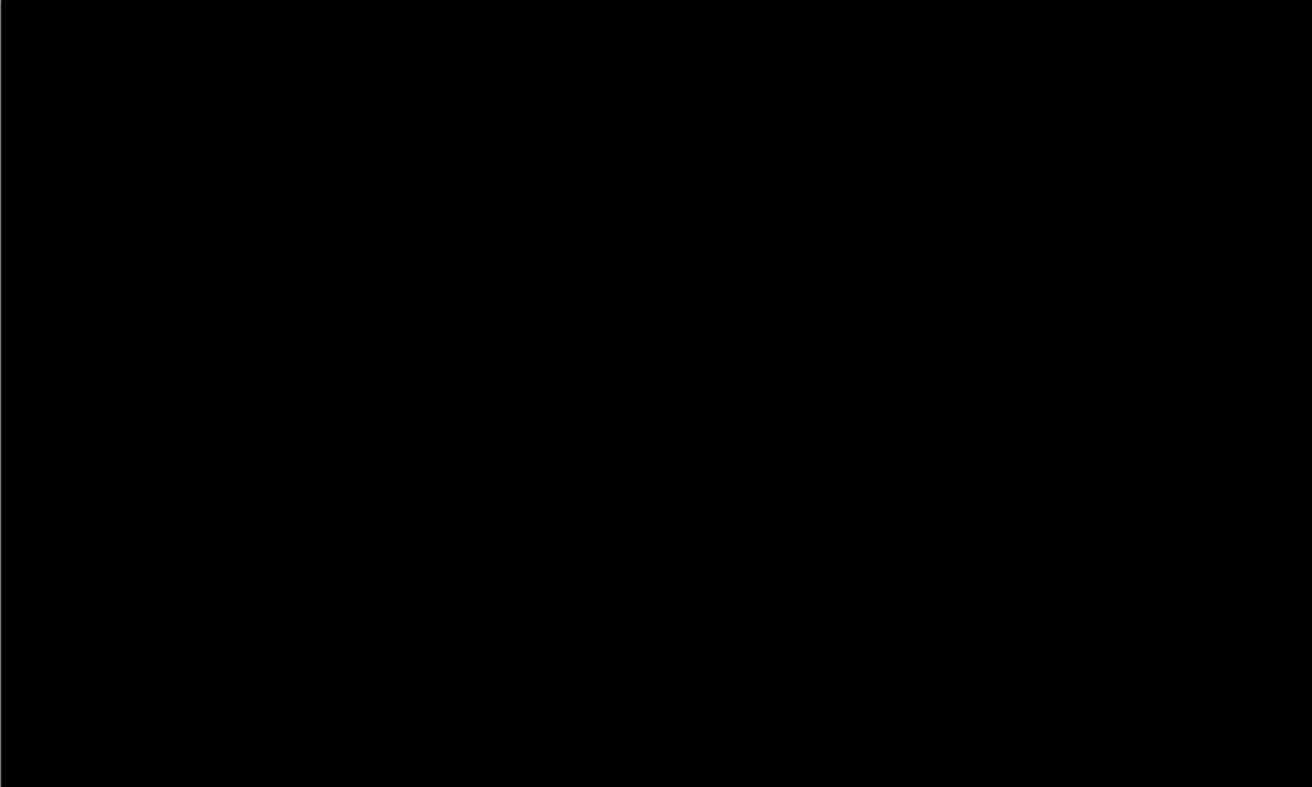
1.	Value for Money	Weighting and Max Marks
1.1	Please provide details of costs (which are not included in the funding band limits) that you would apply to the cost of apprenticeship training i.e. enrolment, induction, prior assessment, diagnostic (not an exhaustive list) as detailed in the most up to date funding rules (and any subsequent updates) published by the ESFA. 	3 / 30 max marks
1.2	Please provide details of any other additional costs, not included in 1.1 above i.e. completion of non-mandatory qualifications to consolidate the apprenticeship learning, networking, manager support.	3 / 30 max marks

1.3	<p>Shropshire Council are looking to get best value for money in order to maximise the outcome from the levy funding. For example, we are looking for delivery on site and/or where there are large numbers of candidates to be trained for the same / similar apprenticeship?          What will you offer in terms of any reduction in costs against funding bands or any other added value?</p>	3 / 30 max marks

1.4	If you negotiate on behalf of Shropshire Council with Apprenticeship Assessment Organisations (AAO) regarding End Point Assessments (EPA) how will you ensure we get a fair price and value for money?	1 / 10 max marks

2.	<b>Quality Criteria</b>	
2.1	<b>Organisation</b>	<b>Weighti and Ma Marks</b>

2.1.1	Shropshire Council expect that providers on this framework will be rated at 'require improvement' or above. Please provide your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:	5 / 50 marks
		
		
		


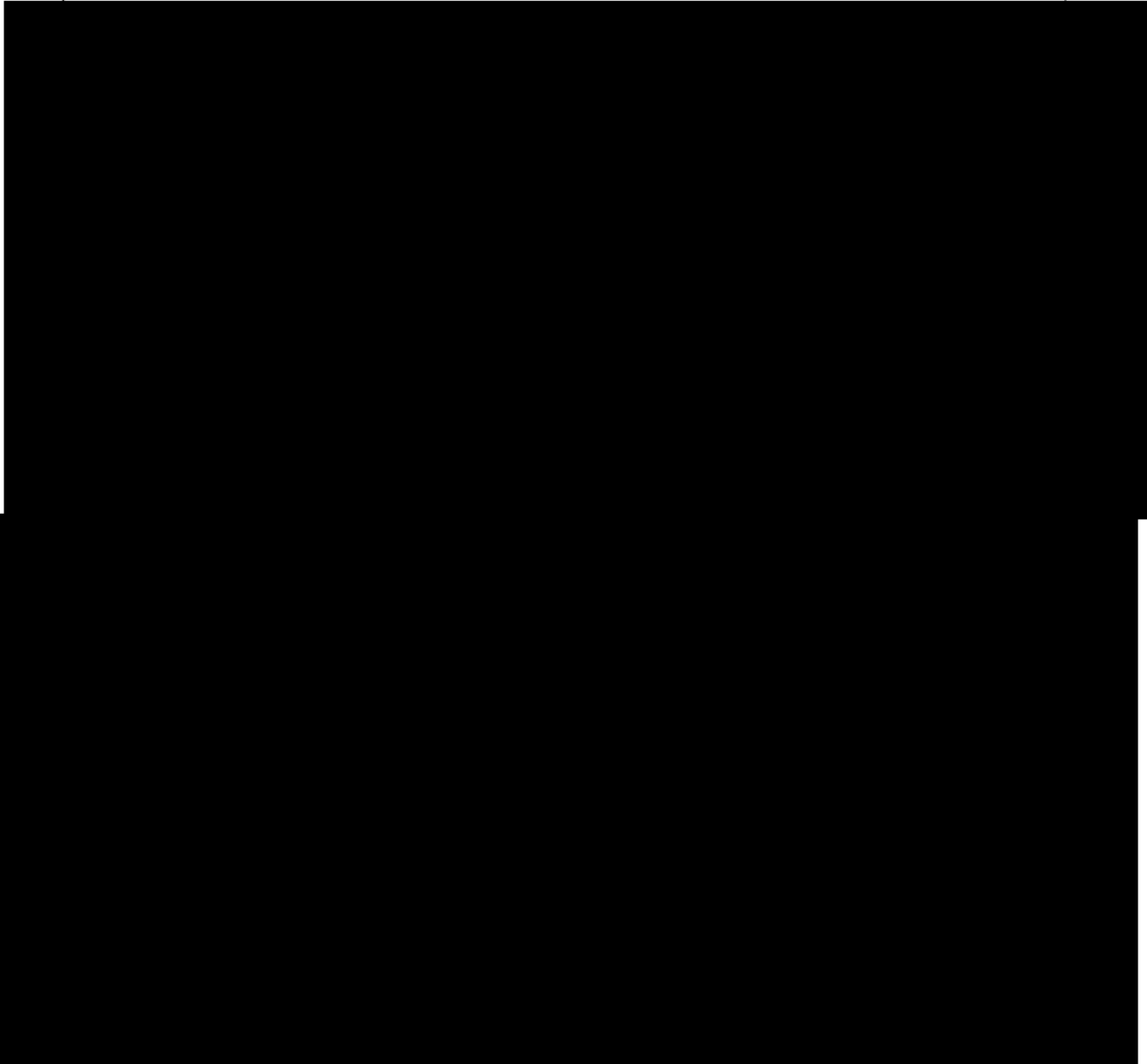


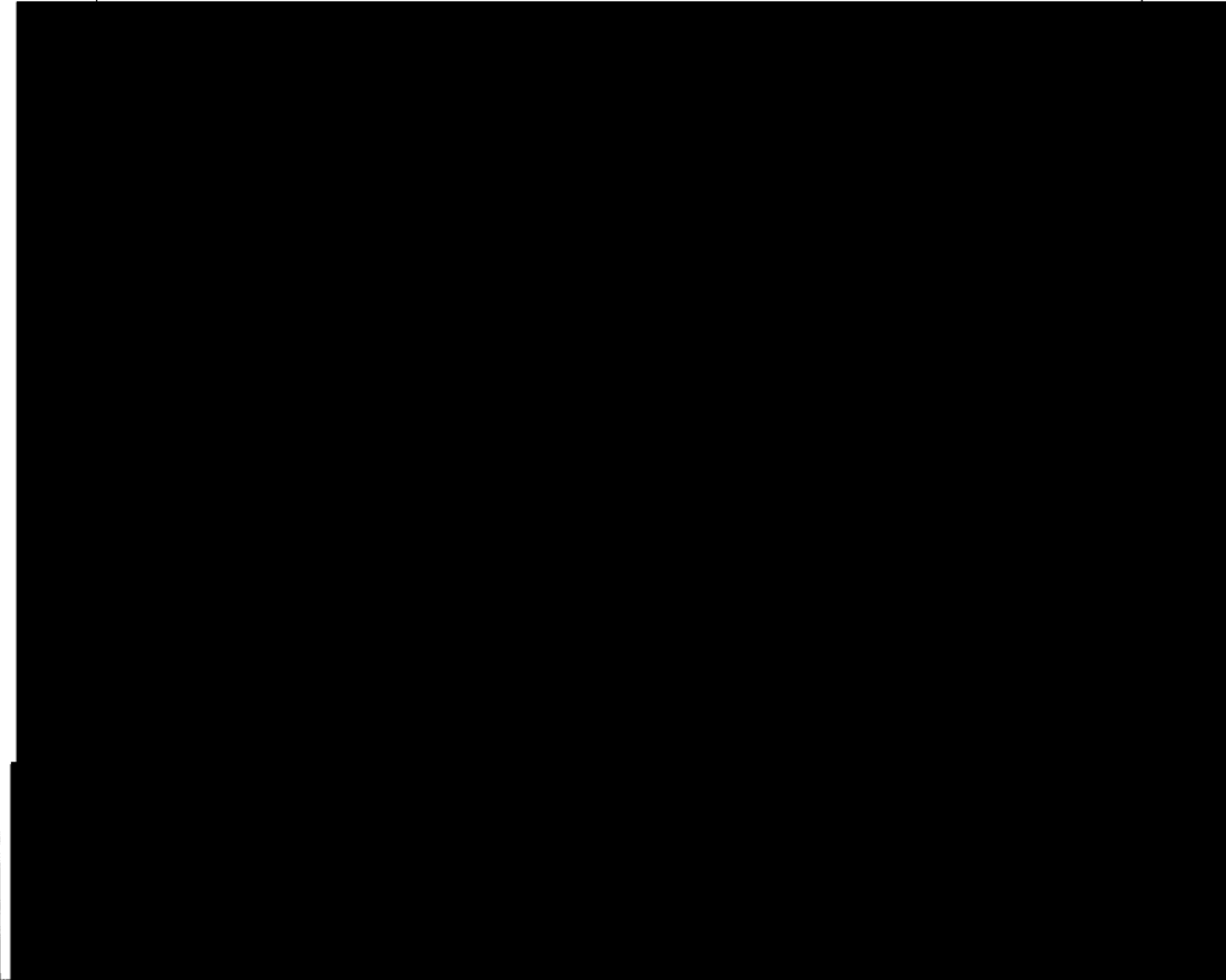
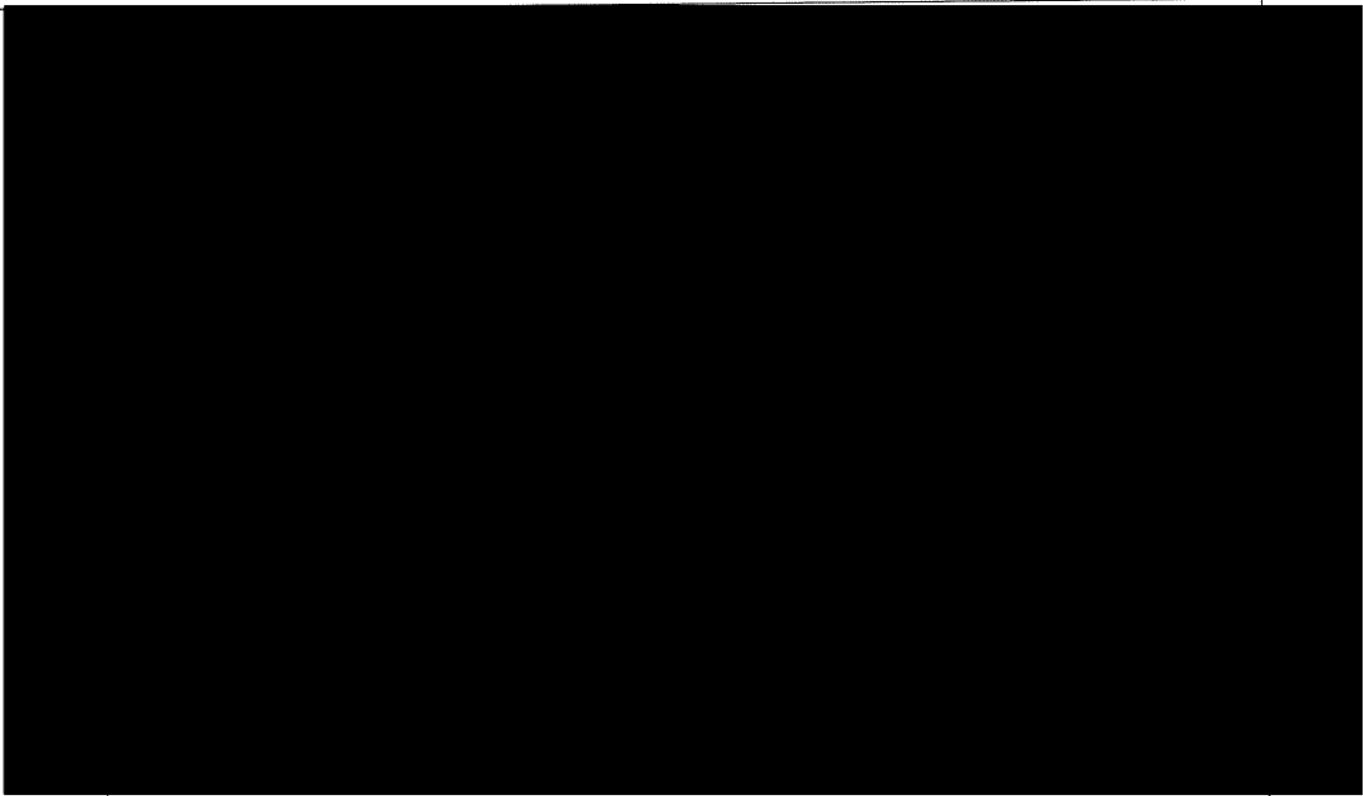
2.1.2

Please indicate who within your organisation would be the dedicated Account Manager and manage apprenticeships for Shropshire Council and its partners, with details of their role(s) and experience (N.B. It is not necessary to answer this on behalf of subcontractors).

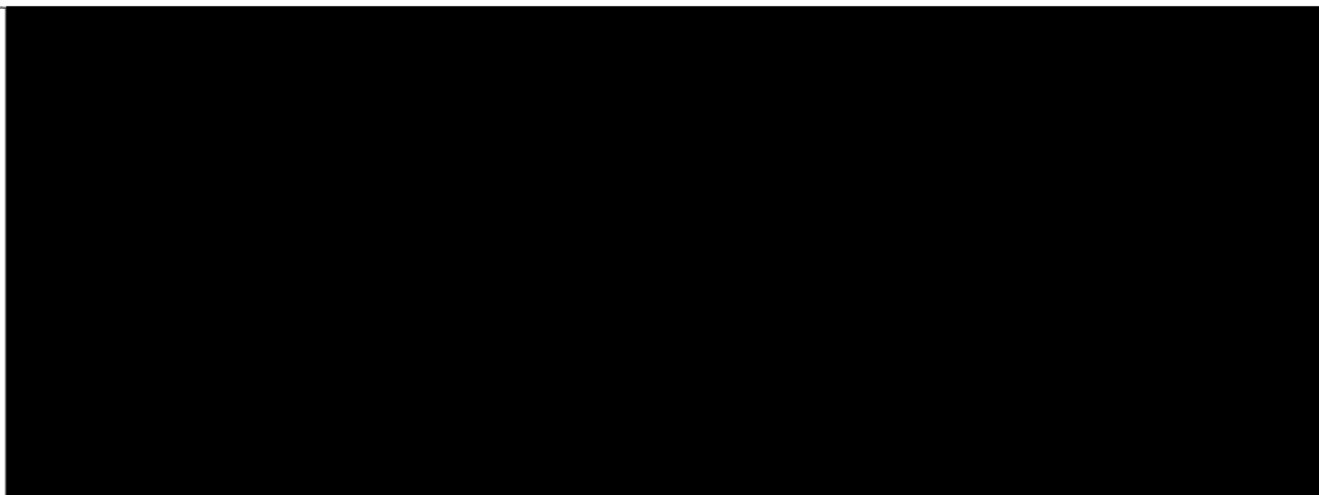
1 / 10 marks



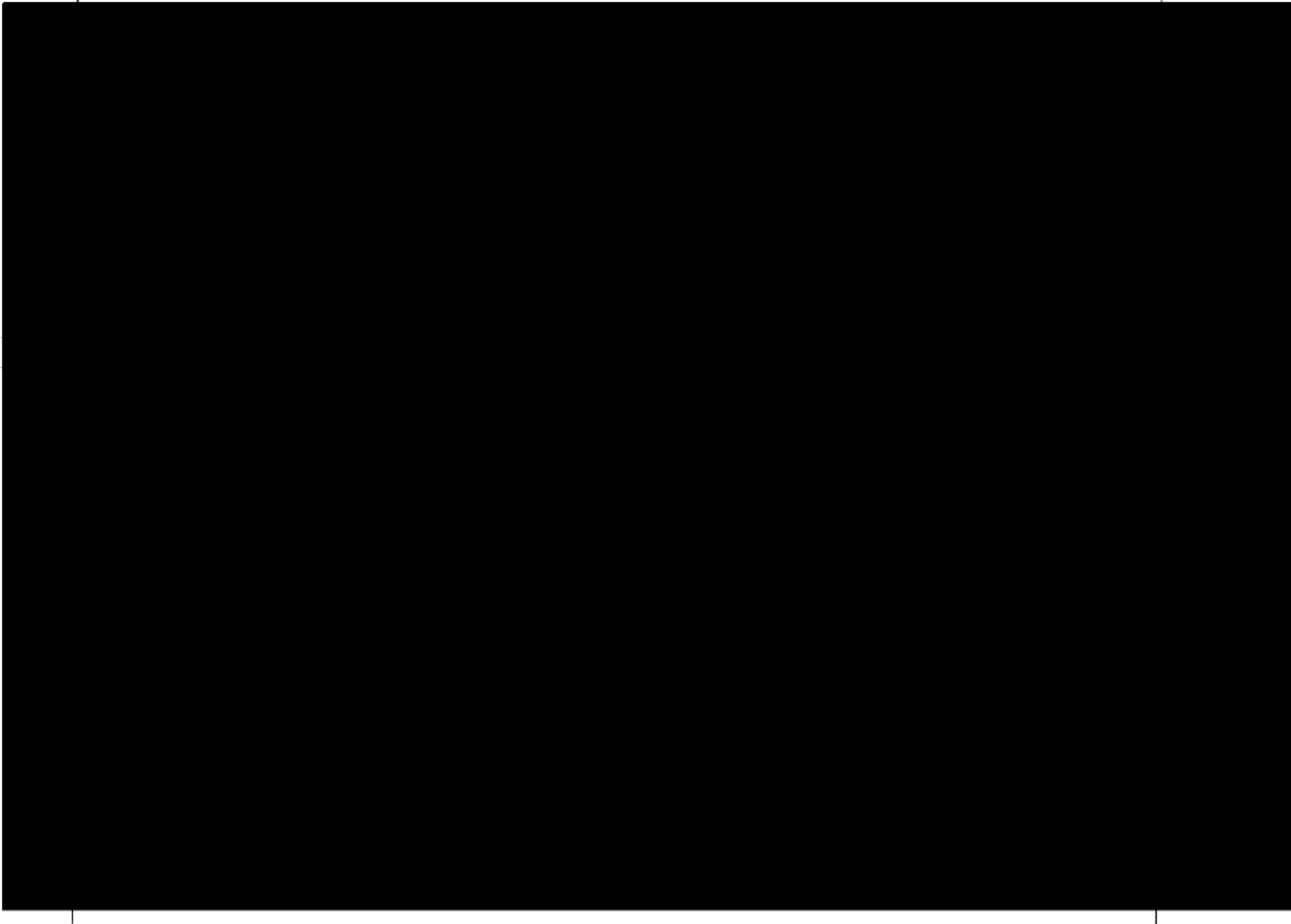
		
2.1.3	<p>Shropshire Council require evidence of a robust provider structure including details of qualifications, industry specific experience, delivery experience and CPD for assurance. (There is an expectation that these will reflect the category lots which the provider is applying to deliver within.) Please provide an organisation chart/structure for your organisation which has details as above for of all those who will be involved in the delivery of apprenticeship training for Shropshire Council and its partners.</p>	4 / 40 marks
		

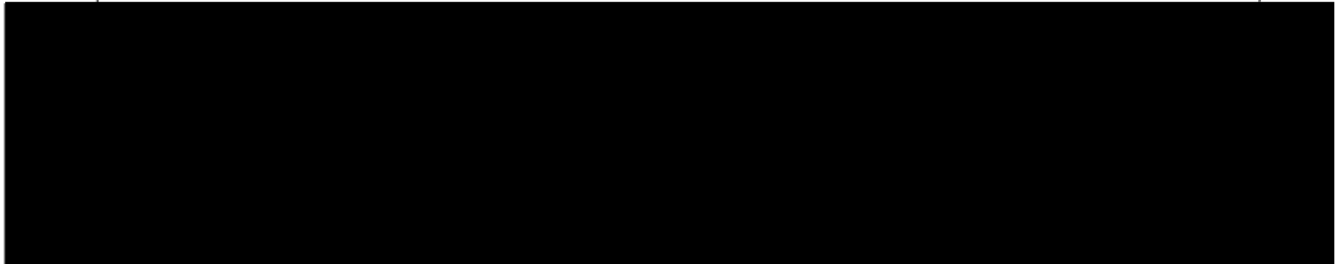
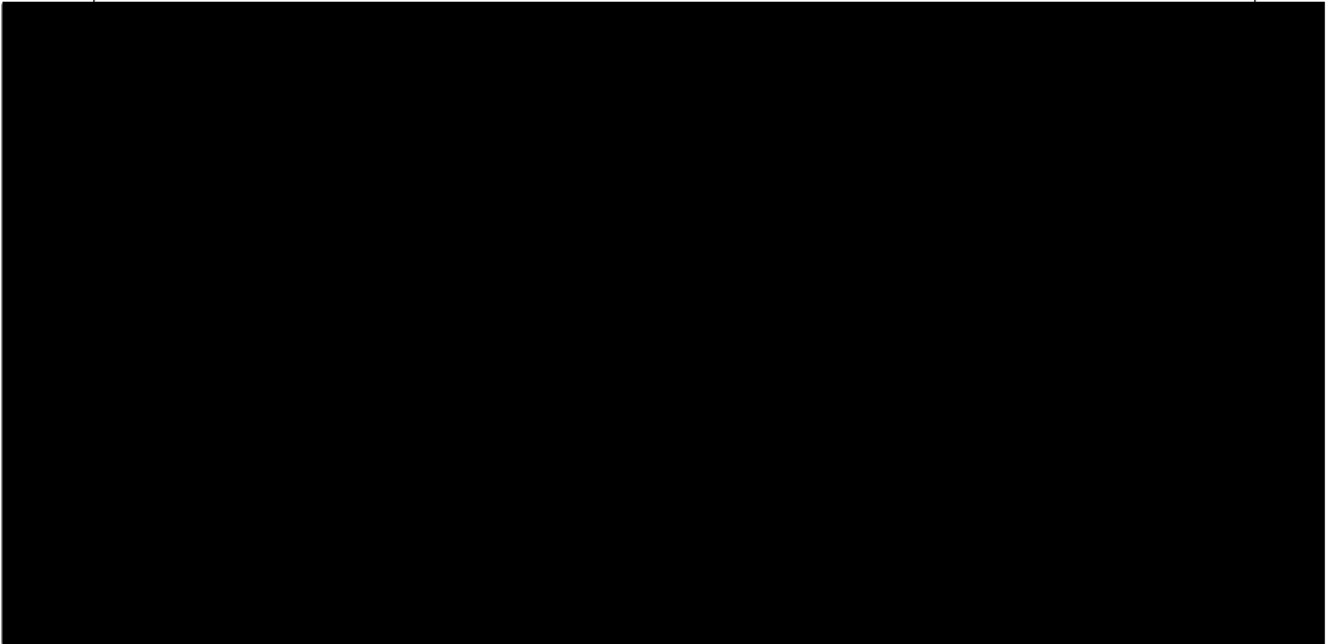
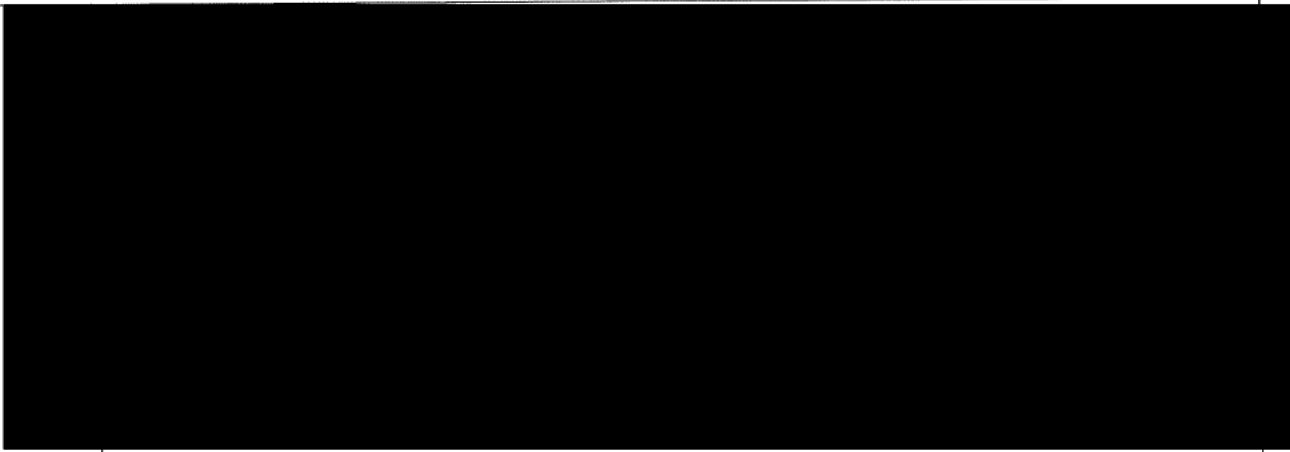






<b>2.2</b>	<b>Delivery</b>	<b>Weighti and Ma: Marks</b>
2.2.1	Shropshire Council require delivery to meet learner's individual needs in order to minimise any additional costs and maximise achievement. What methods of delivery for training will you use to meet these requirements?	4 / 40 m marks



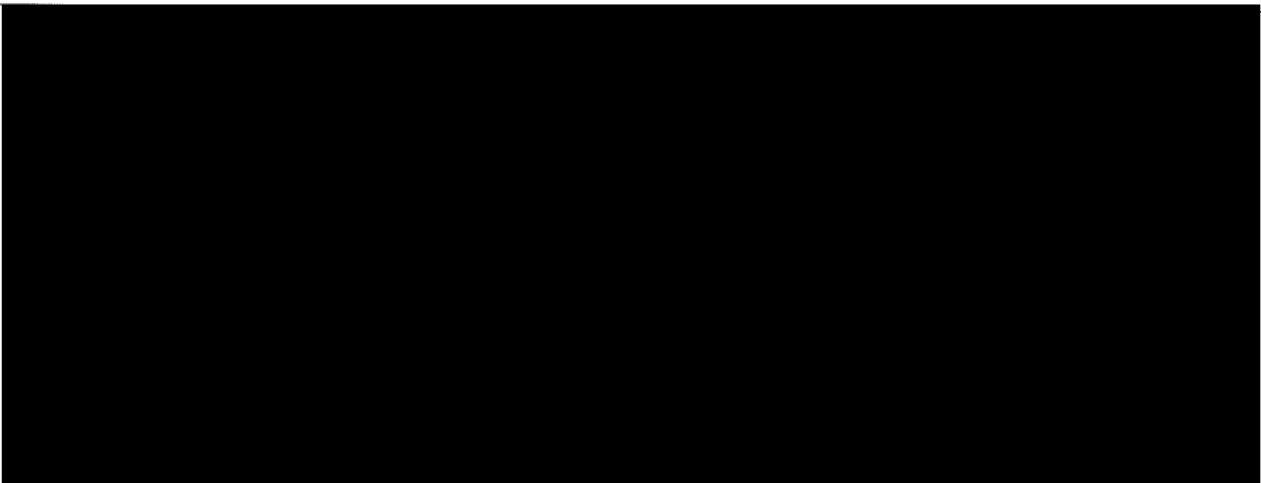


2.2.2

How will you meet Shropshire Council organisational requirements to have flexible start dates for apprenticeship training?

4 / 40 marks

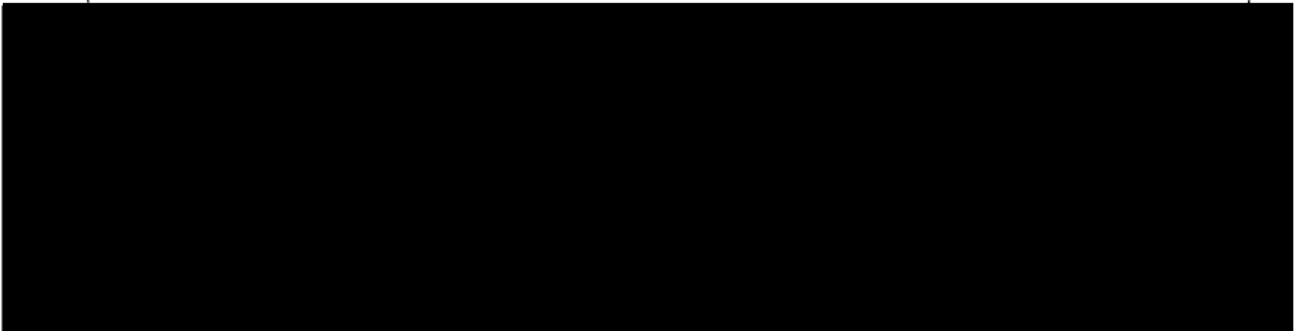
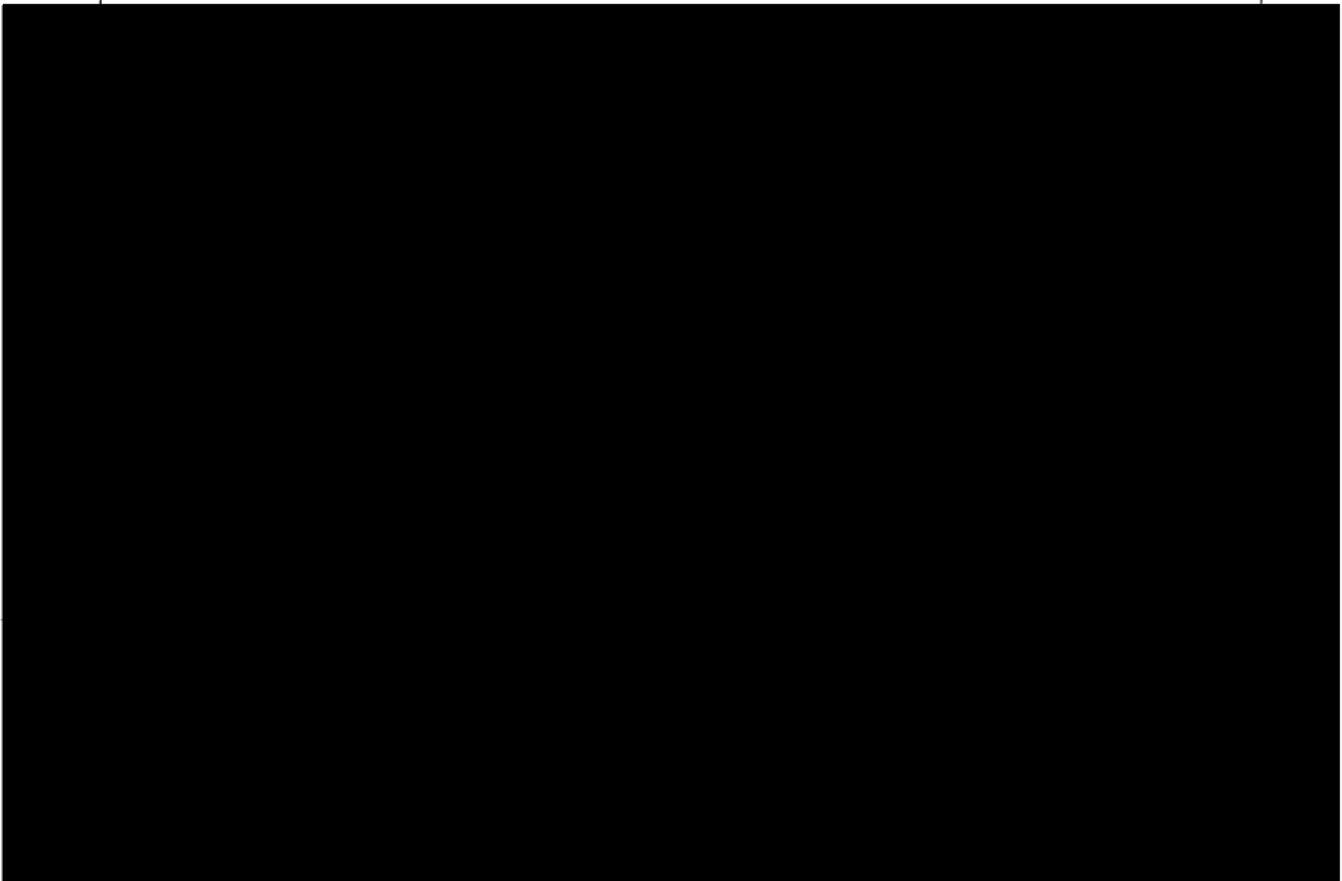




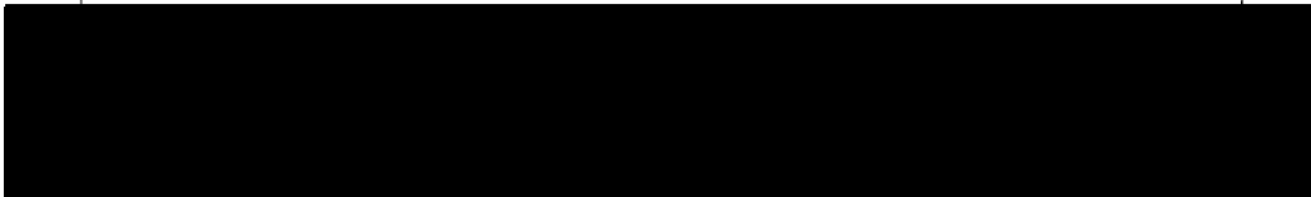
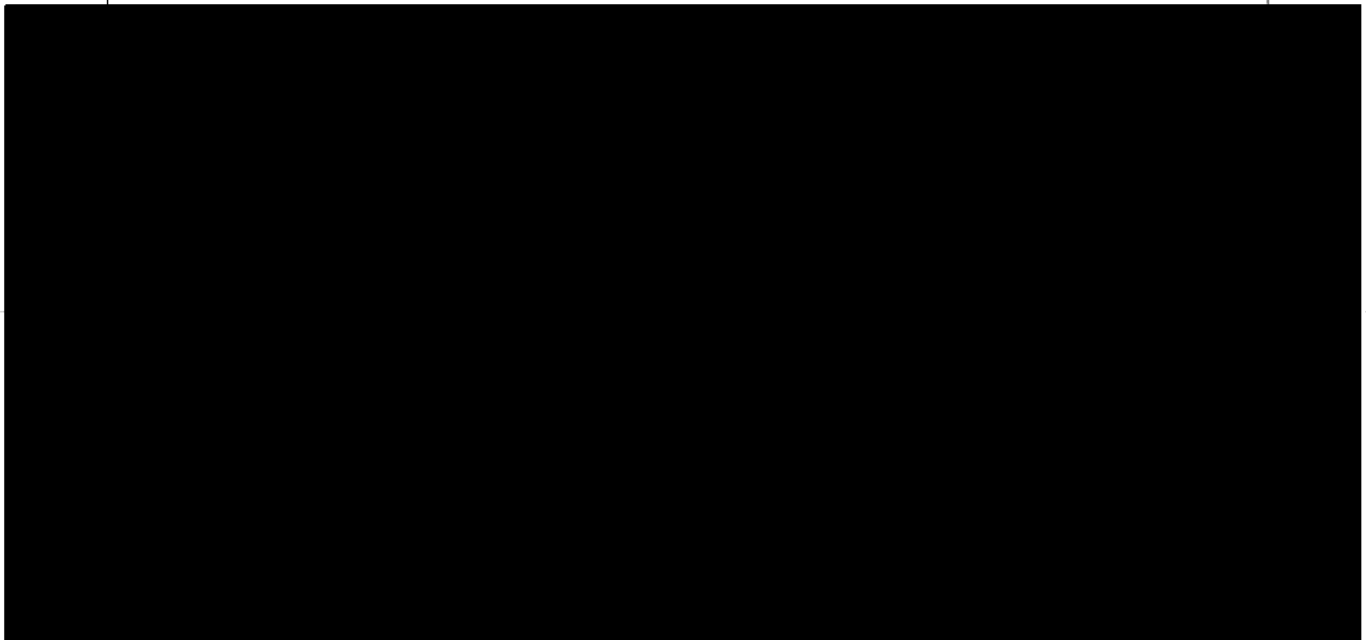
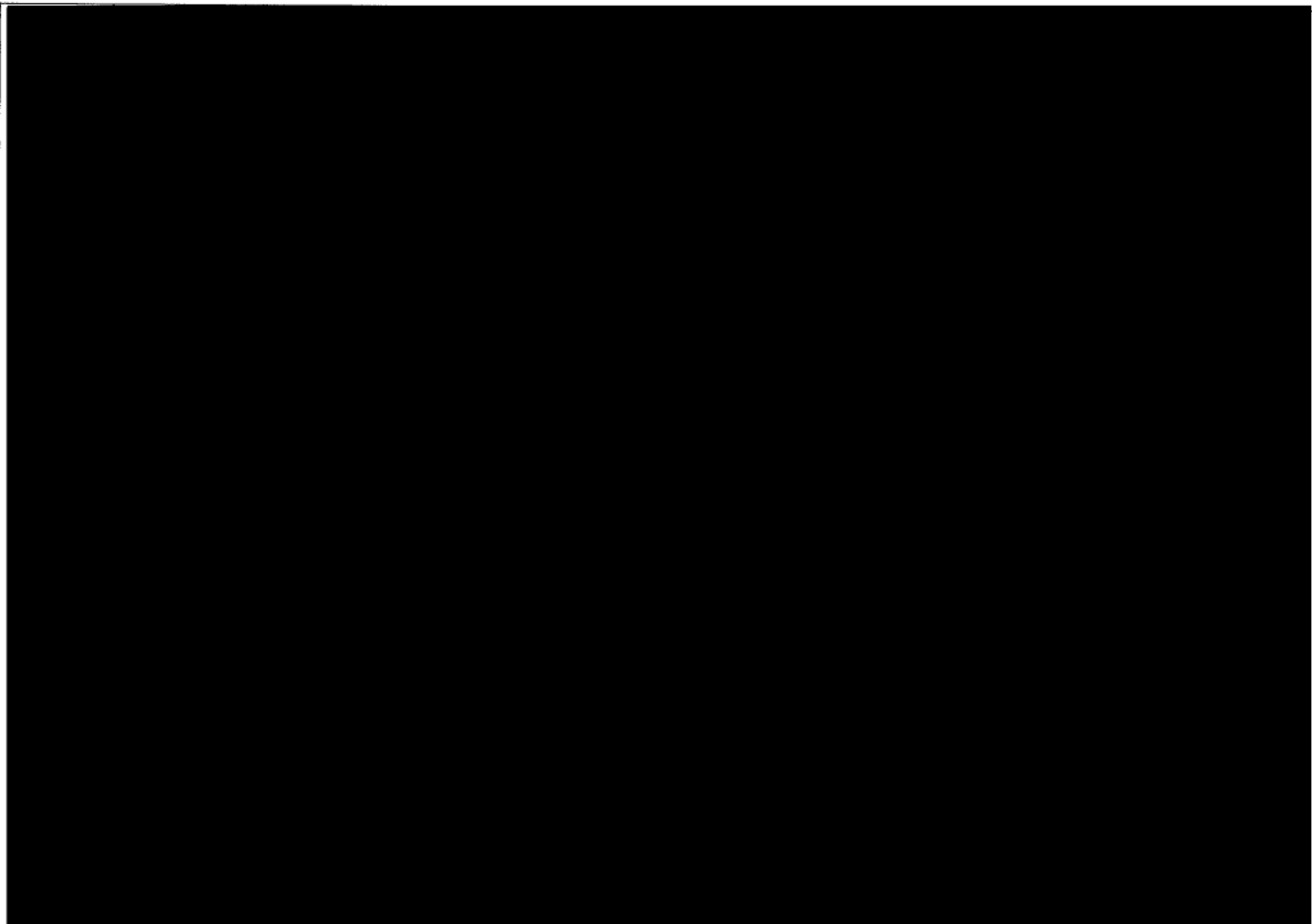
2.2.3

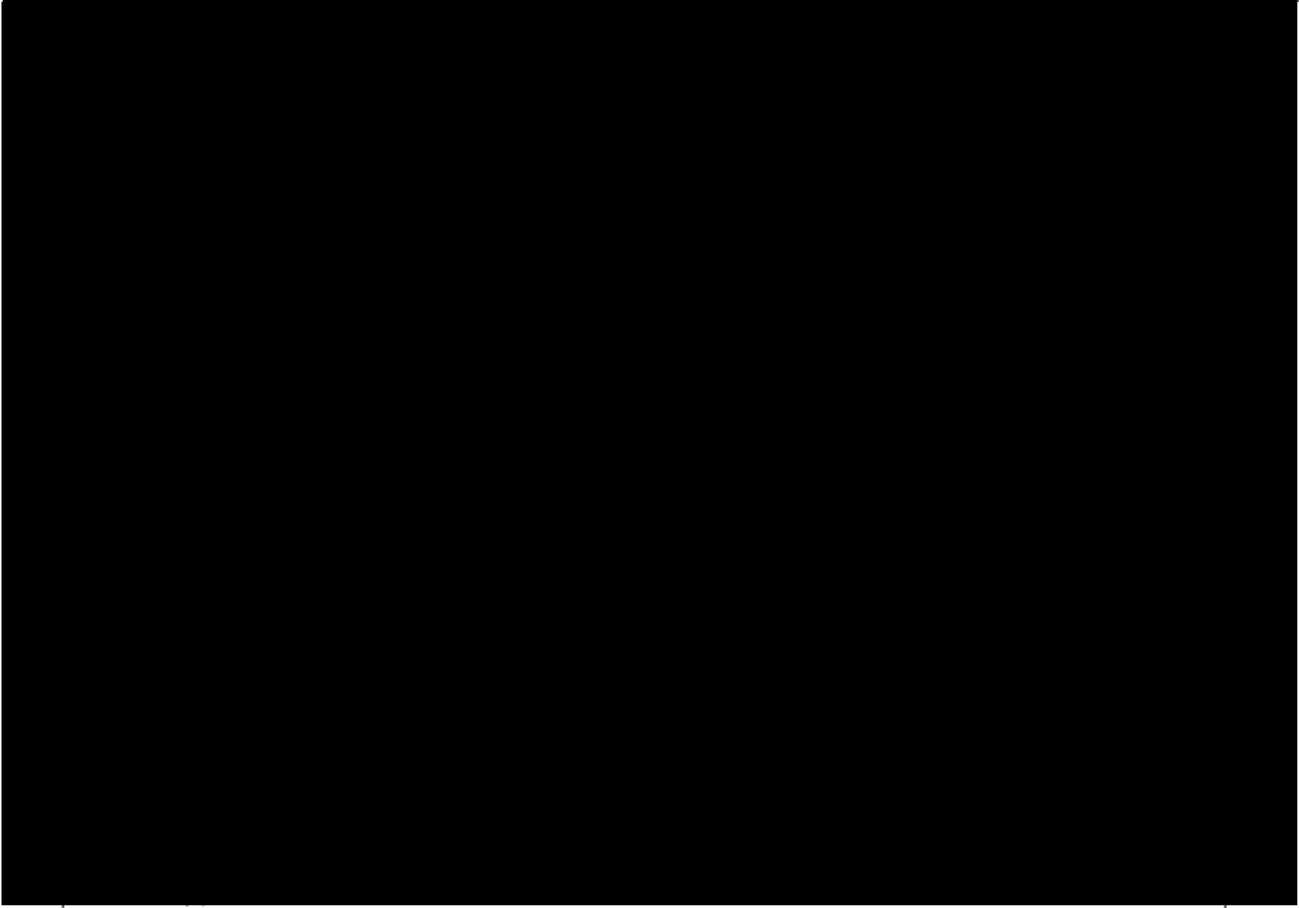

Can you demonstrate good links and relationships with the End Point Assessment Organisation (registered on the AAO) to ensure that your delivery is aligned so that Shropshire Council learners will receive the best possible preparation and input from you, as a provider, to achieve their apprenticeship.

2 / 20 m  
marks

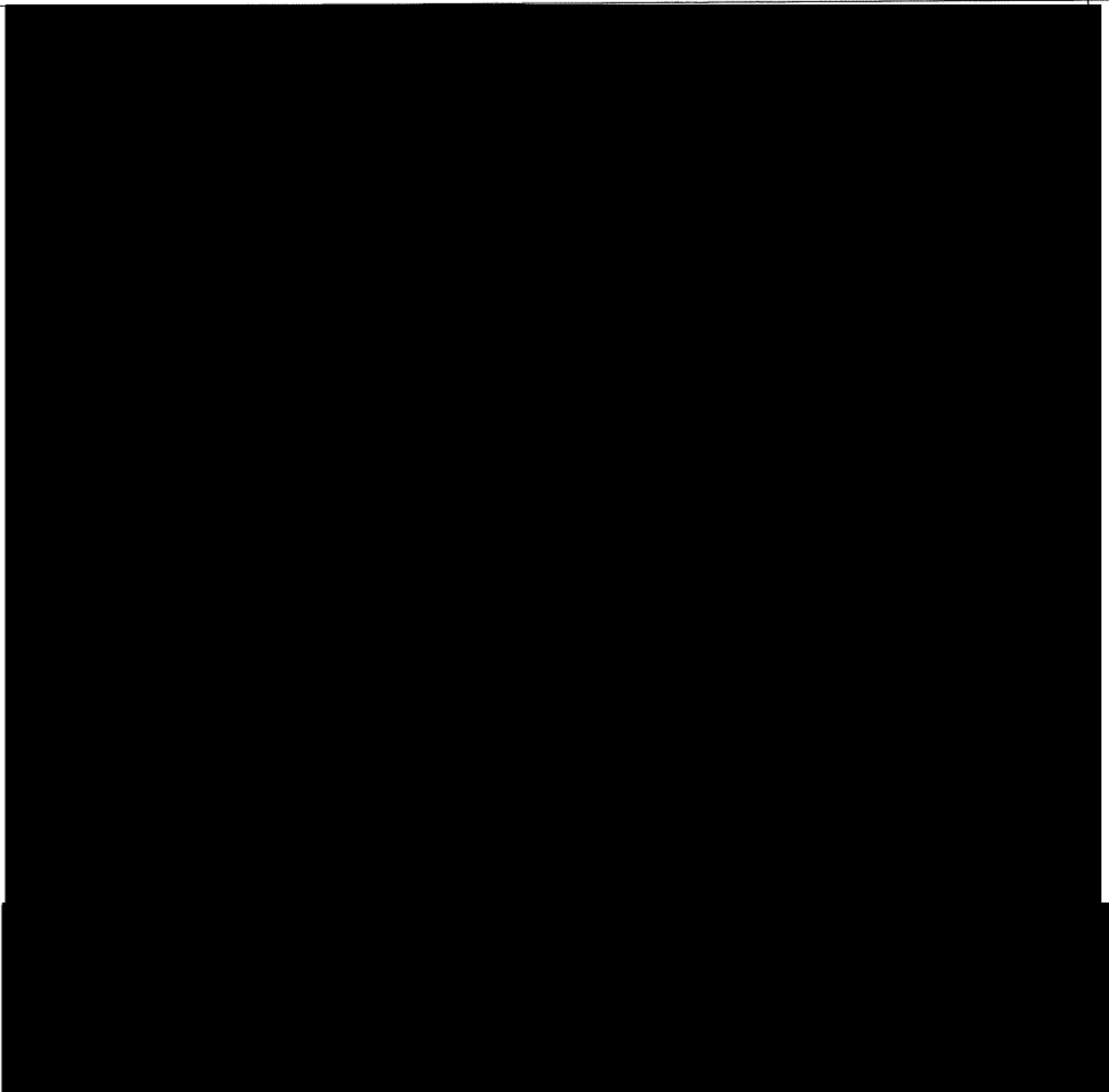


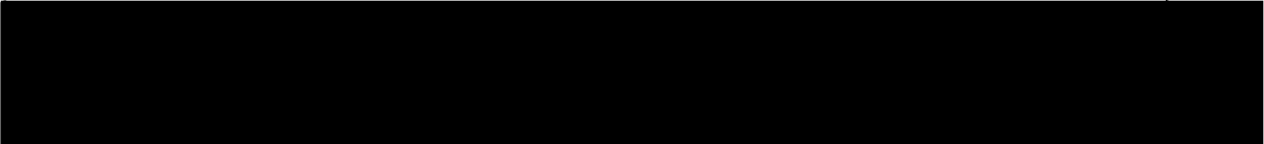
<b>2.3</b>	<b>Support (Learner/Manager)</b>	<b>Weighti and Ma Marks</b>
2.3.1	Learner Support – what additional support and resources will you provide to learners throughout their apprenticeship journey to ensure an optimal learning experience i.e. networking, learner portals, coaching? Please give details:	3 / 30 m marks



2.3.2	How will you ensure that Shropshire Council employees are given information and clear details of expectations regarding their learning? Please provide examples of this.	1.5 / 15 max marks
		
		



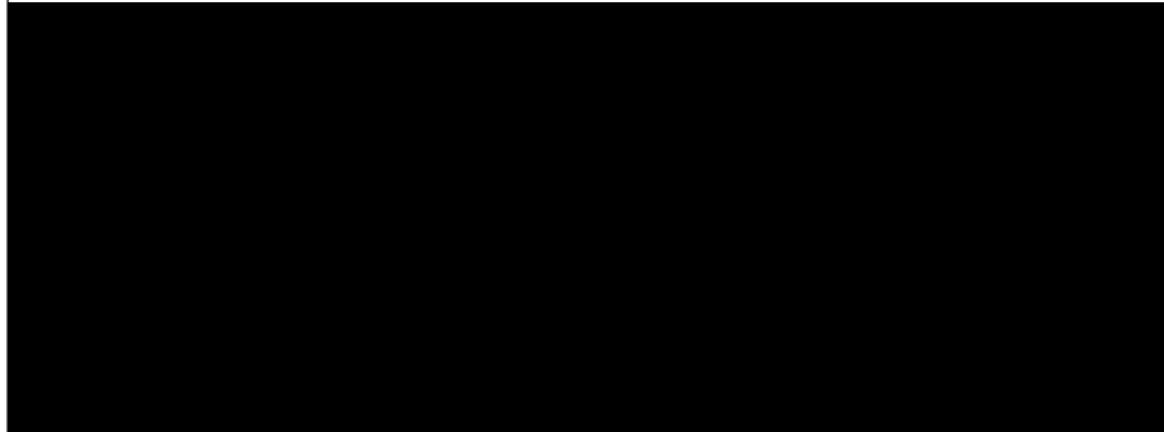
2.3.3	<p>How will you prepare learners for their End Point Assessments? i.e. mock exams, practice questions etc. Please also include details of your relationship with the AAO(s).</p>	3 / 30 marks
2.3.4	<p>How would you as a provider, support our Managers/mentors to provide regular feedback and coach apprentices through their training?  Please provide examples of where this has been successful.</p>	2.5 / 25 max marks

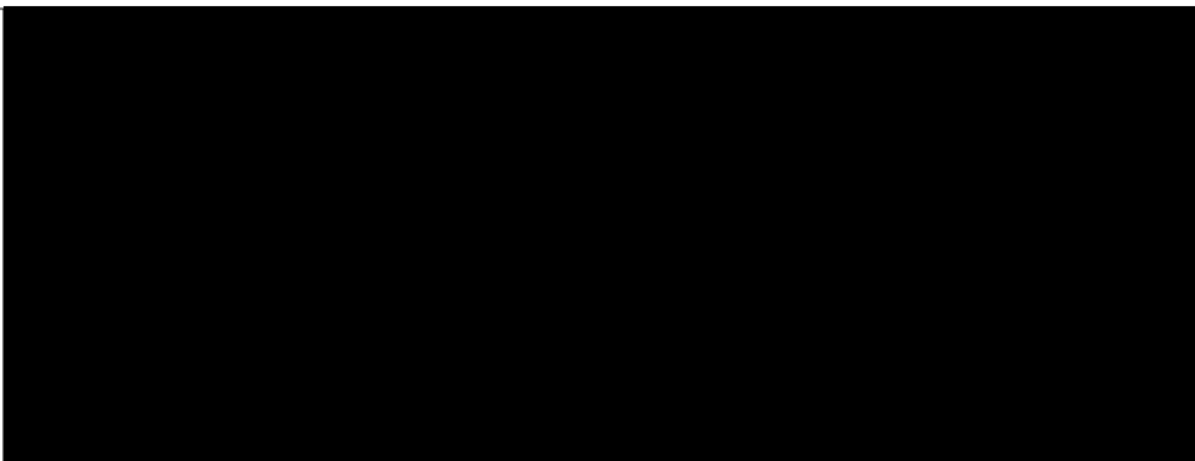
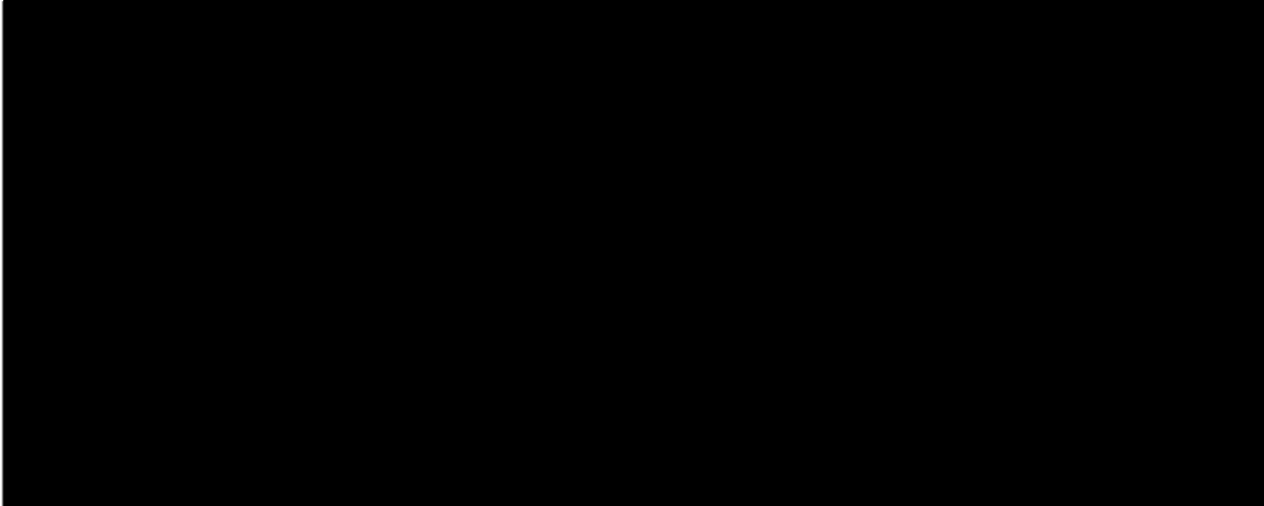
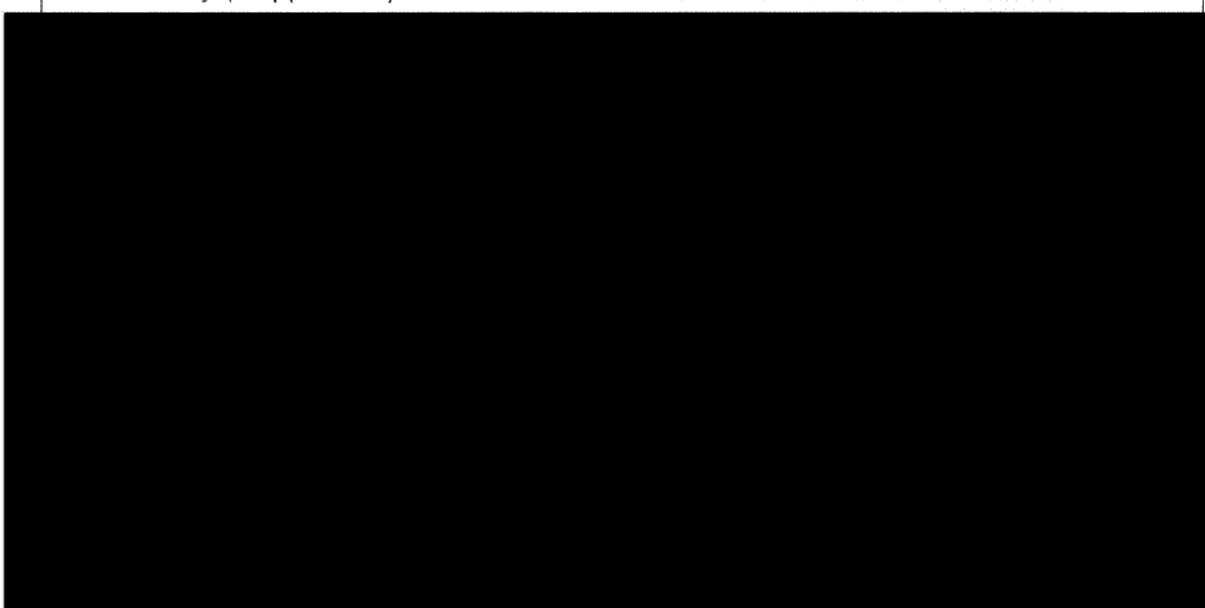


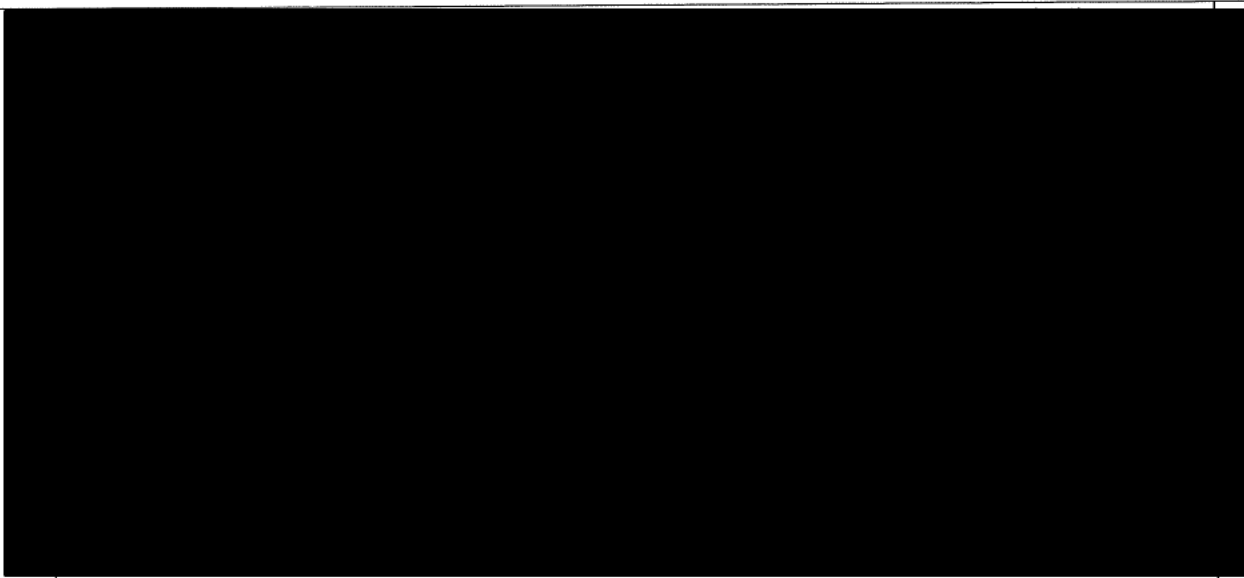
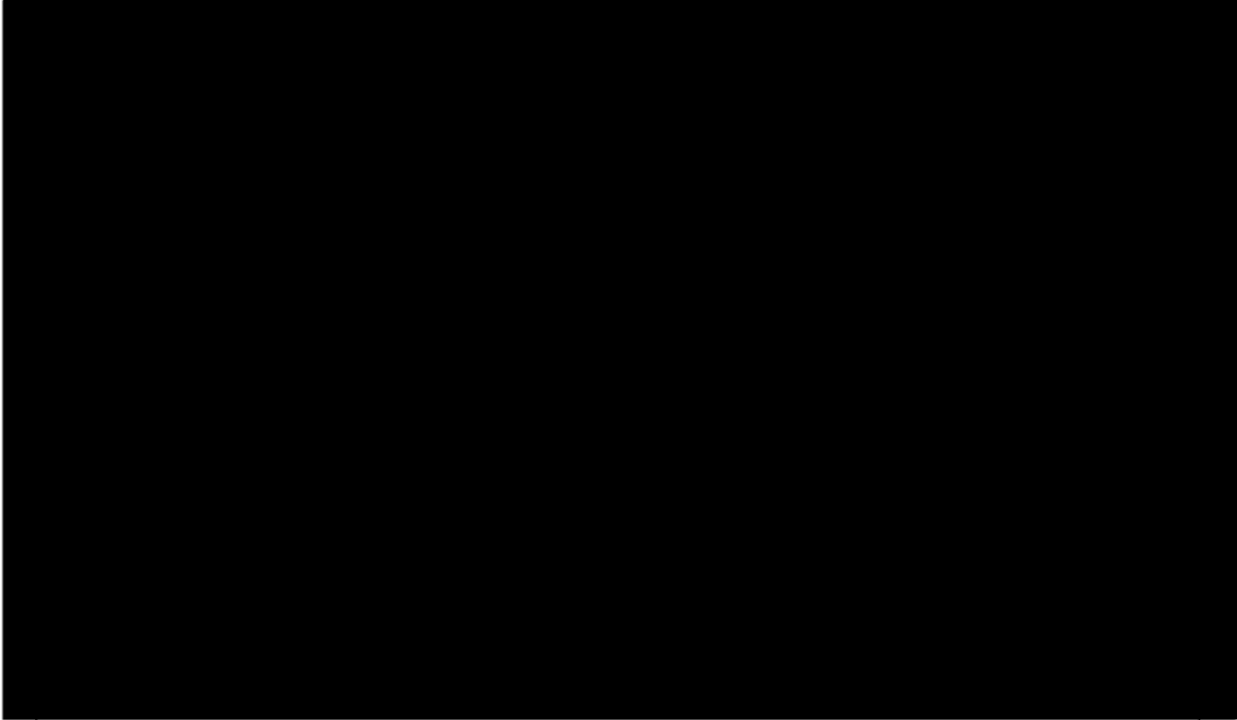
<b>2.4</b>	<b>Development of Apprenticeships in Shropshire</b>	<b>Weighti and Ma Marks</b>
2.4.1	<p>Shropshire Council require providers to demonstrate a knowledge of Shropshire as a county and also of working with Local Authorities. Please outline your understanding of the key issues that face Shropshire Council, how these impacts on our workforce and how the use of Apprenticeships can address this.</p> <p>Illustrate this by detailing previous work for other organisations.</p> 	2.5 / 25 max marks





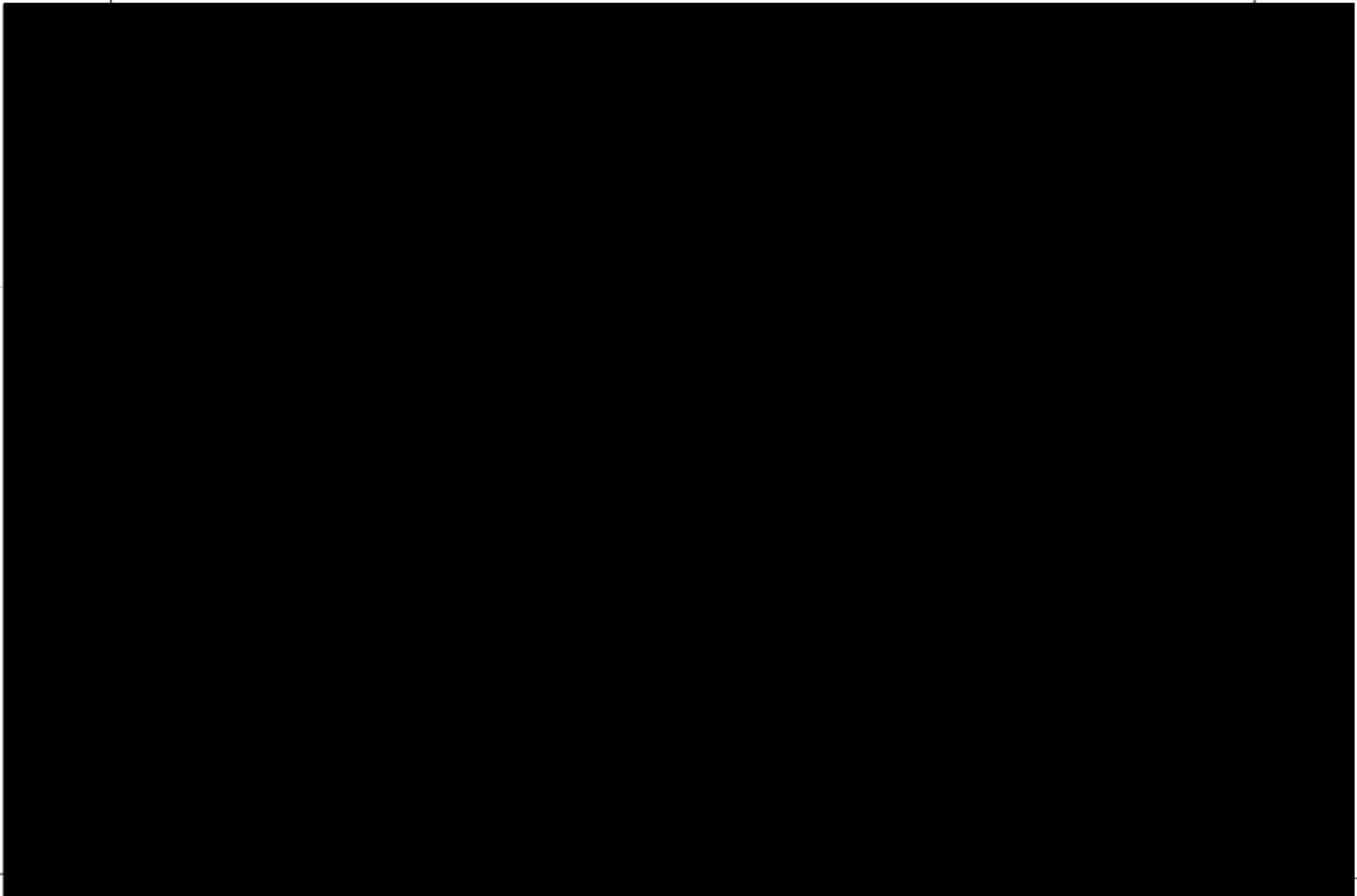
		
		
2.4.2	<p>How would you support the council and its partners in the promotion of Apprenticeships throughout the life of the framework contract?</p> <p>Please provide case studies and promotional materials to promote the brand of Upskill Shropshire.</p> 	1.25 / 12 max marks

	 	
2.4.3	<p>How would you support the council and its partners to develop new apprenticeships to meet the needs of the organisation(s) in the future and develop the skills agenda across Shropshire? Please provide examples of organisations where you have previously done successfully (if applicable)</p>	0.5 / 5 max marks
		

		
2.4.4	How would you ensure that you or any sub-contracting organisation (where applicable) supports Shropshire Council in achieving social value in line with its social value framework?	0.75 / 7. max marks
		

<b>2.5</b>	<b>Measurement of Performance</b>	<b>Weighti and Ma: Marks</b>
2.5.1	<p>How would you demonstrate your KPI performance to Shropshire Council and its partners to give robust detail and assurance?</p> <p>In your response please give details of the frequency and format i.e. live data and provide examples.</p> <div data-bbox="279 851 1492 1680" style="background-color: black; width: 100%; height: 370px; margin-top: 10px;"></div> <div data-bbox="252 1713 1460 2022" style="background-color: black; width: 100%; height: 138px; margin-top: 10px;"></div>	1.5 / 15 max marks

2.5.2	<p>What action do you take, as an organisation, to make any improvements against your KPI performance?</p>	<p>1.5 / 15 max marks</p>
2.5.3	<p>Please provide evidence of KPI reporting on apprenticeship performance to demonstrate value for money and performance for your organisation for the last 2 years. This should include 'starts: achievers' information and 'starts: completion' within anticipated end date information as a minimum.</p>	<p>2 / 20 m marks</p>





--	--	--











Babington Business College Limited  
Babington House  
Mallard Way  
Pullman Business Park  
Pride Park  
Derby  
DE24 8GX

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

4<sup>th</sup> April 2019

Emailed to: [REDACTED]

Dear Bidder

**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

[REDACTED]

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

Subject to Shropshire Council receiving no notice during the standstill period of any intention to legally challenge the award process, the Council aims to conclude the award after the expiry of the standstill period.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

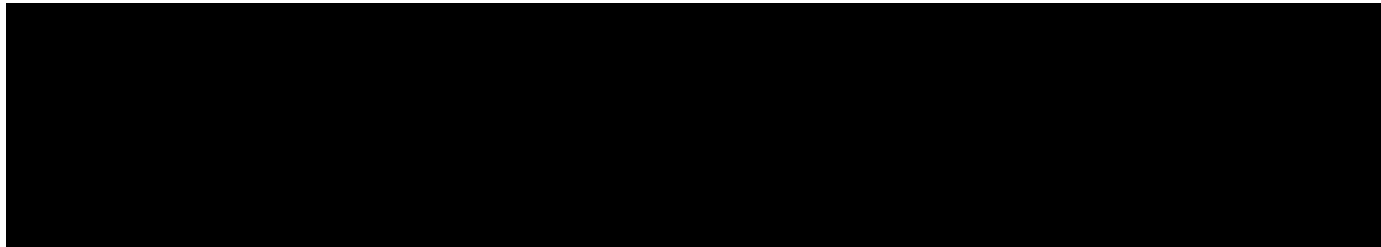
[REDACTED]

[REDACTED]

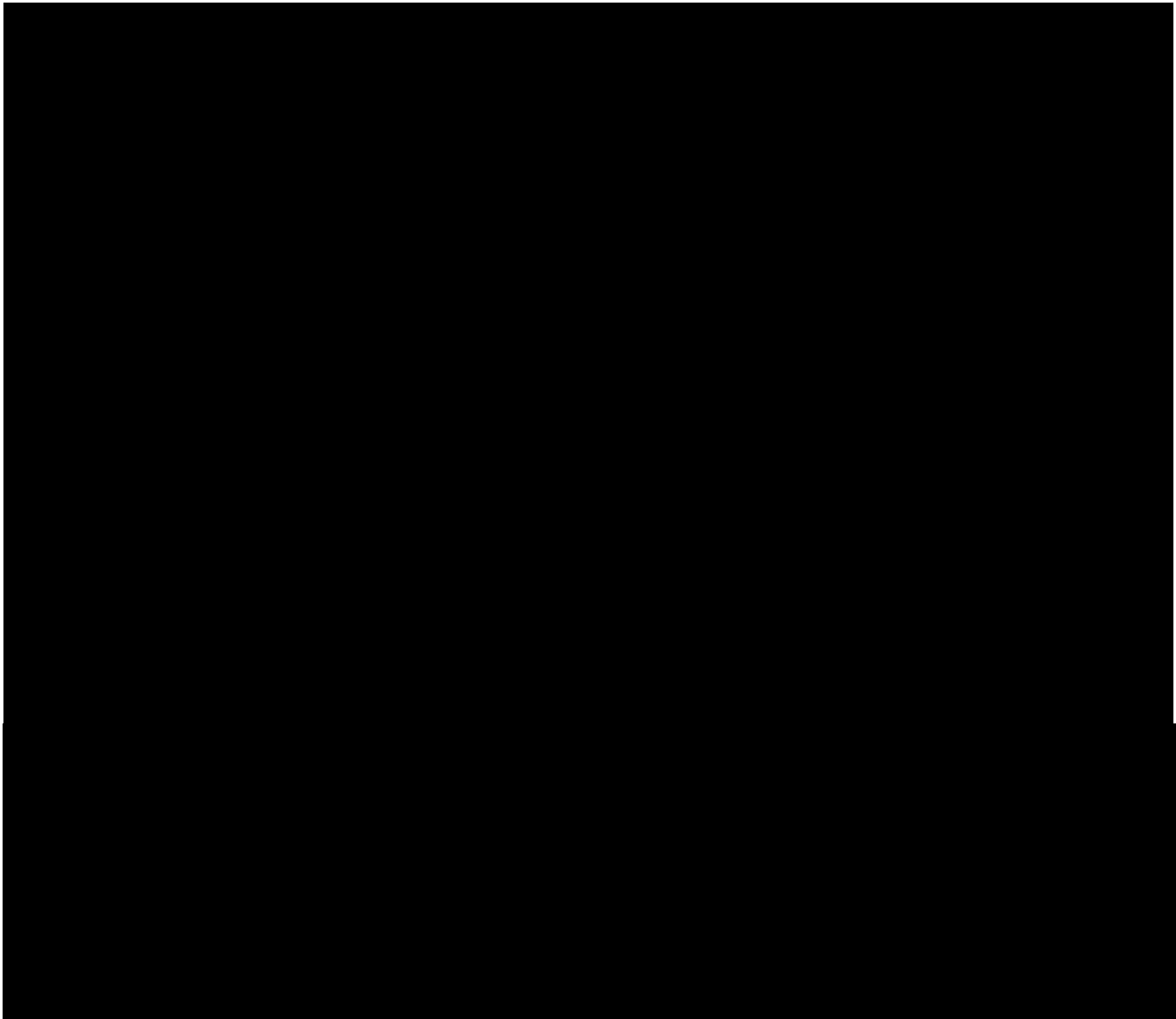


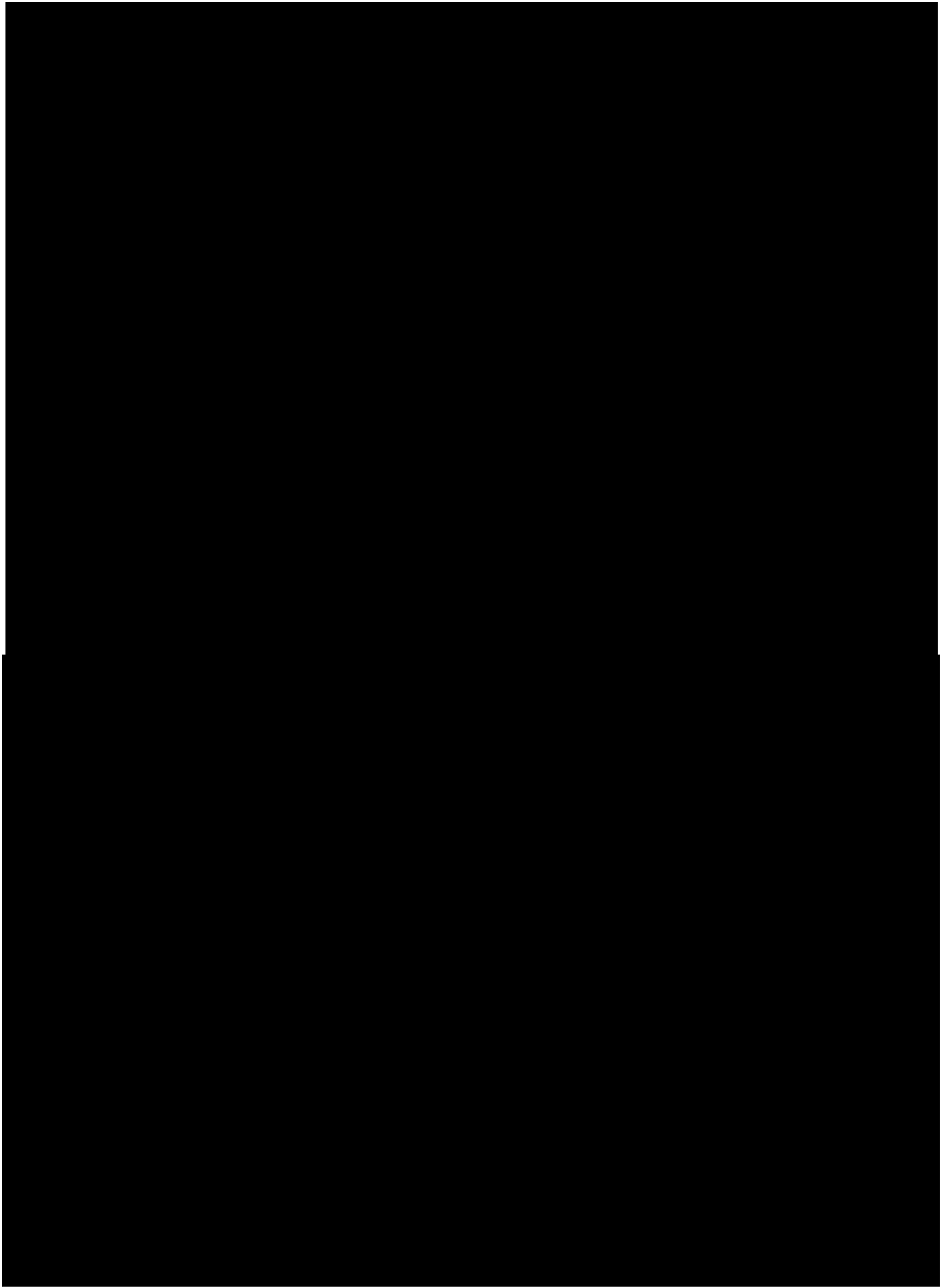
**Value for Money**



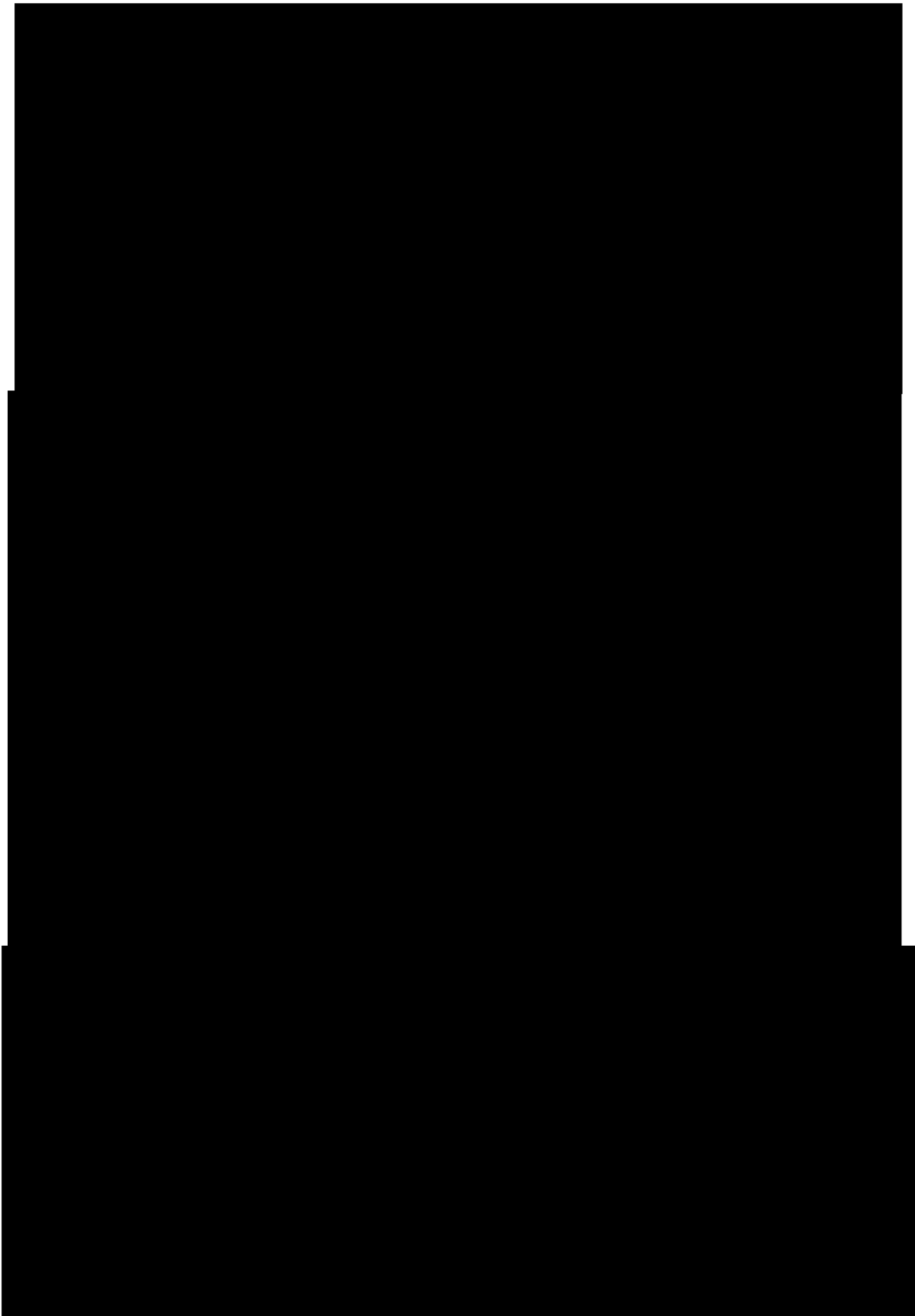


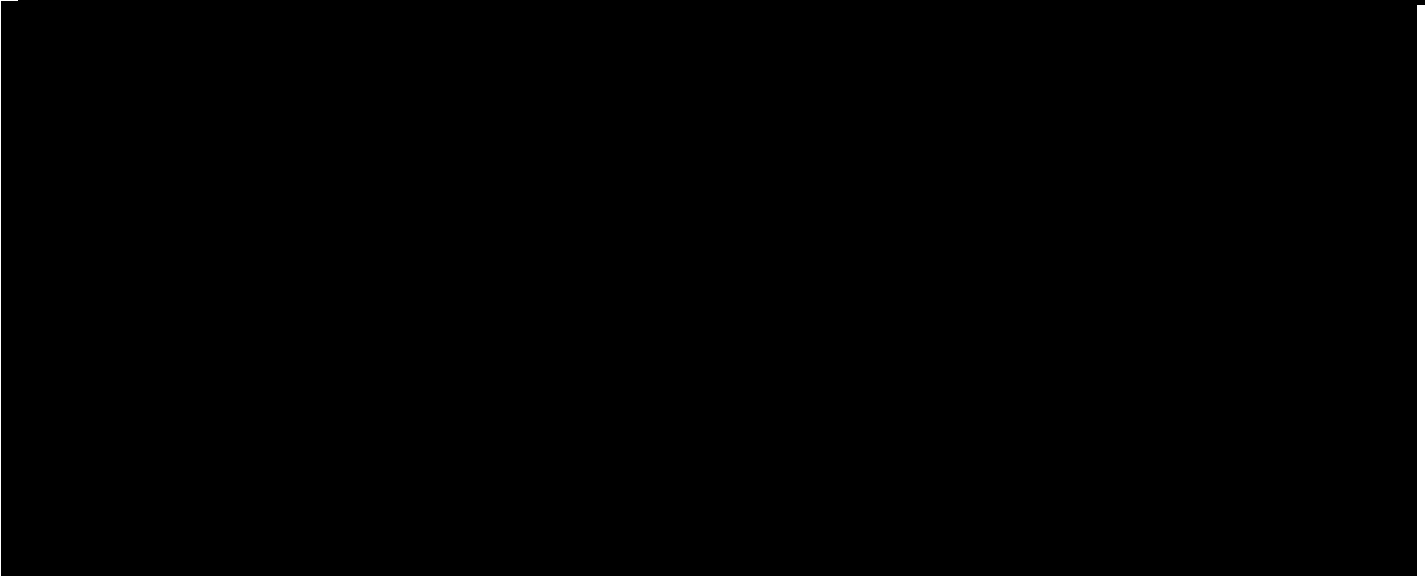
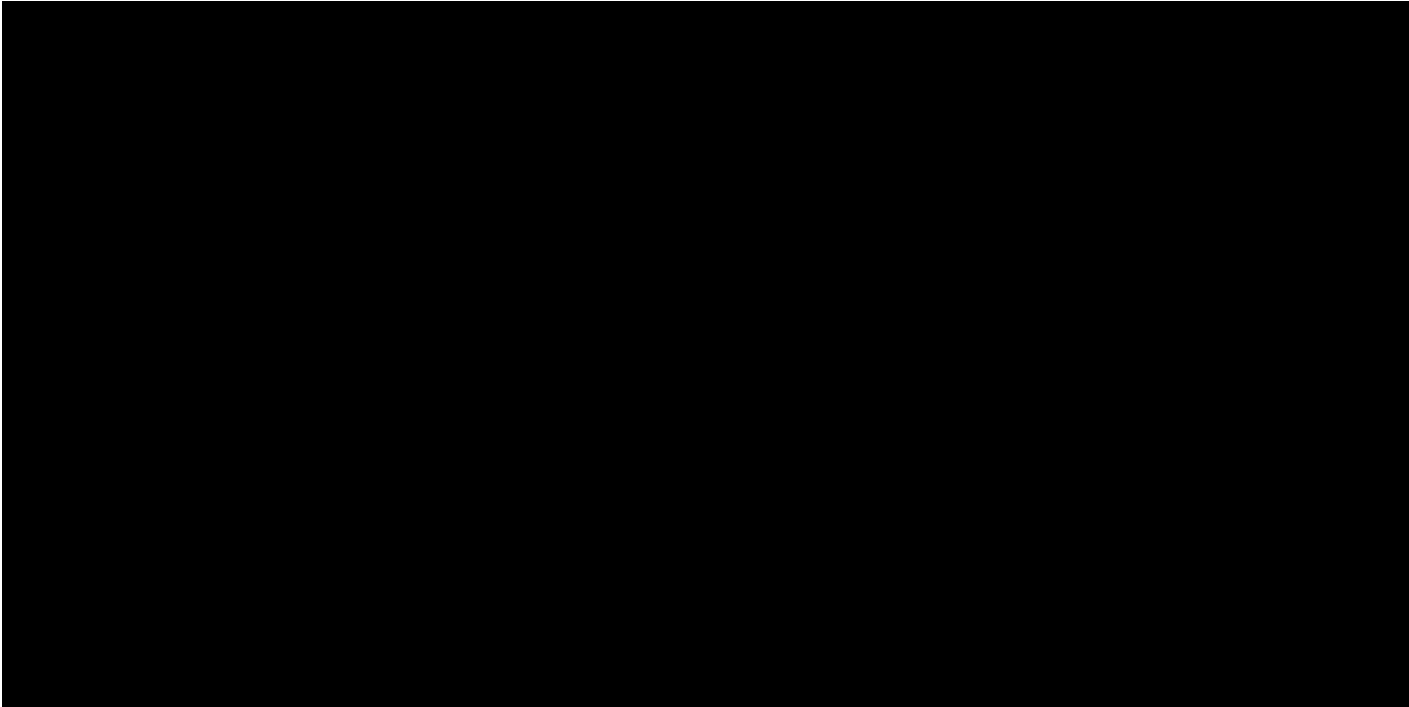
**Quality**





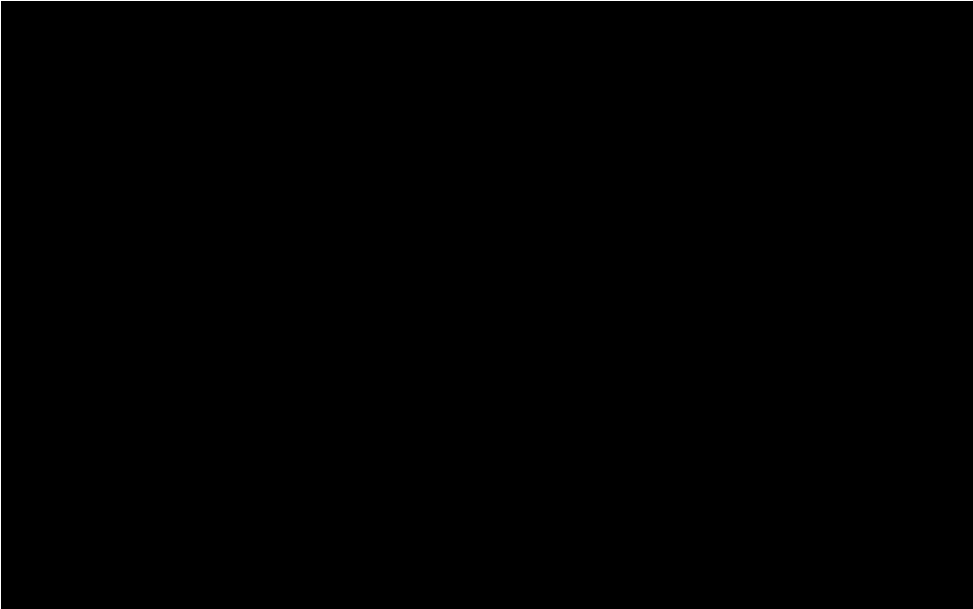






We will be in touch with you again at the end of the standstill period.

Yours faithfully







Barnsley College  
PO Box 266  
Church Street  
Barnsley  
S70 2YW

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

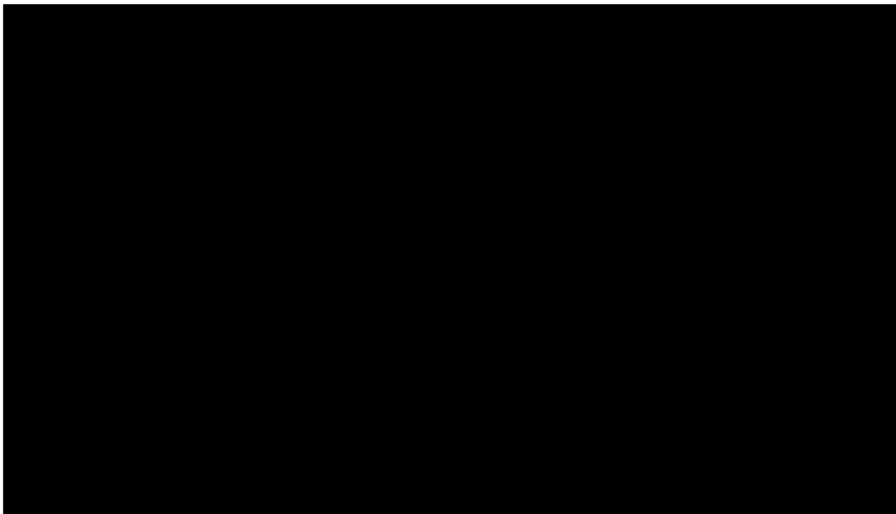
4<sup>th</sup> April 2019

Dear Bidder

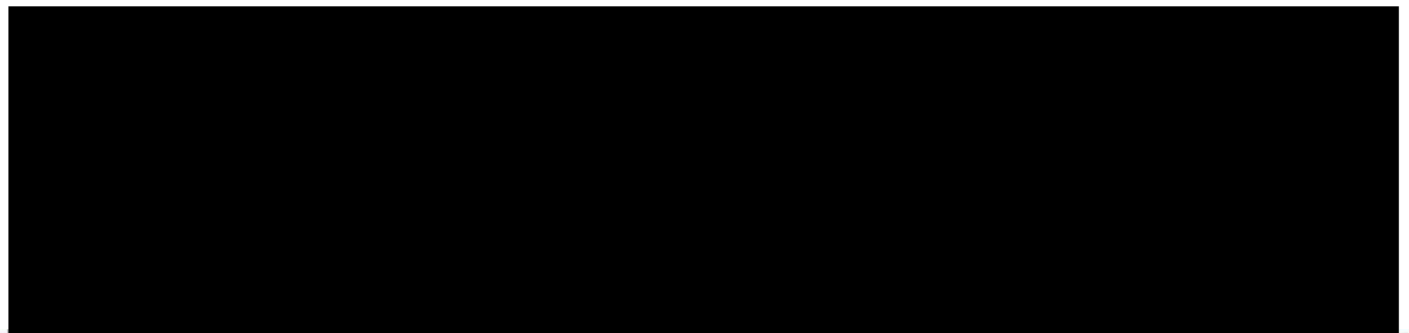
**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:



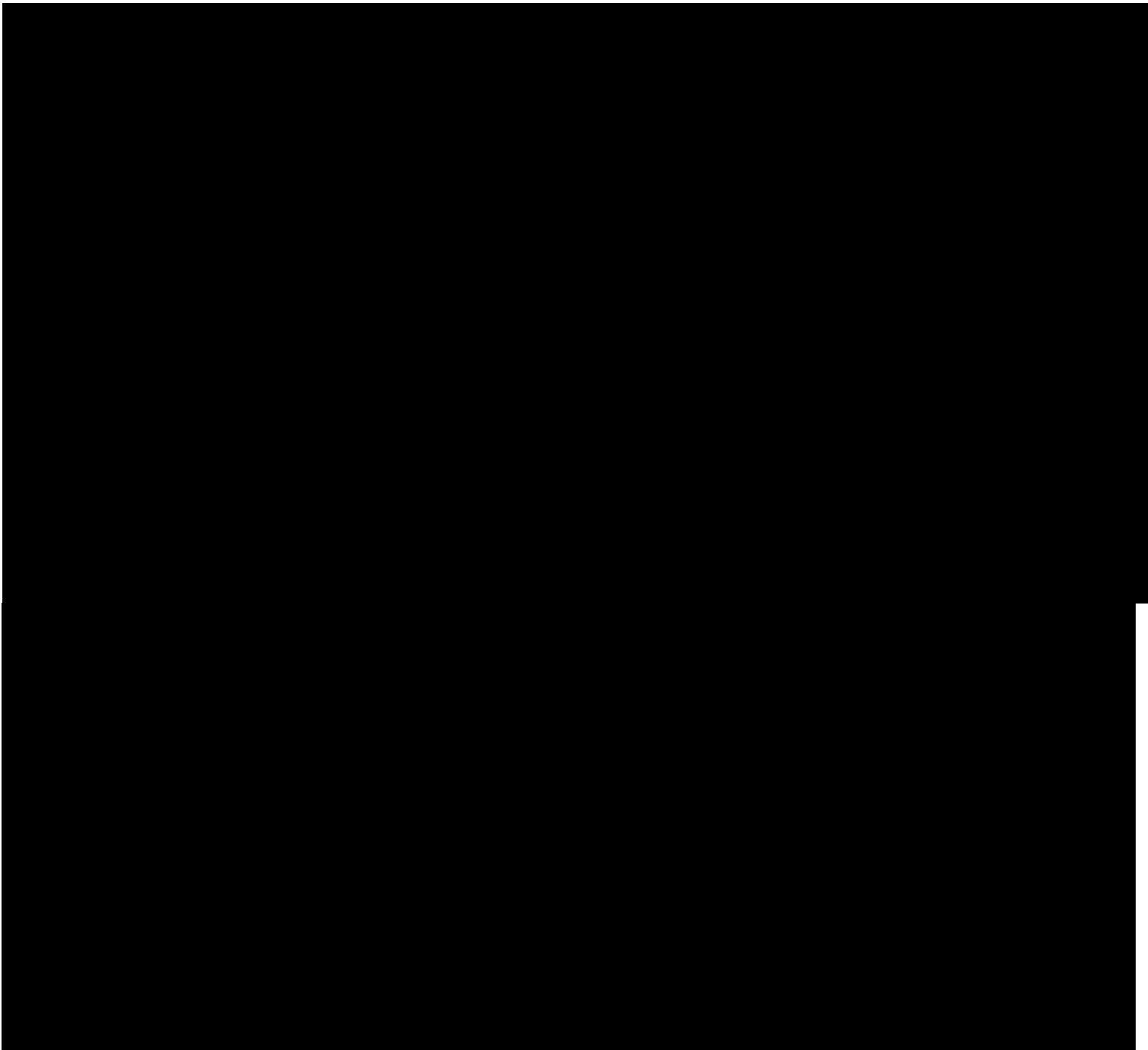
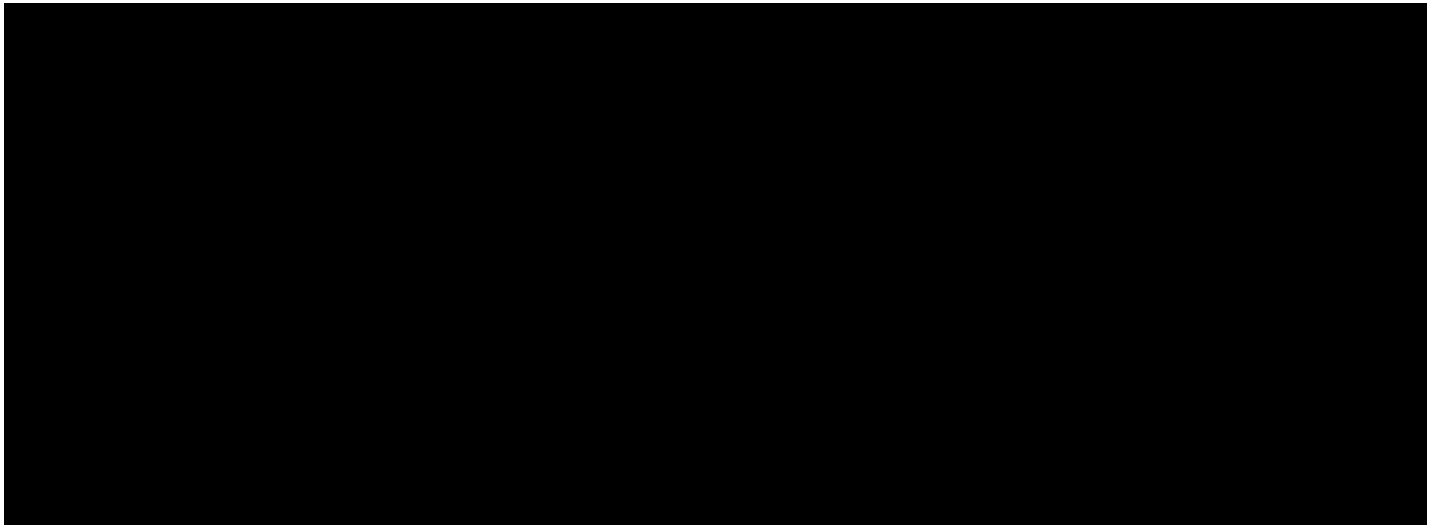
However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.



[REDACTED]

[REDACTED]

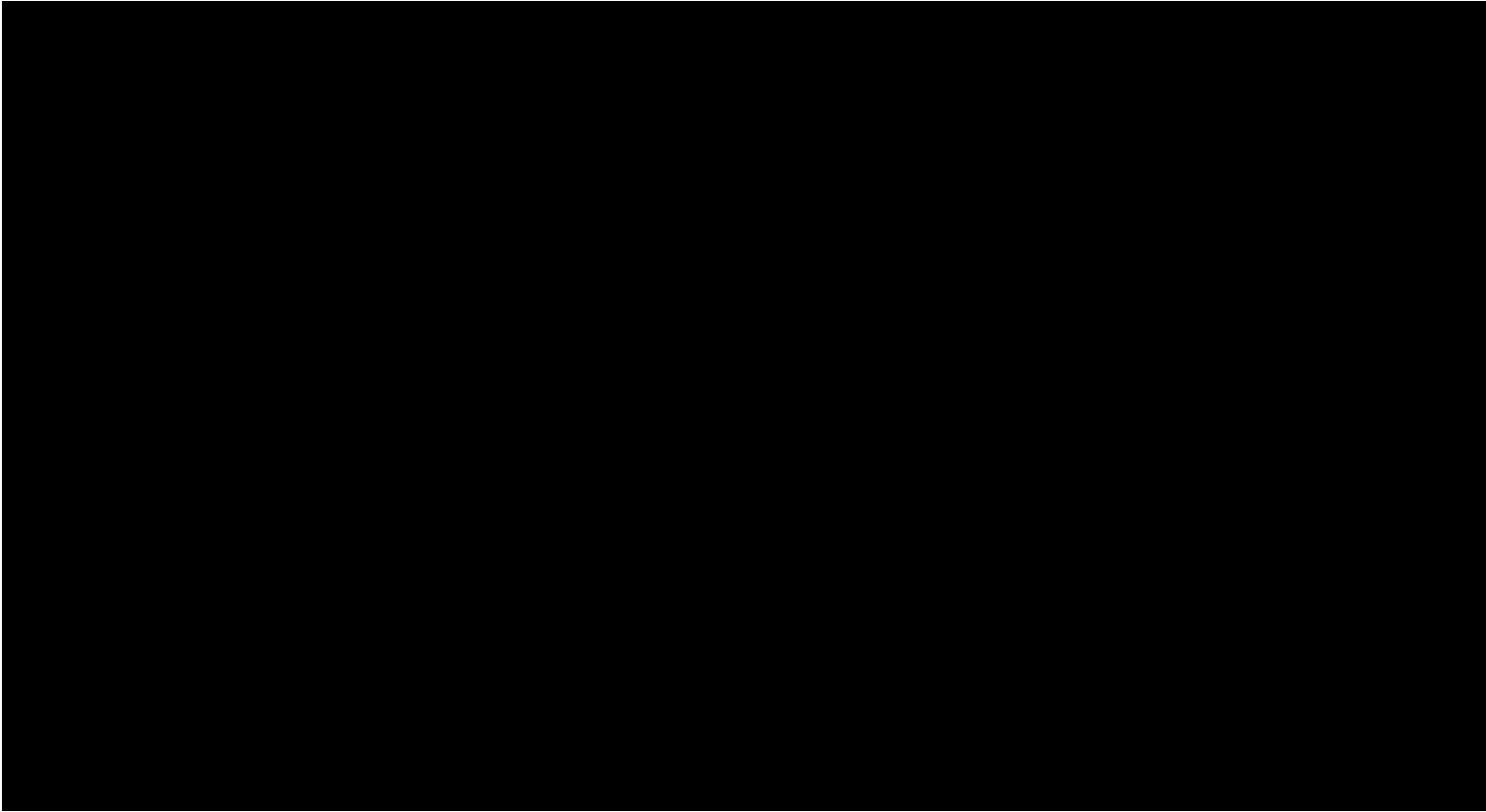
[REDACTED]



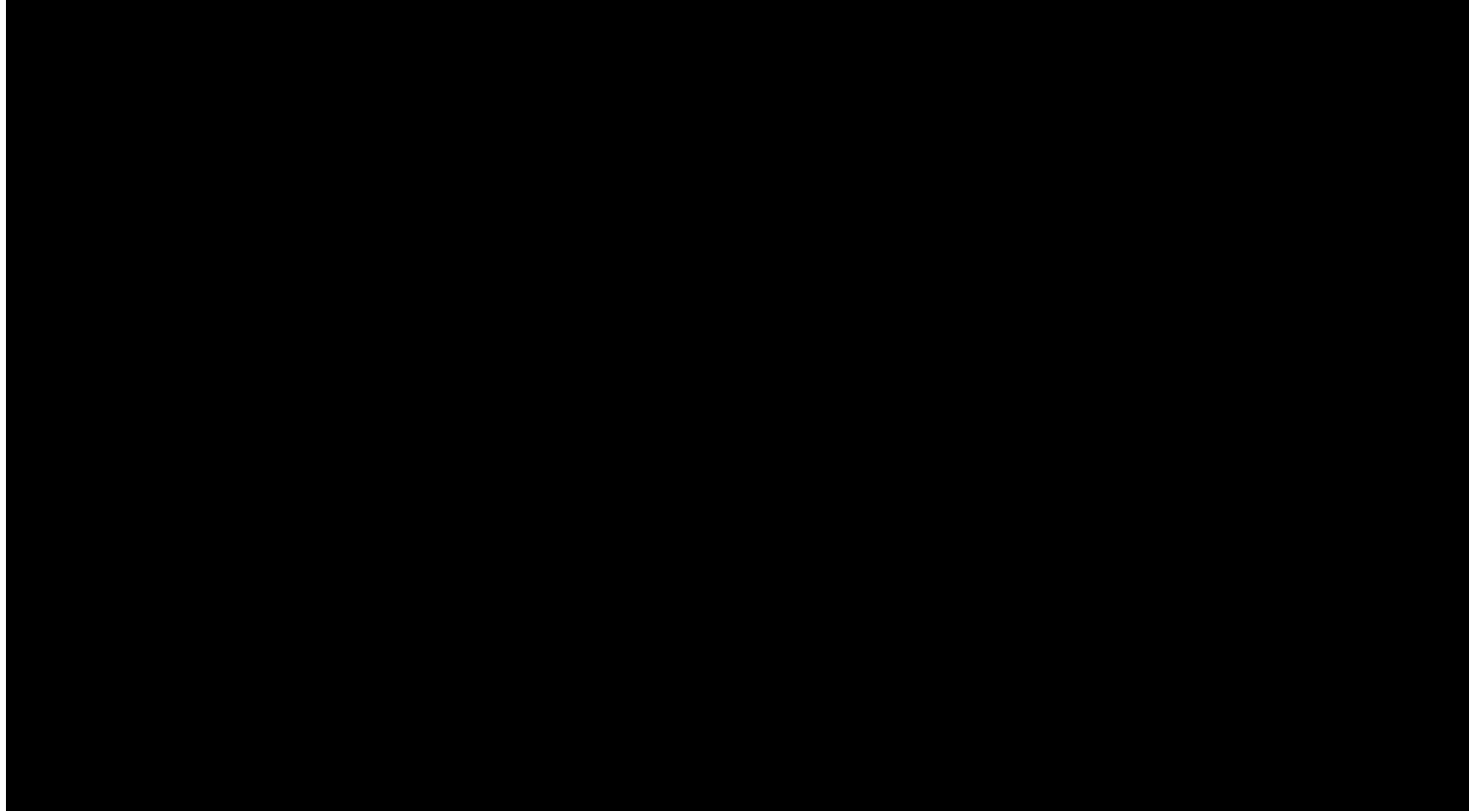
[REDACTED]

[REDACTED]

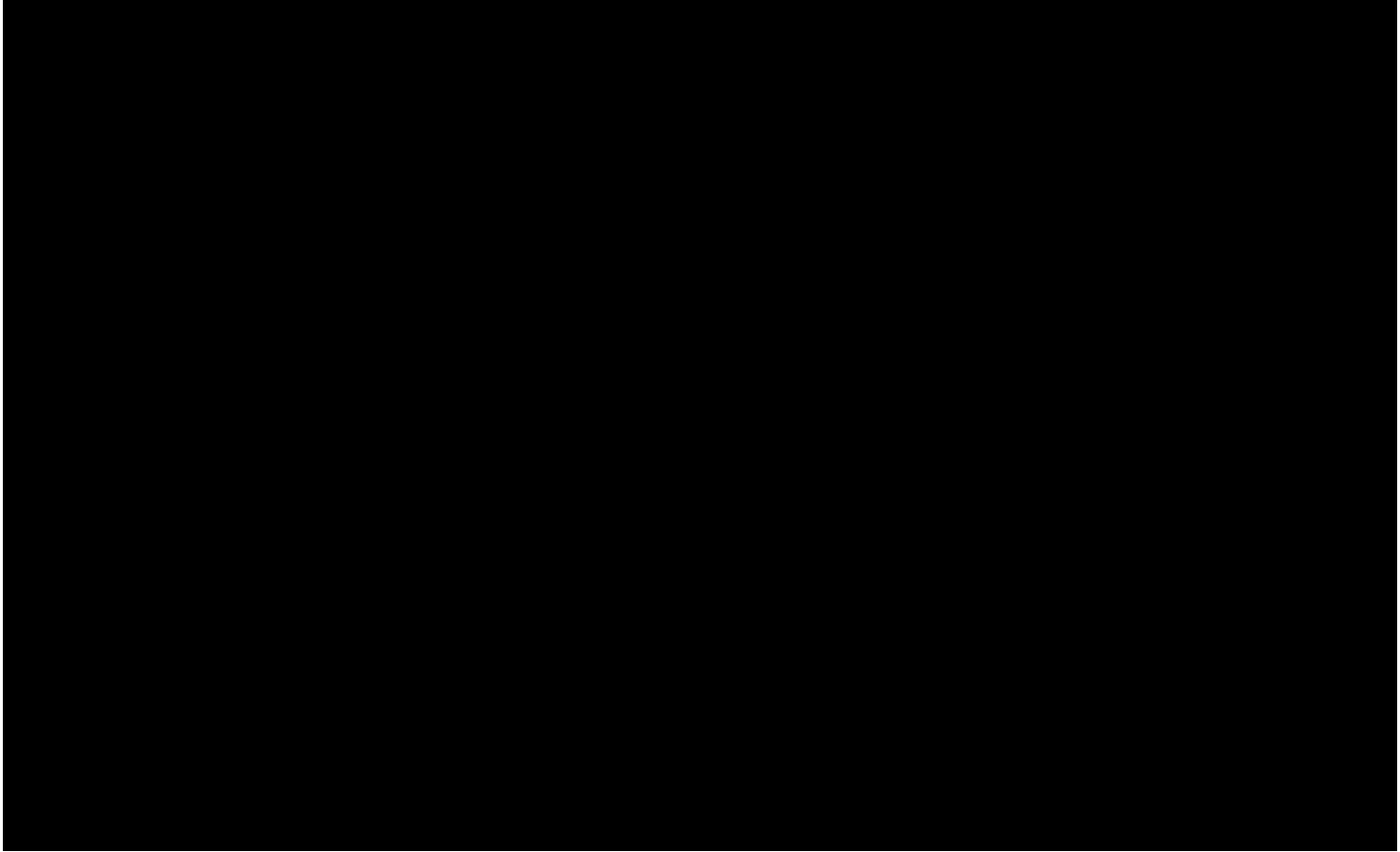
[REDACTED]



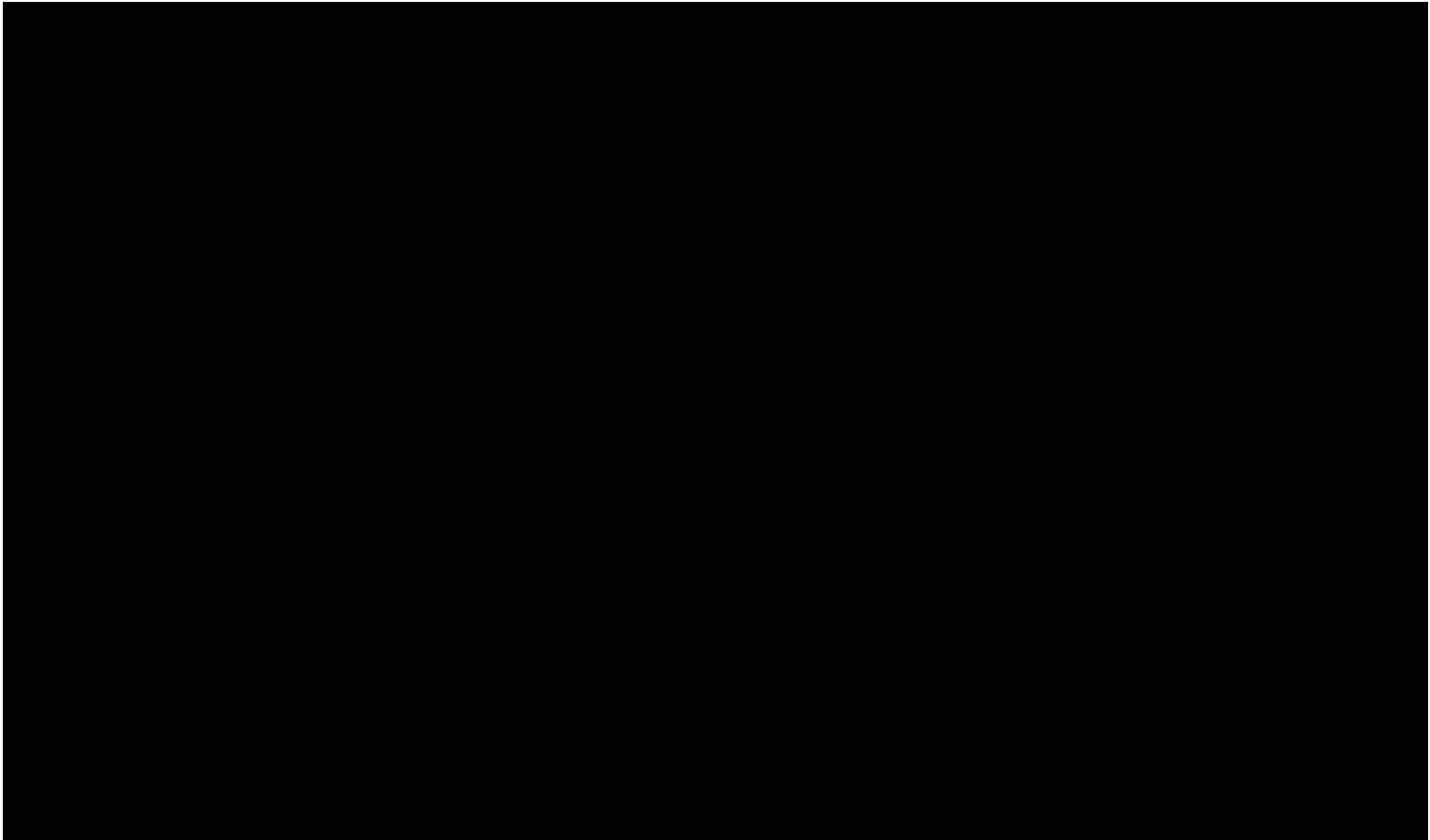
For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:





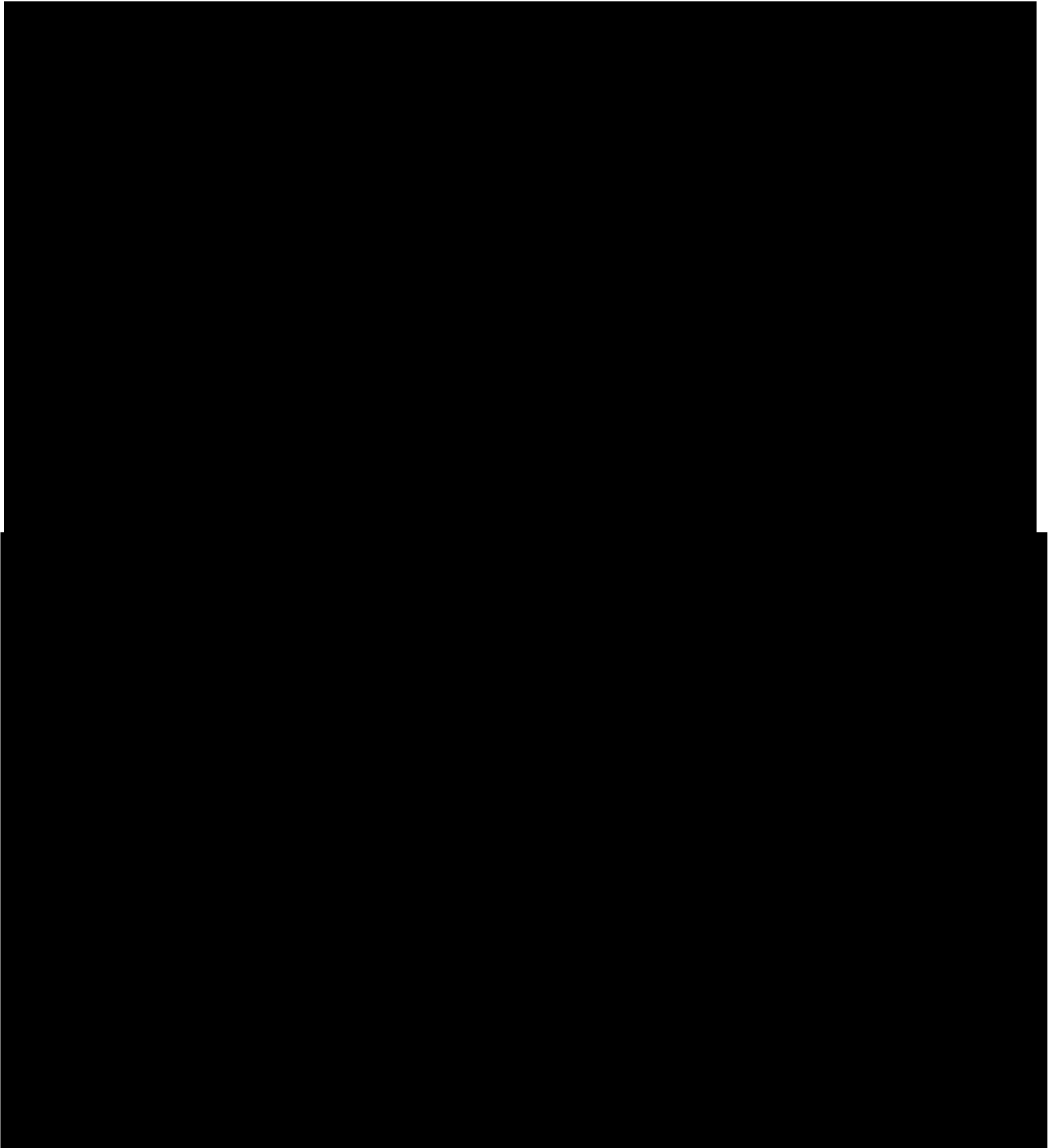


**Quality**



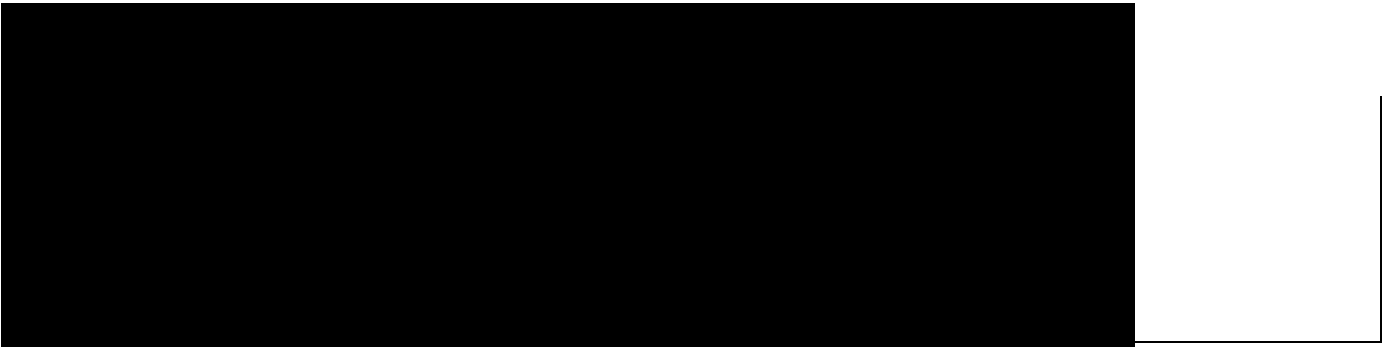
[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]



We will be in touch with you again at the end of the standstill period.

Yours faithfully





Arden University Limited  
Arden University  
Arden House  
Middlemarch Business Park  
Coventry  
CV3 4FJ

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

[REDACTED]  
[REDACTED]  
[REDACTED]

4<sup>th</sup> April 2019

Dear Bidder

**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

[REDACTED]

[REDACTED] communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

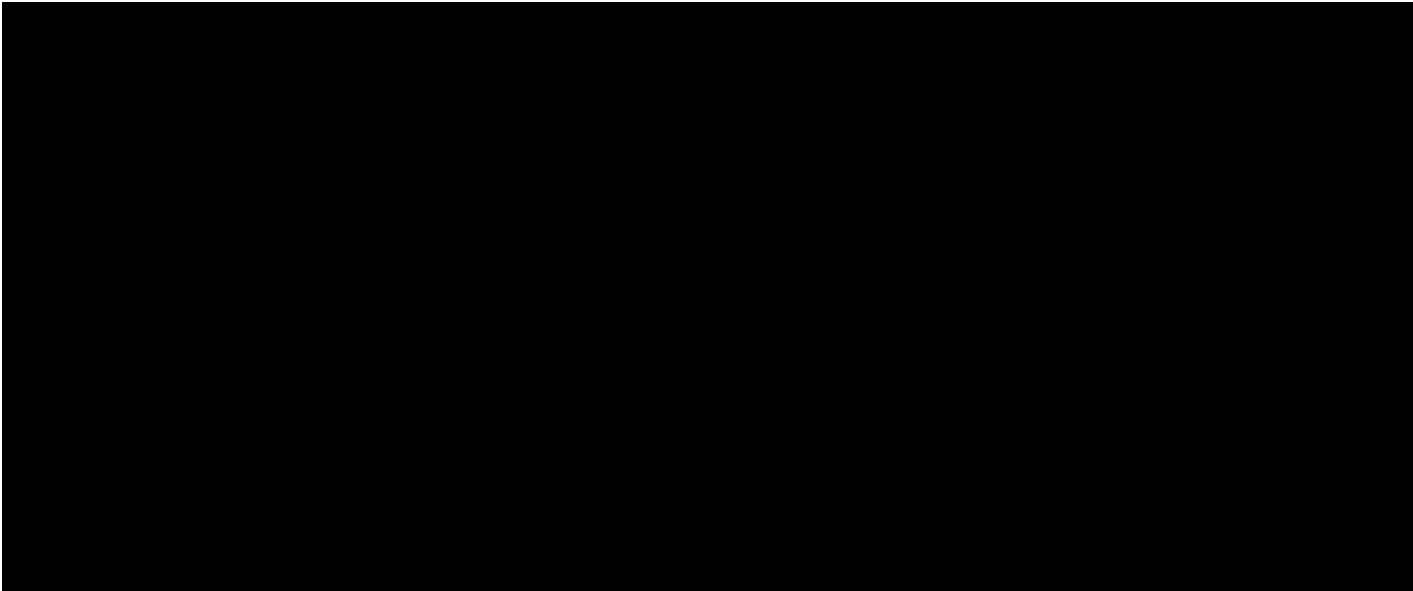
Subject to Shropshire Council receiving no notice during the standstill period of any intention to legally challenge the award process, the Council aims to conclude the award after the expiry of the standstill period.

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

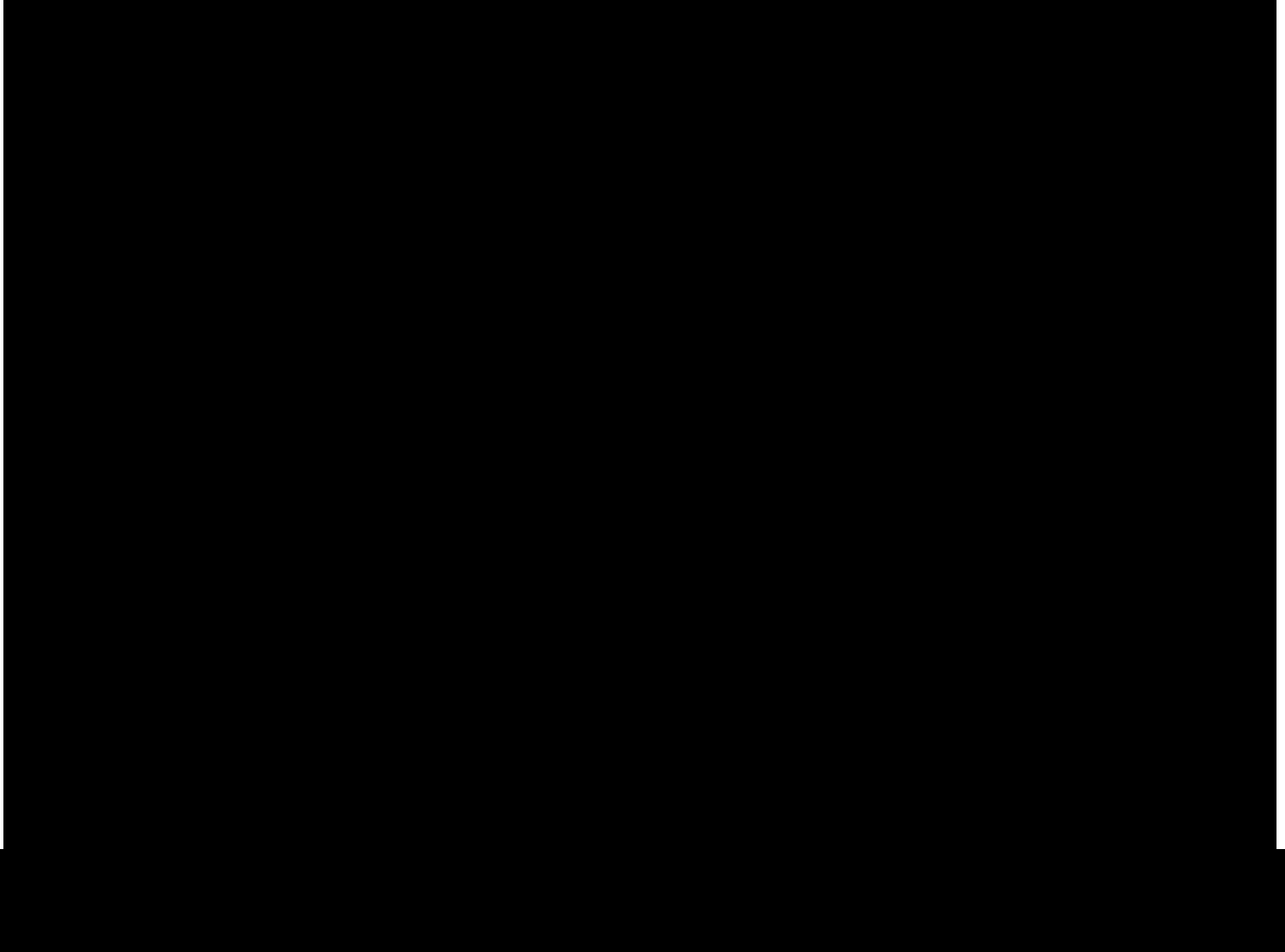
[REDACTED]

We can confirm that your tender received the following scores and ranking:-



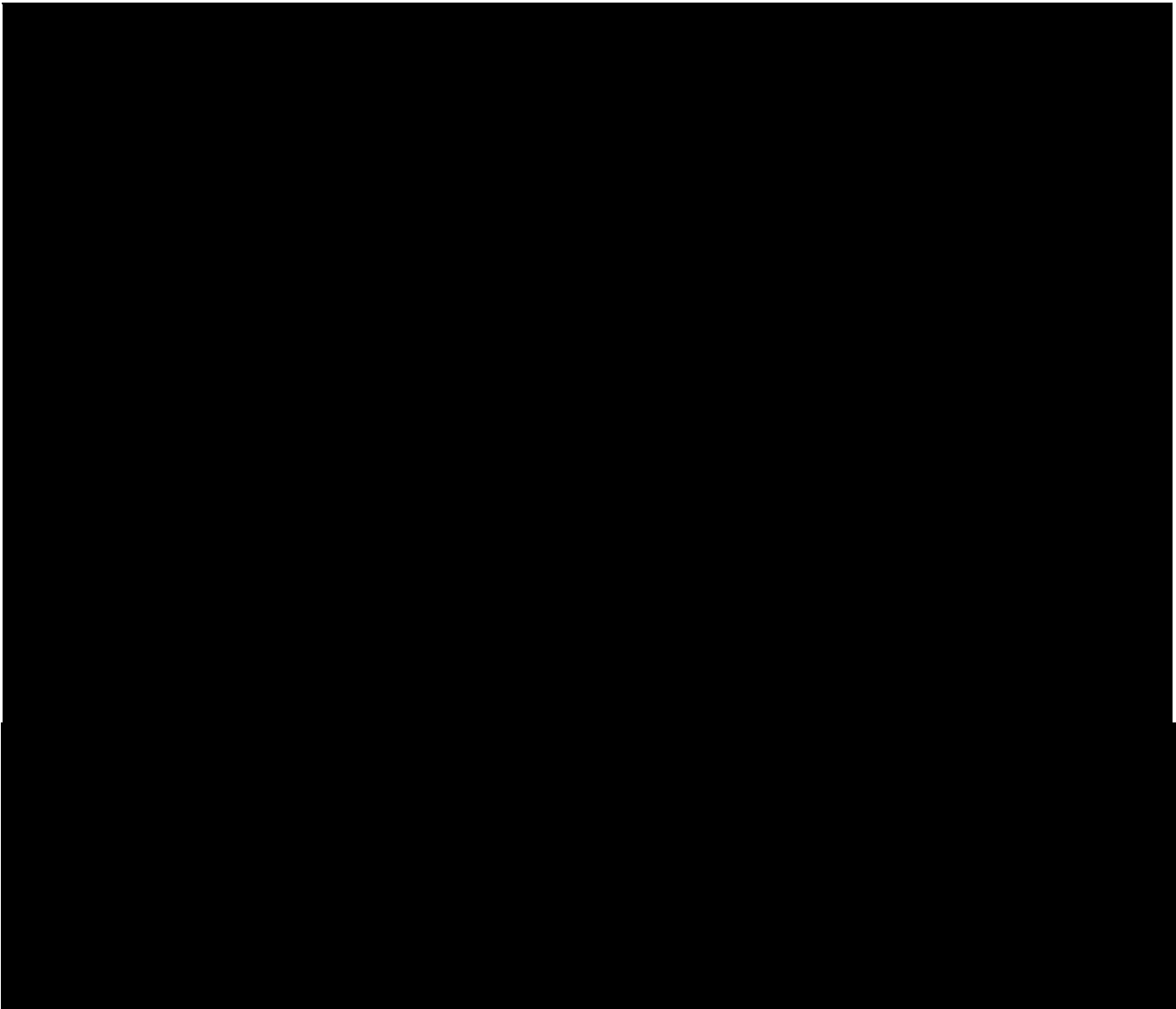
For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:

**Value for Money**

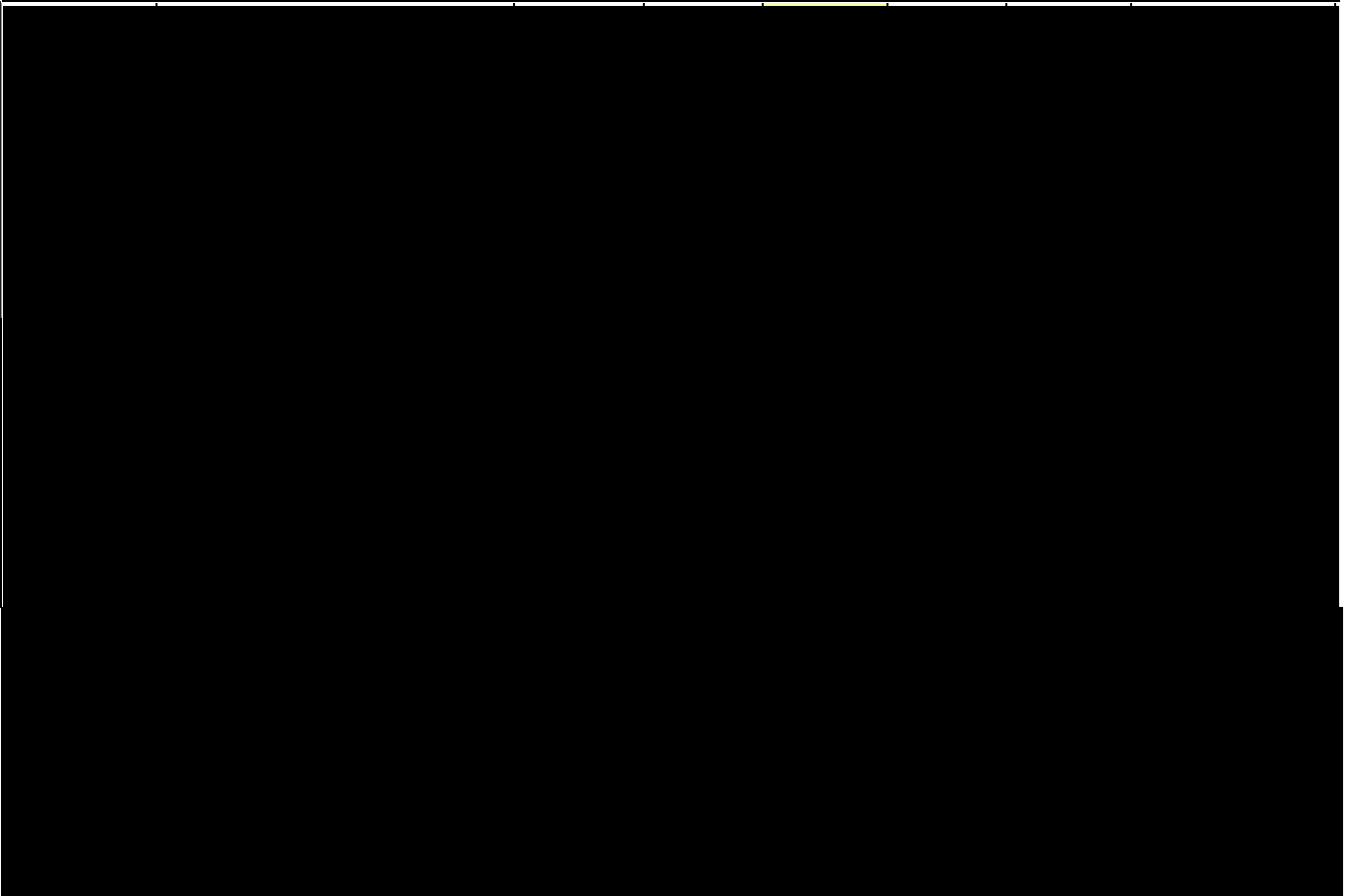
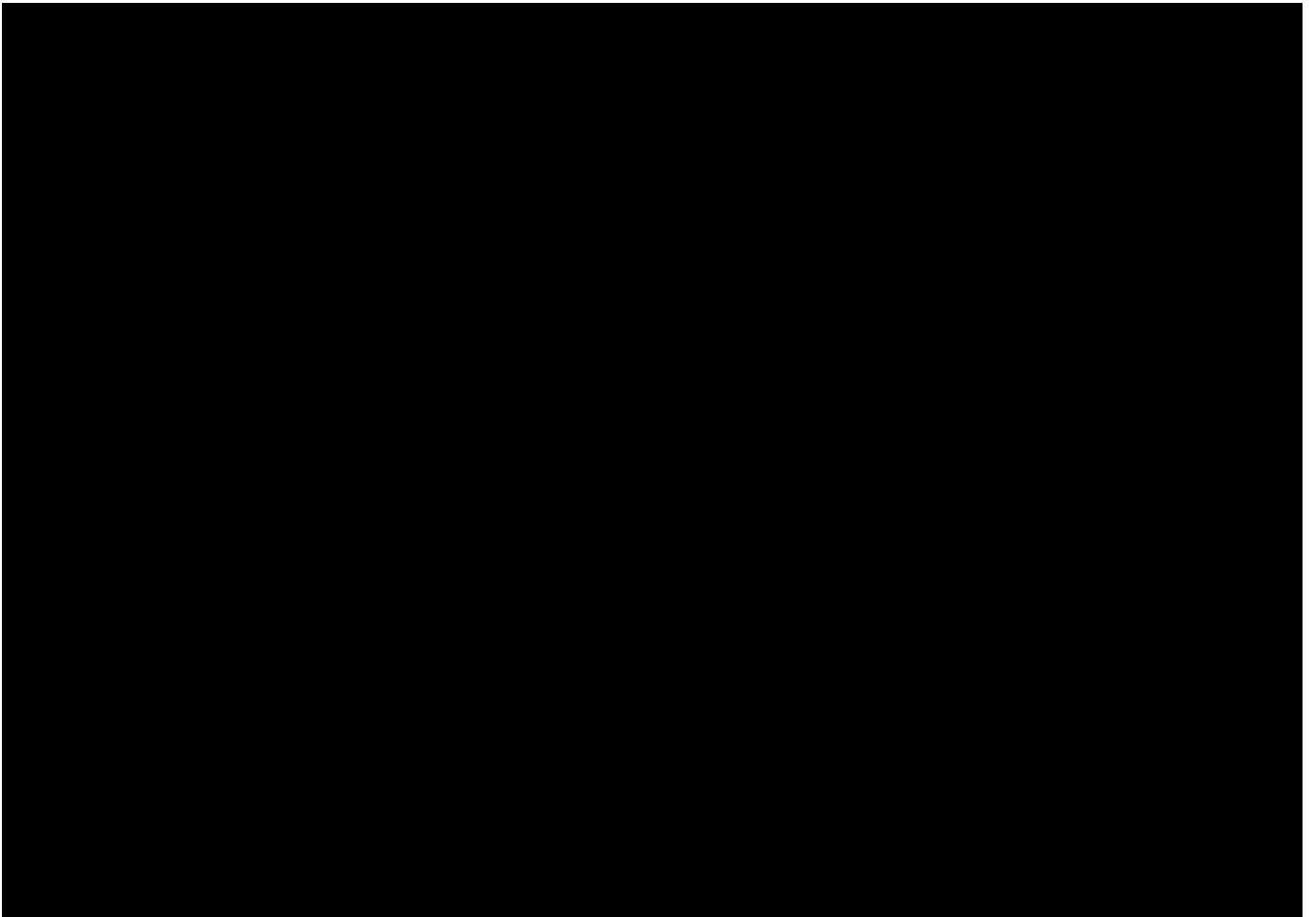


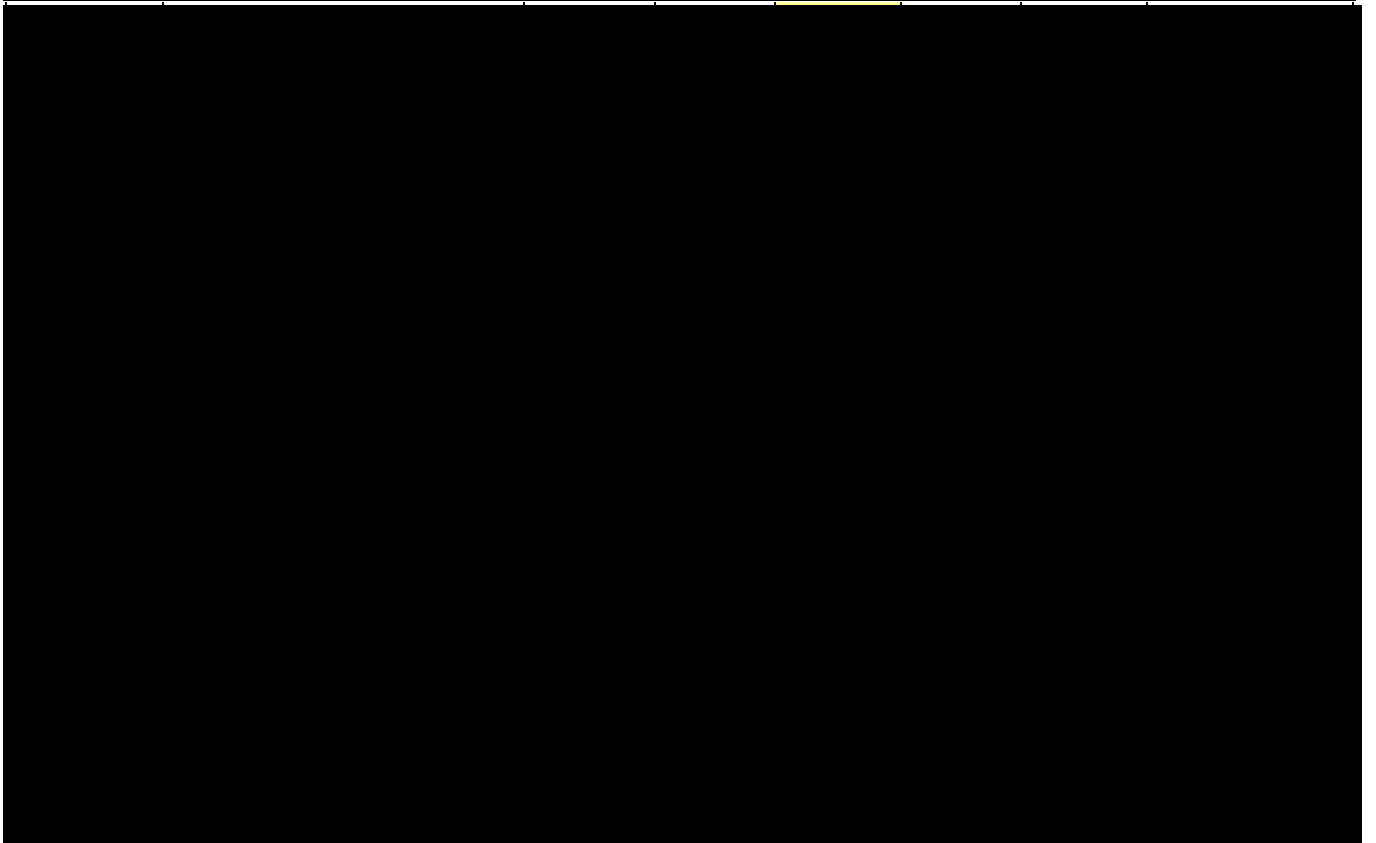
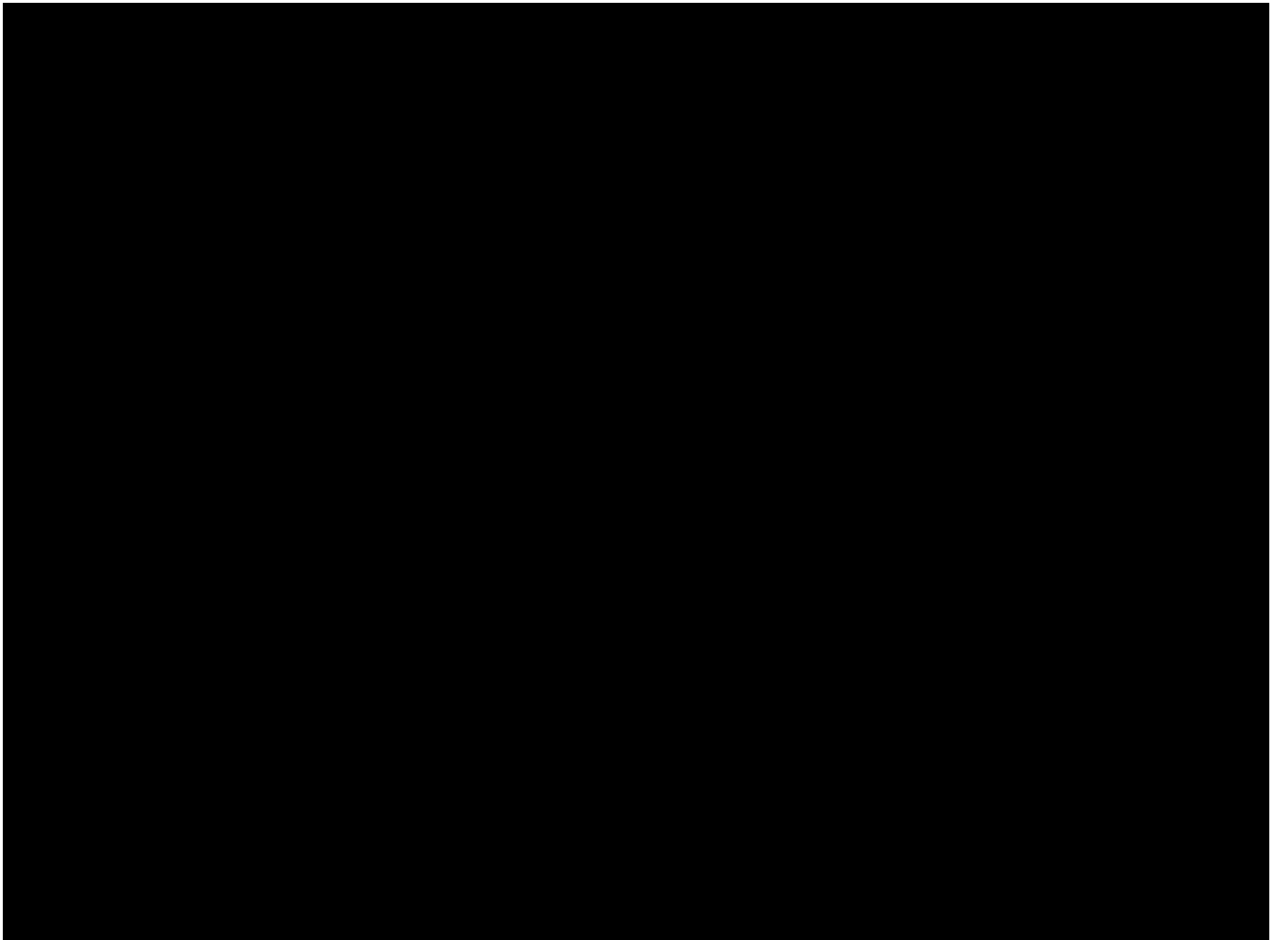


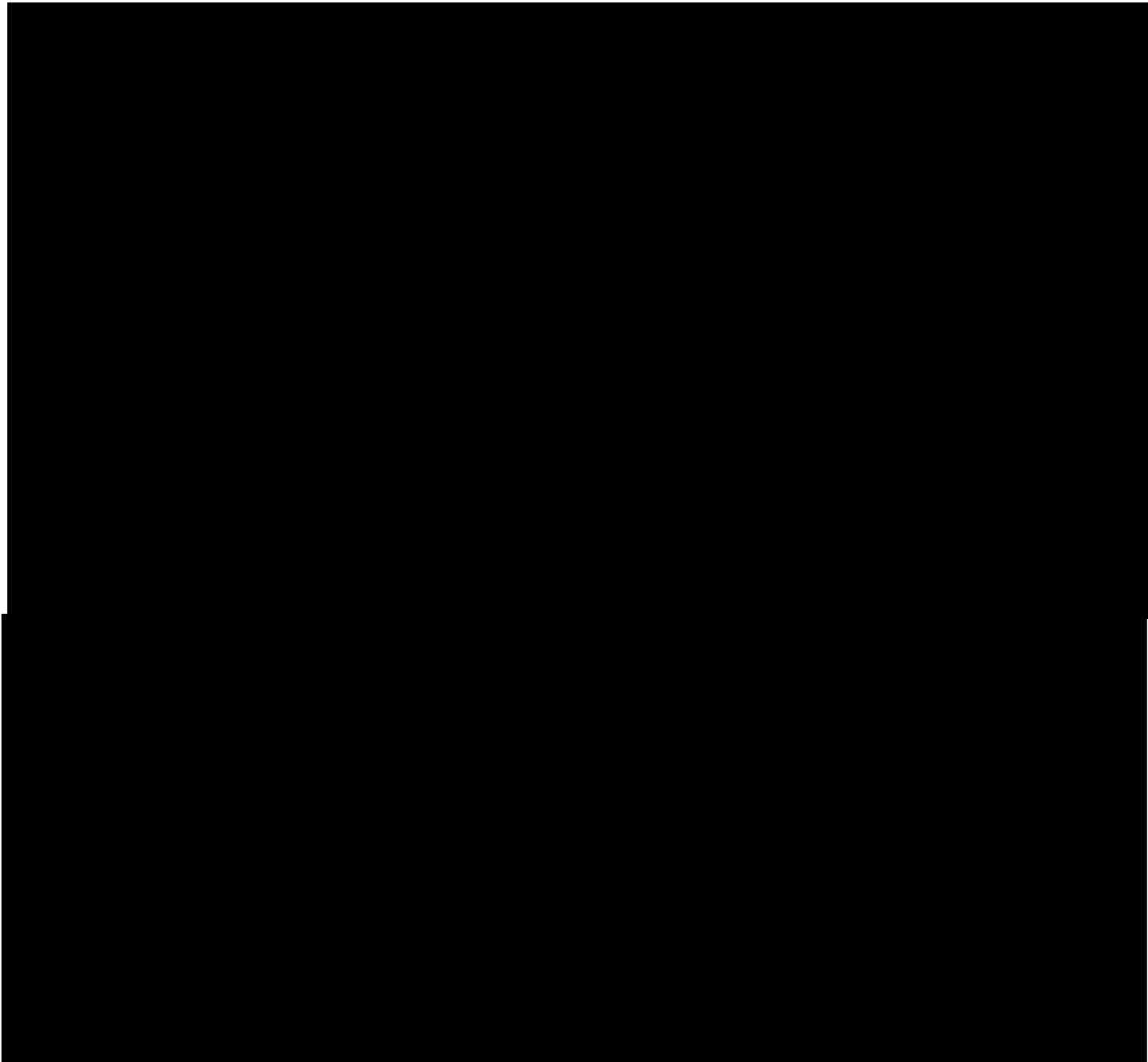
**Quality**





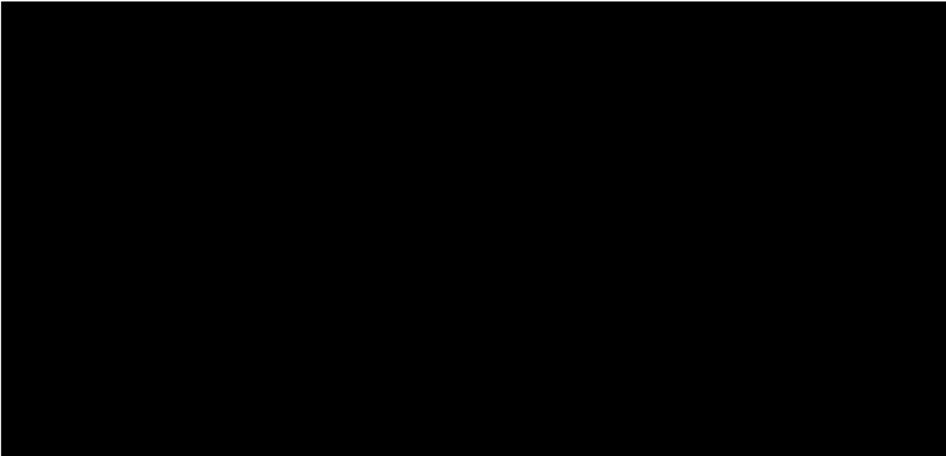






We will be in touch with you again at the end of the standstill period.

Yours faithfully







Shropshire  
Council

City of Wolverhampton College  
Telford Campus  
Stafford Park 4  
Telford  
Shropshire  
TF3 3BA

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

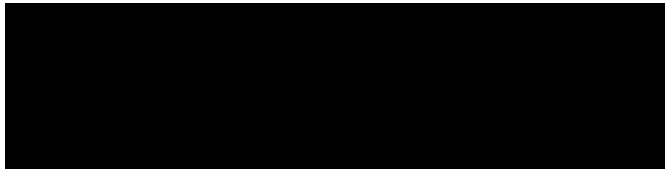
4<sup>th</sup> April 2019

Dear Bidder

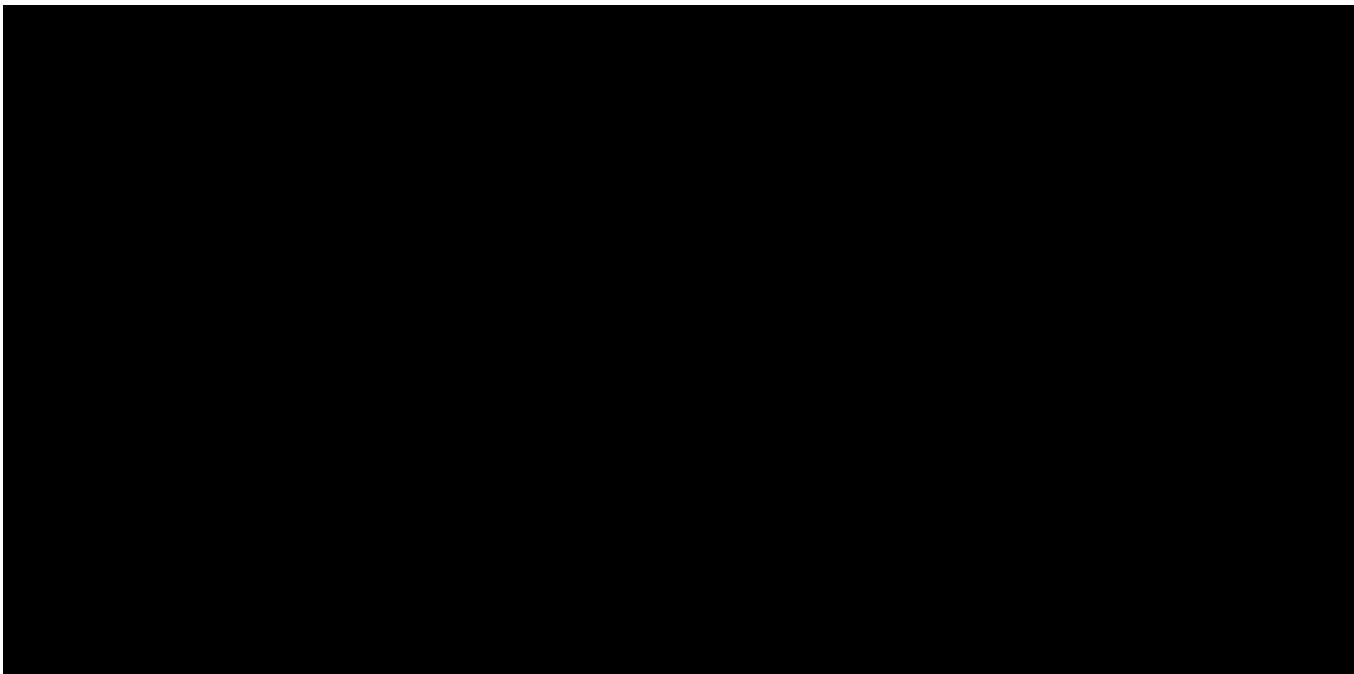
**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

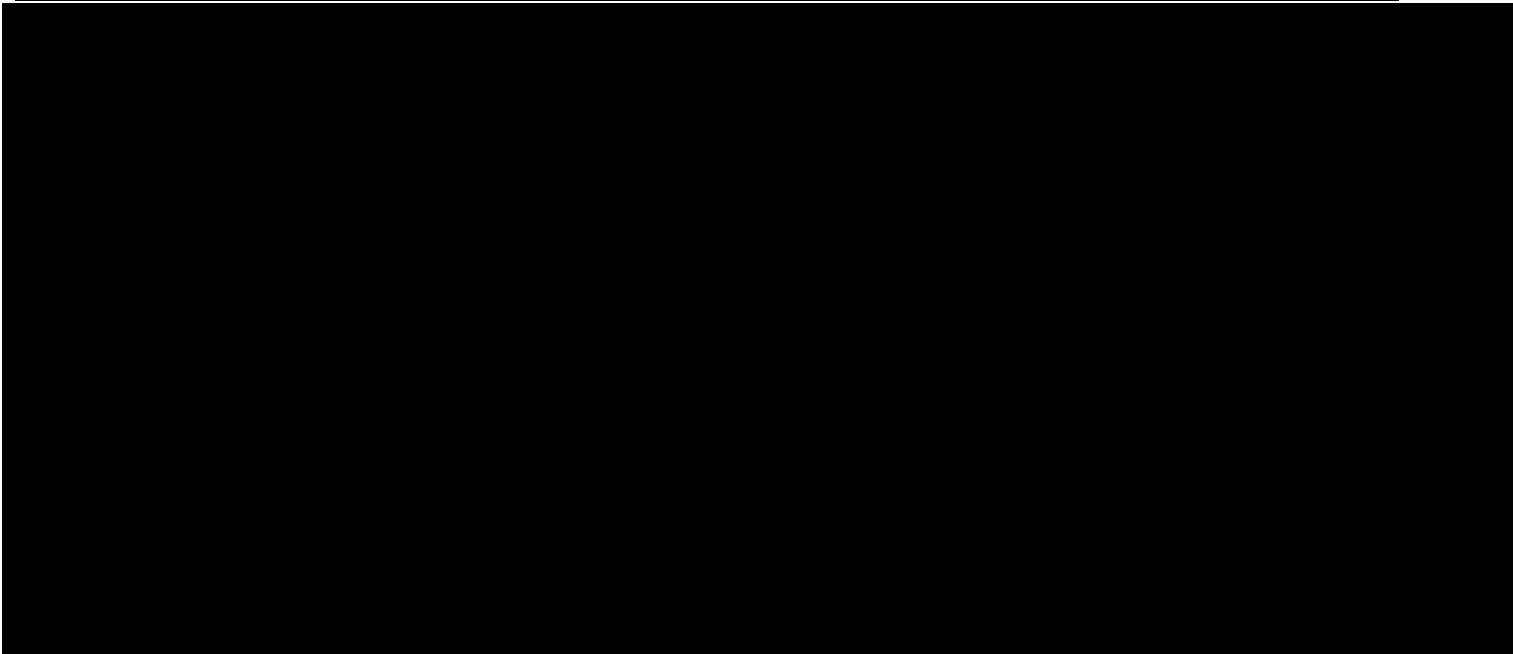
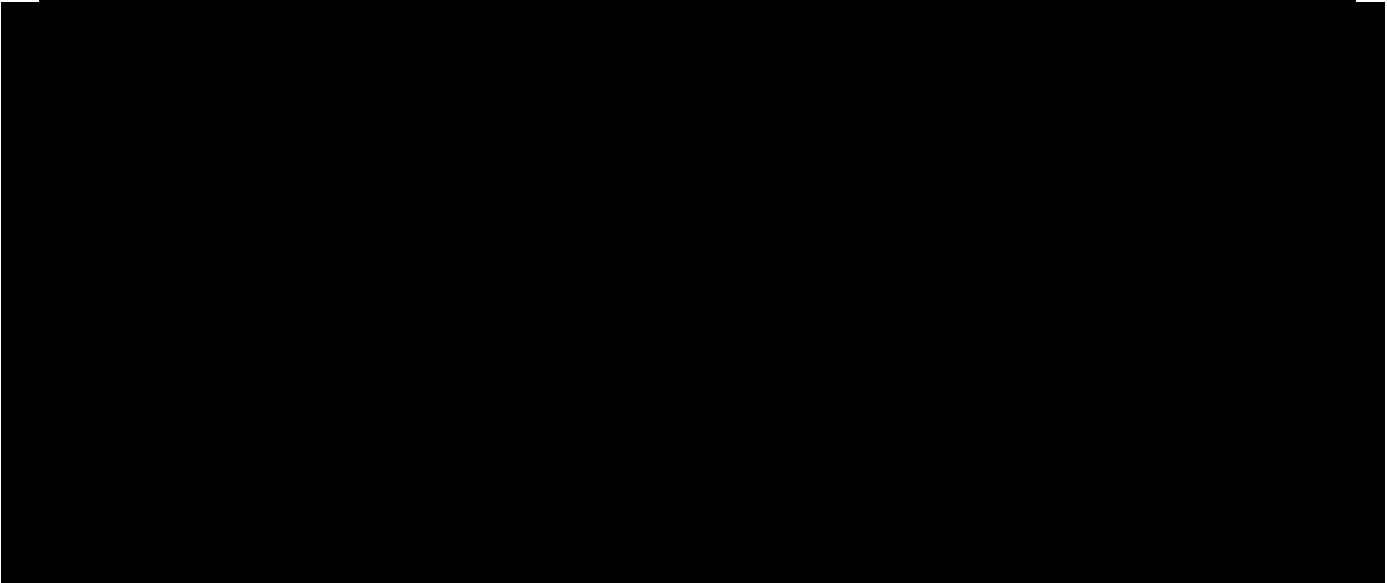
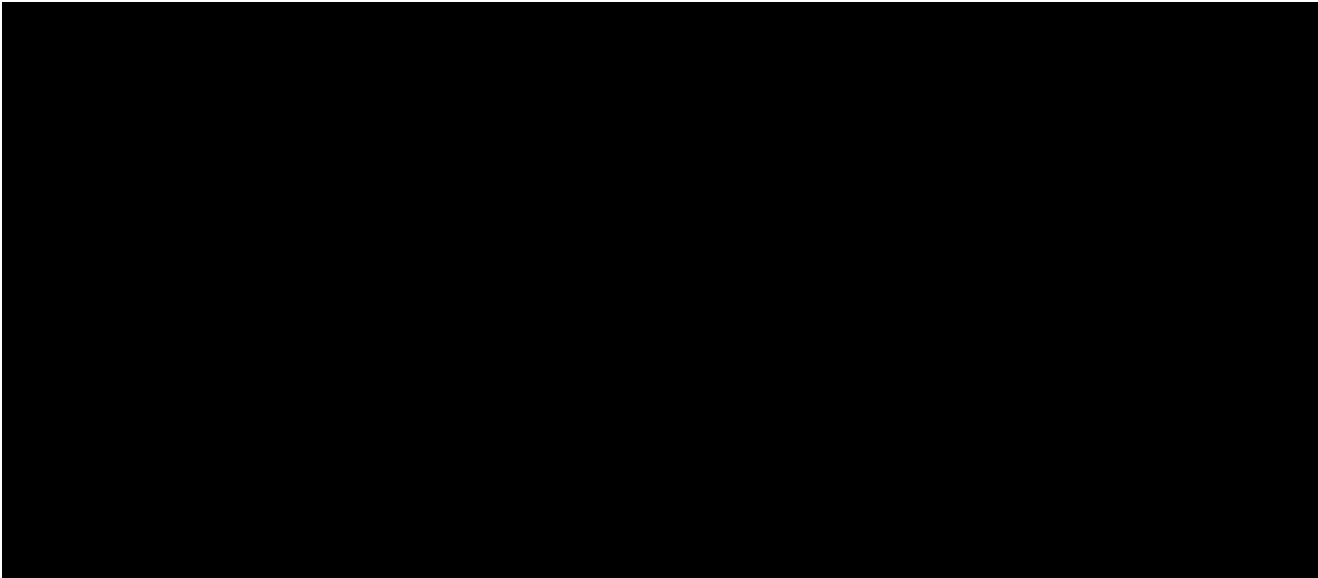
This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

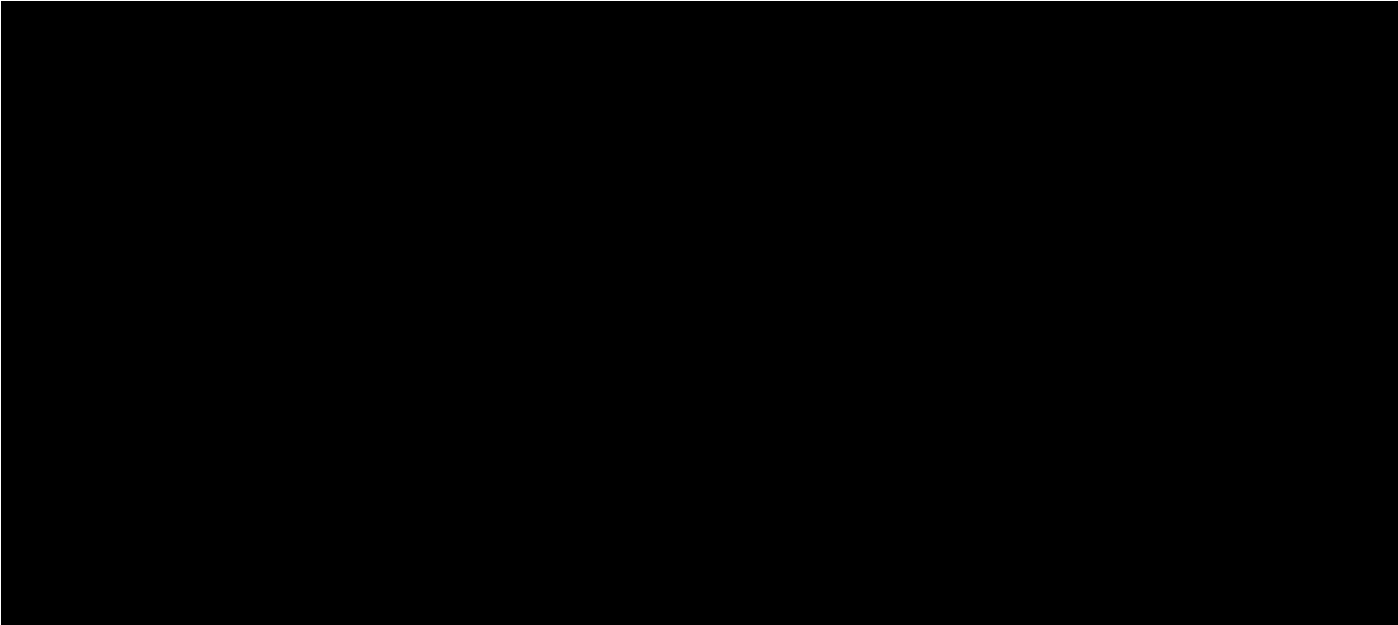


However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.



We can confirm that your tender received the following scores and ranking:

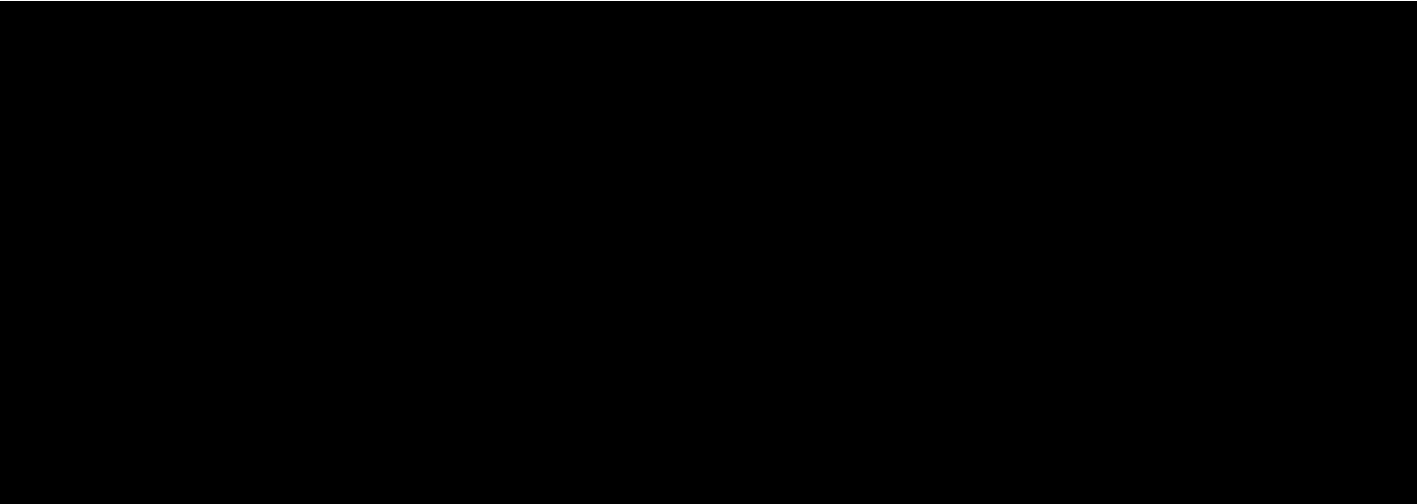




For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:

**Value for Money**





Quality

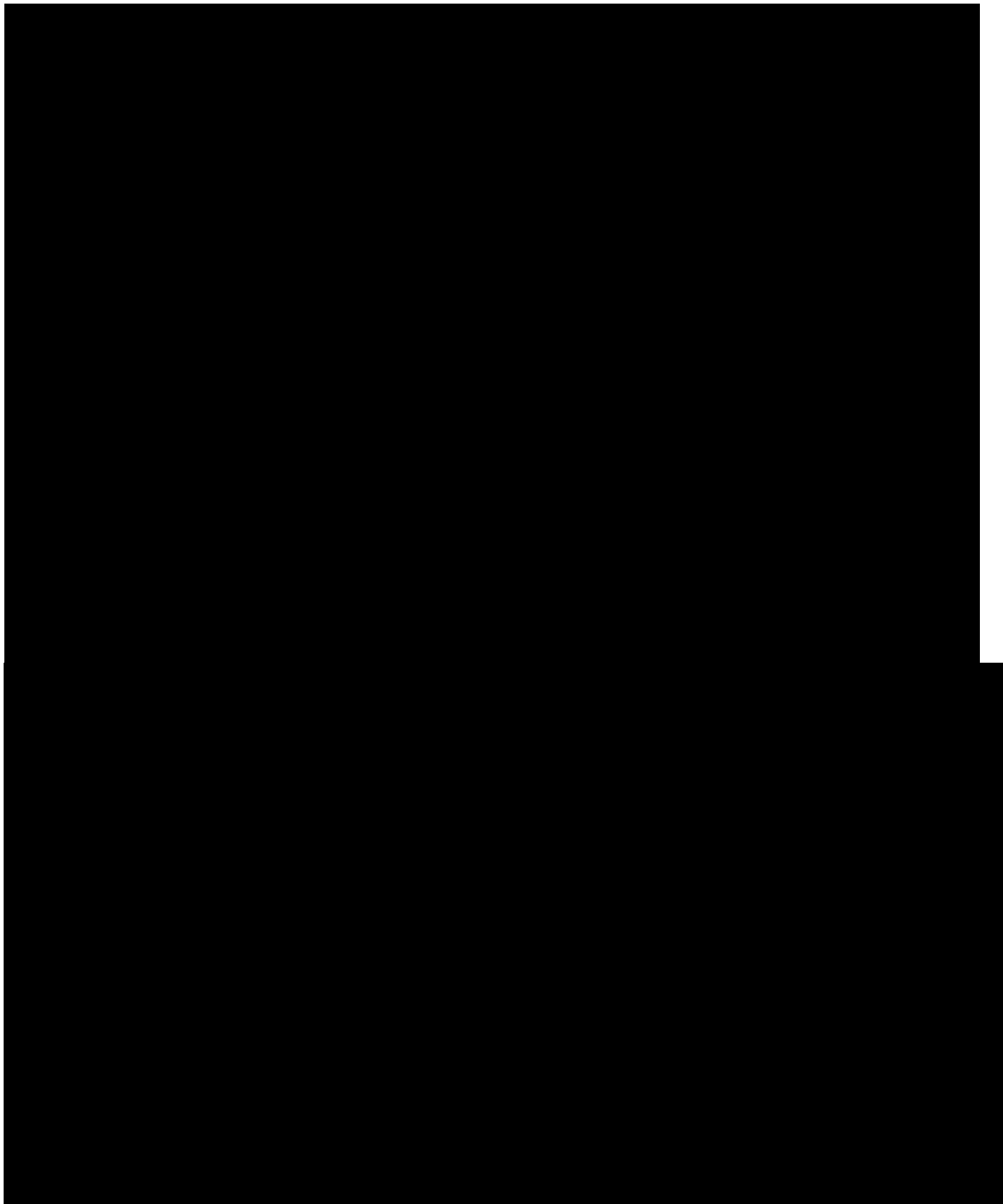




[REDACTED]

[REDACTED]

[REDACTED]



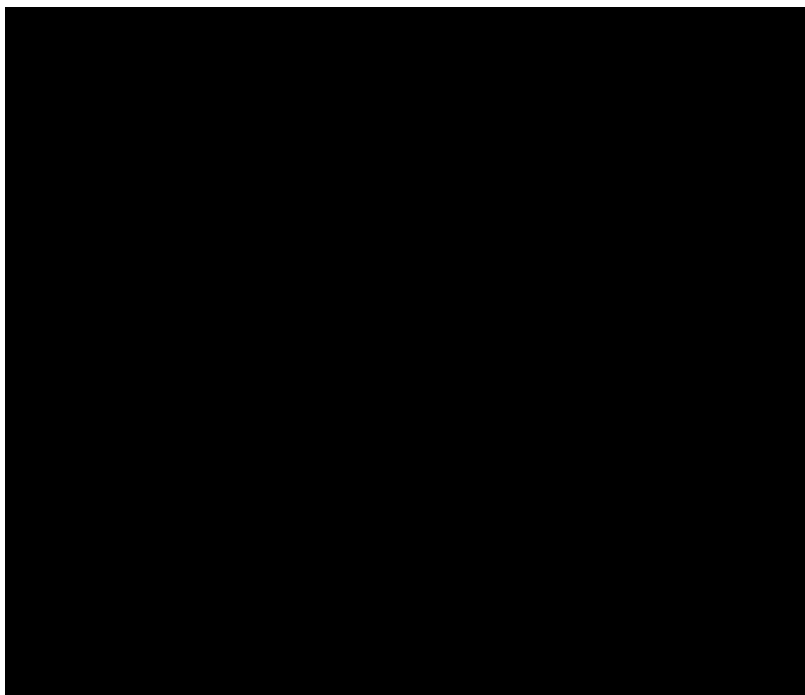
[REDACTED]

[REDACTED]

[REDACTED]

We will be in touch with you again at the end of the standstill period.

Yours faithfully





Shropshire  
Council

Coleg Cambria  
Kelsterton Road  
Connah's Quay

[REDACTED]

[REDACTED]

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

4<sup>th</sup> April 2019

Dear Bidder

**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

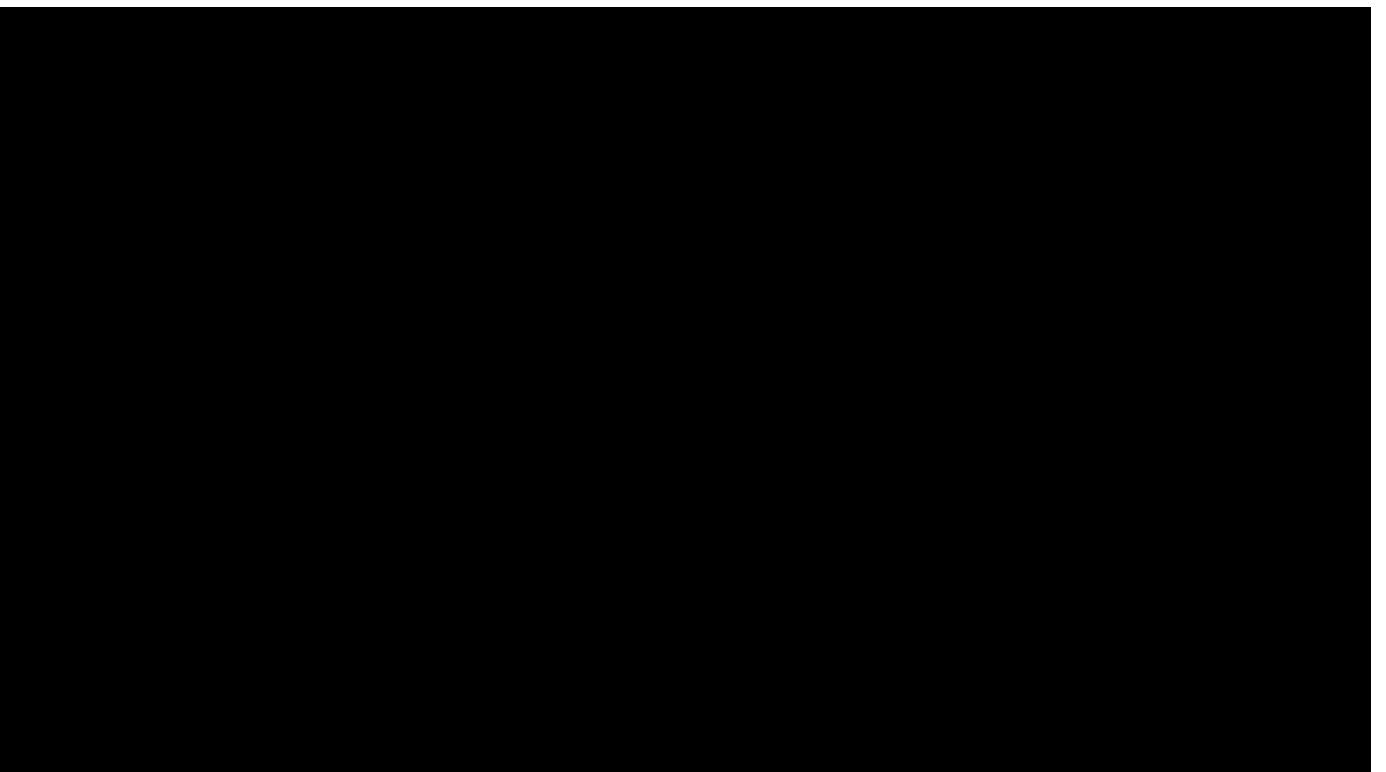
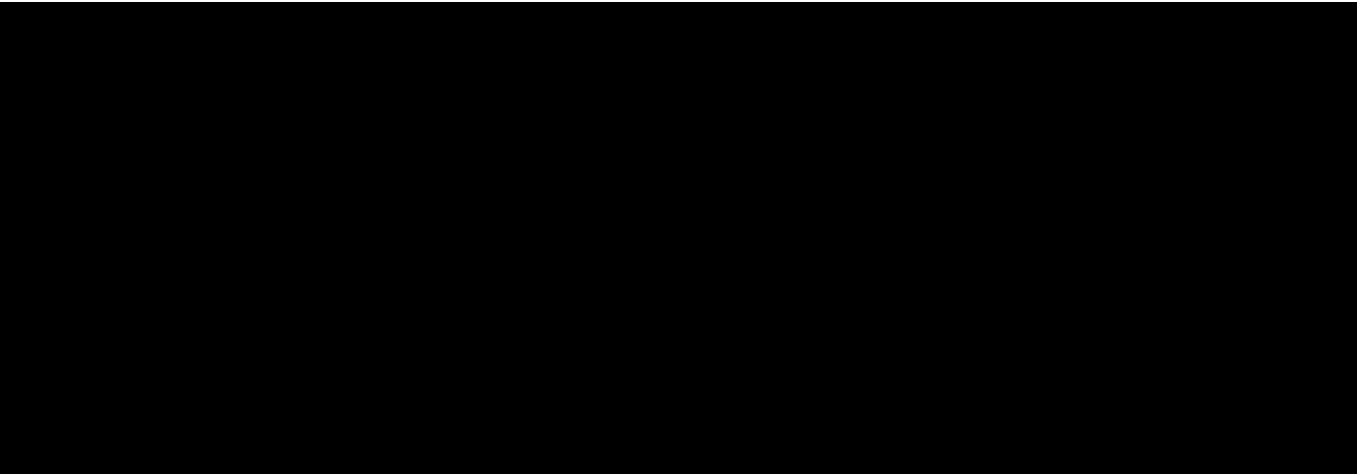
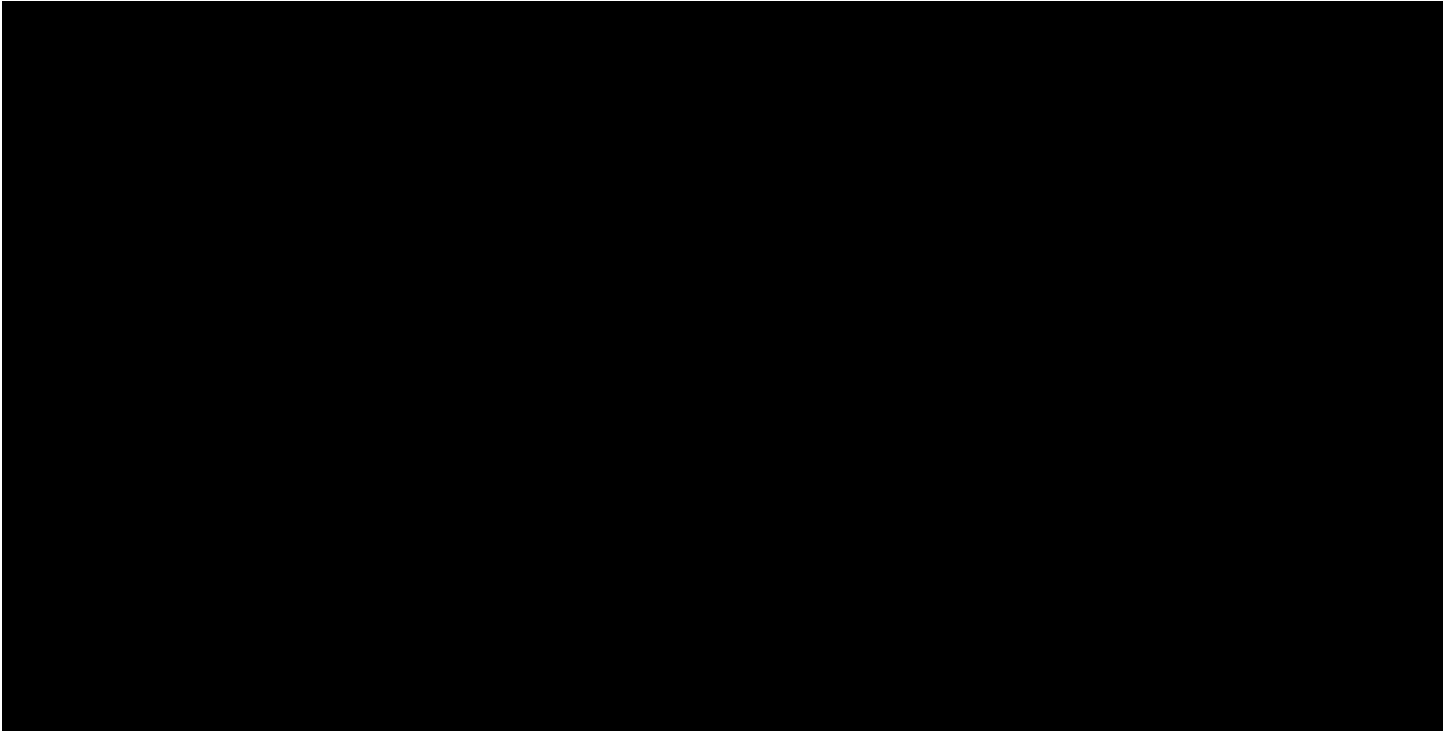
**SUBJECT TO CONTRACT**

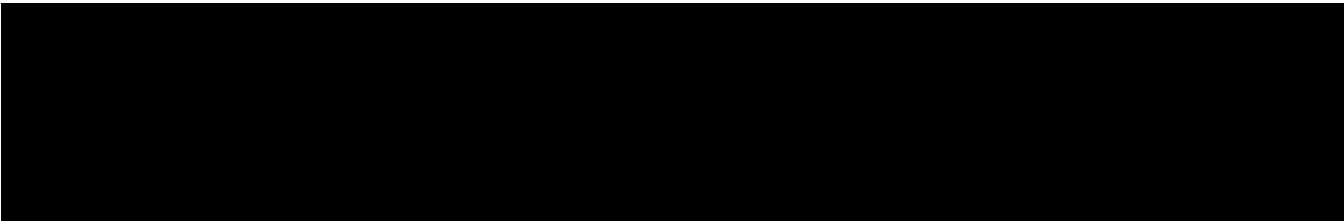
This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, subject to the conditions below Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lot:

[REDACTED]

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

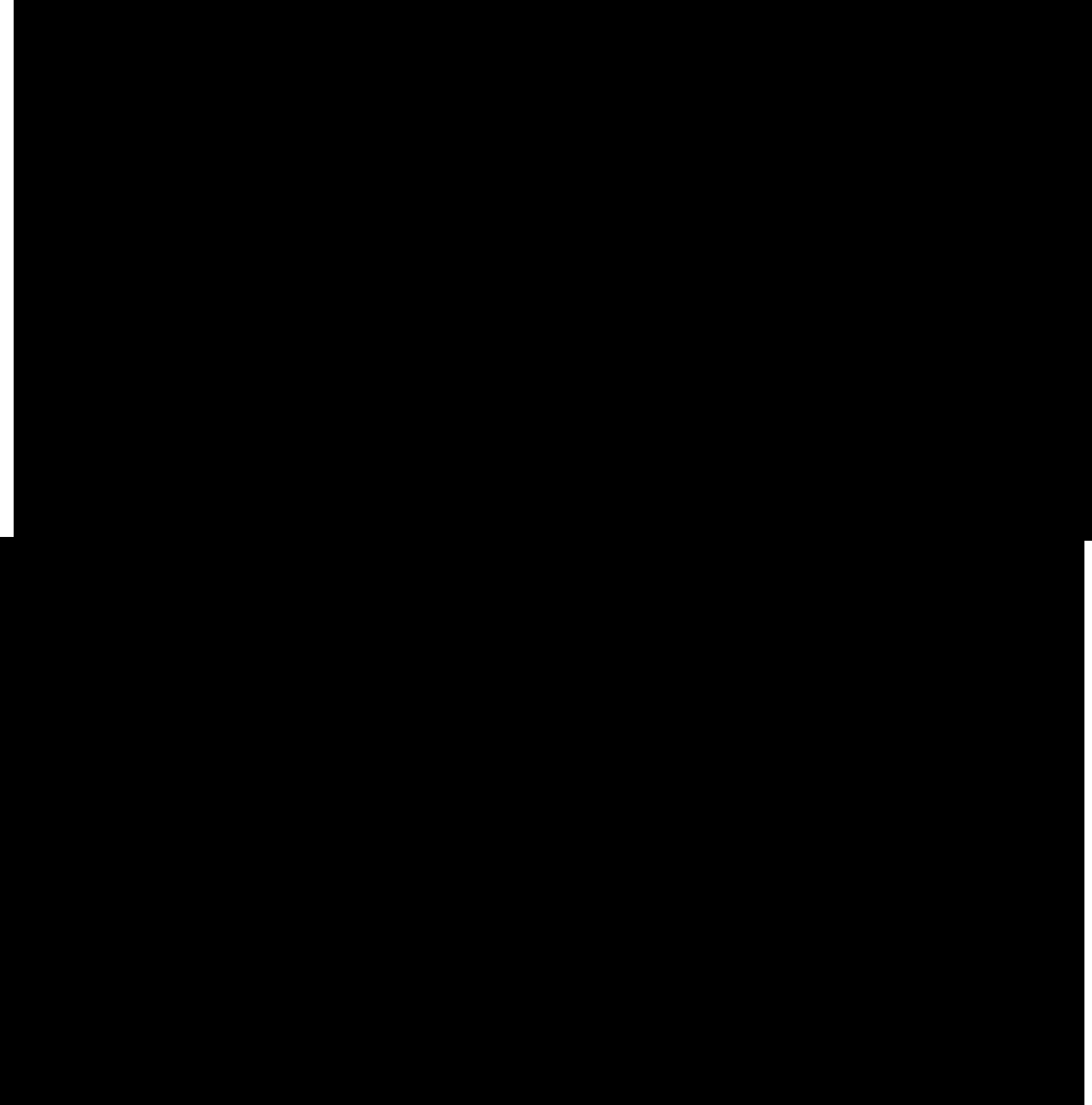
[REDACTED]





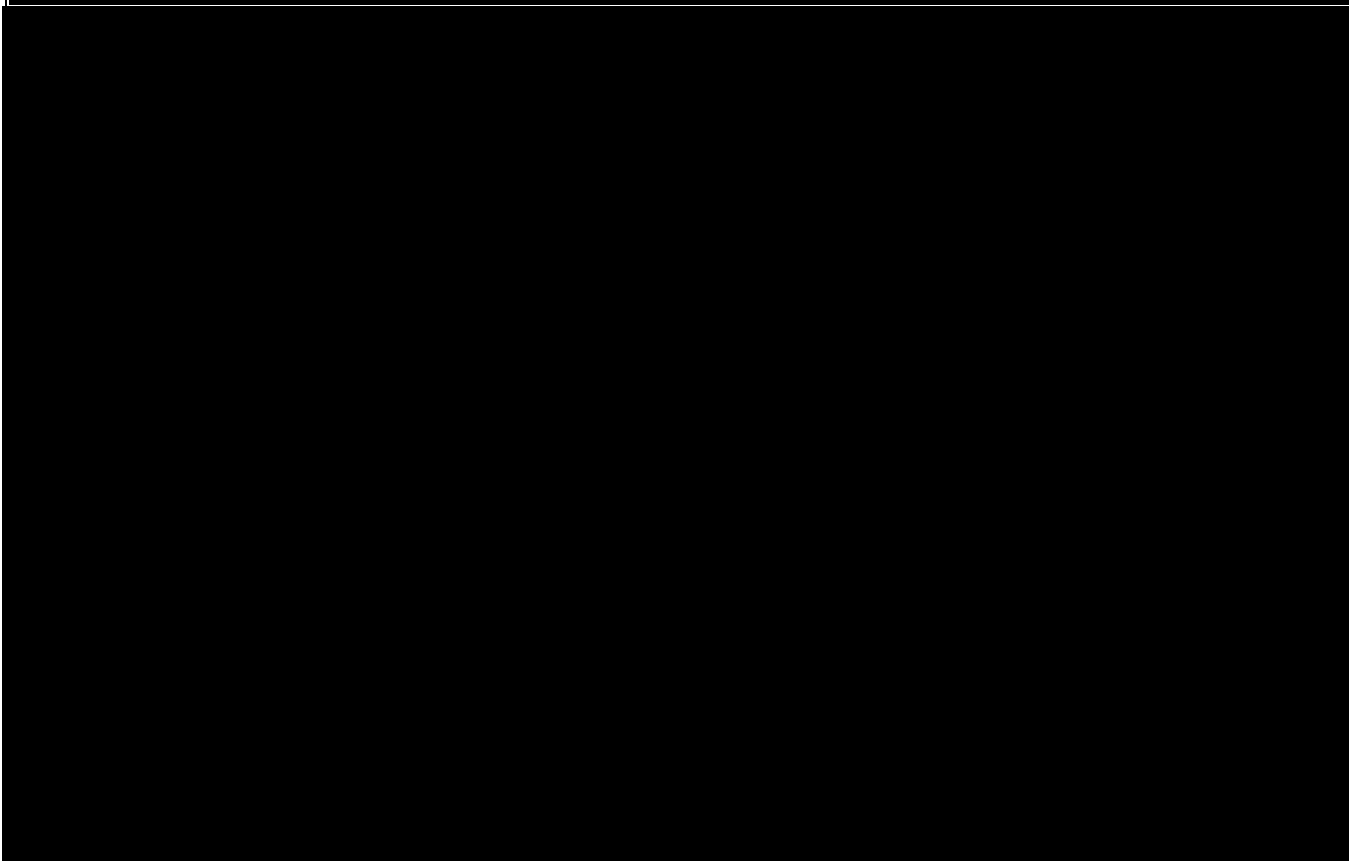
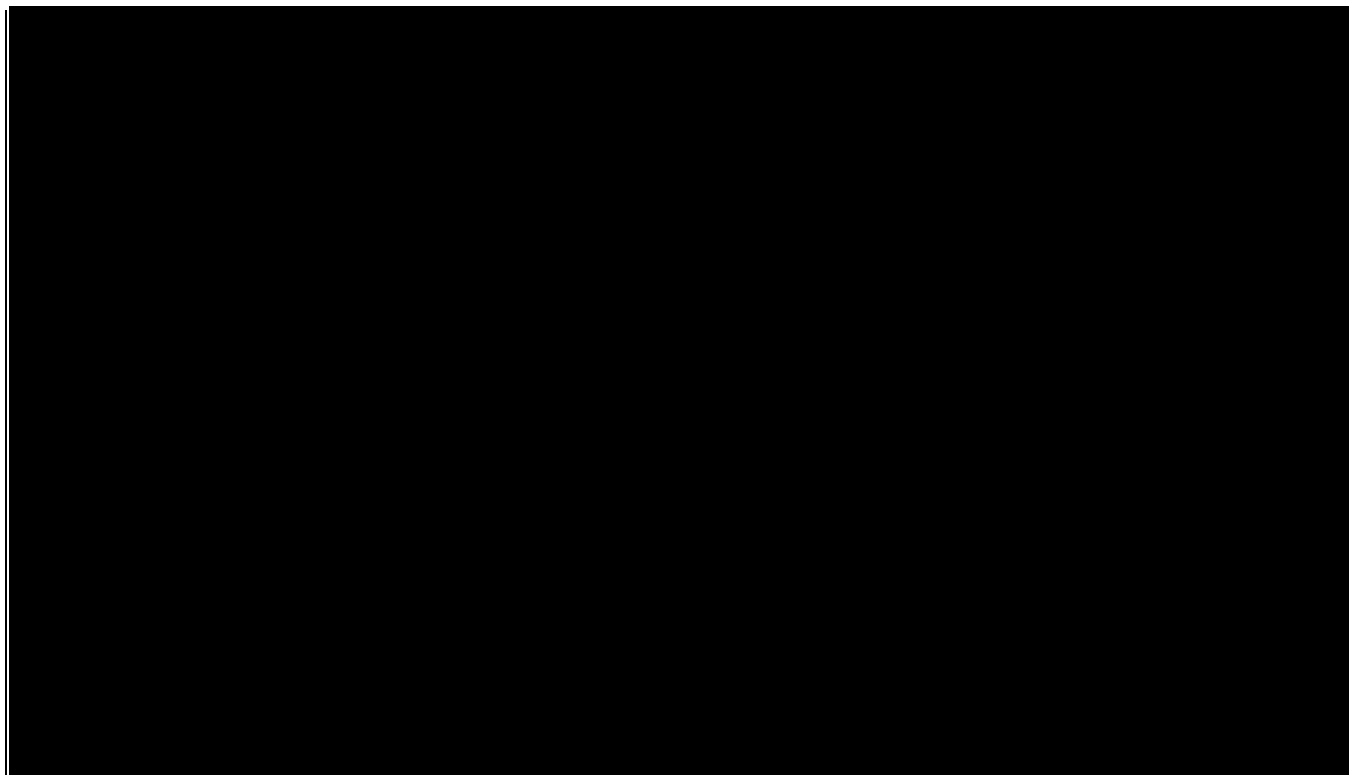
For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:

**Value for Money**



Quality

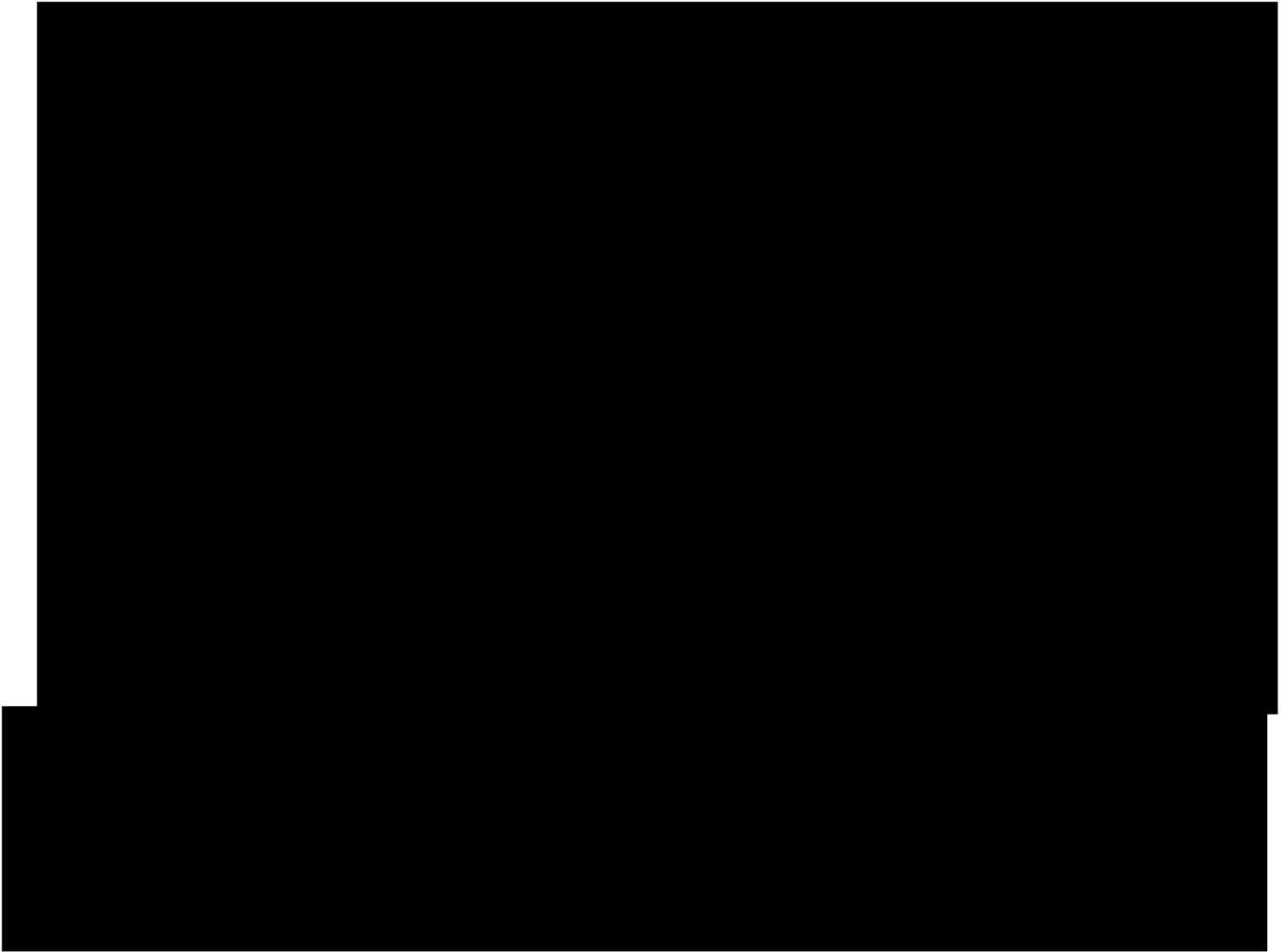




[REDACTED]

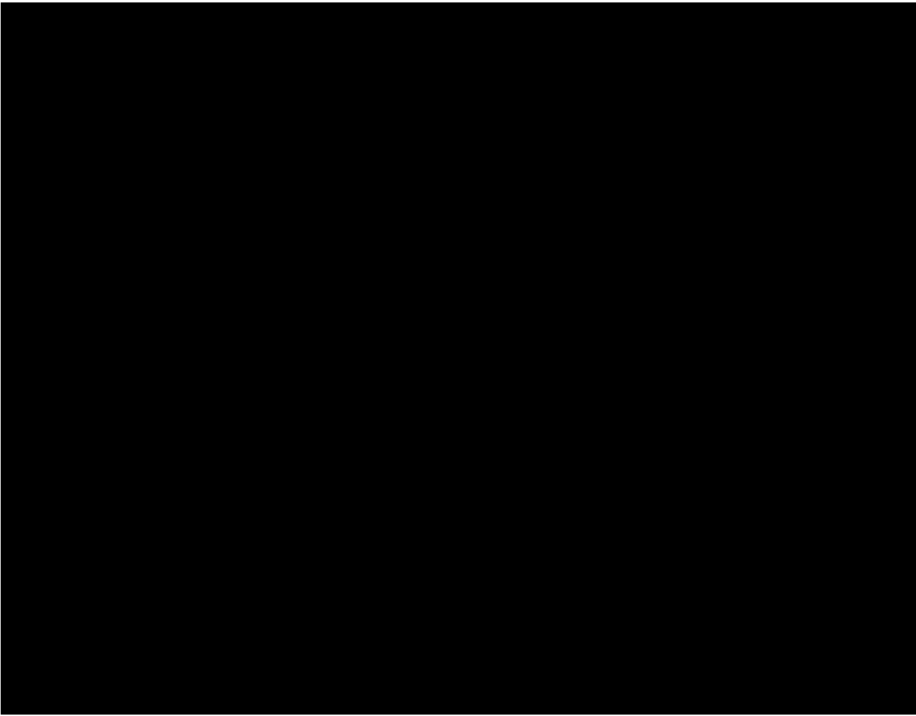
[REDACTED]

[REDACTED]



We will be in touch with you again at the end of the standstill period.

Yours faithfully





Shropshire  
Council

Coventry University  
Alan Berry Building  
Priory Street  
Coventry  
CV1 5FB

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

4<sup>th</sup> April 2019

Dear Bidder

**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, subject to the conditions below, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lot:

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

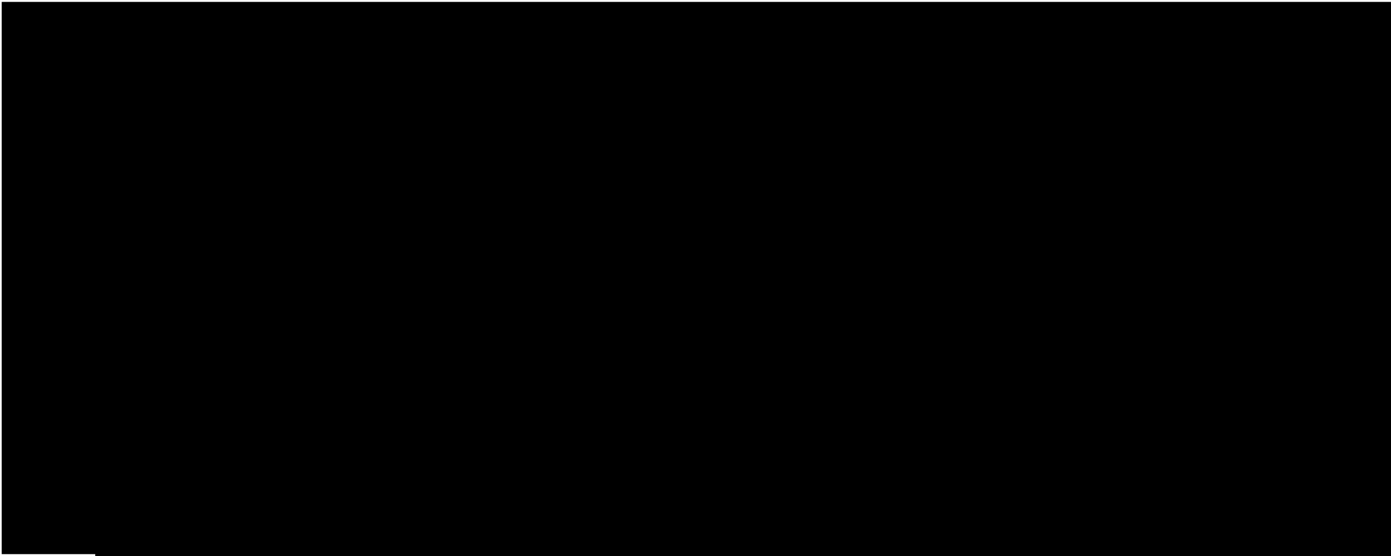
[Redacted]

[Redacted]

[Redacted]

[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

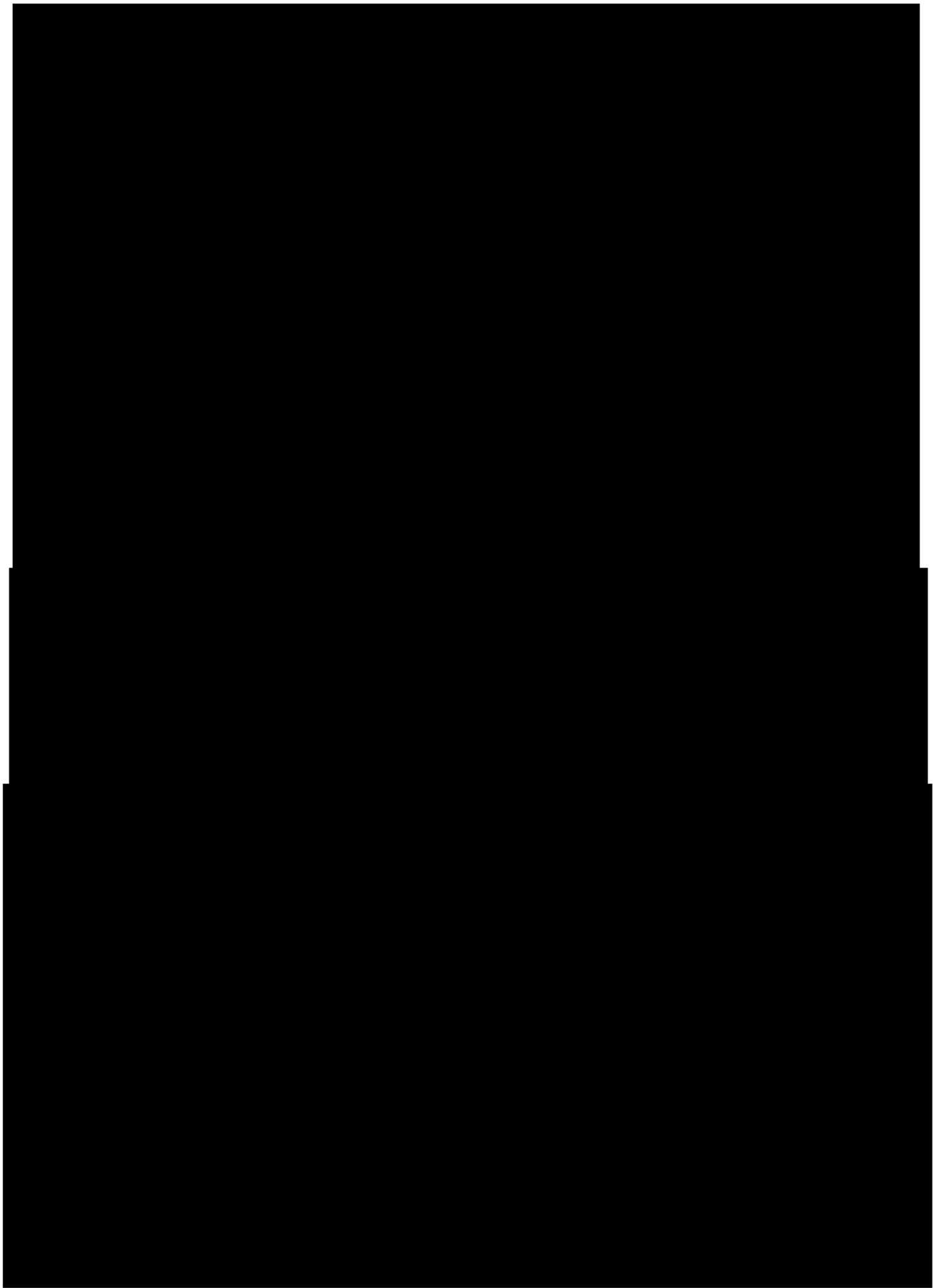
[Redacted]

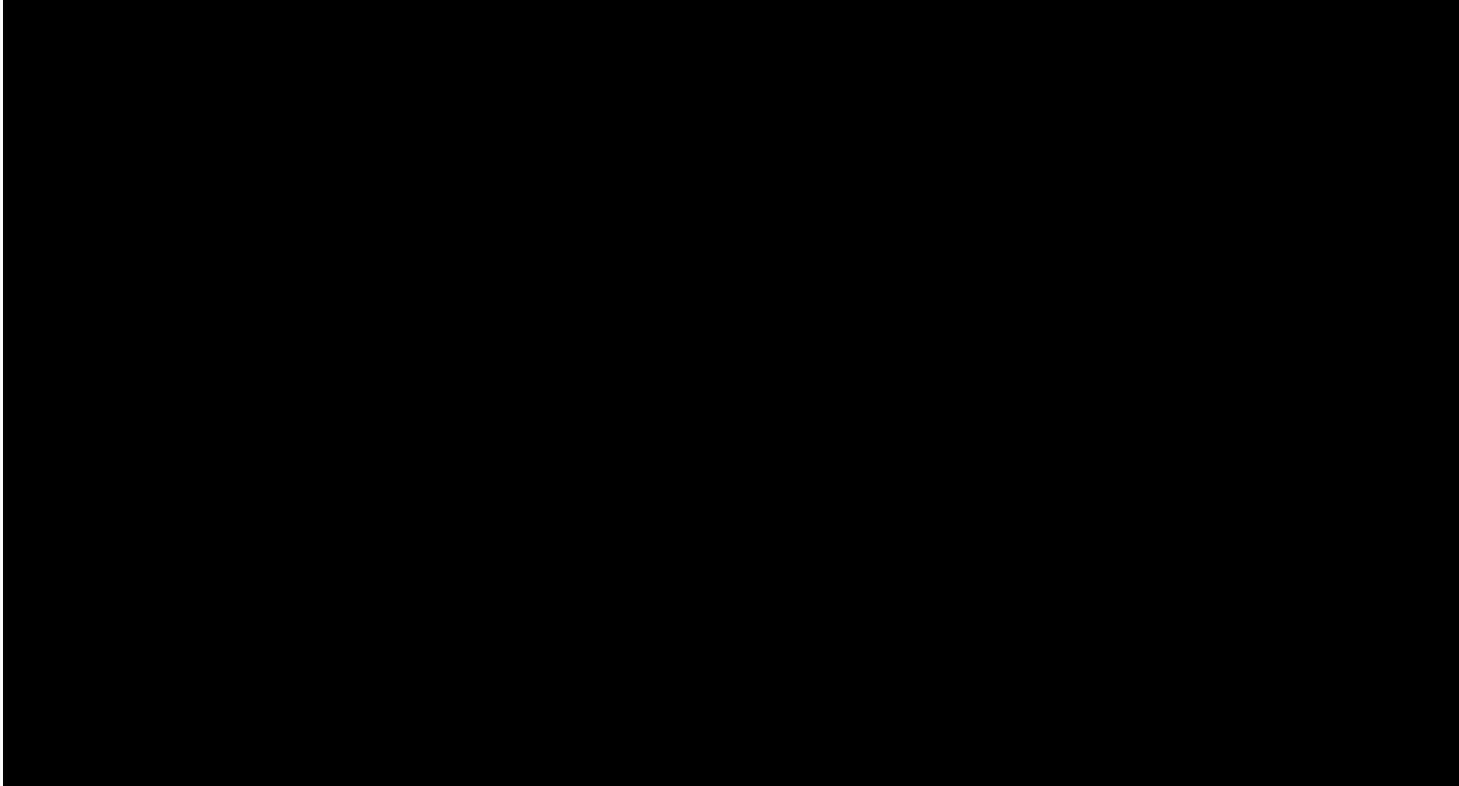


For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:

**Value for Money**

Quality

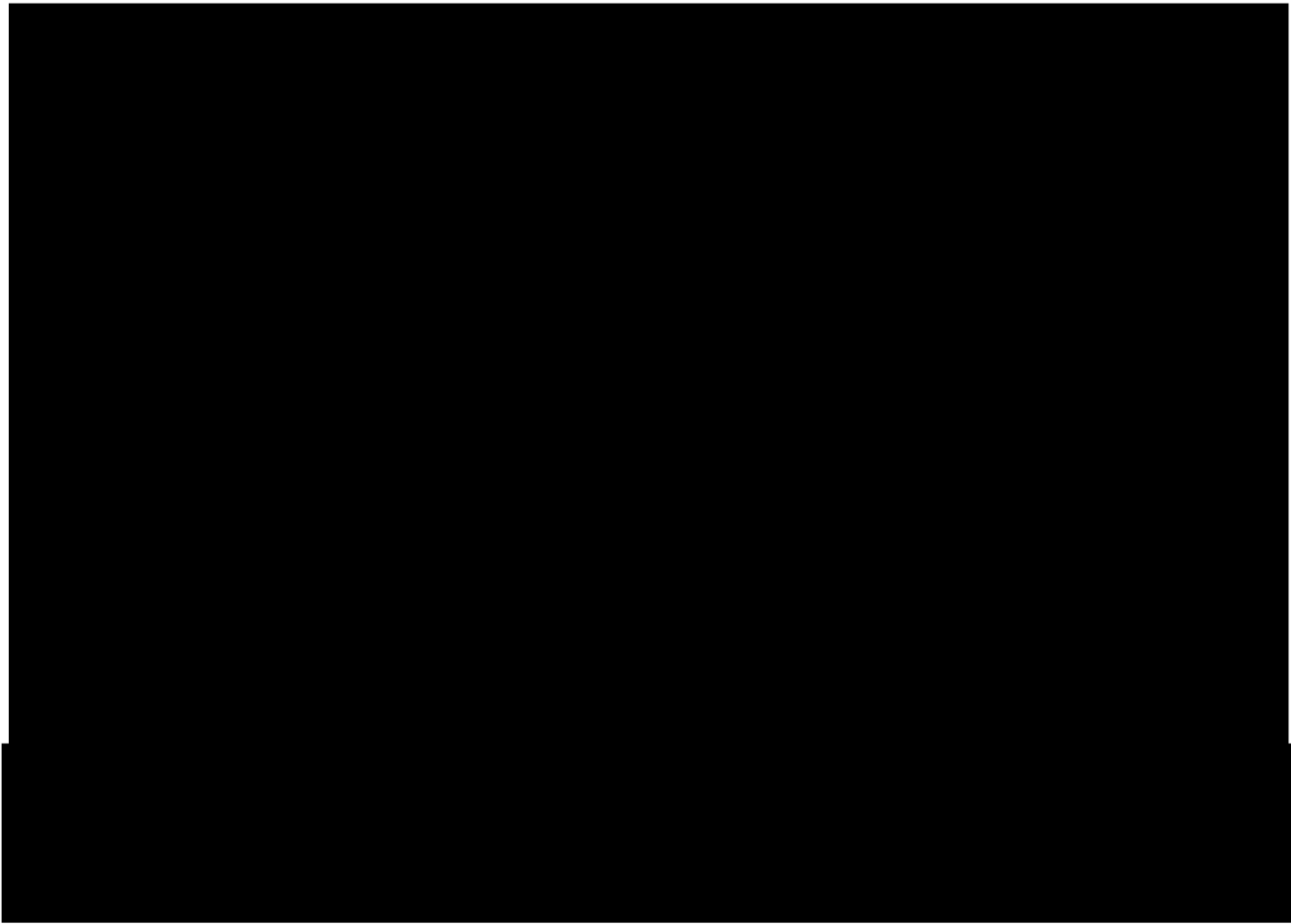






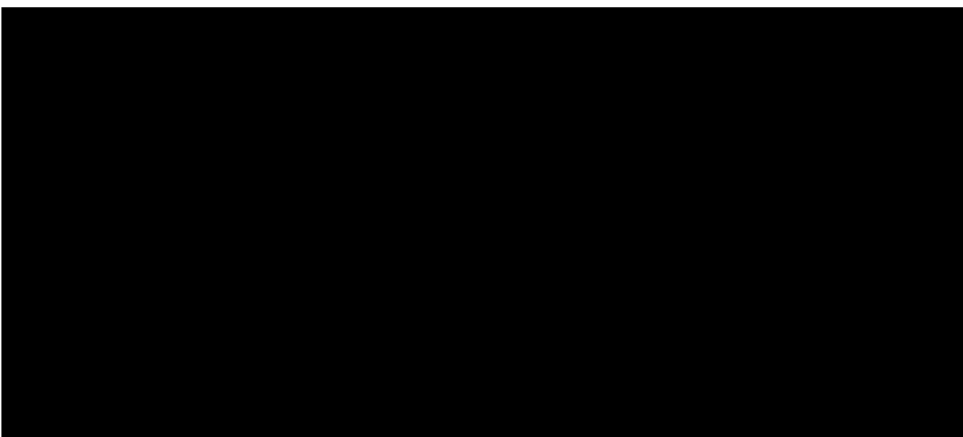
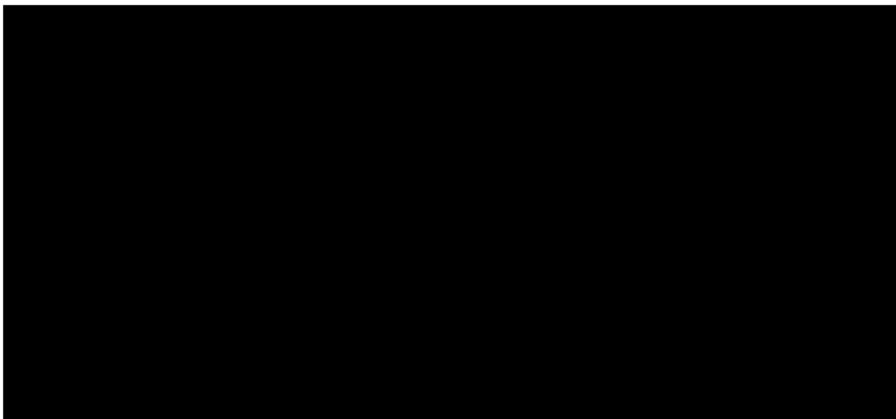
[REDACTED]

[REDACTED]



We will be in touch with you again at the end of the standstill period.

Yours faithfully





Shropshire  
Council

Herefordshire, Ludlow & North Shropshire College  
Folly Lane  
Hereford  
HR1 1LS

██████████ Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

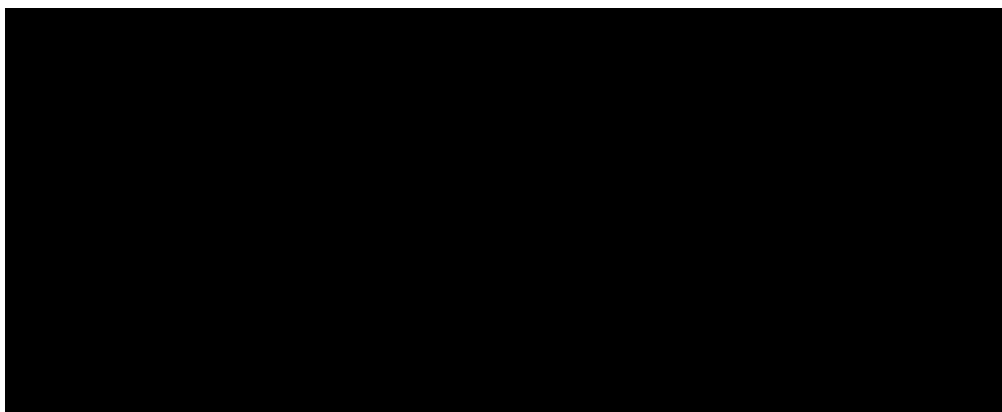
████████████████████  
████████████████████  
4<sup>th</sup> April 2019

Dear Bidder

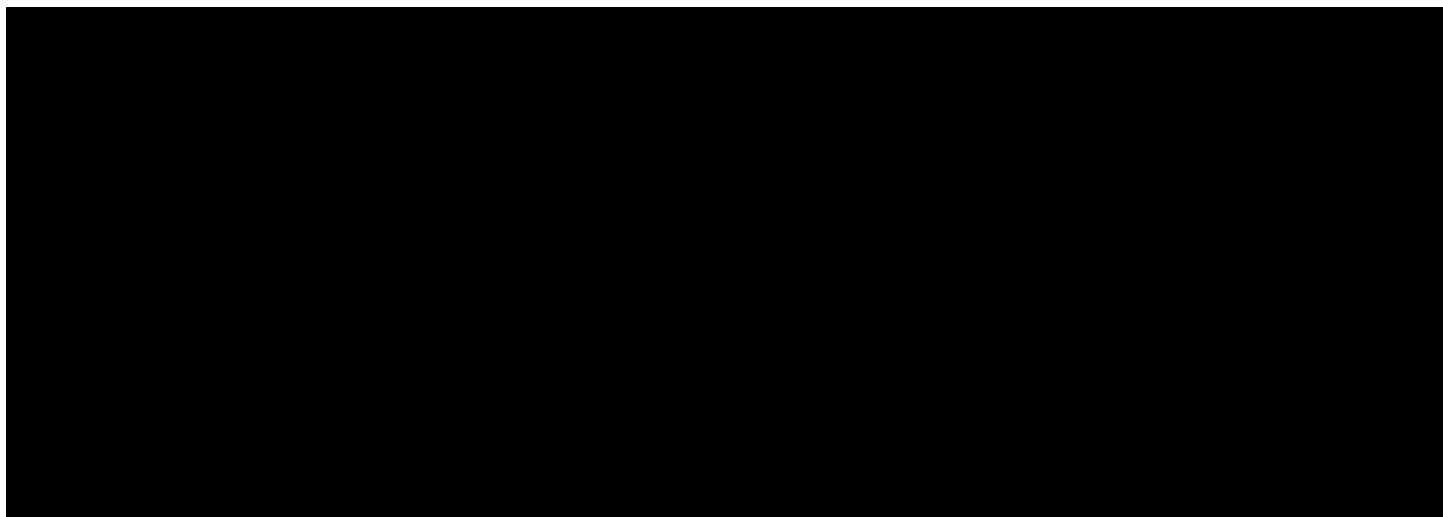
**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

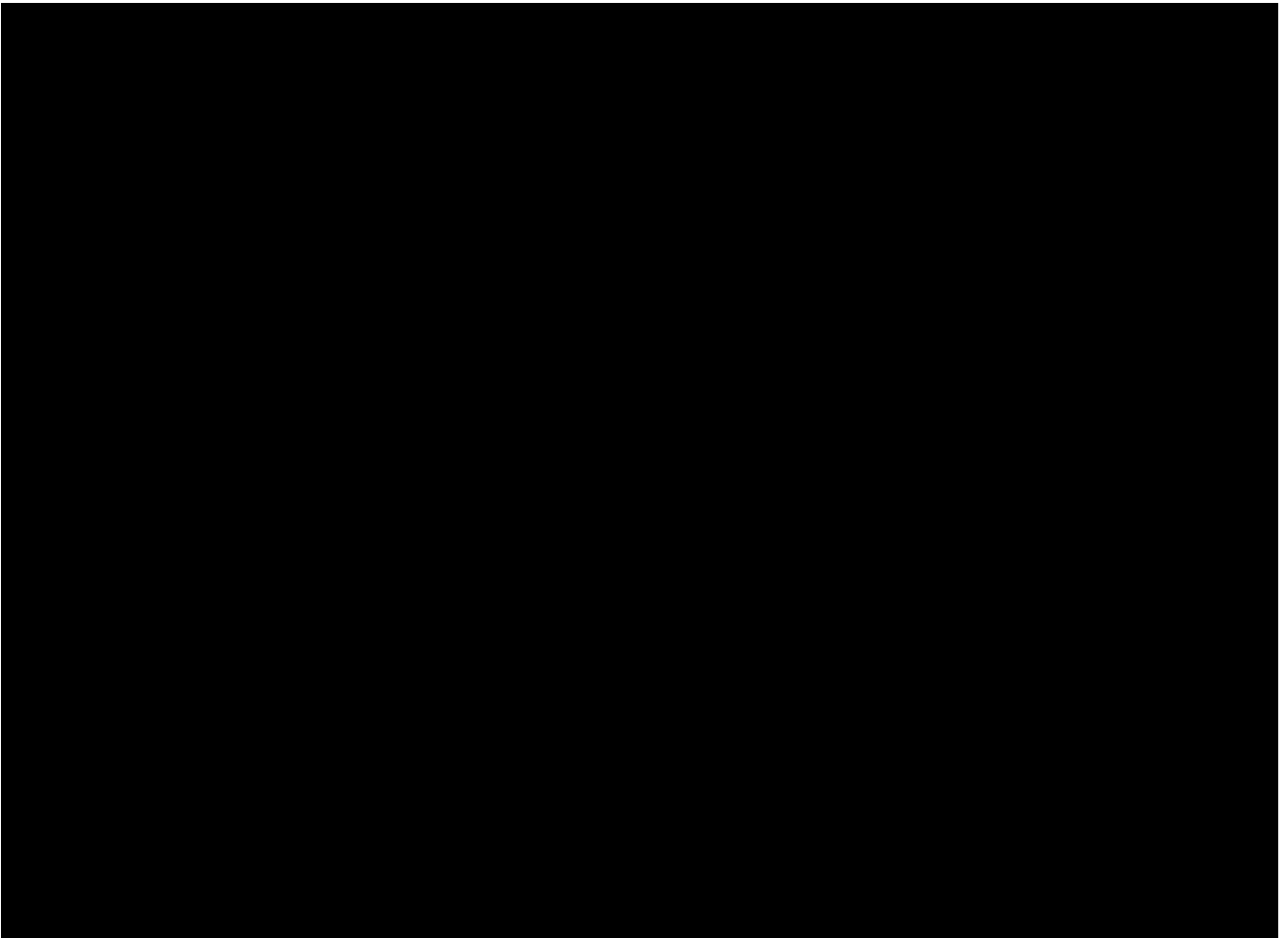
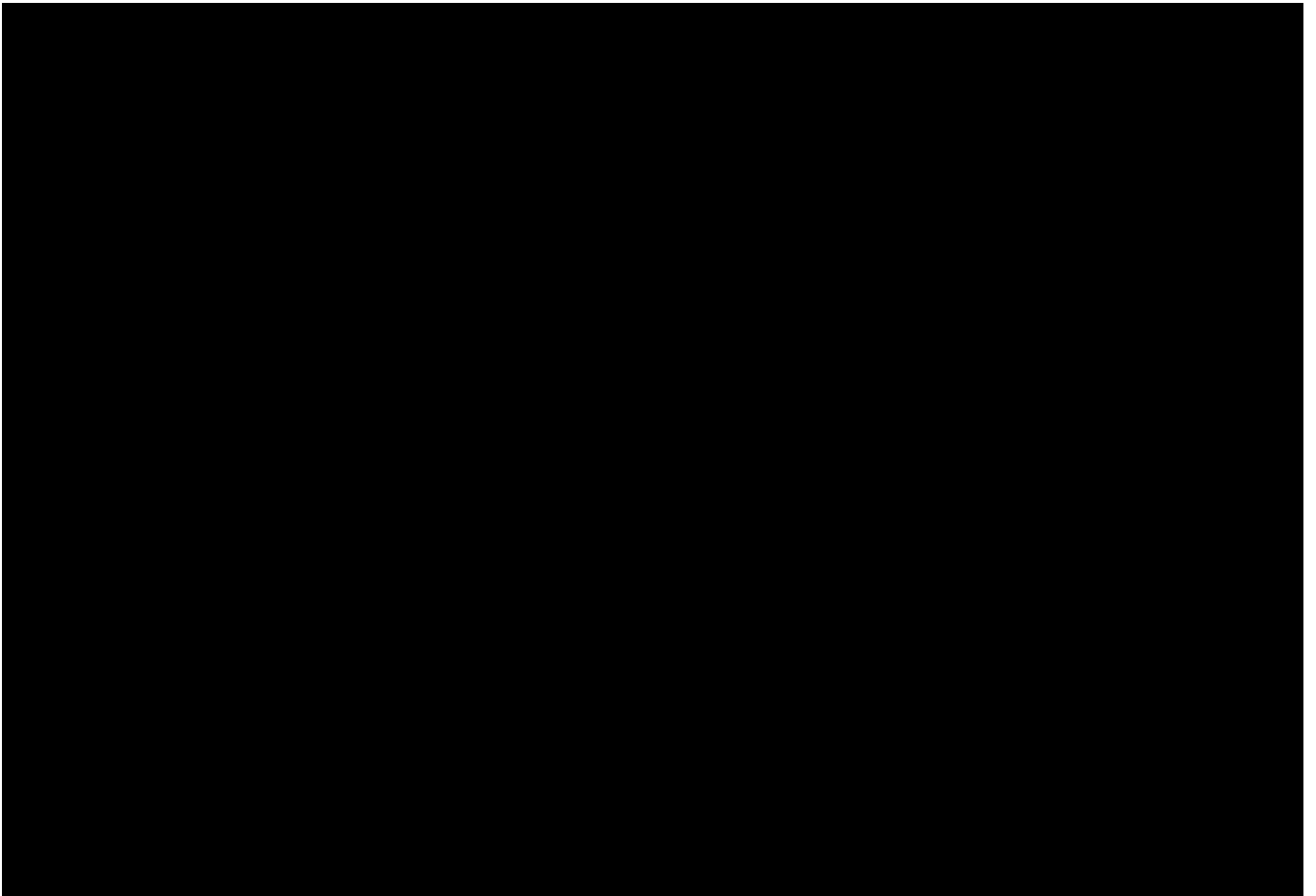
**SUBJECT TO CONTRACT**

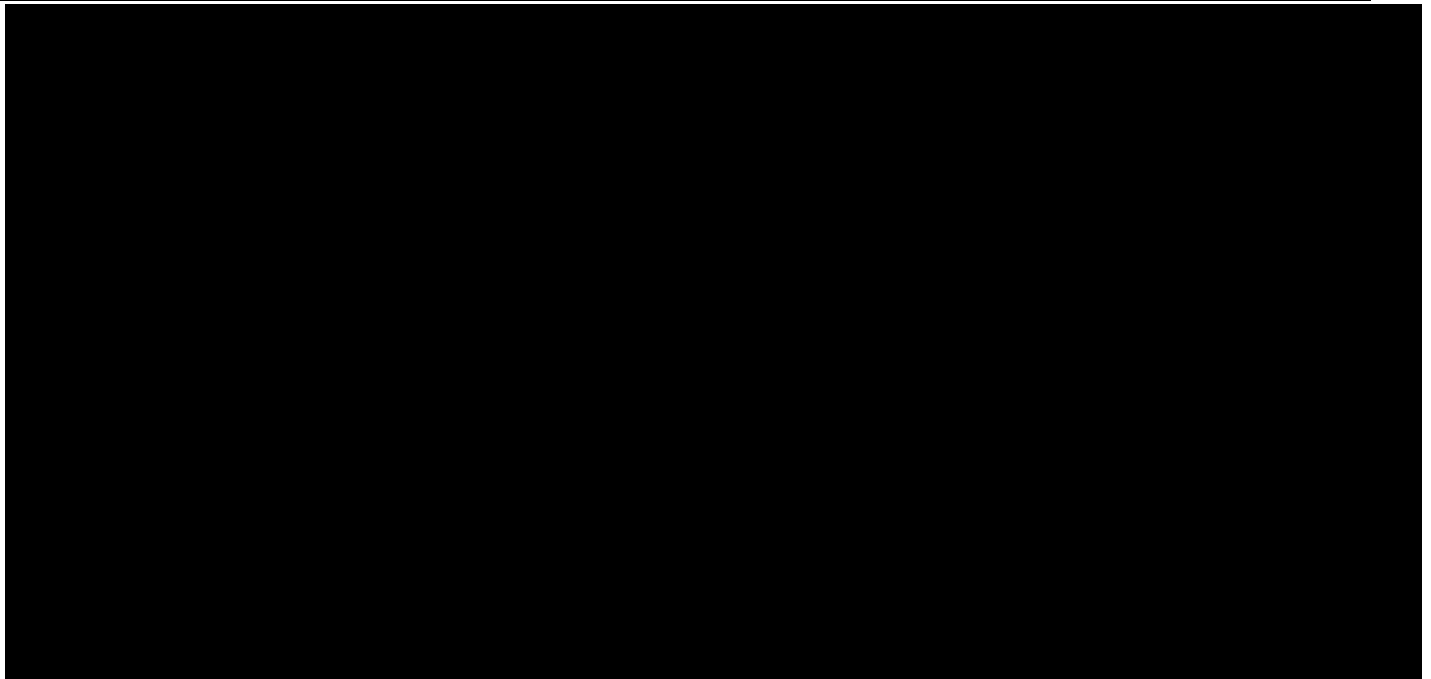
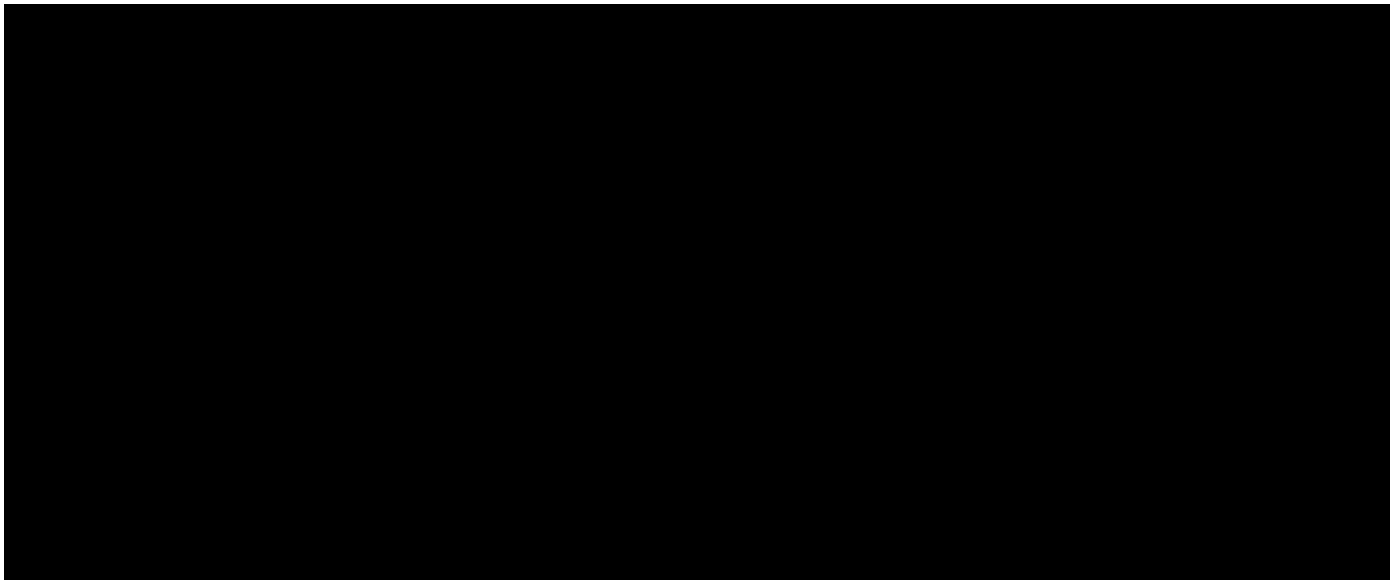
This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

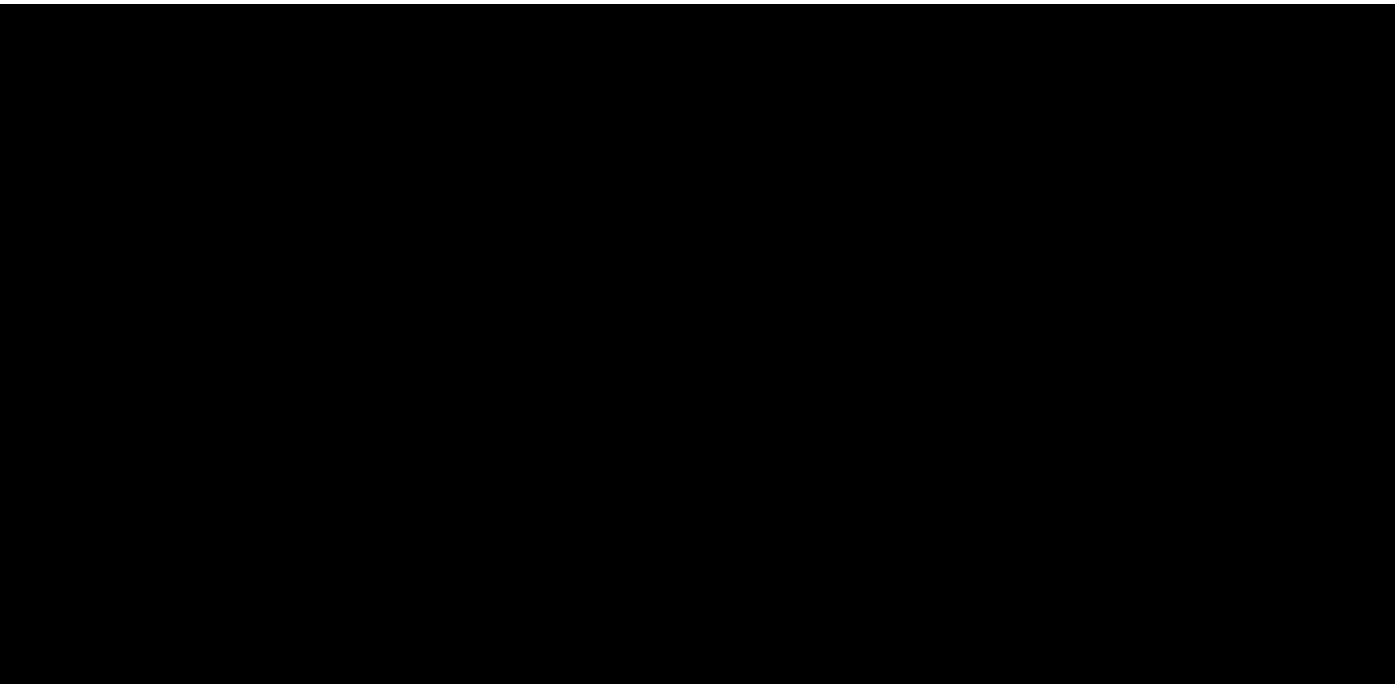
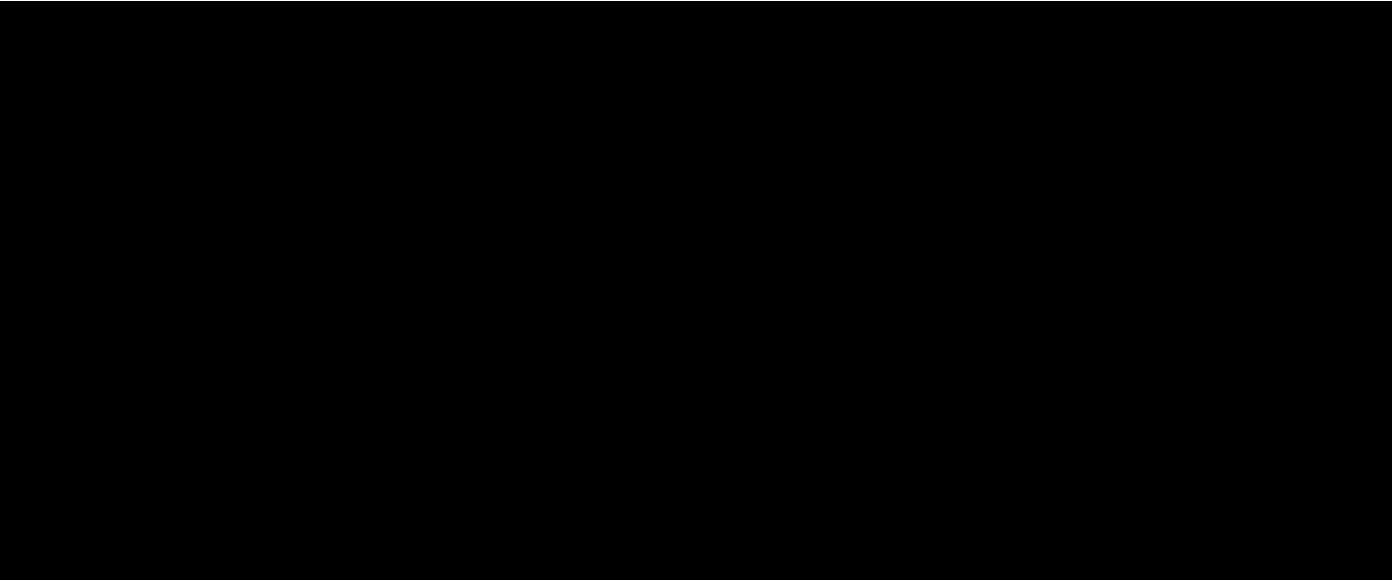


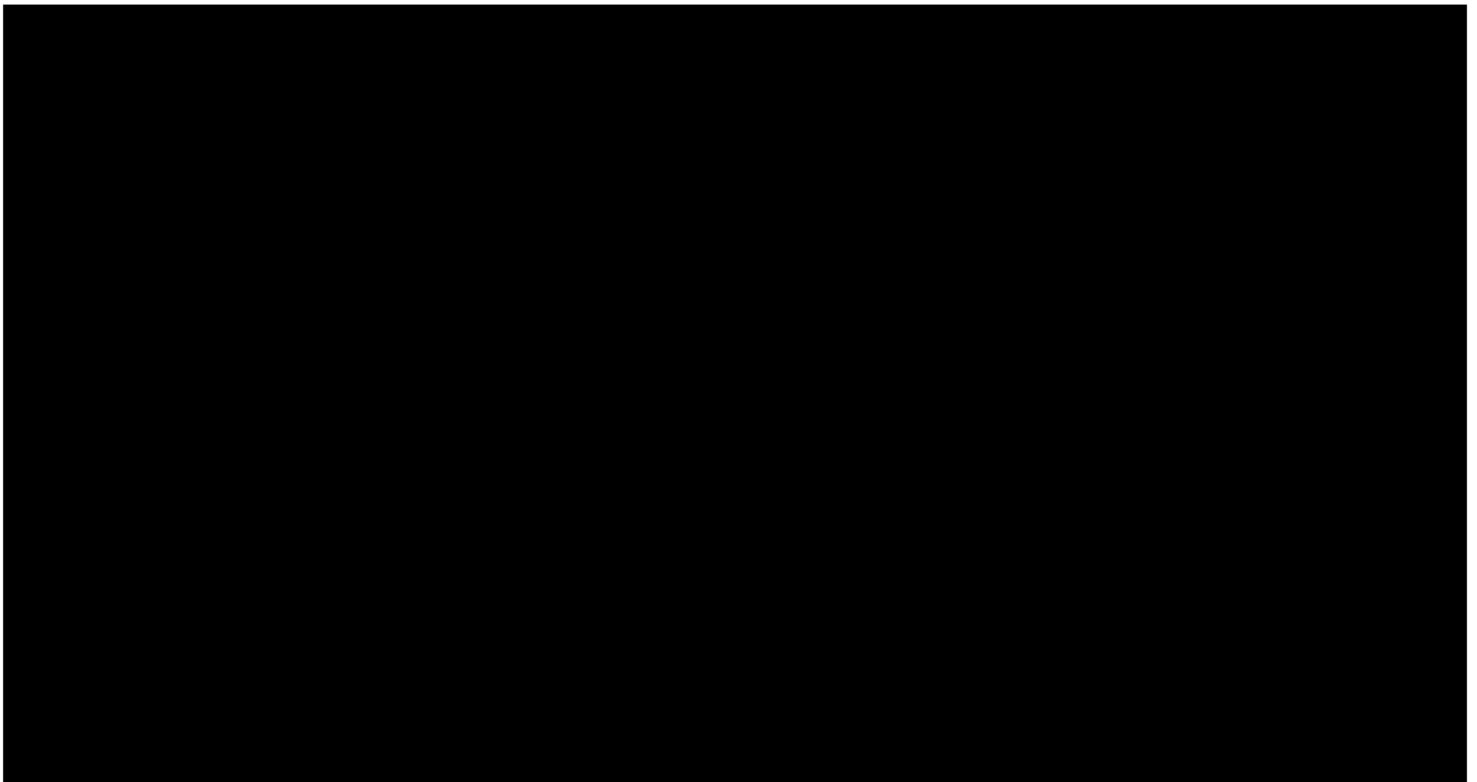
However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.



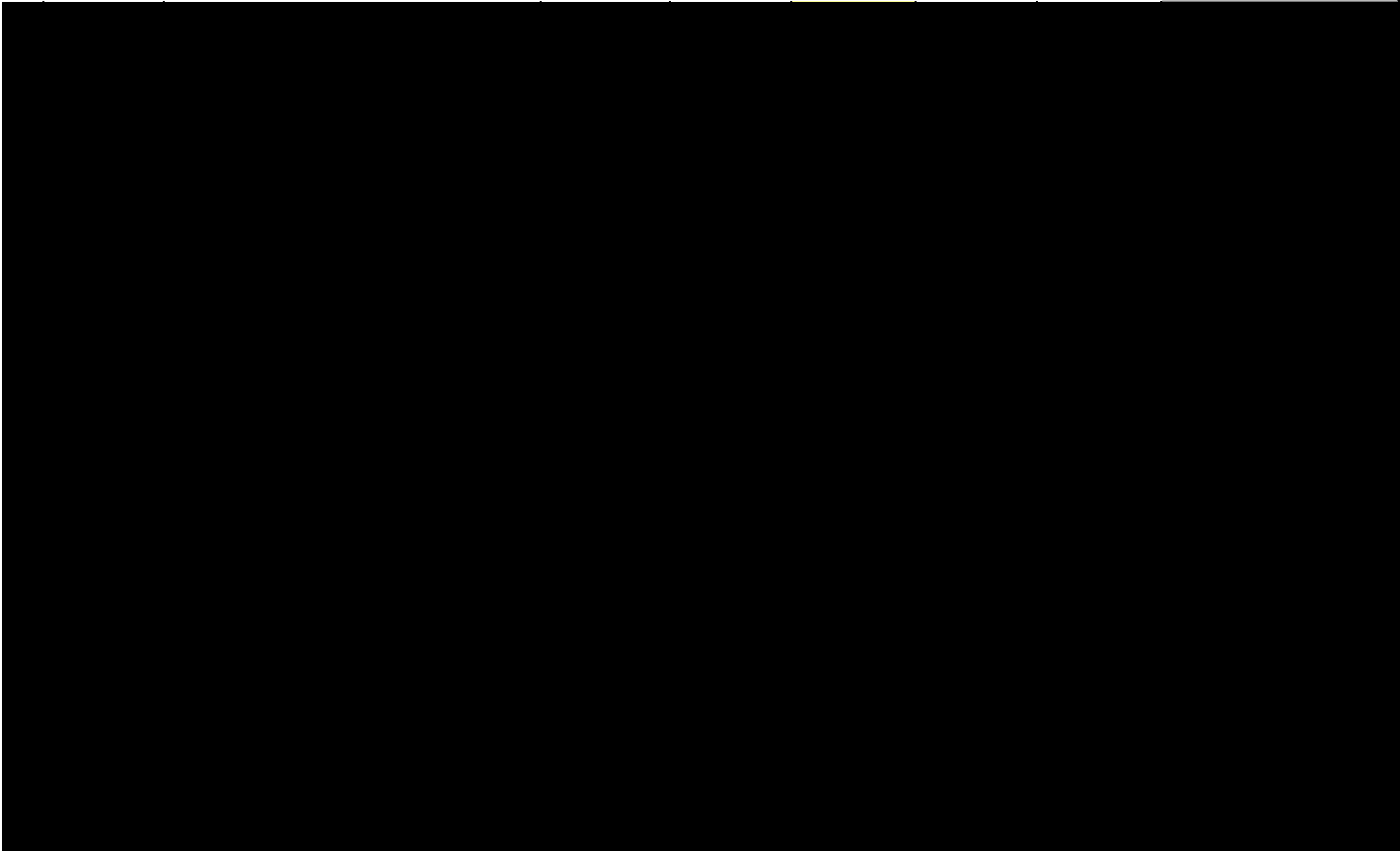
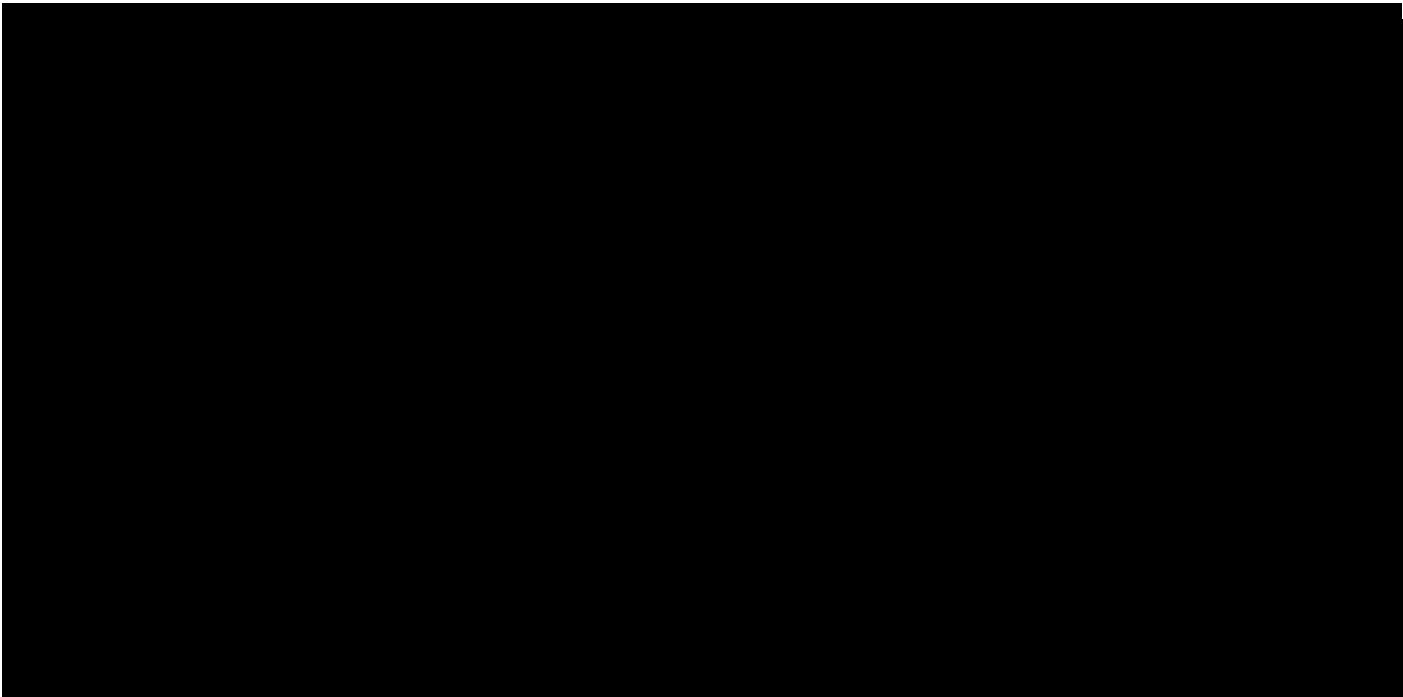






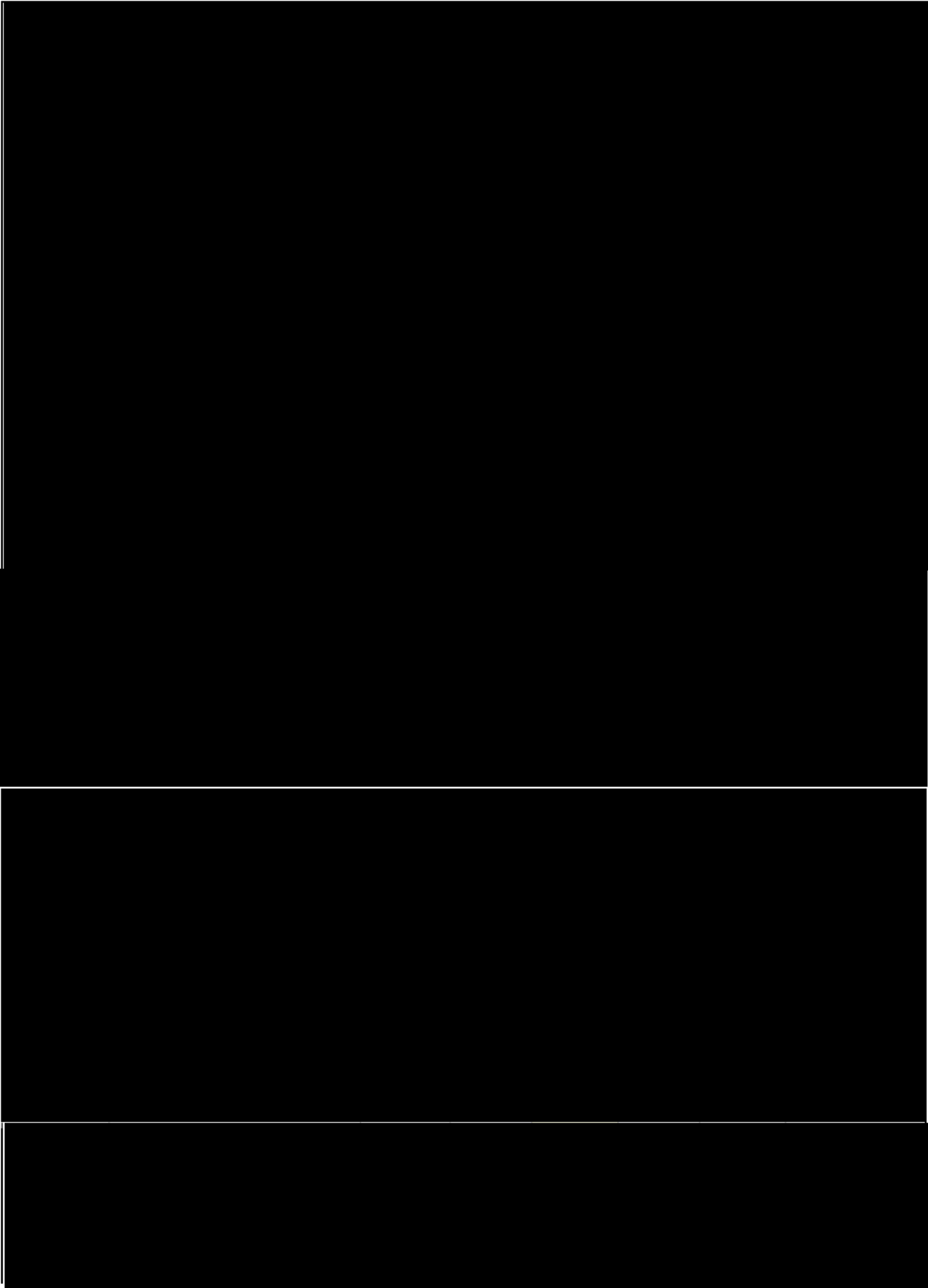


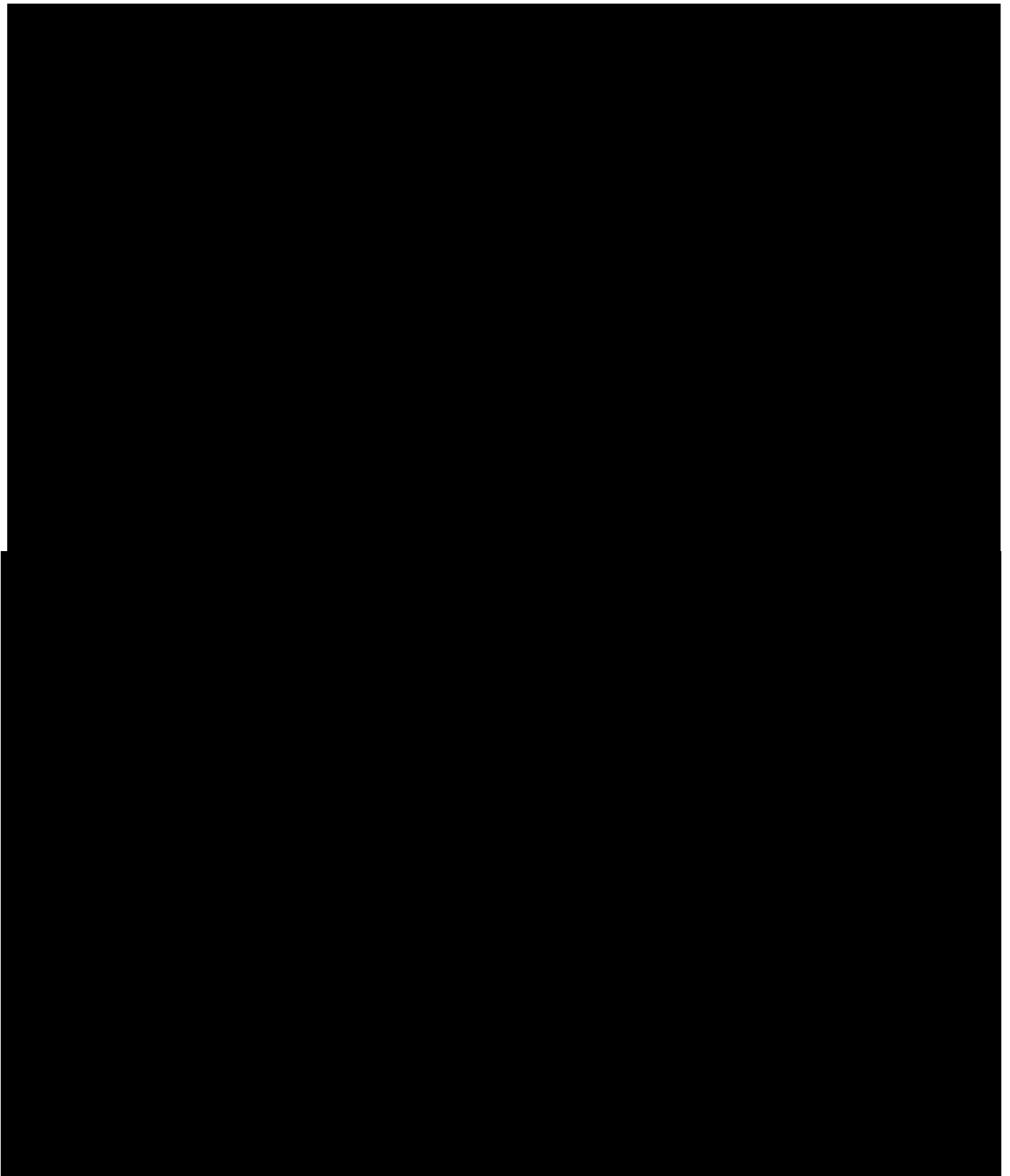
**Value for Money**



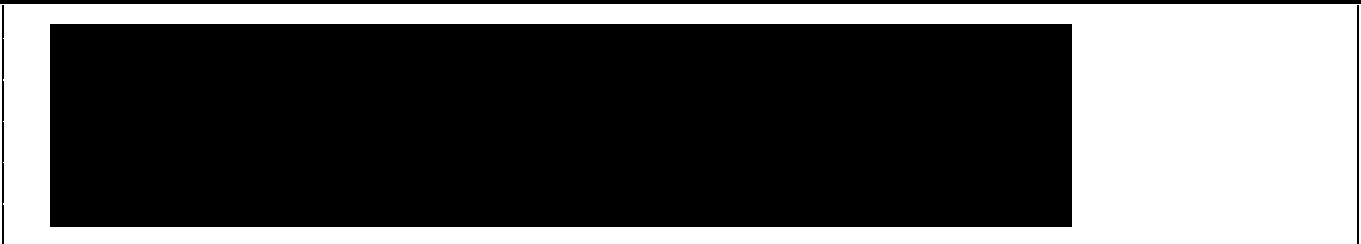
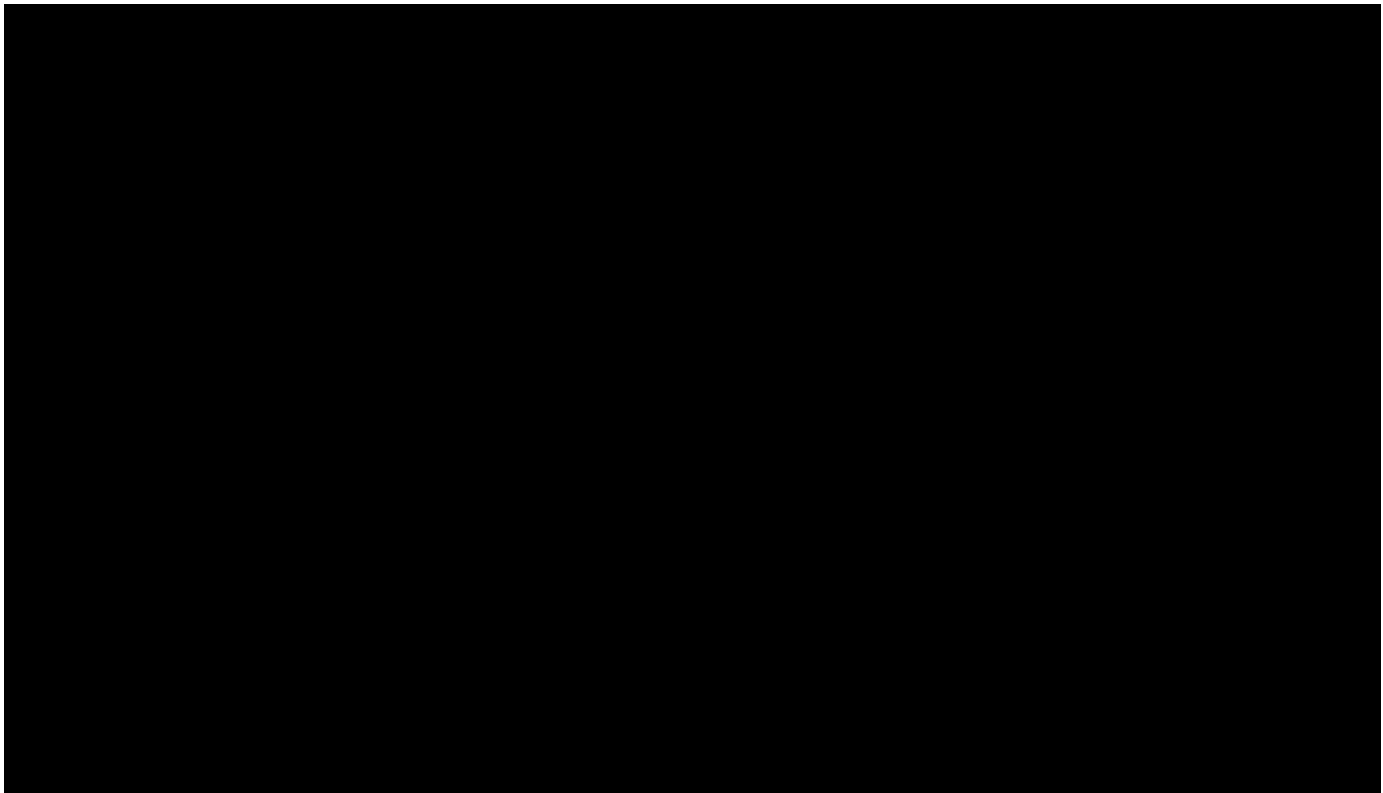


Quality



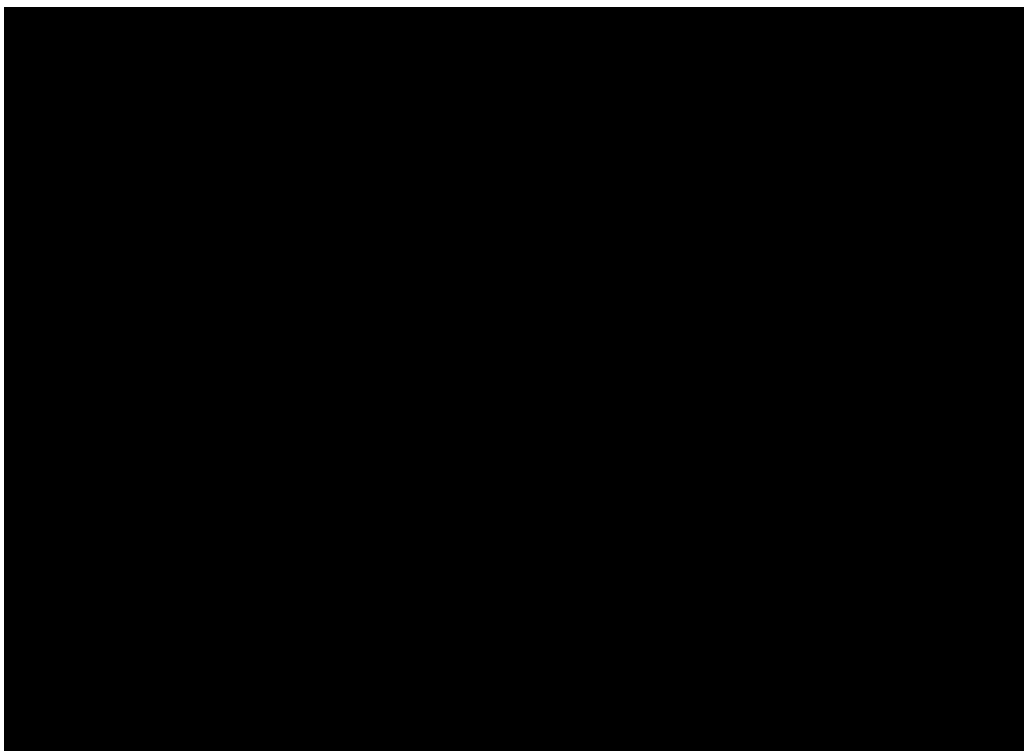






We will be in touch with you again at the end of the standstill period.

Yours faithfully







Shropshire  
Council

JT Development Solutions Ltd  
Pavilion Business Centre  
Stanningley Road  
Pudsey  
Leeds  
West Yorkshire  
LS28 6NB

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

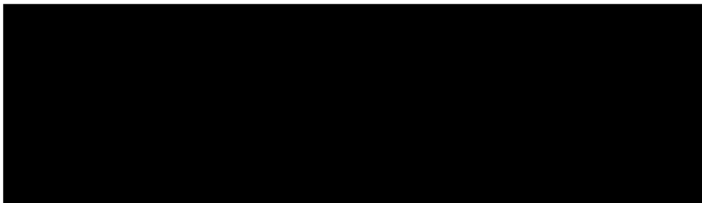
4<sup>th</sup> April 2019

Dear Bidder

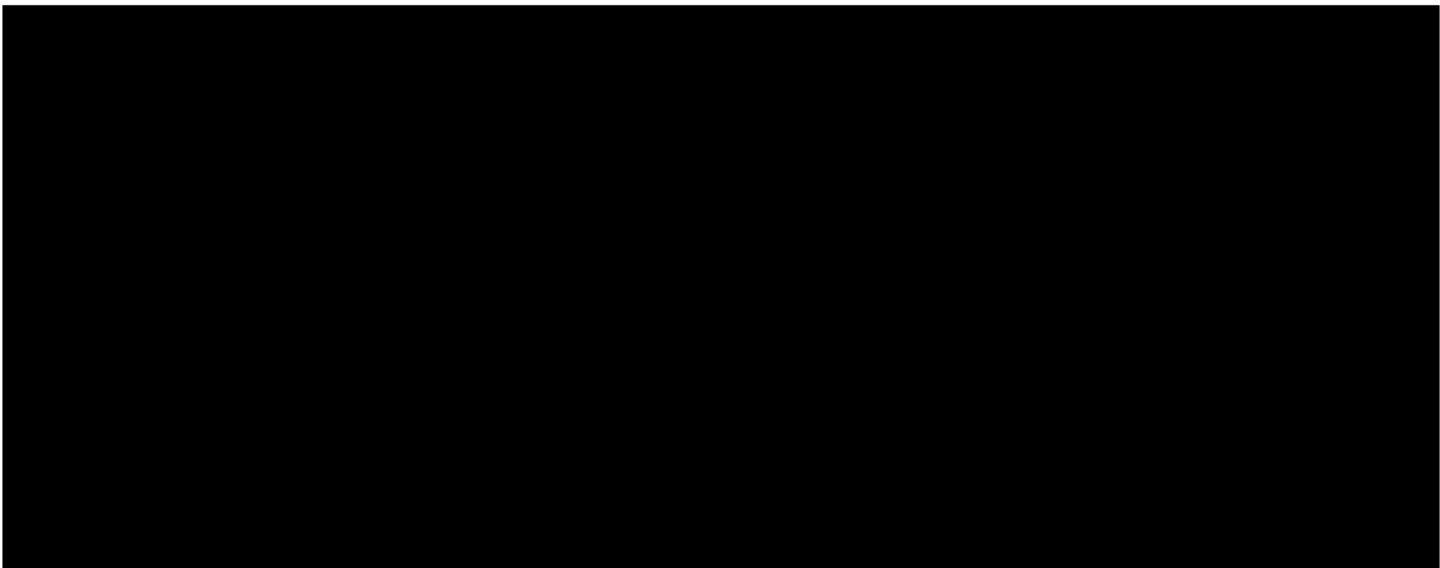
**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

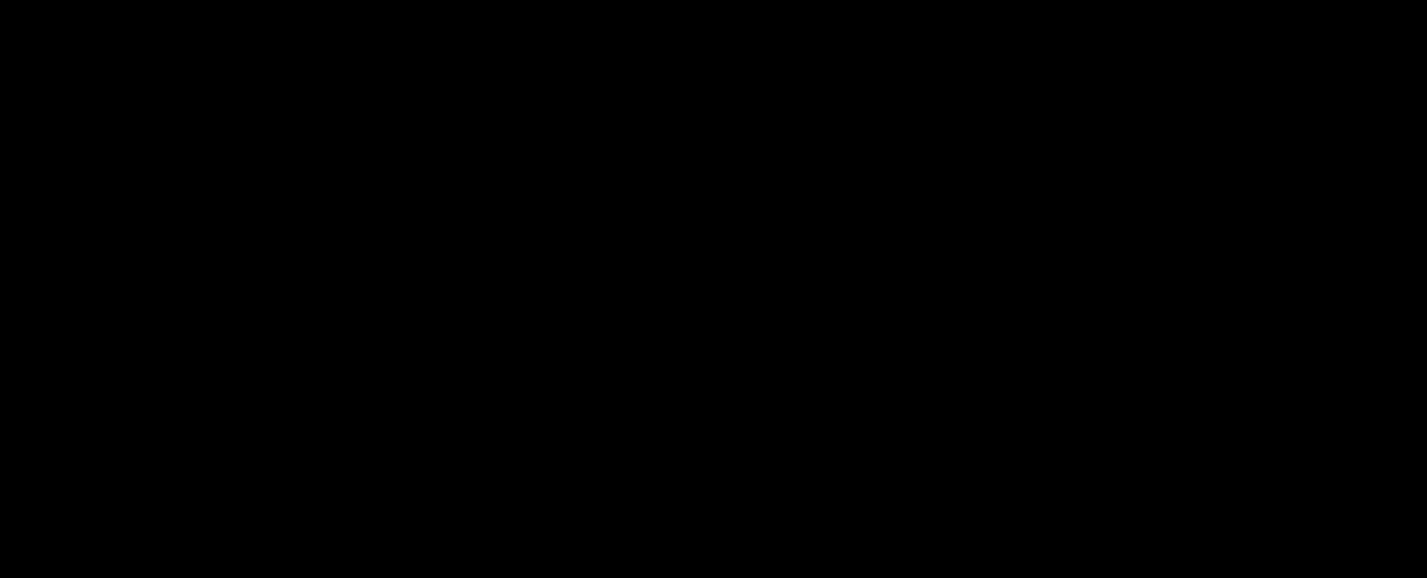
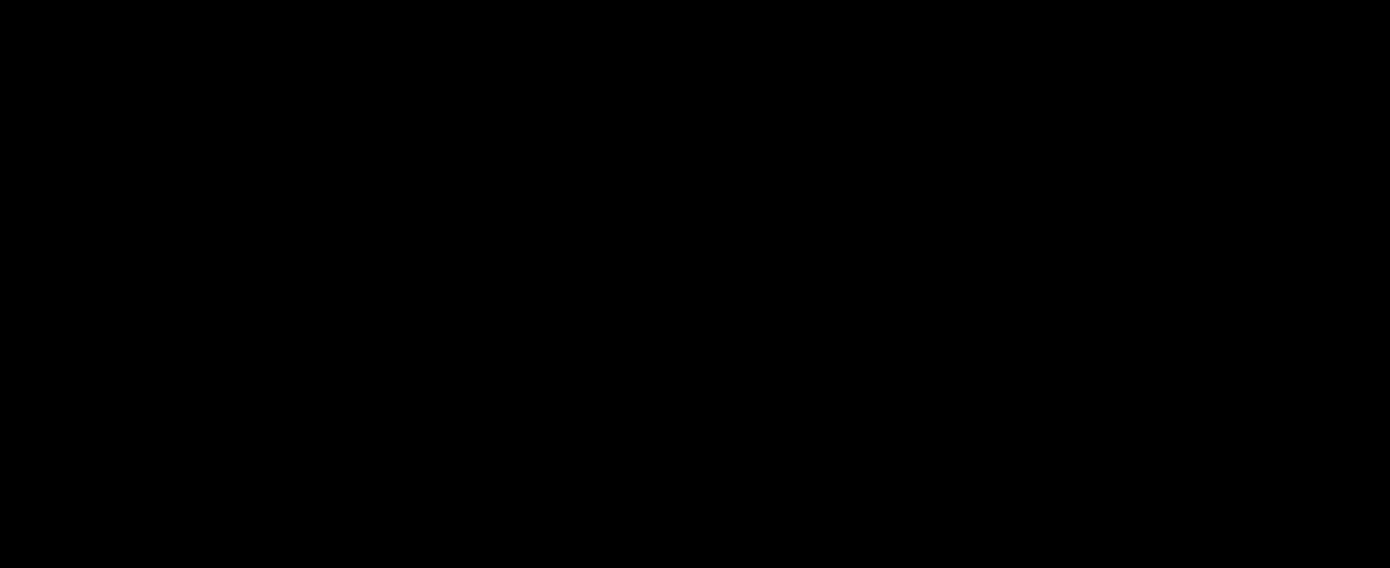
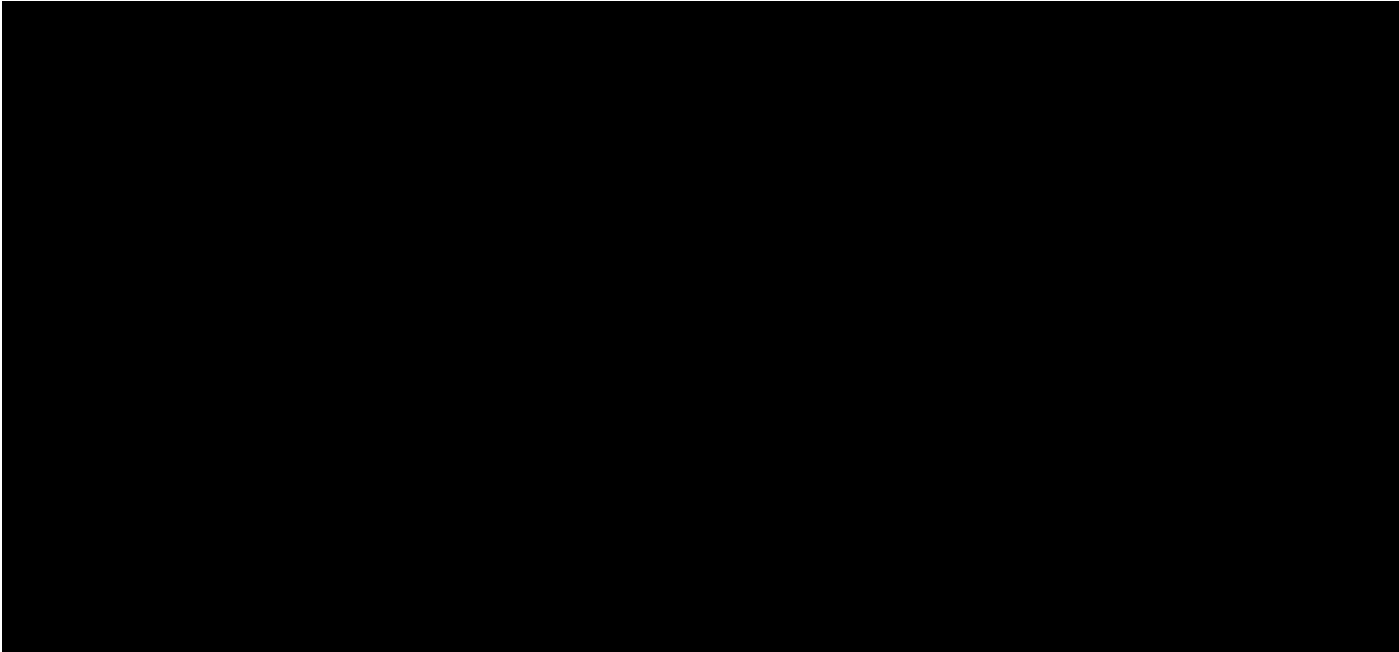
This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

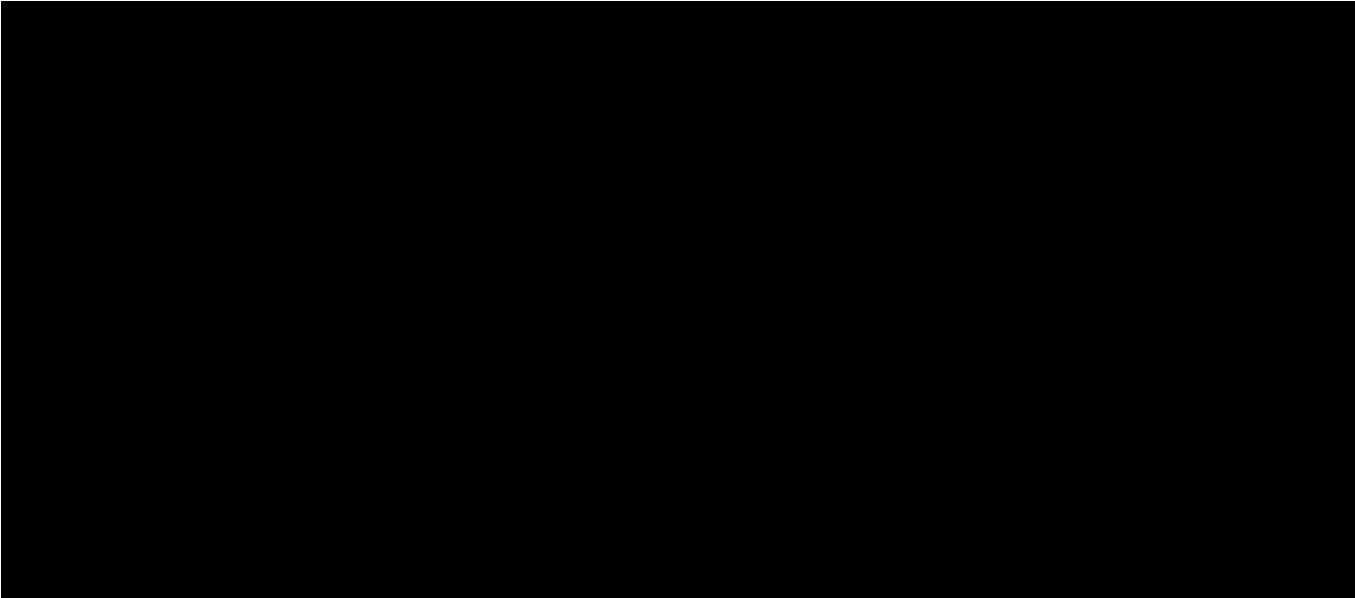
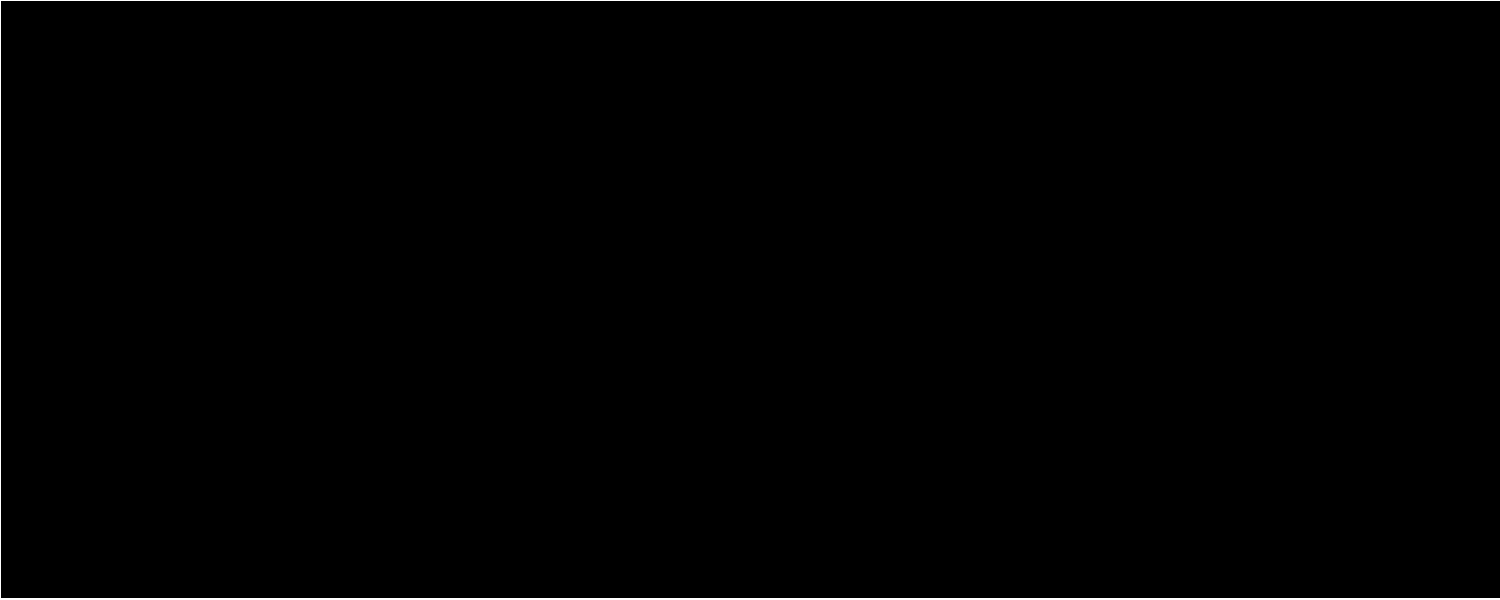


However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

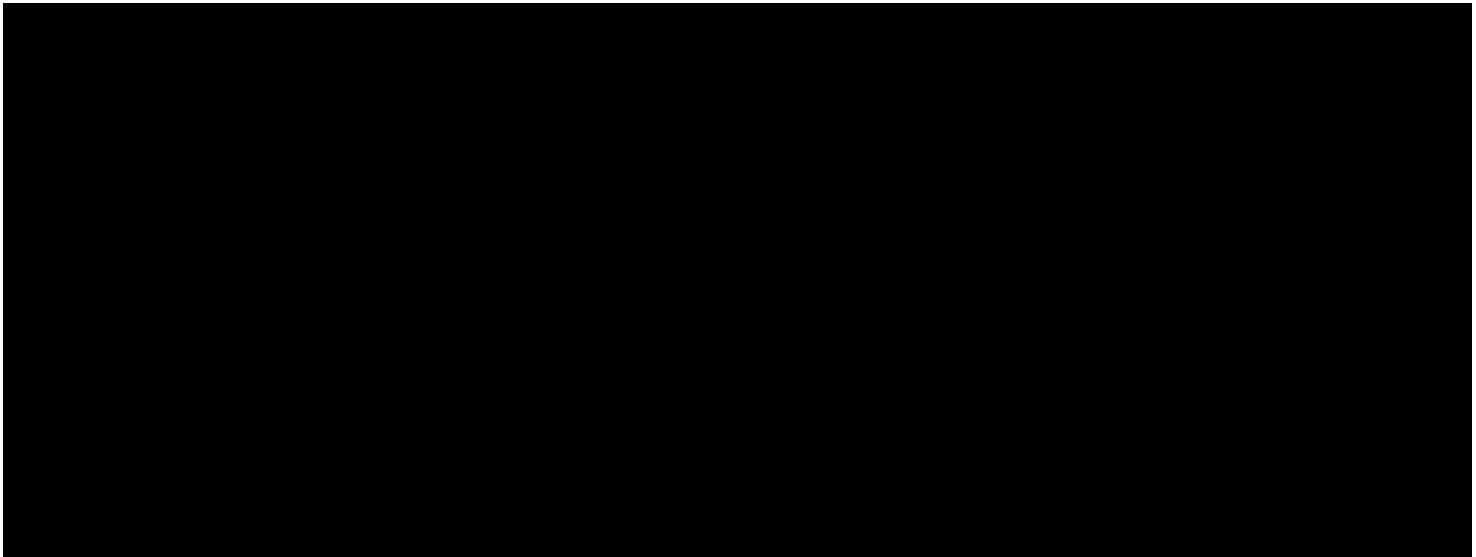


The award criteria for this contract were set out in full in Invitation to Tender with Quality accounting for 80% of the total marks and Value for Money accounting for 20% of the total marks.

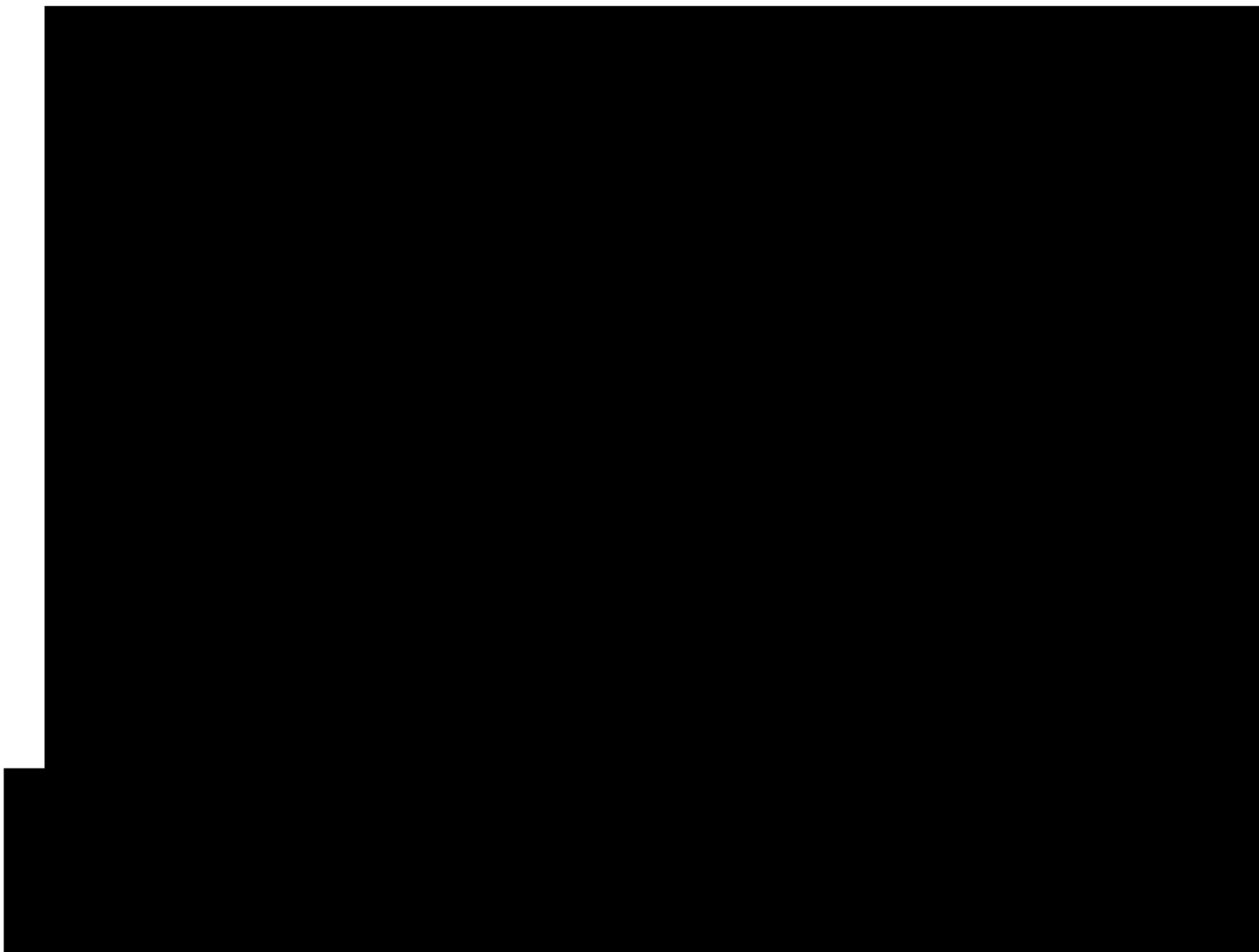




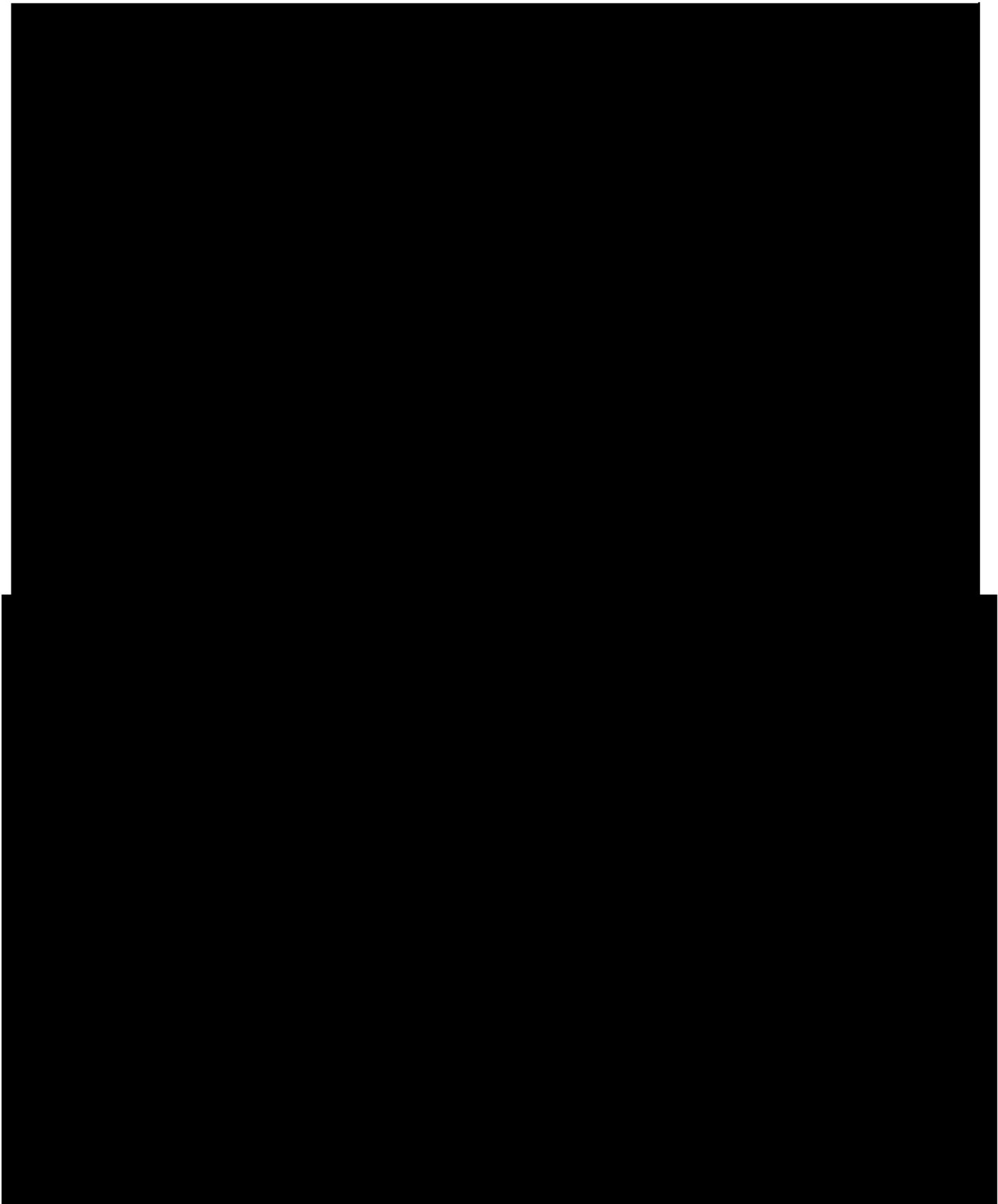
For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:







Quality



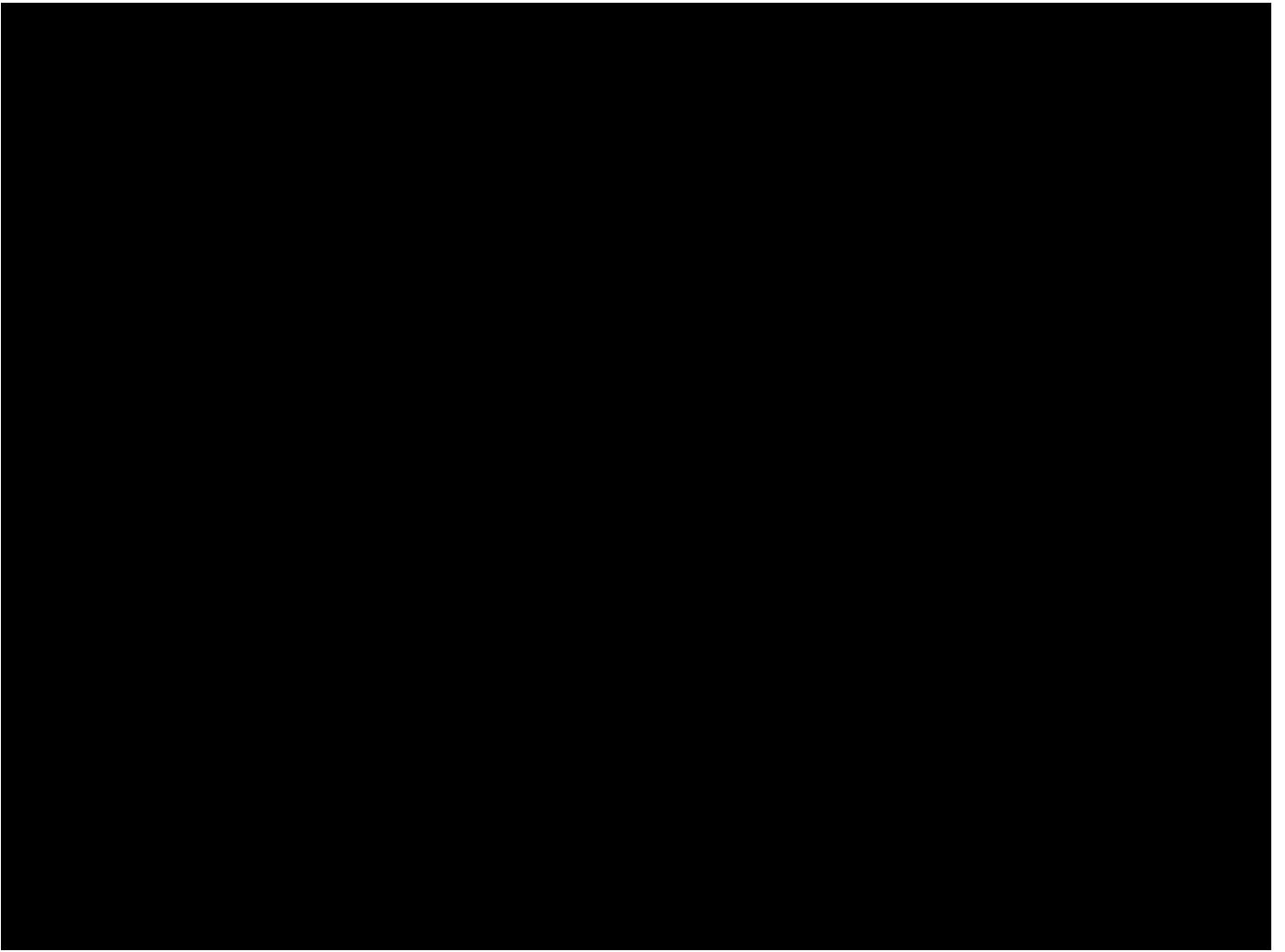


[REDACTED]

[REDACTED]

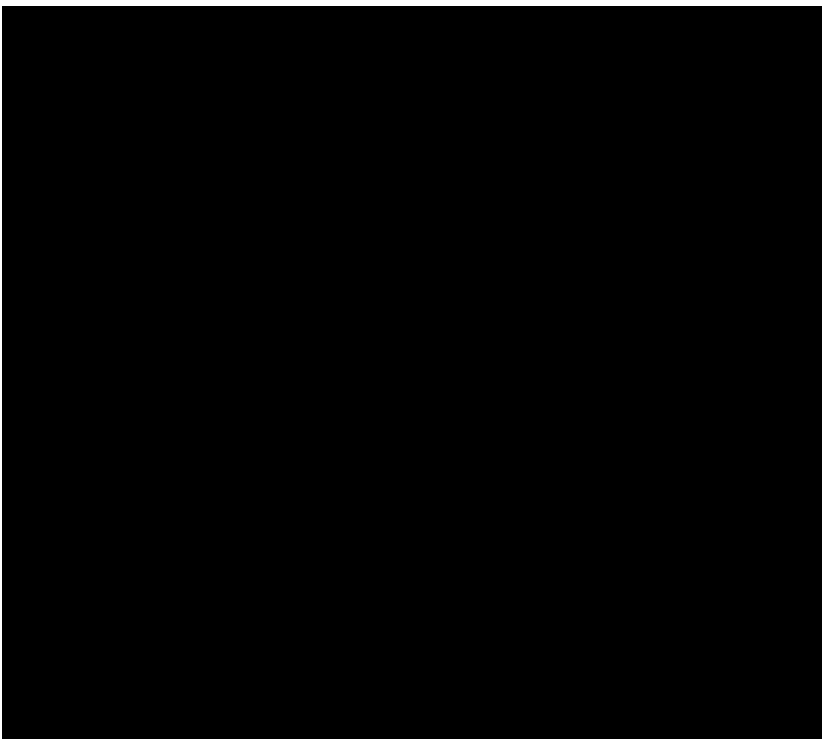
[REDACTED]

[REDACTED]



We will be in touch with you again at the end of the standstill period.

Yours faithfully







Shropshire  
Council

Juniper Training Ltd  
Office 5 Element Court  
Hilton Cross Business Park  
Featherstone  
Wolverhampton

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

[REDACTED]  
[REDACTED]  
4<sup>th</sup> April 2019

Dear Bidder

**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, subject to the conditions below, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lot:

[REDACTED]

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

[REDACTED]

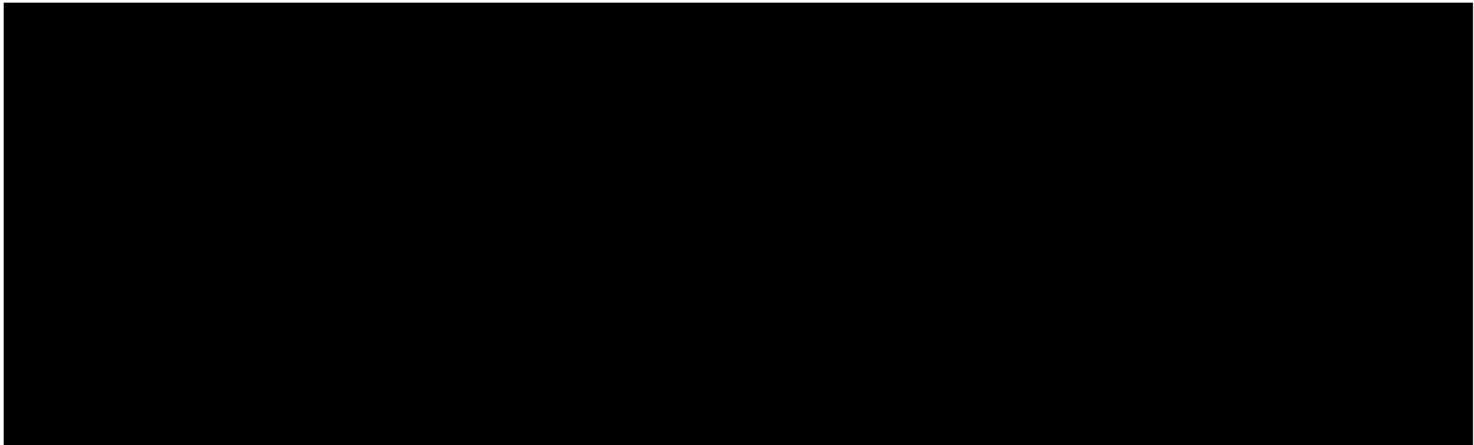


For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:

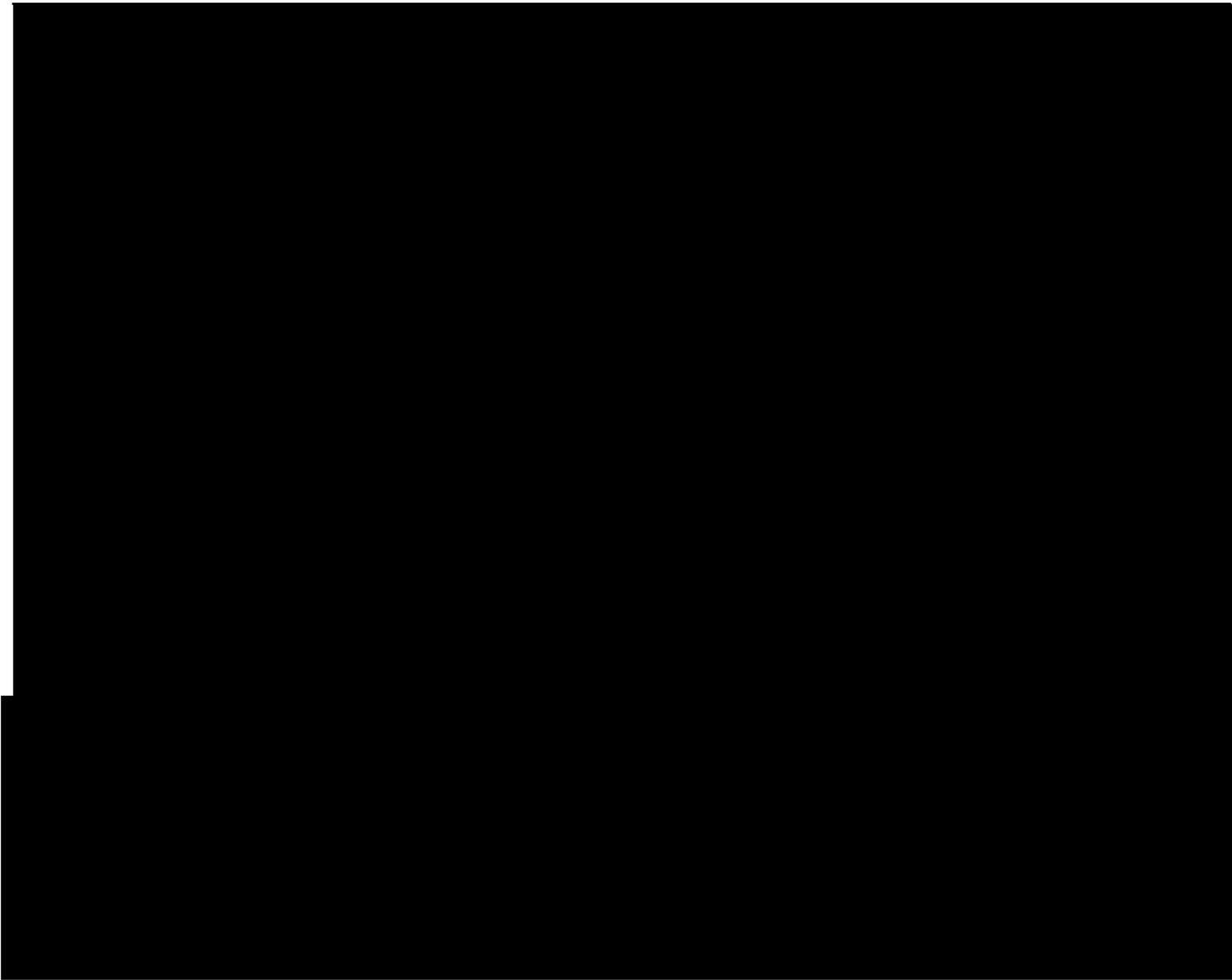
**Value for Money**

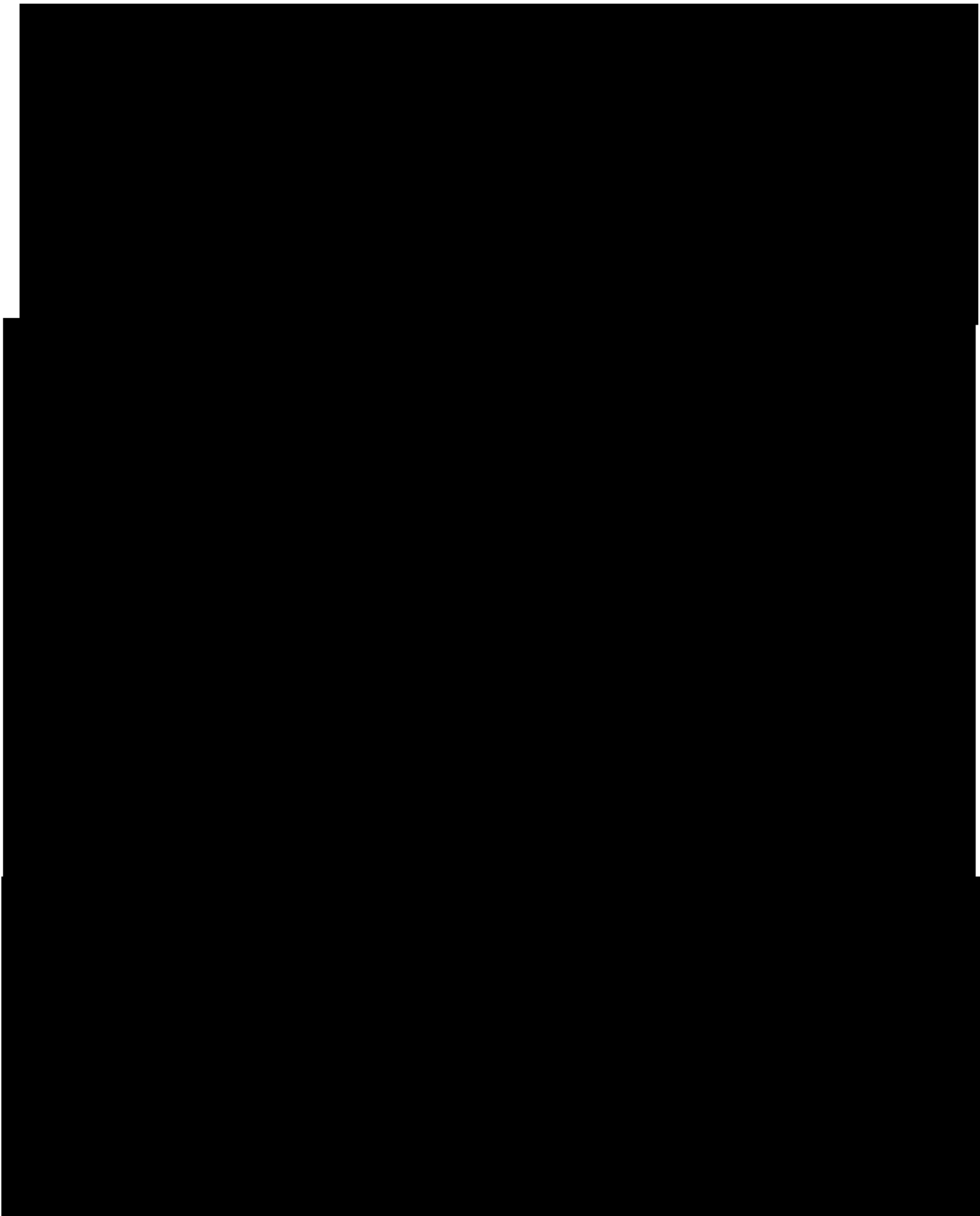




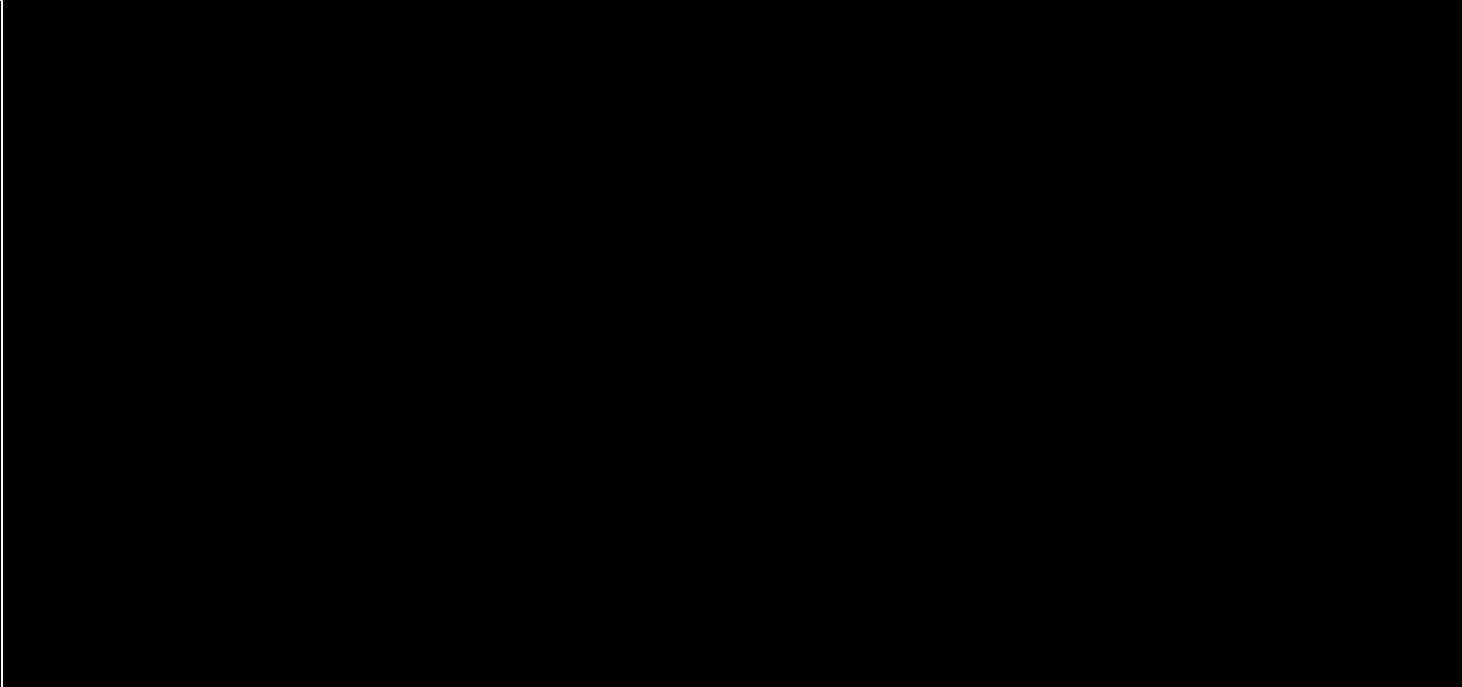


**Quality**



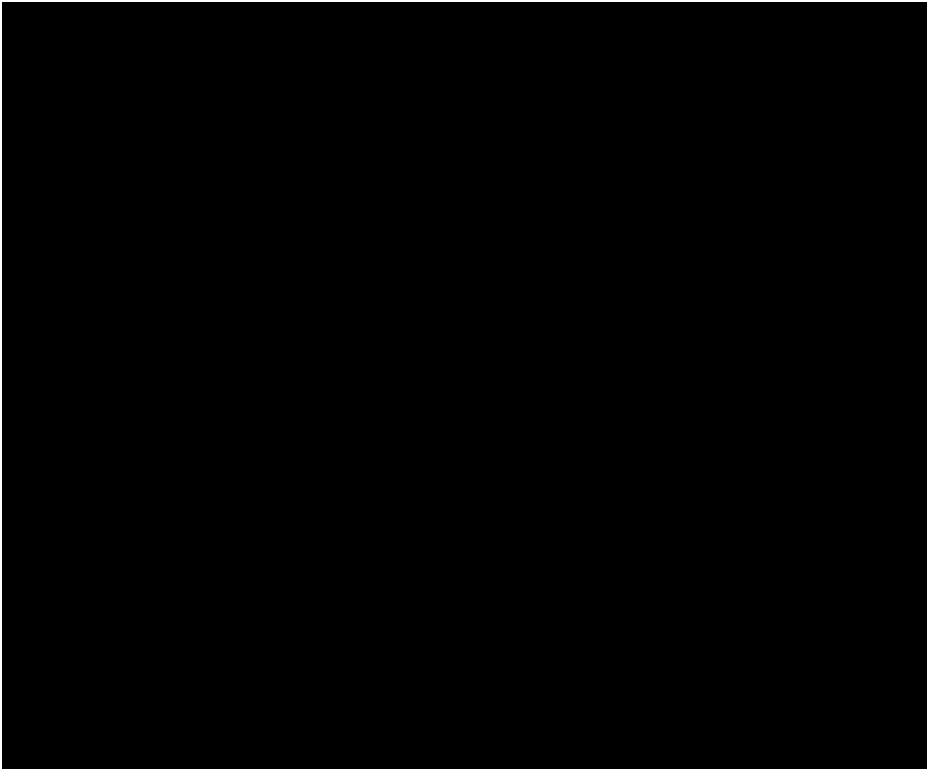






We will be in touch with you again at the end of the standstill period.

Yours faithfully





Shropshire  
Council

Lifetime Training Group Limited  
Clifton Heights  
Triangle West  
Bristol  
BS8 1EJ

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

4<sup>th</sup> April 2019

Dear Bidder

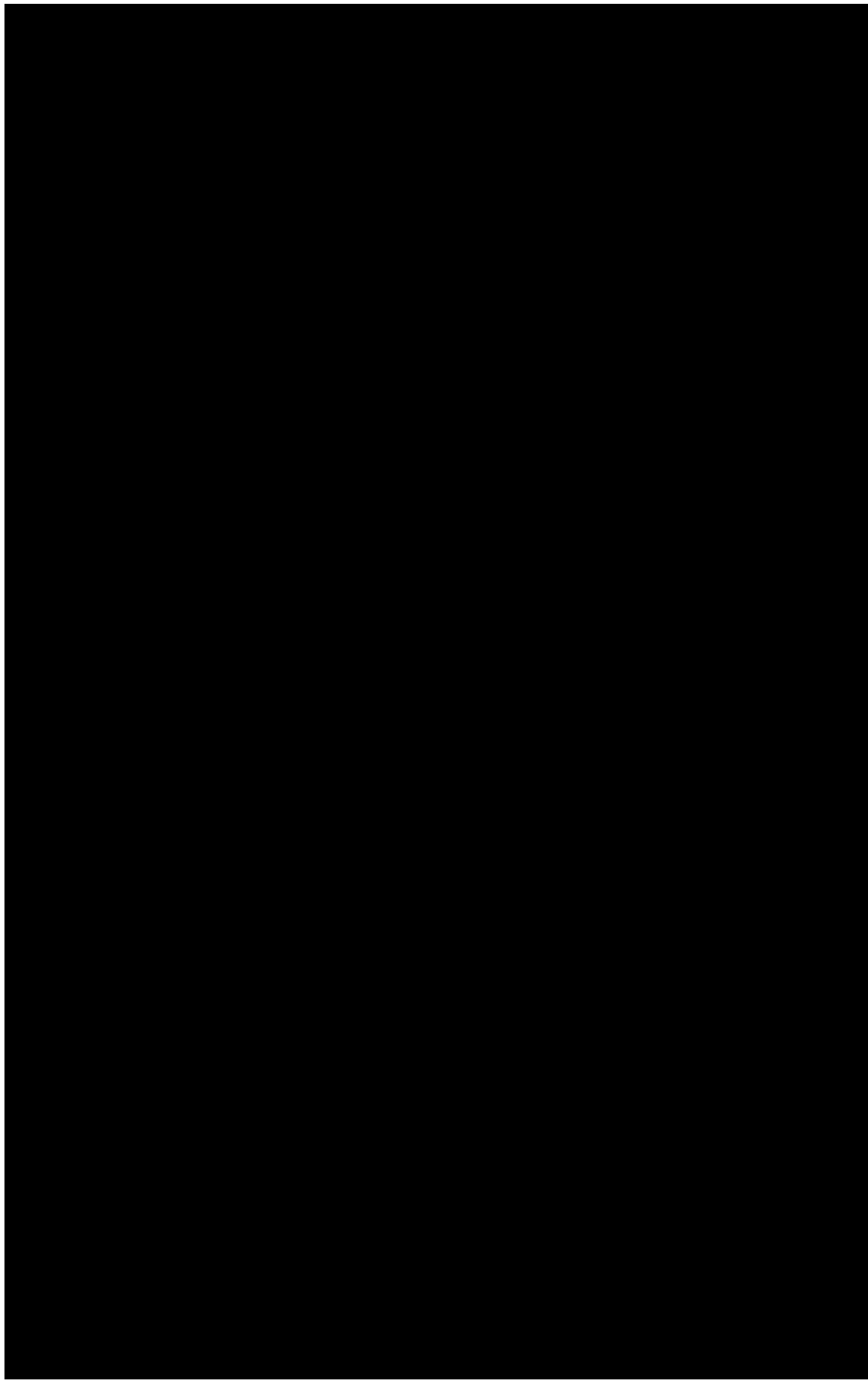
**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

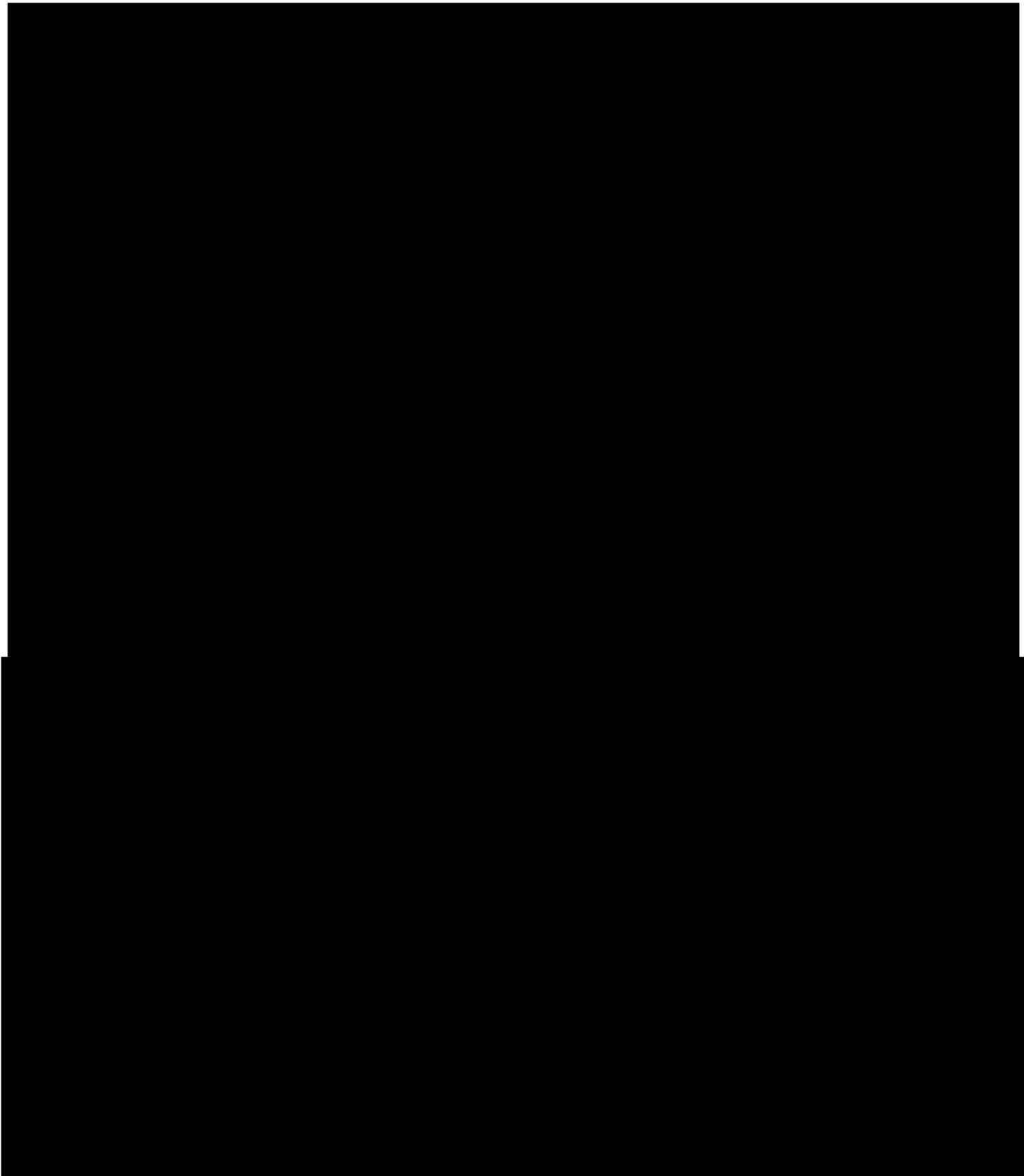
**SUBJECT TO CONTRACT**

This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, subject to the conditions below, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

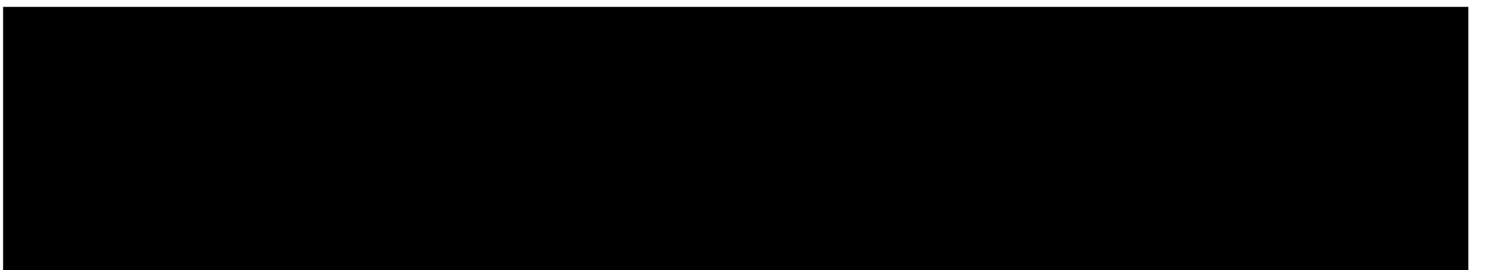
However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

Subject to Shropshire Council receiving no notice during the standstill period of any intention to legally challenge the award process, the Council aims to conclude the award after the expiry of the standstill period.





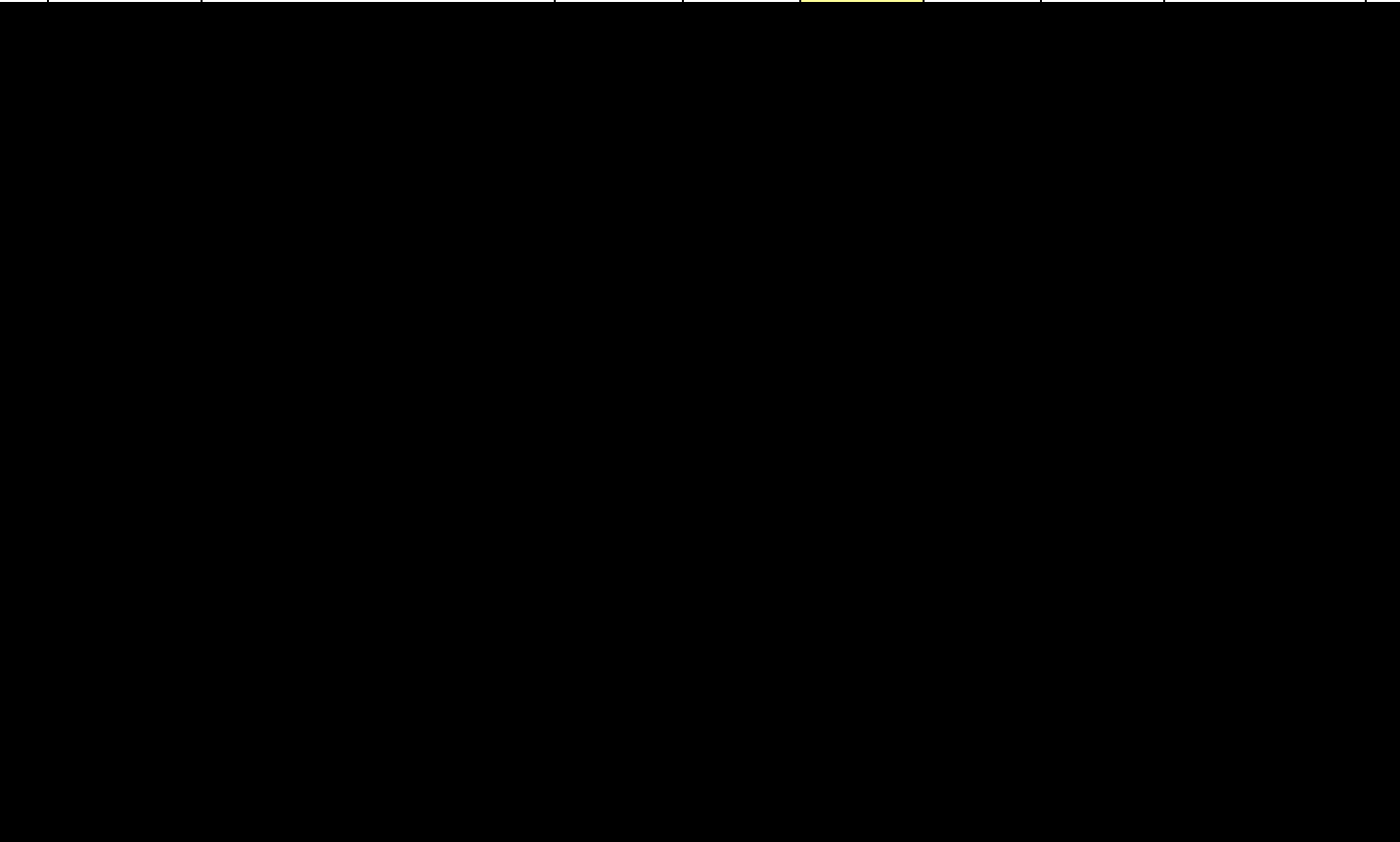
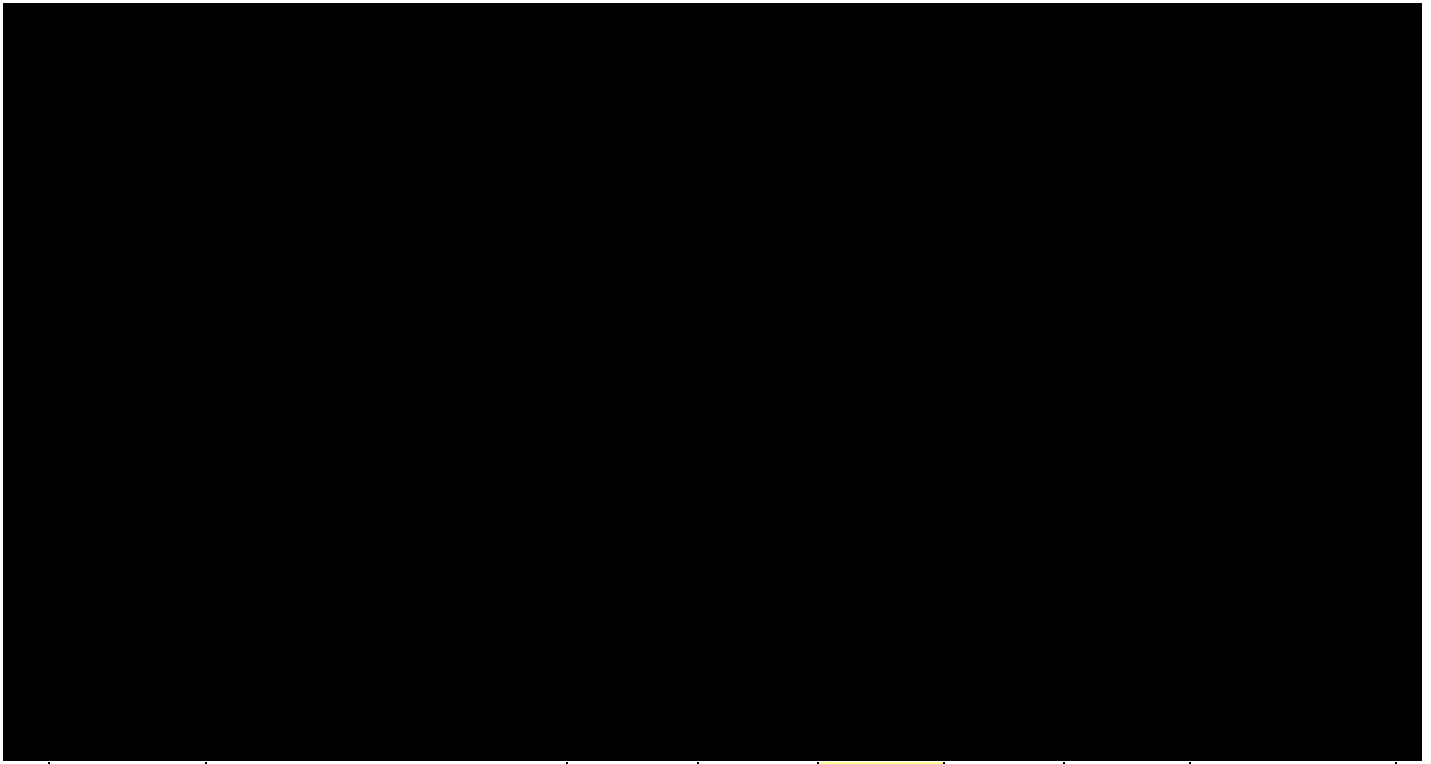
Quality

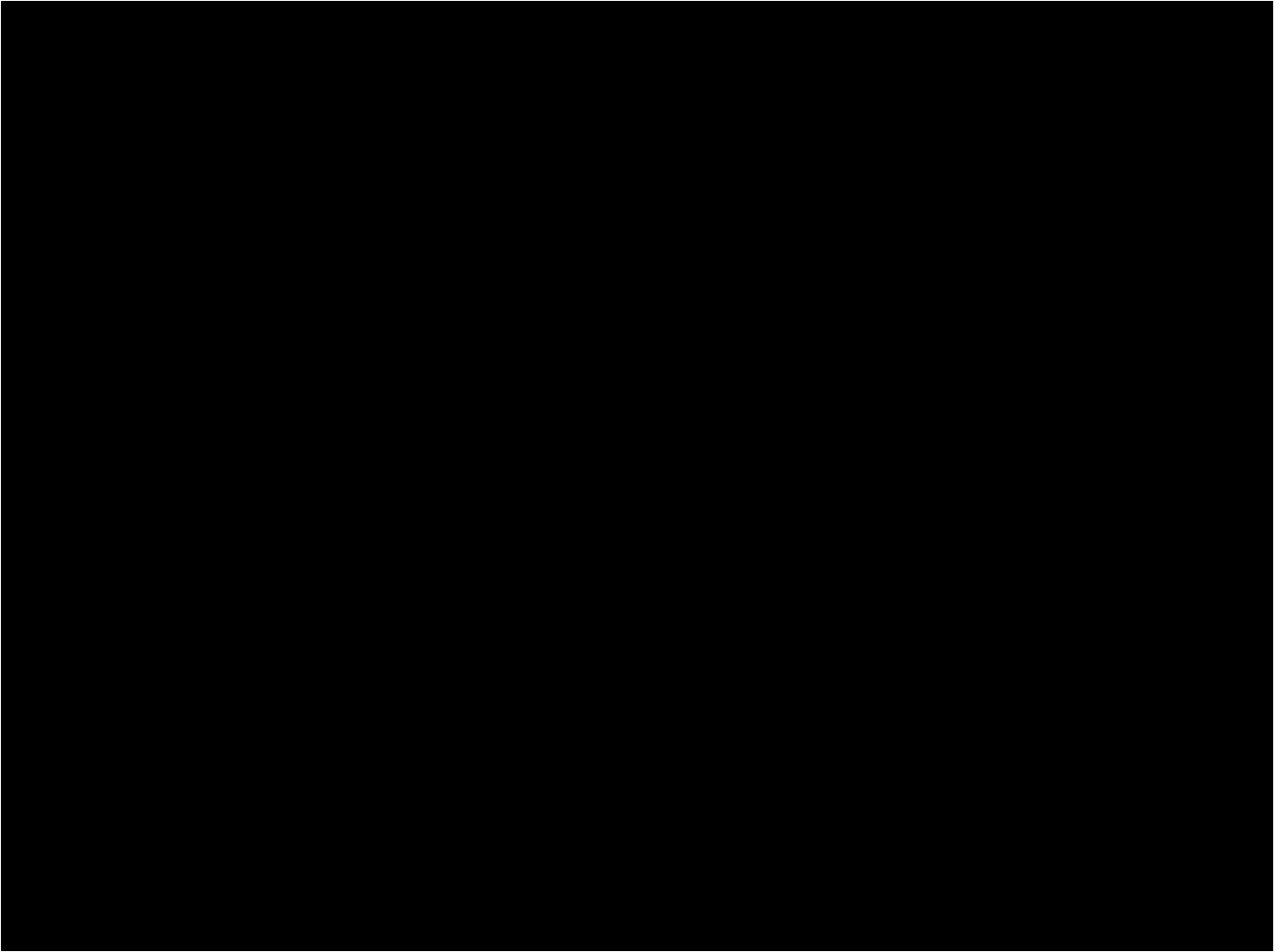






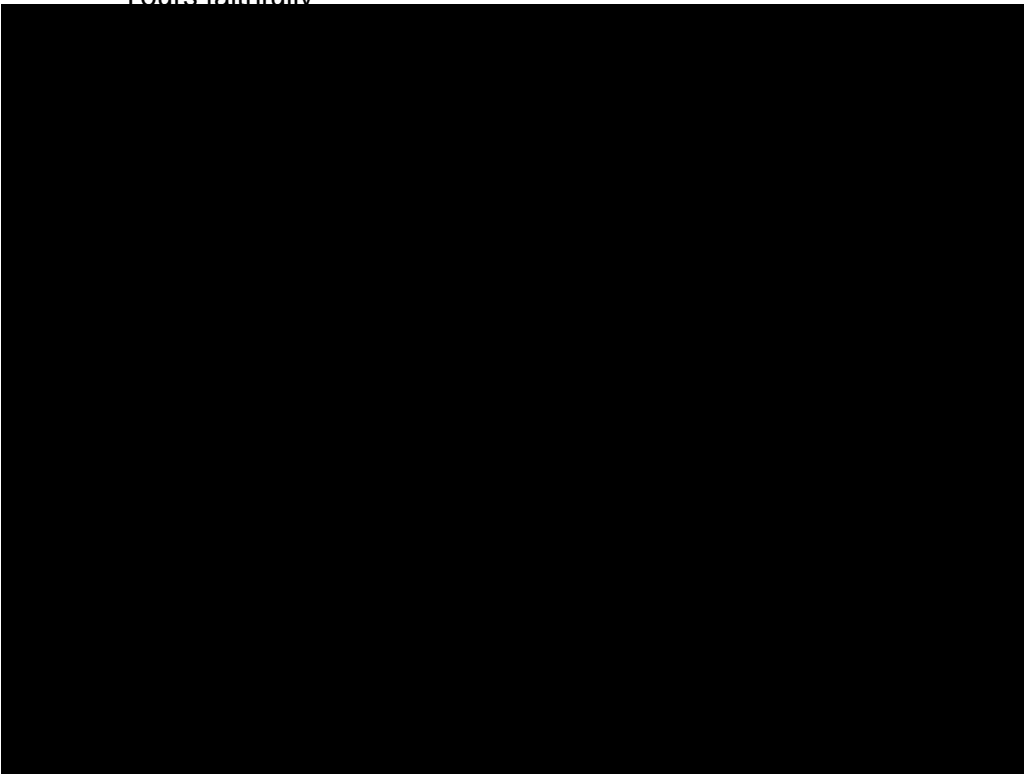






We will be in touch with you again at the end of the standstill period.

Yours faithfully





Shropshire  
Council

MAXIMUS People Services  
18c Meridian East  
Meridian Business Park  
Leicester  
LE19 1WZ

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

4<sup>th</sup> April 2019

Dear Bidder

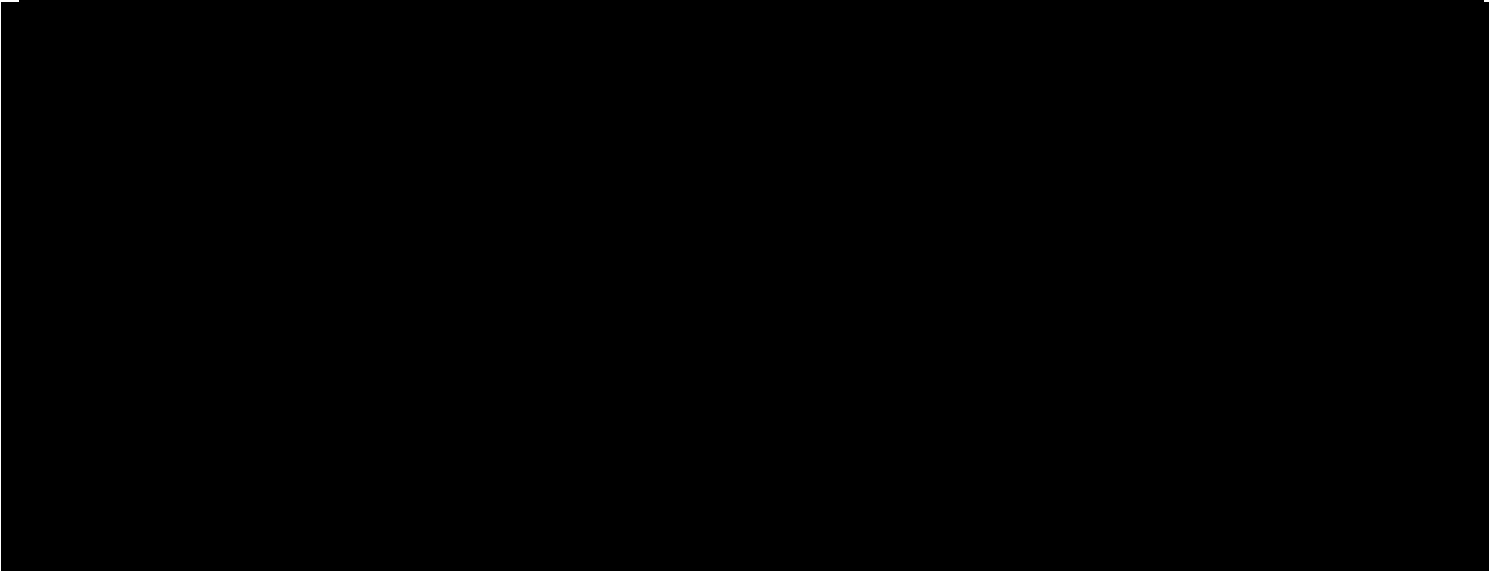
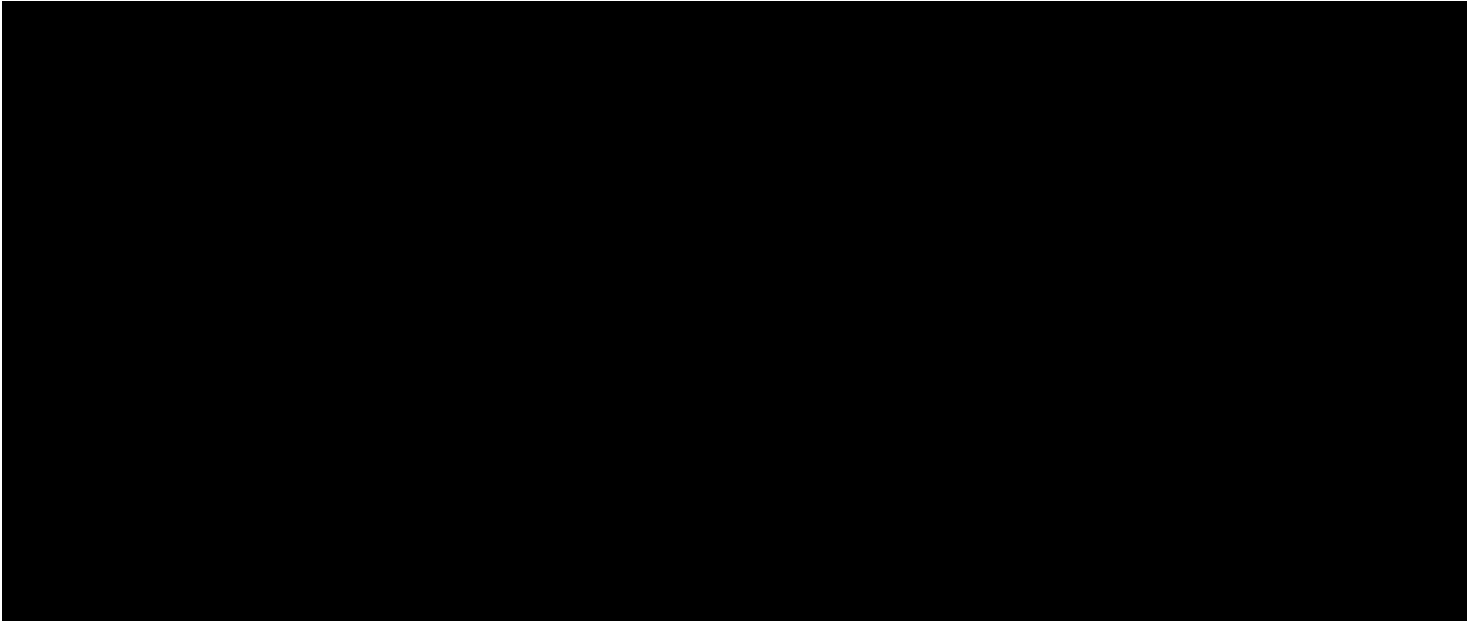
**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

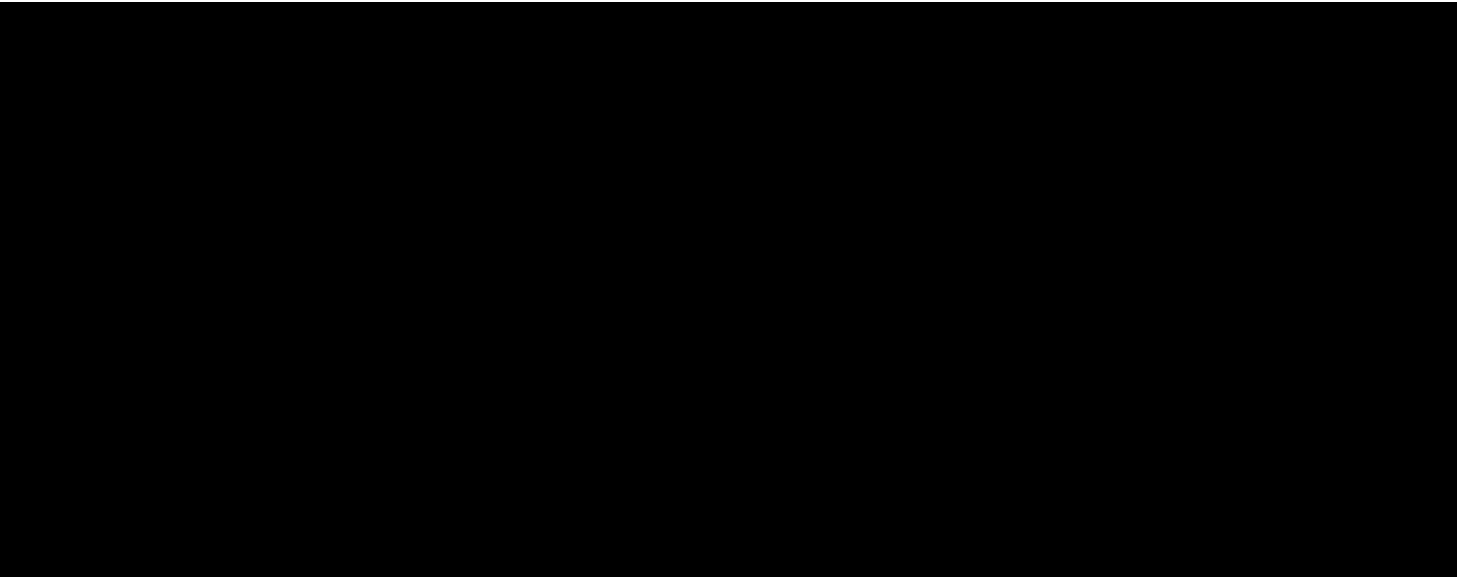
This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

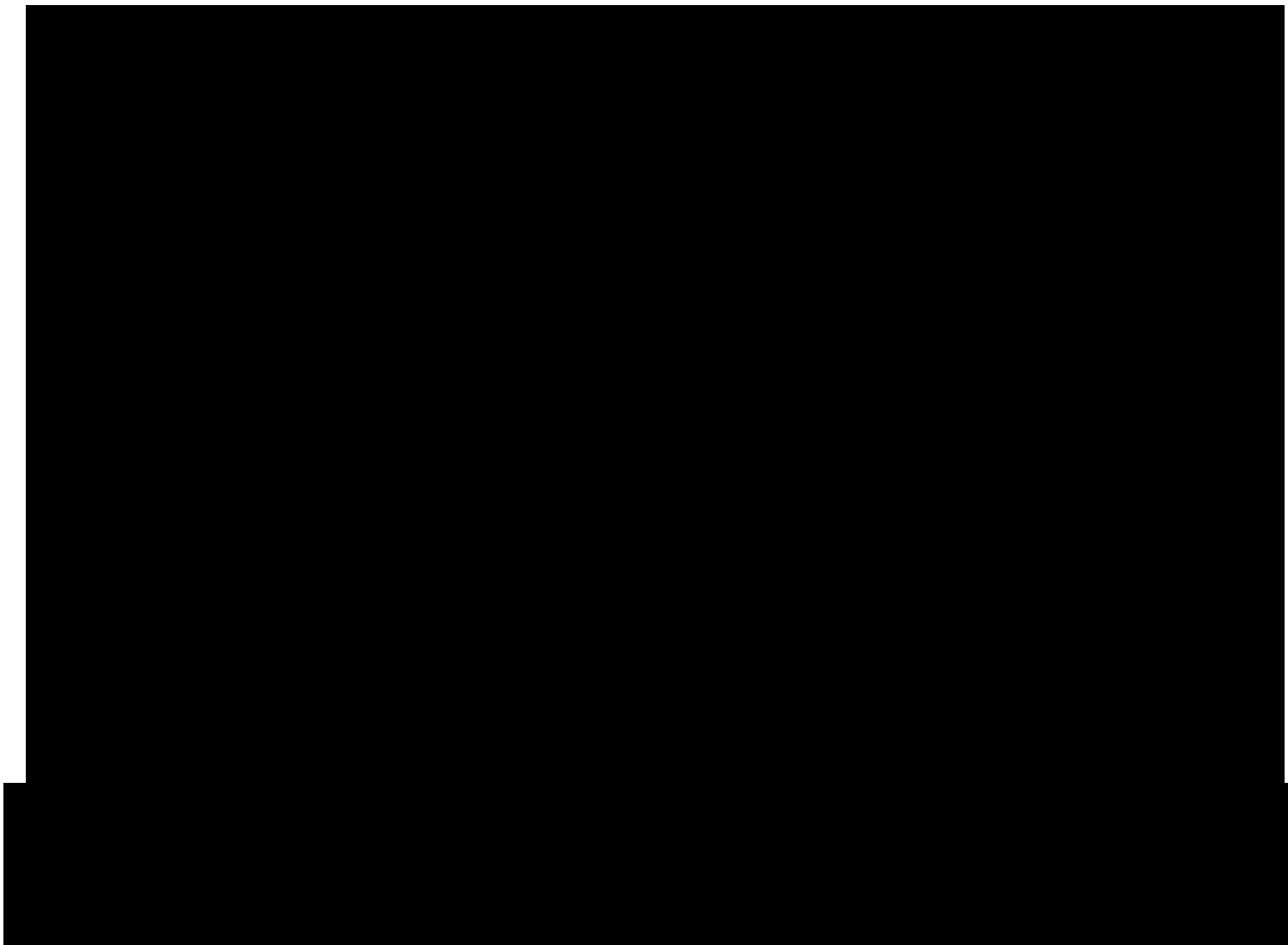
However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

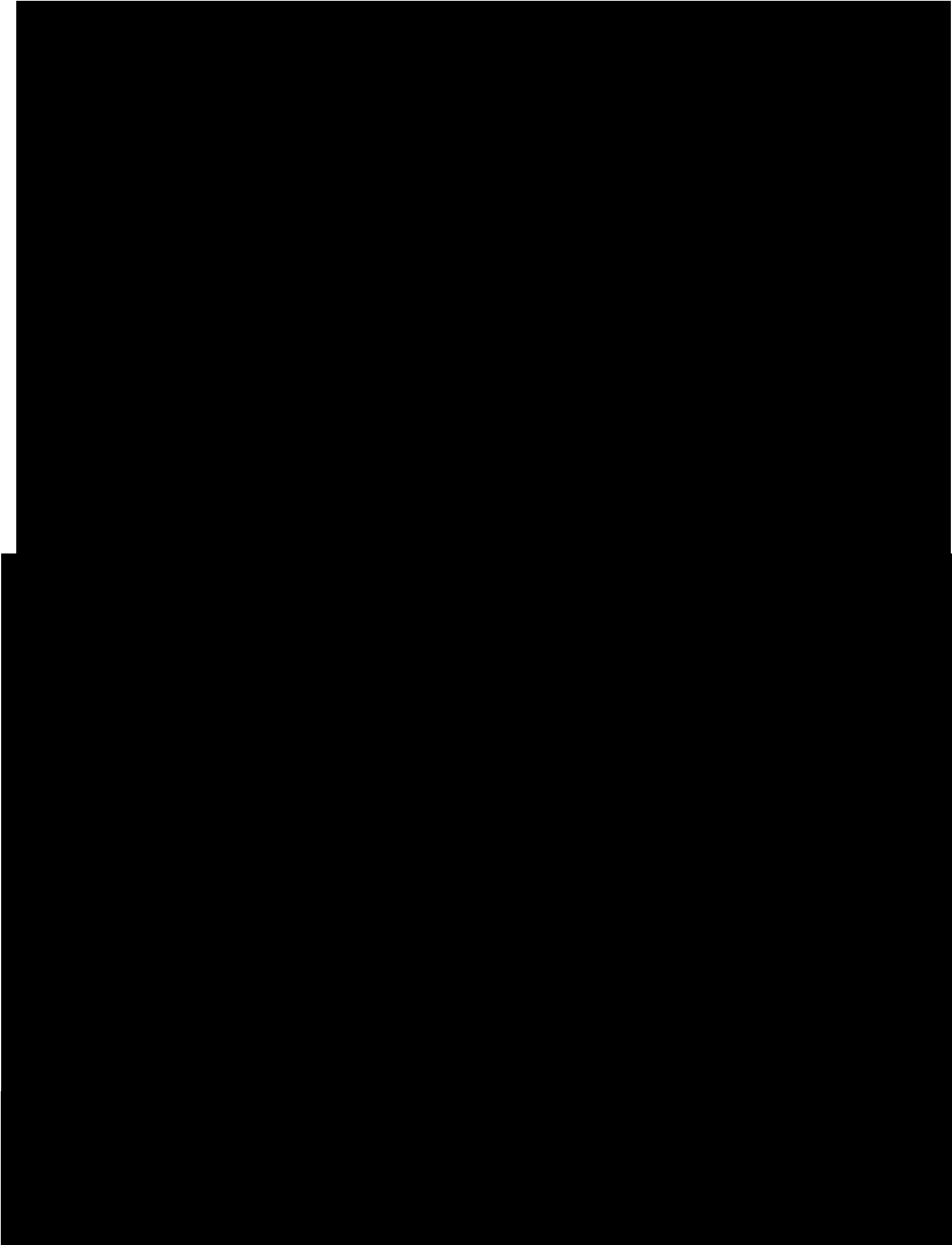
We can confirm that your tender received the following scores and ranking:

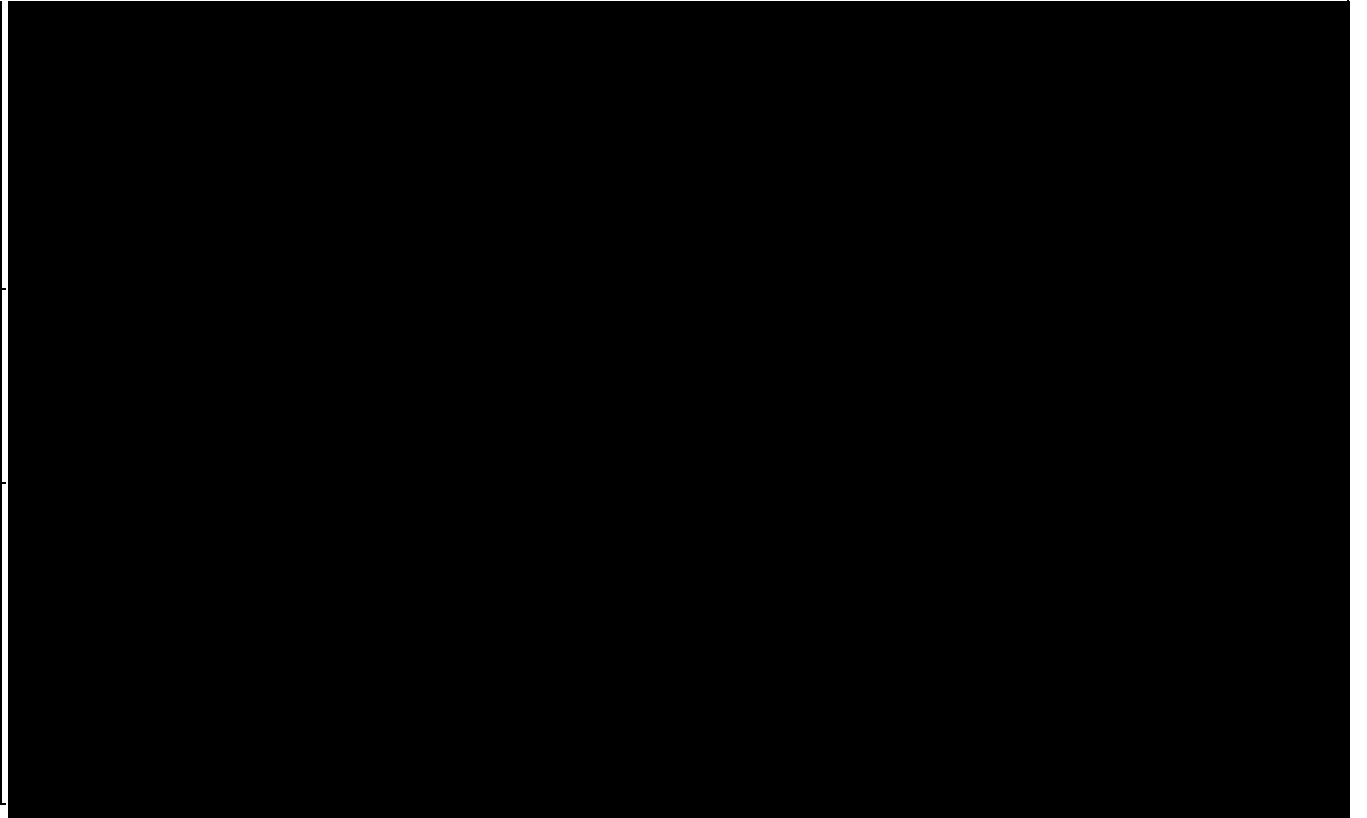
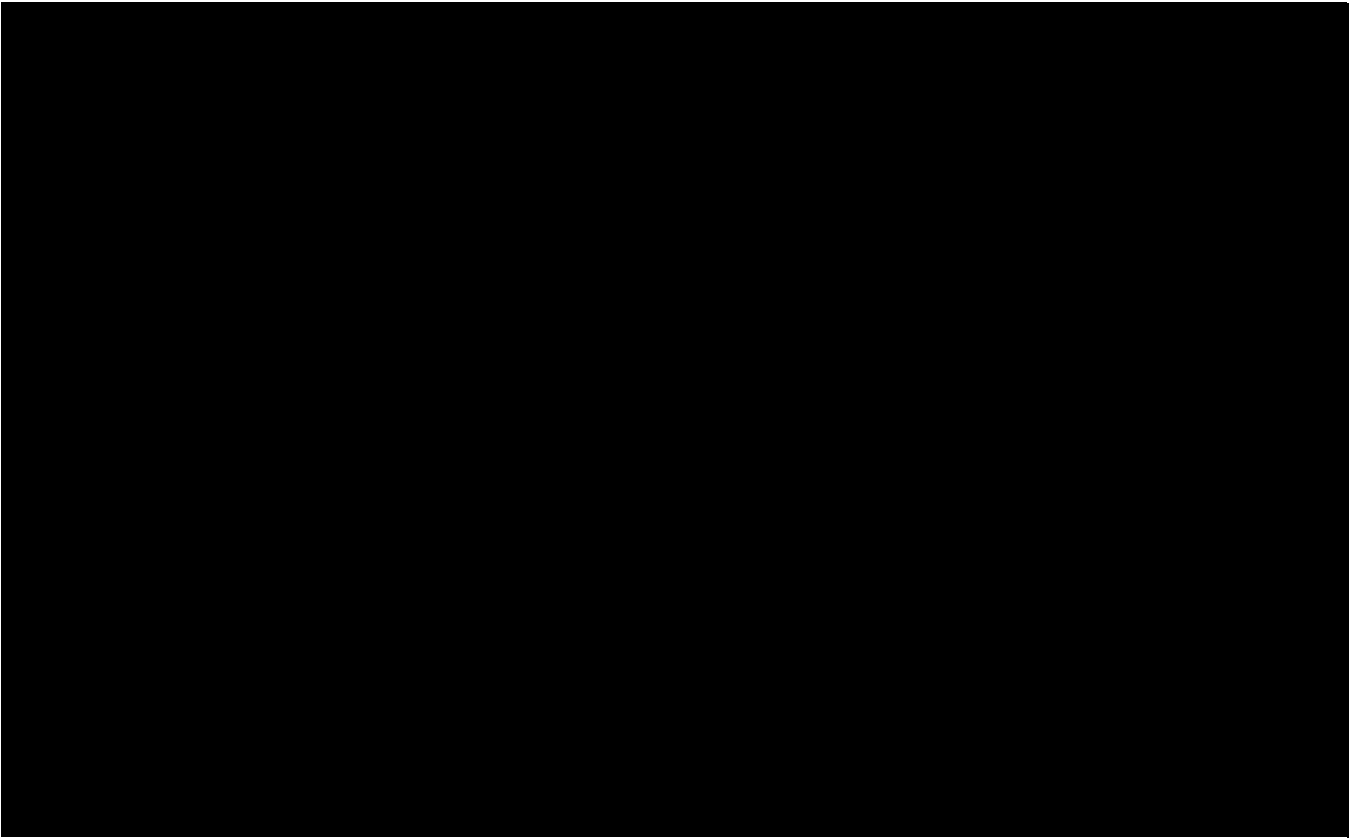


For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:







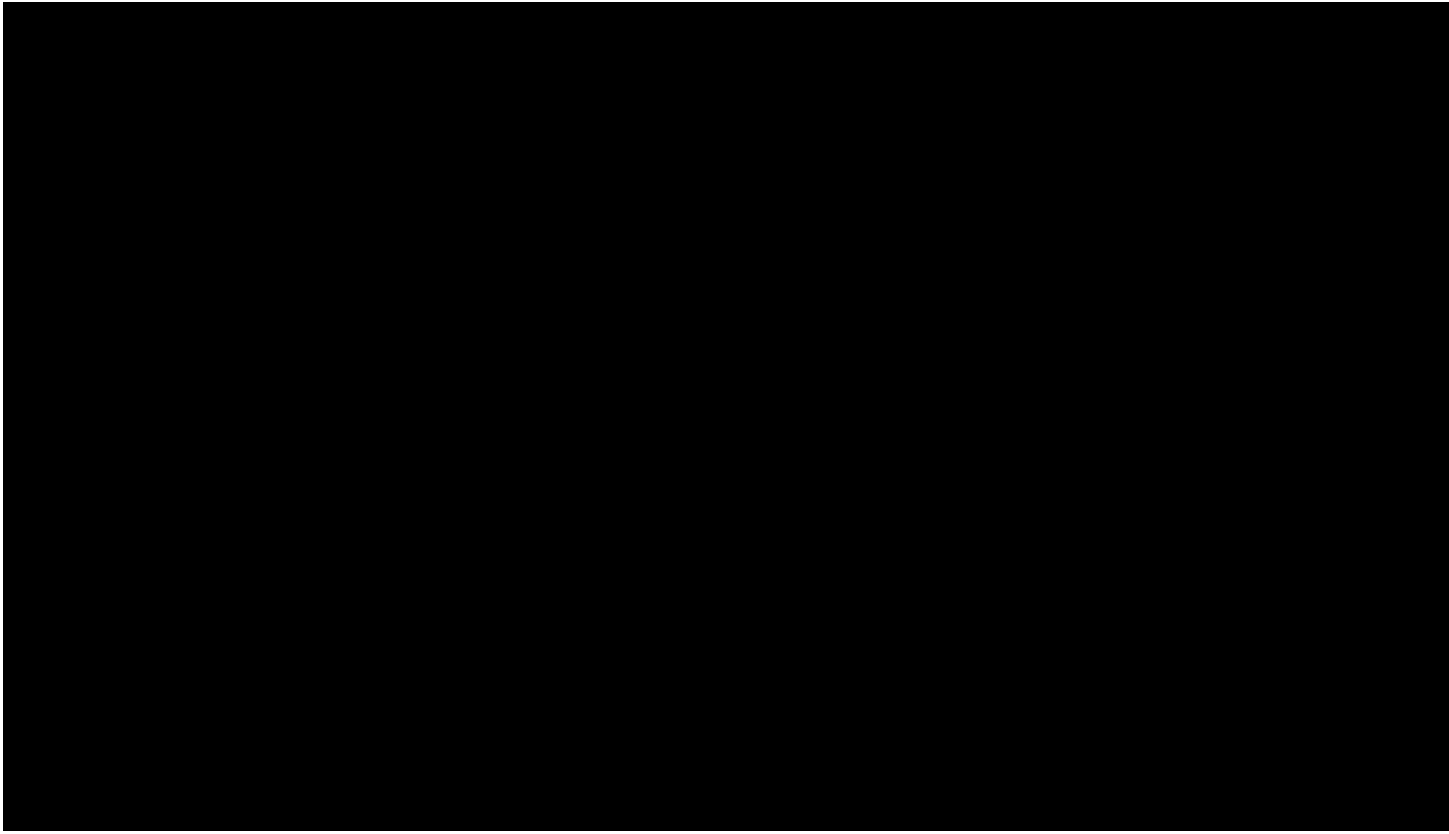




[REDACTED]

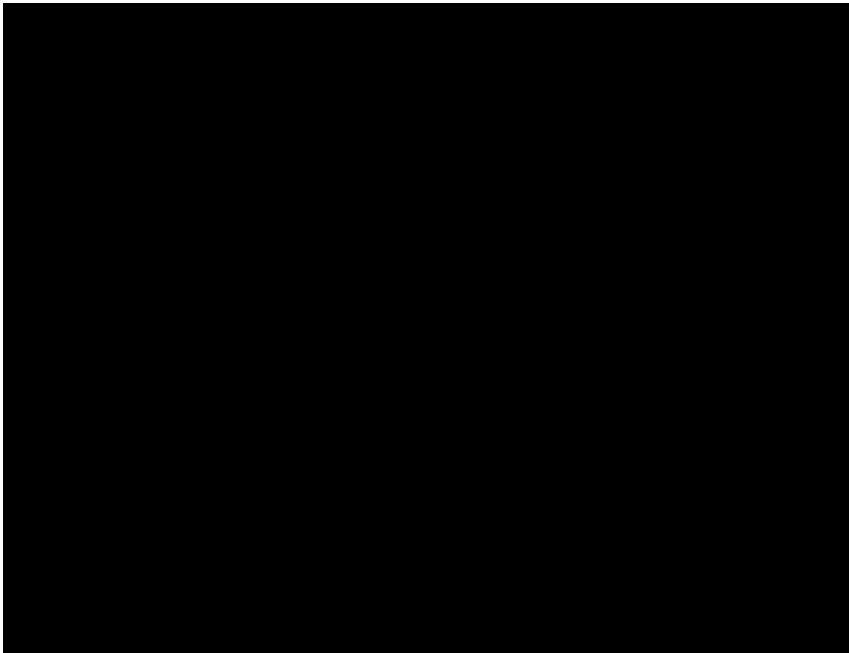
[REDACTED]

[REDACTED]



We will be in touch with you again at the end of the standstill period.

Yours faithfully





Shropshire  
Council

PM Training  
Atlas Works  
College Road  
Stoke-on-Trent  
ST1 4DQ

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

4<sup>th</sup> April 2019

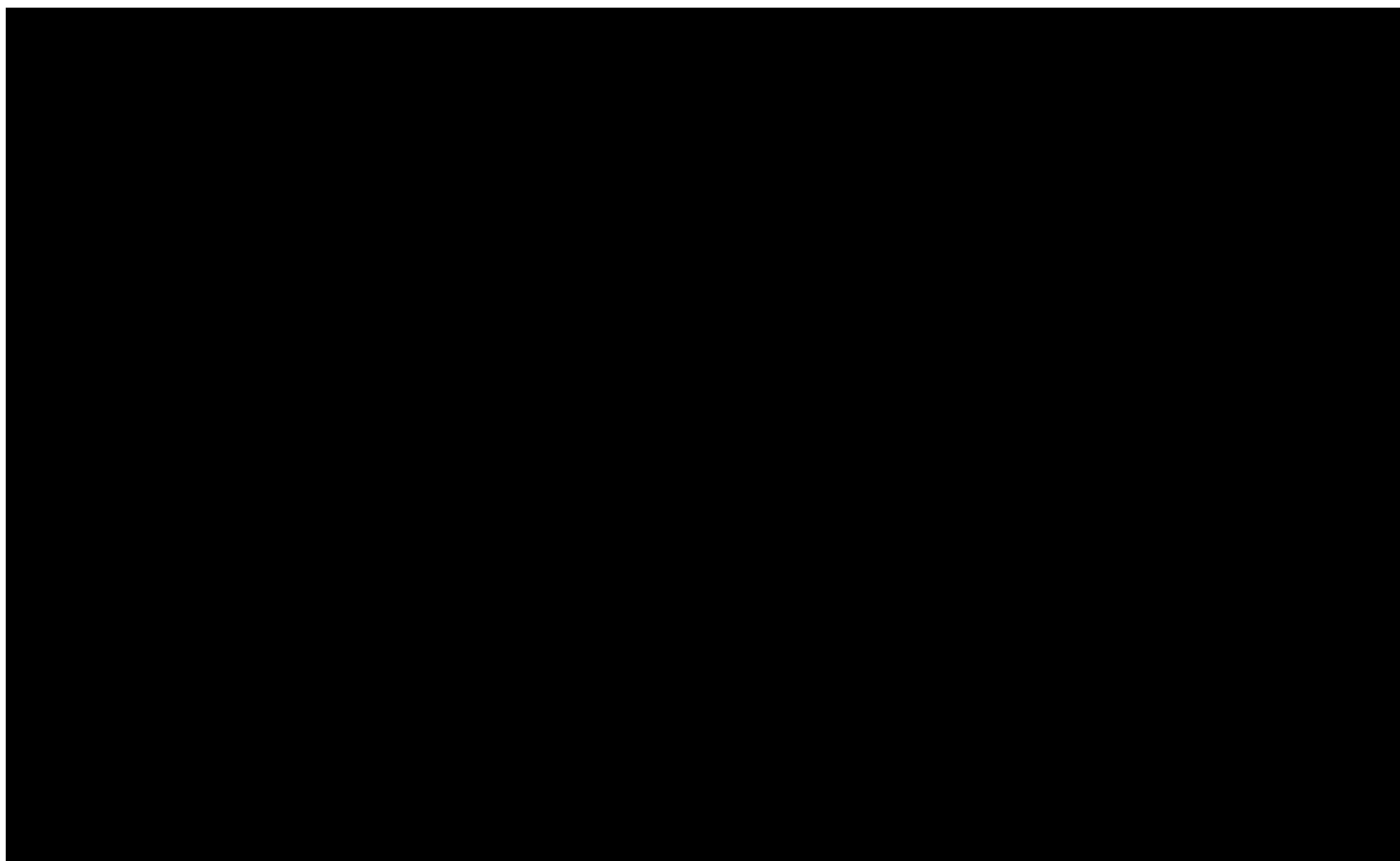
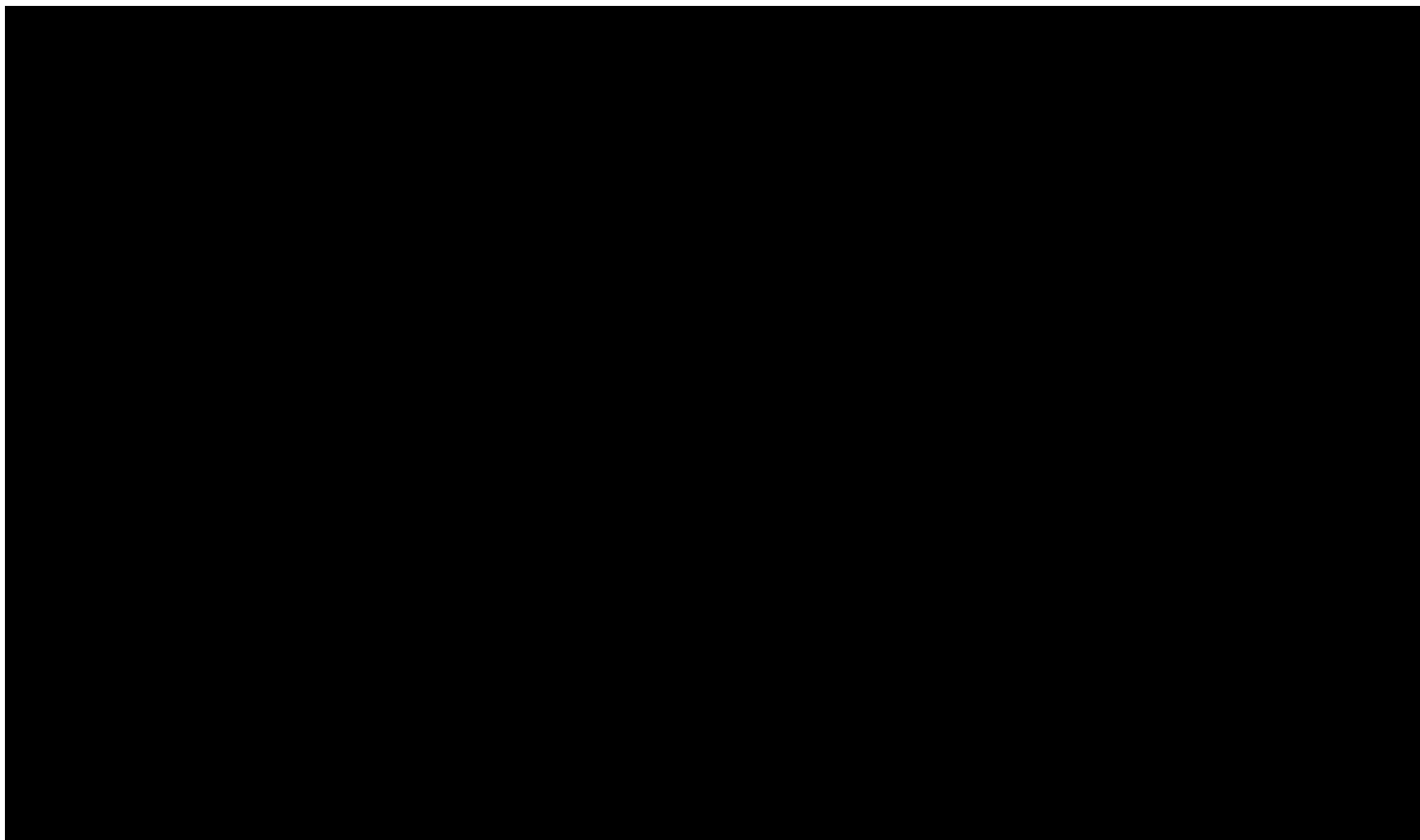
Dear Bidder

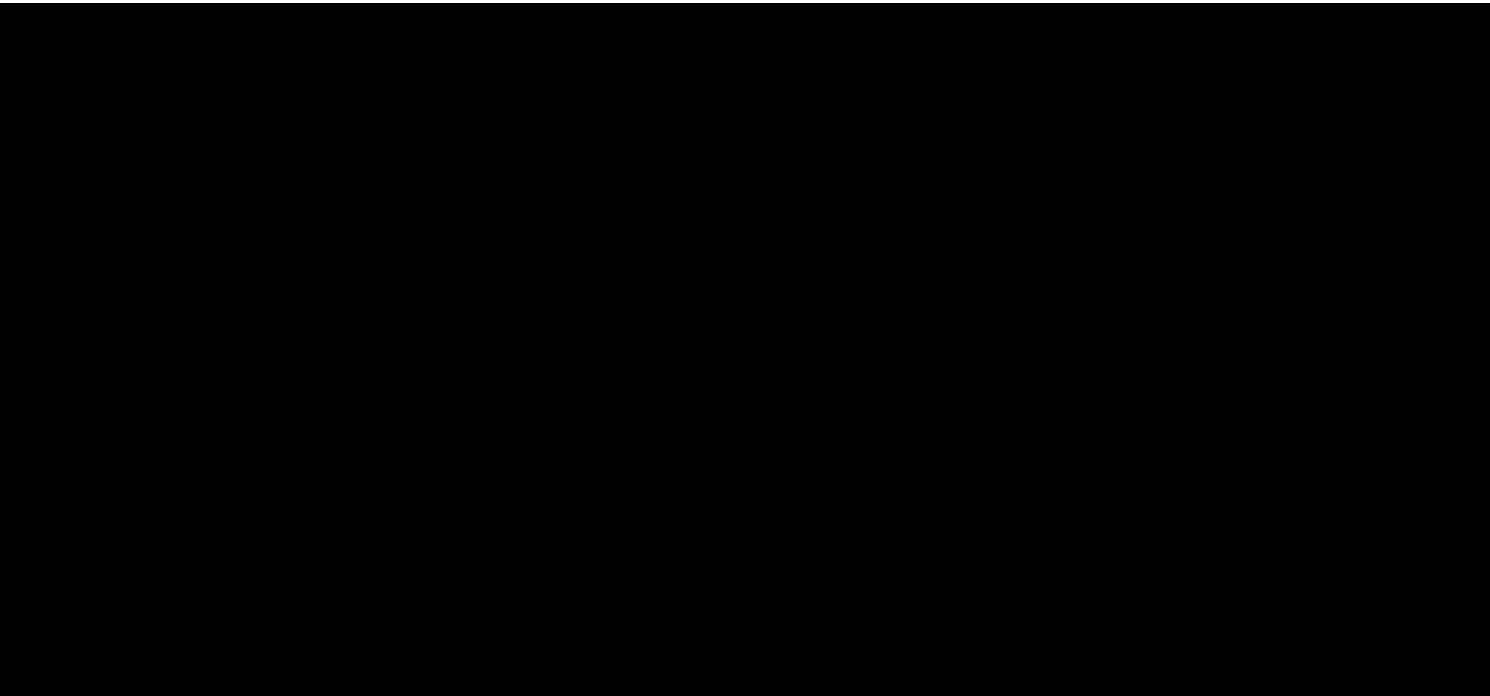
**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

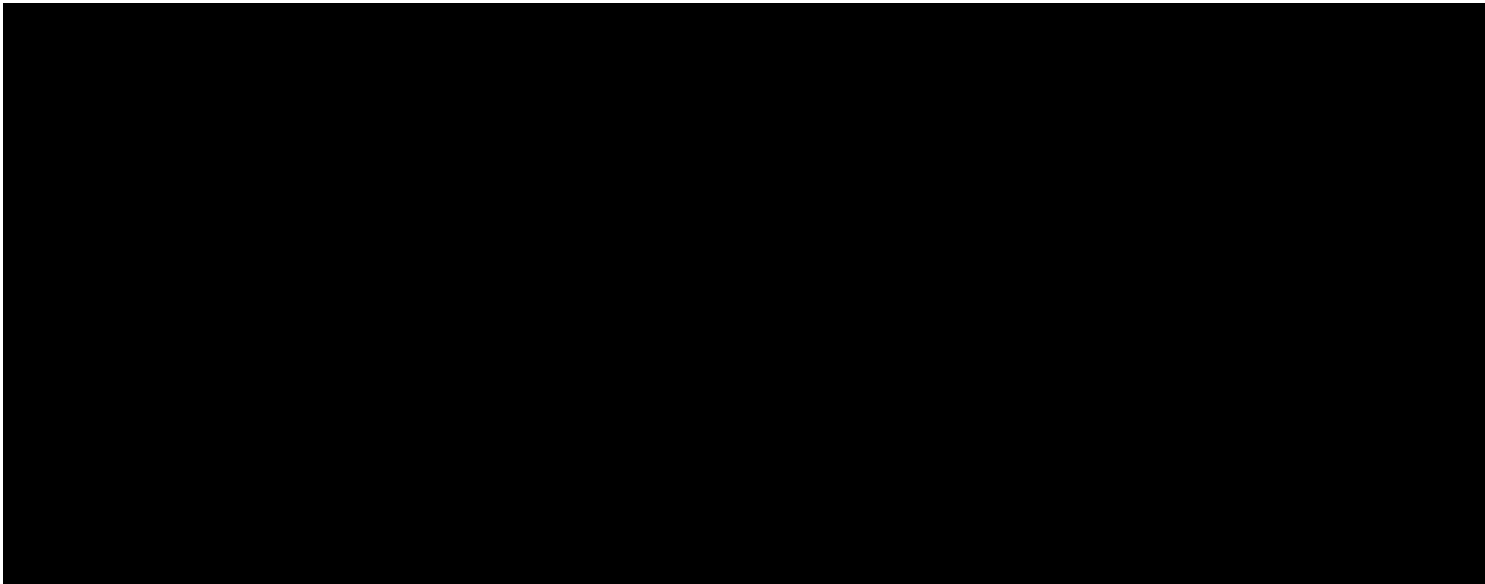




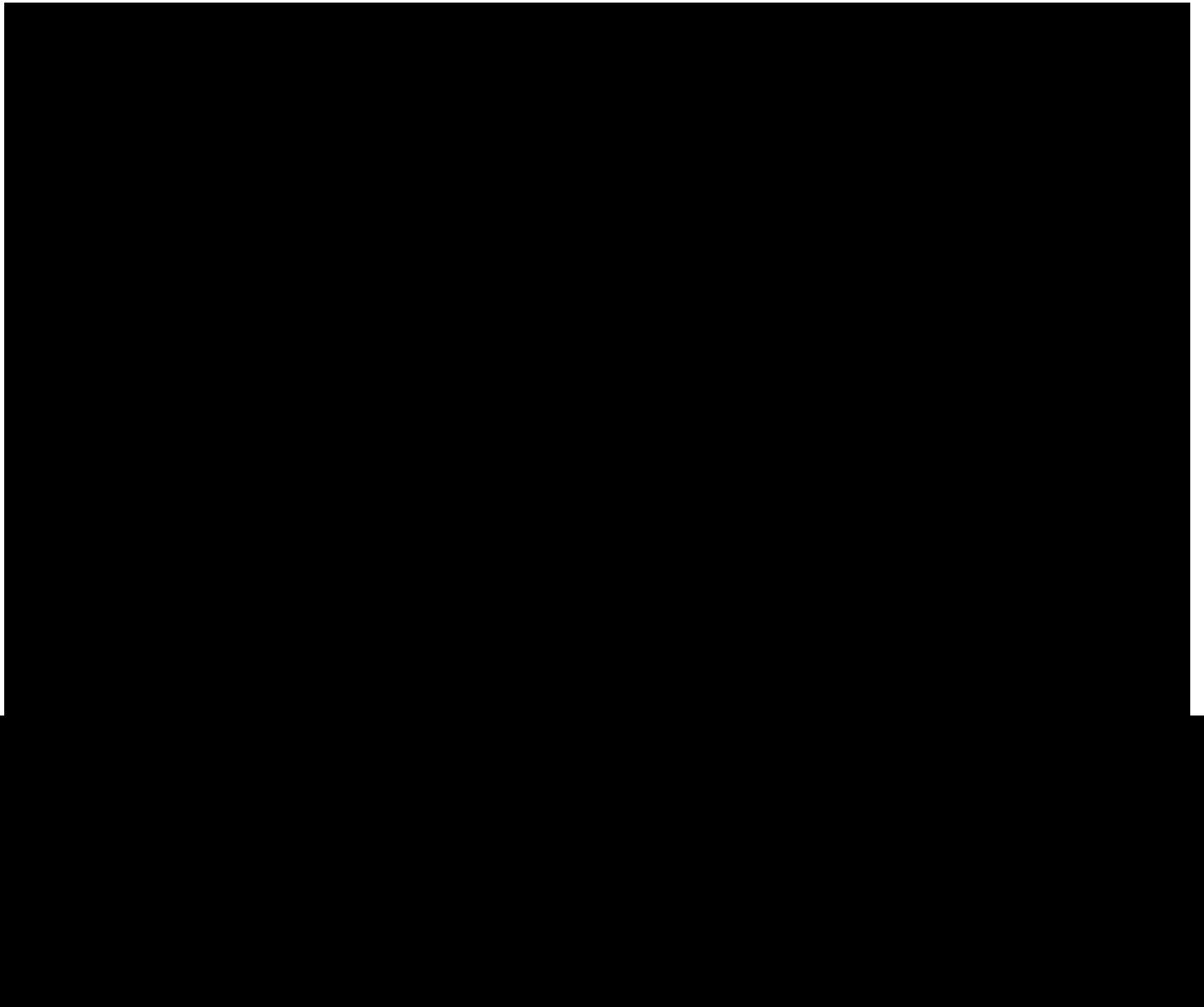
For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:

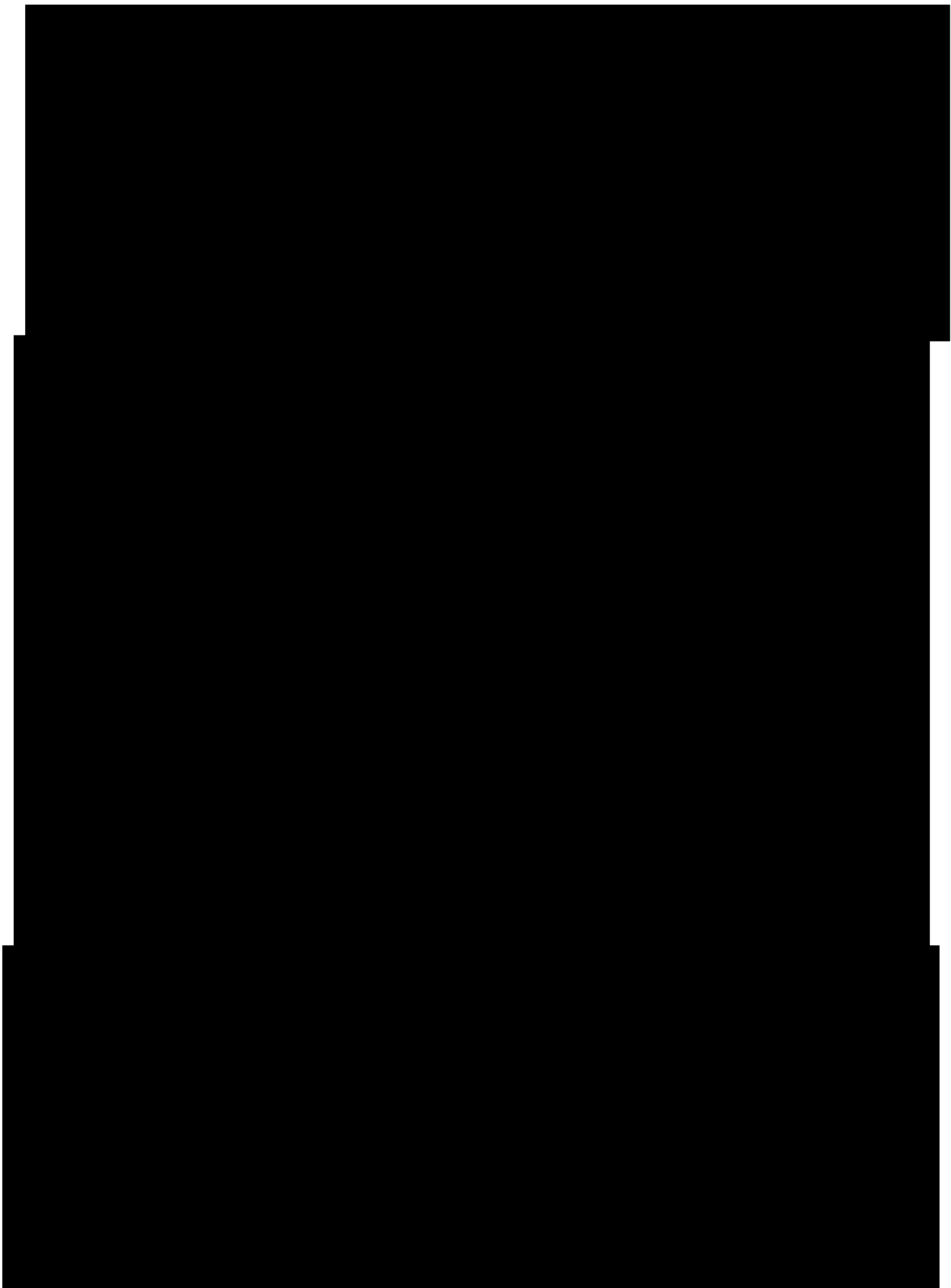
**Value for Money**

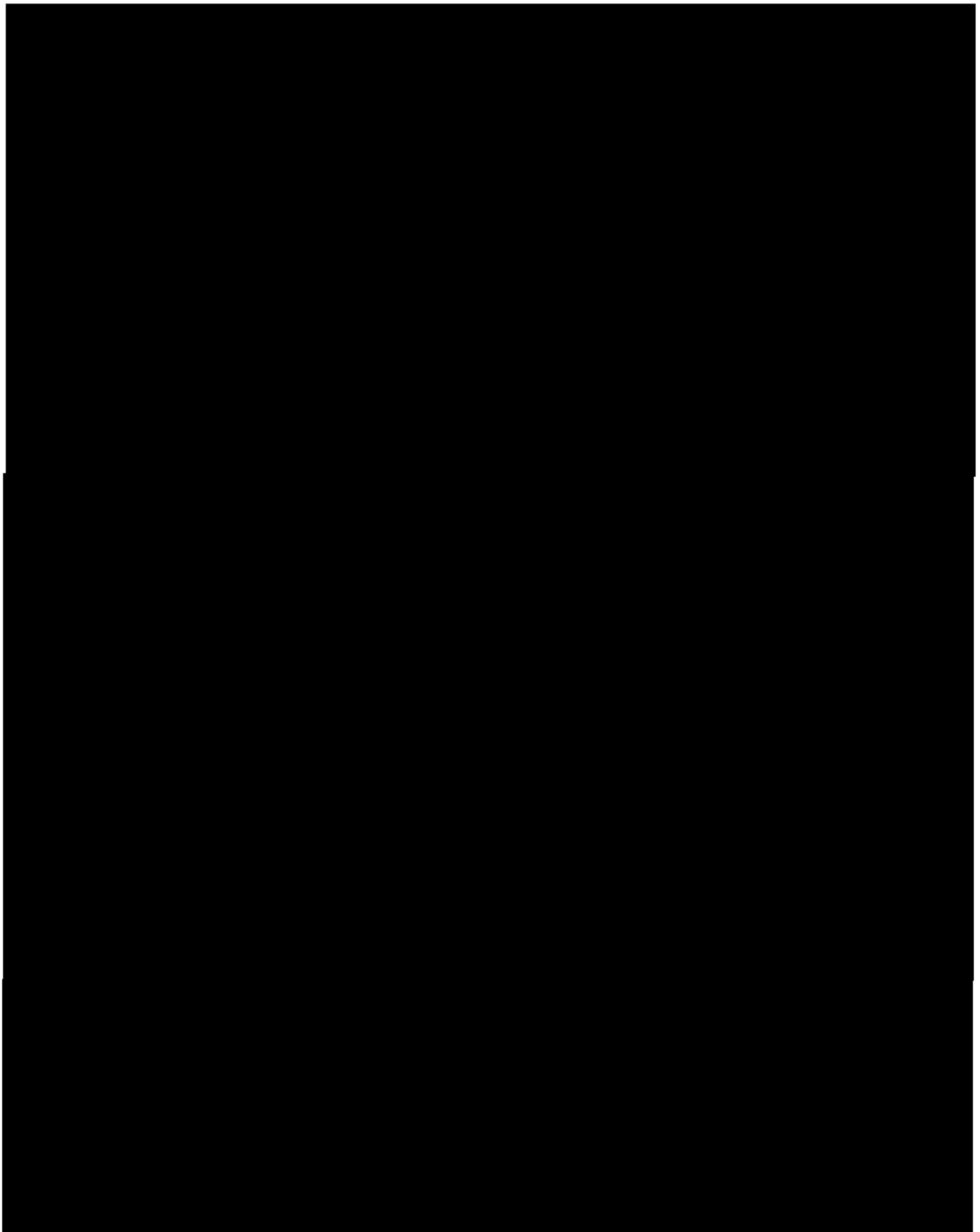




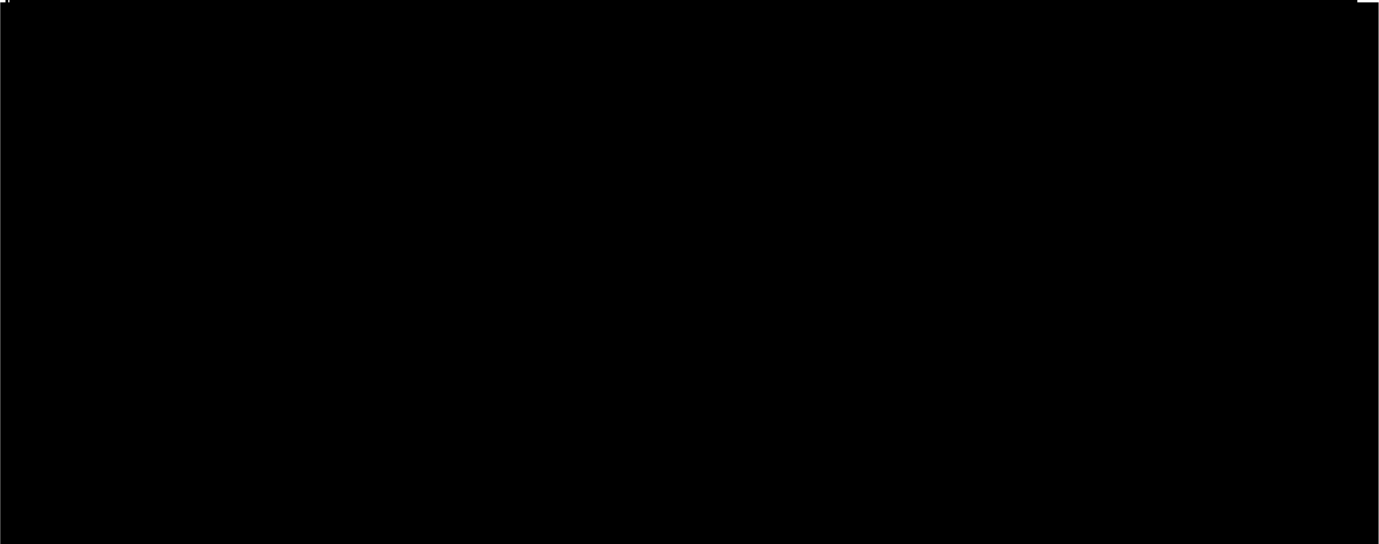
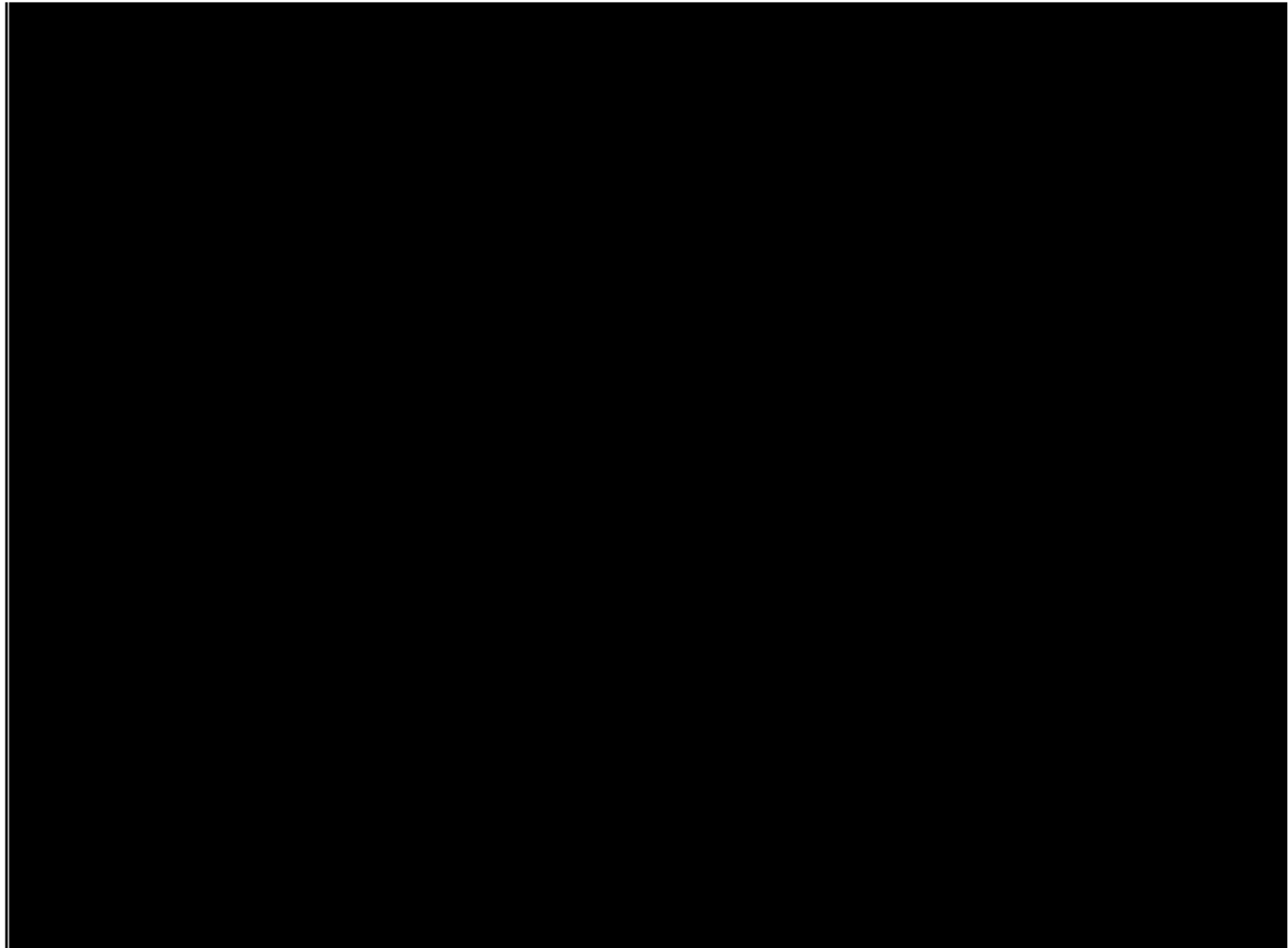
**Quality**





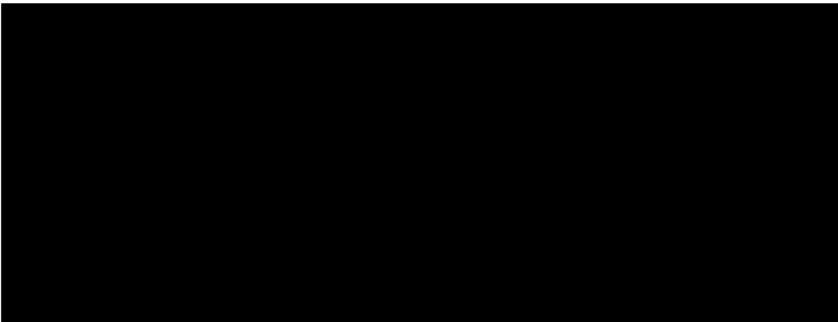






We will be in touch with you again at the end of the standstill period.

Yours faithfully







Shropshire  
Council

SBC Training Ltd  
19G Vanguard Way  
SHREWSBURY  
SY1 3TG

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

4<sup>th</sup> April 2019

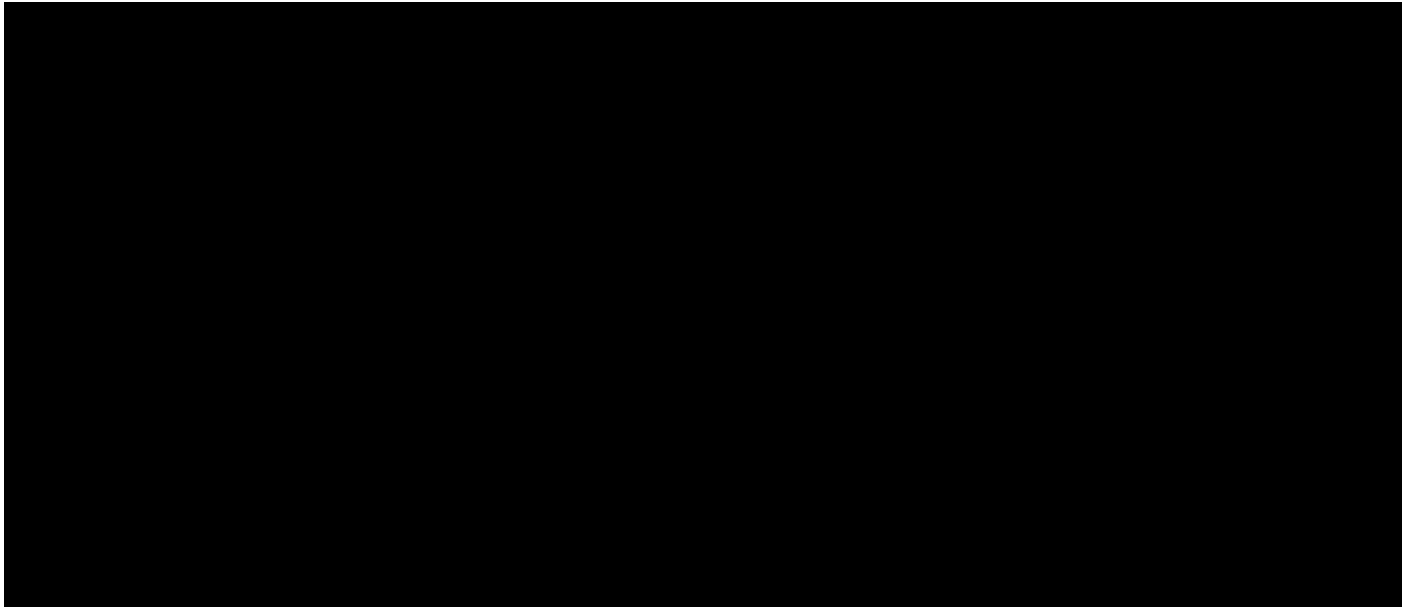
Dear Bidder

**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

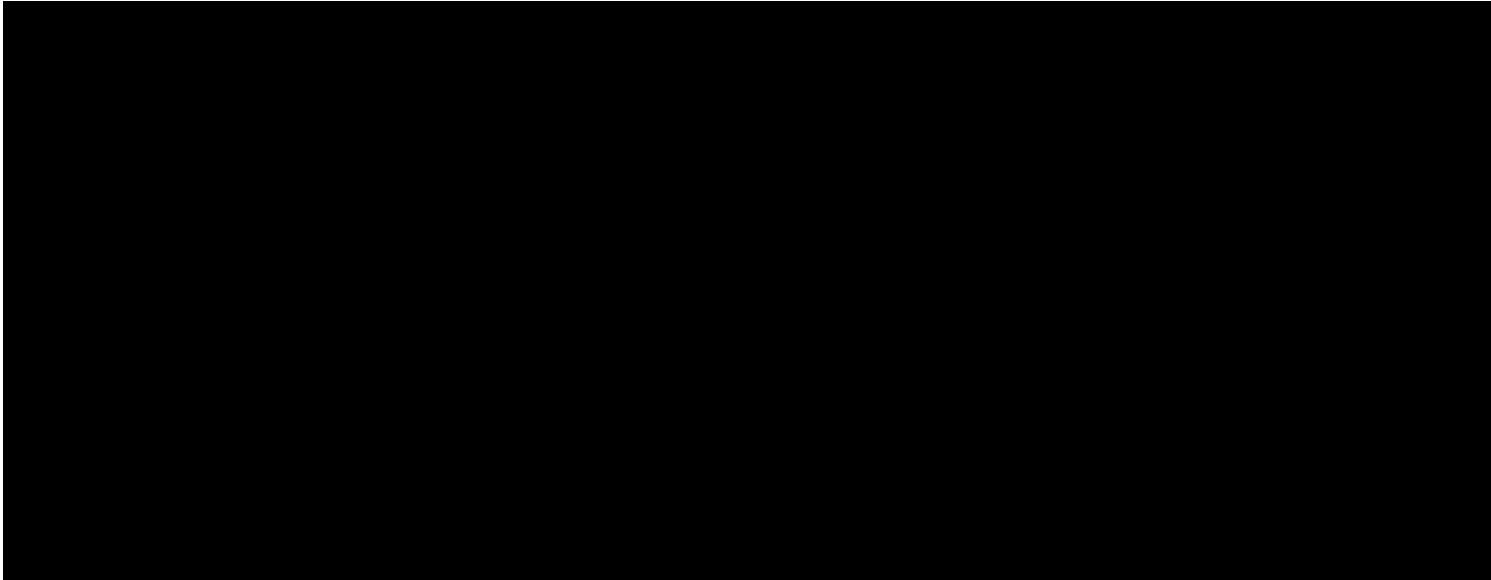
**SUBJECT TO CONTRACT**

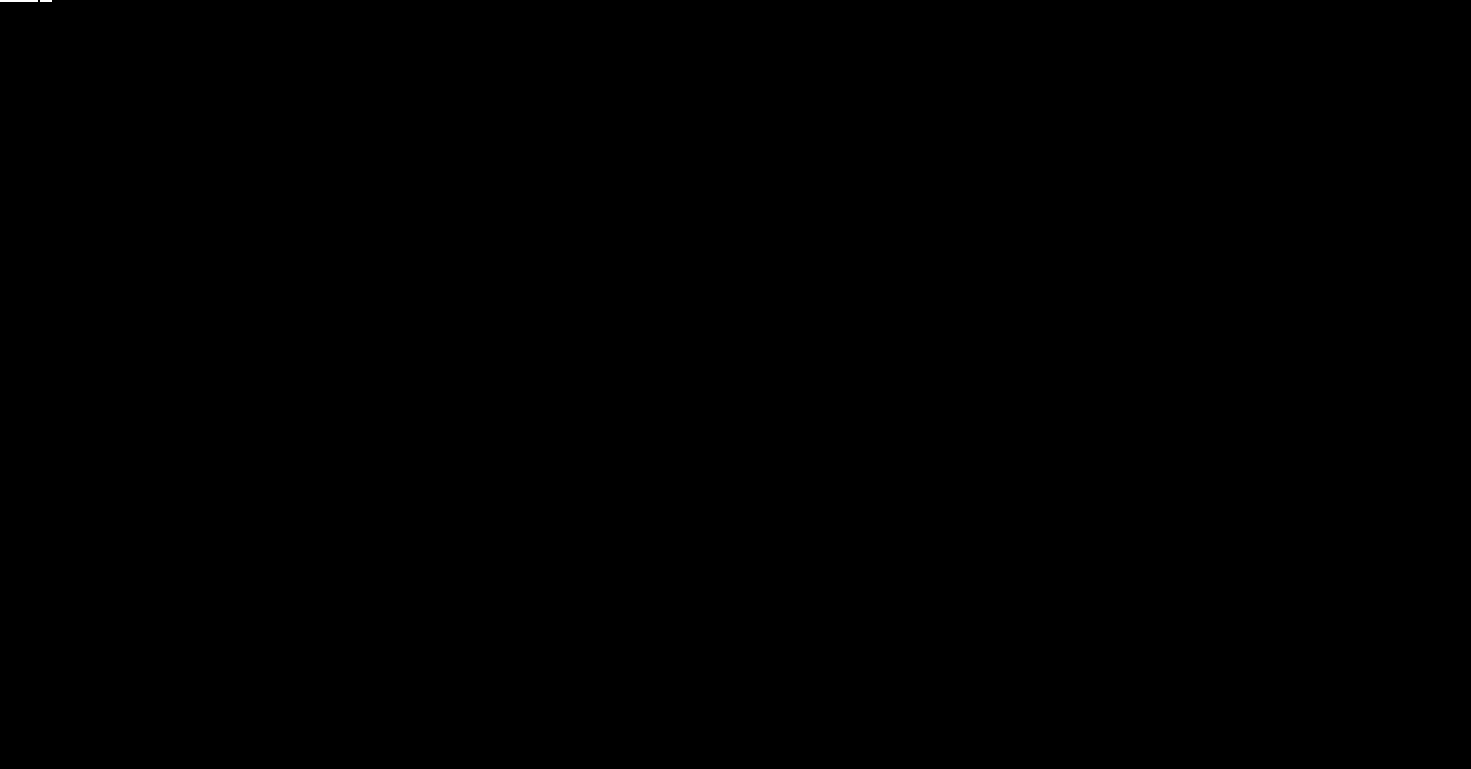
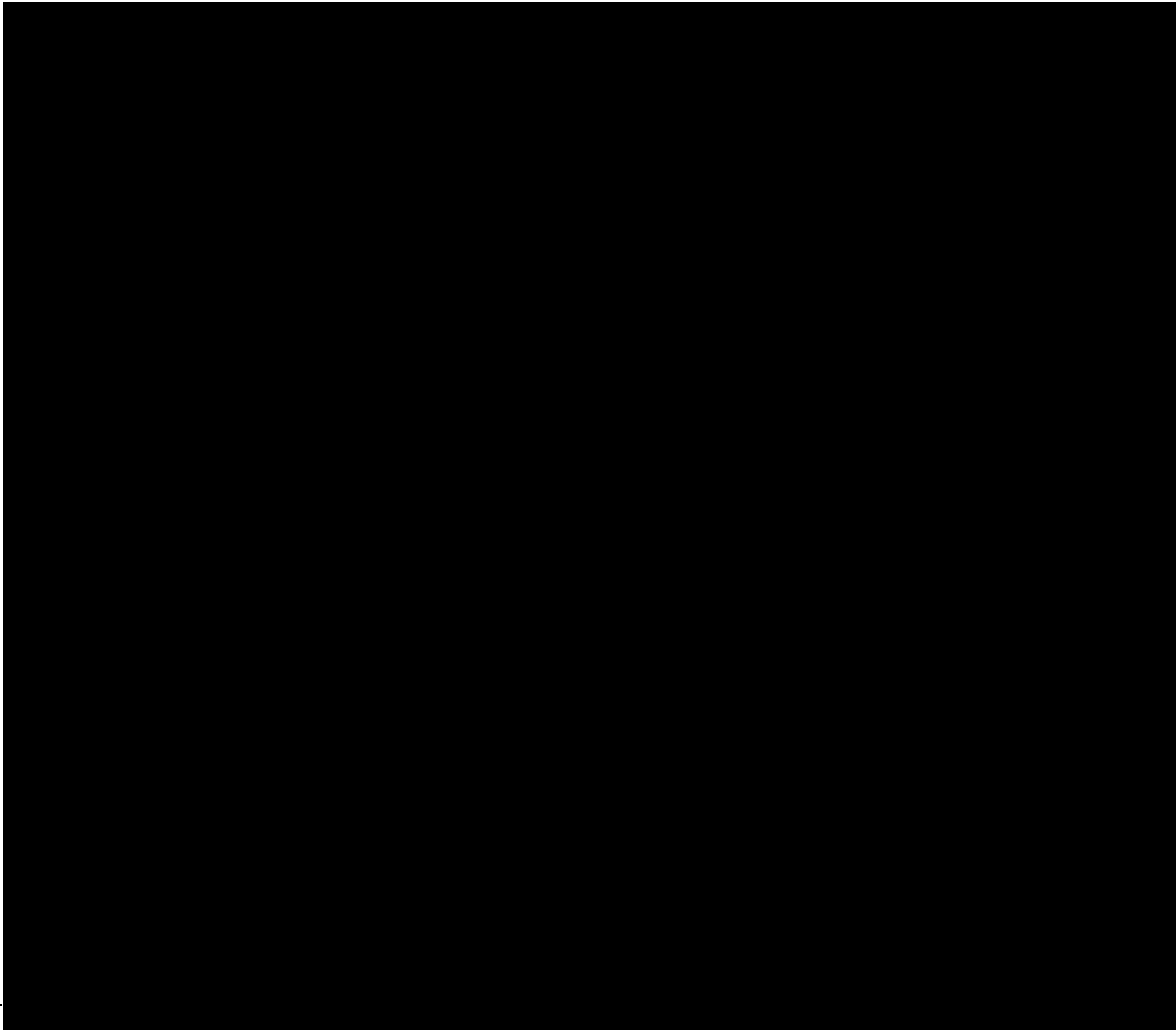
This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, subject to the conditions below, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

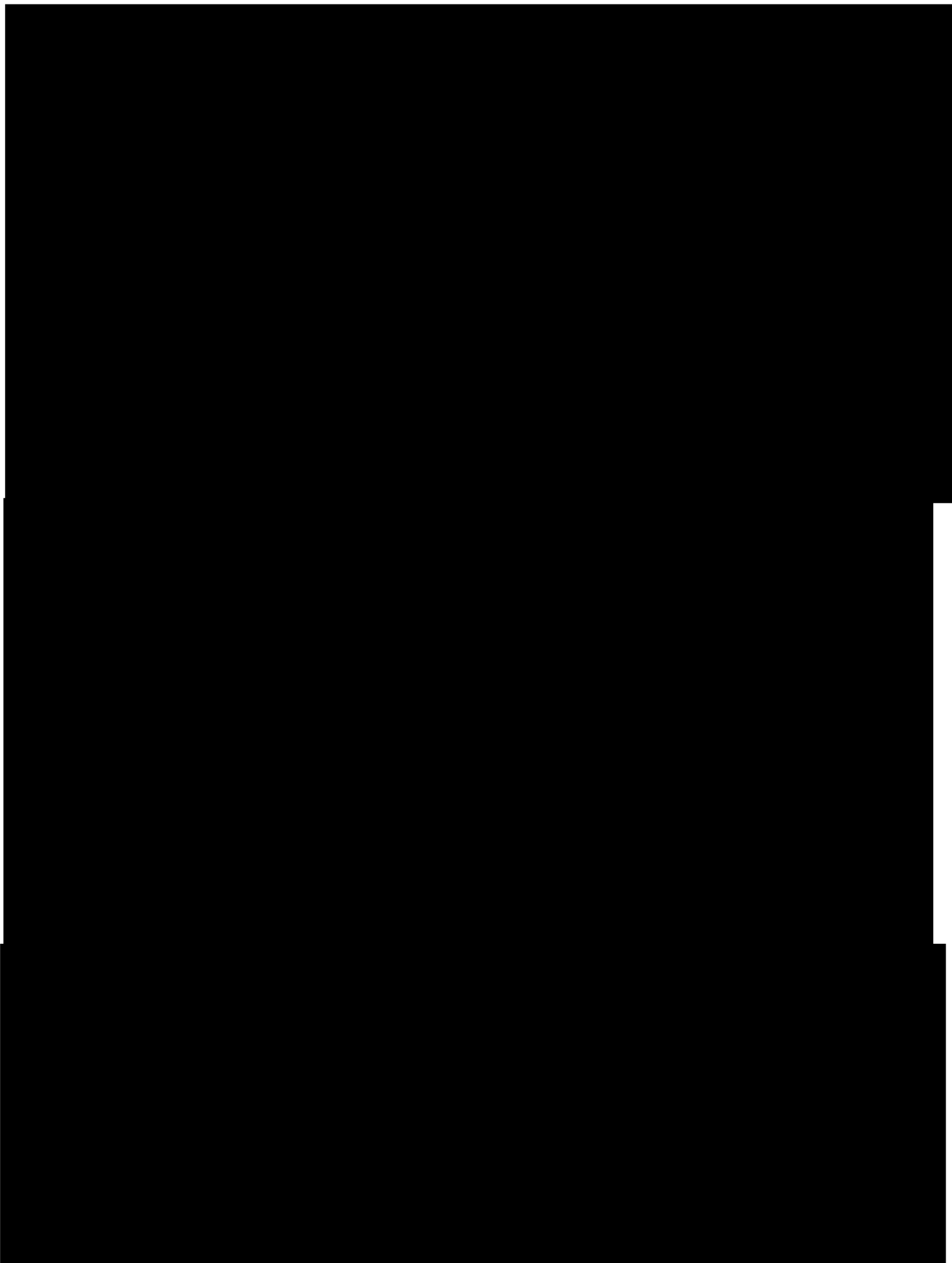
However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

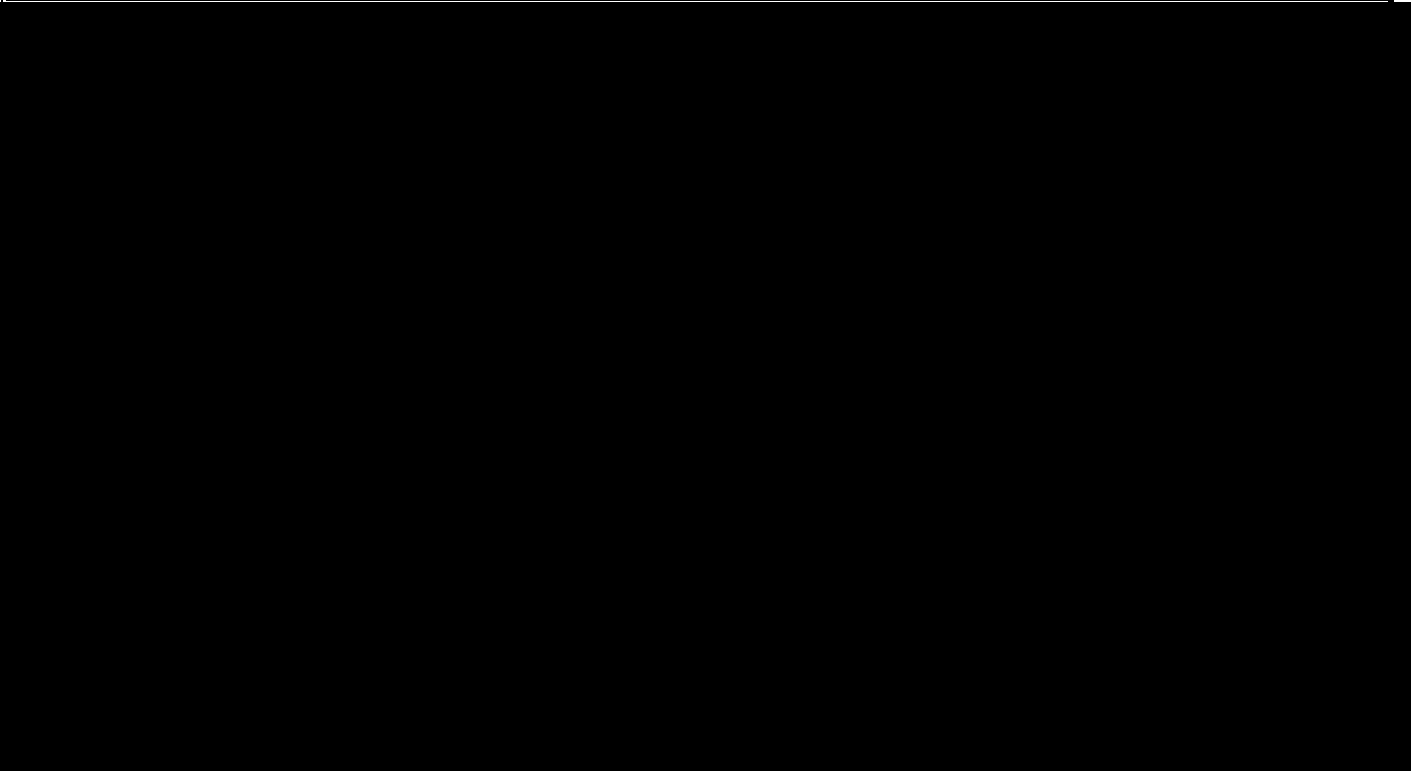
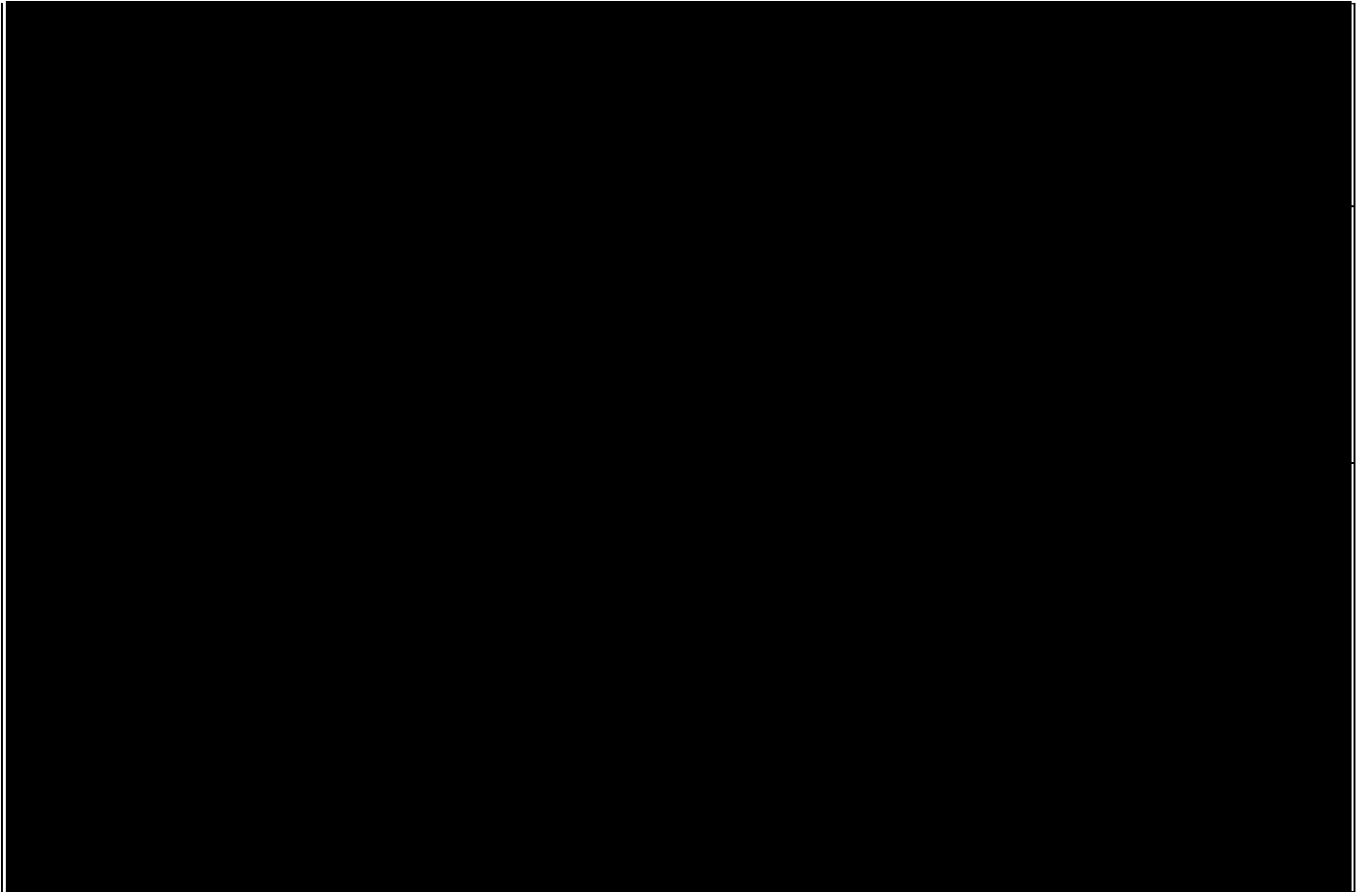


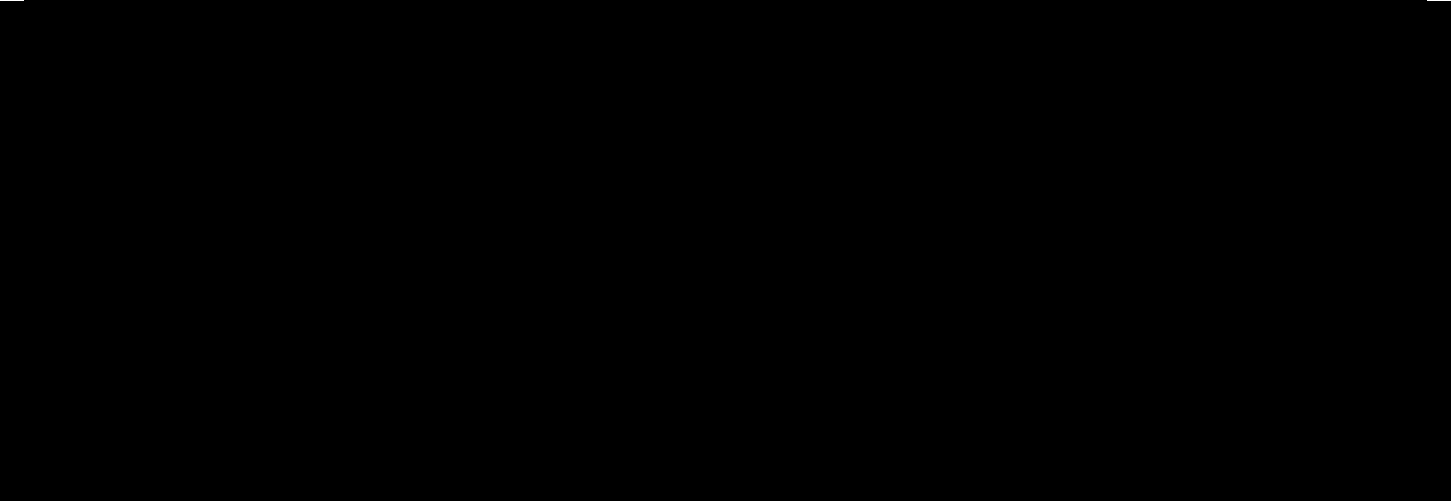
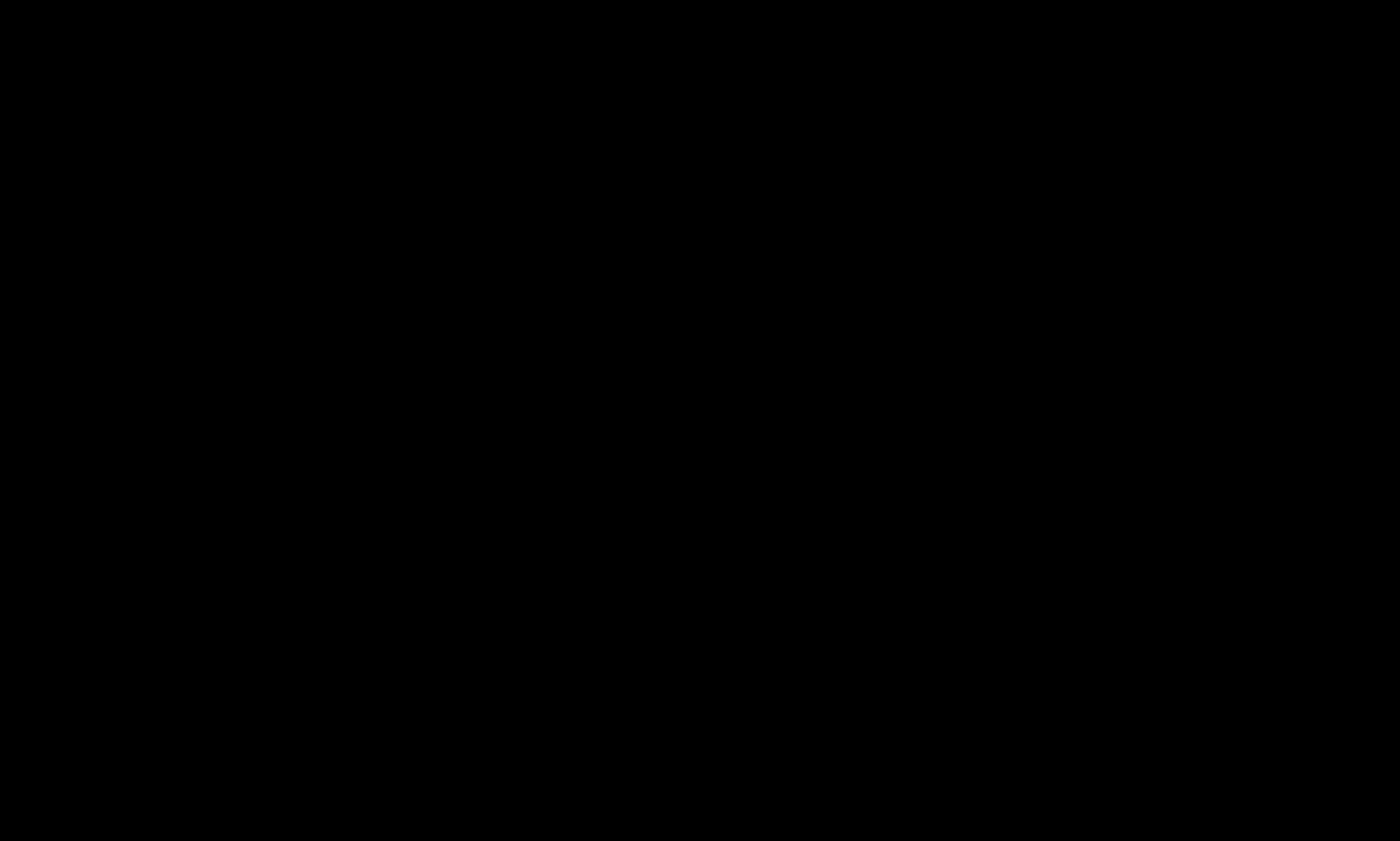
For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:





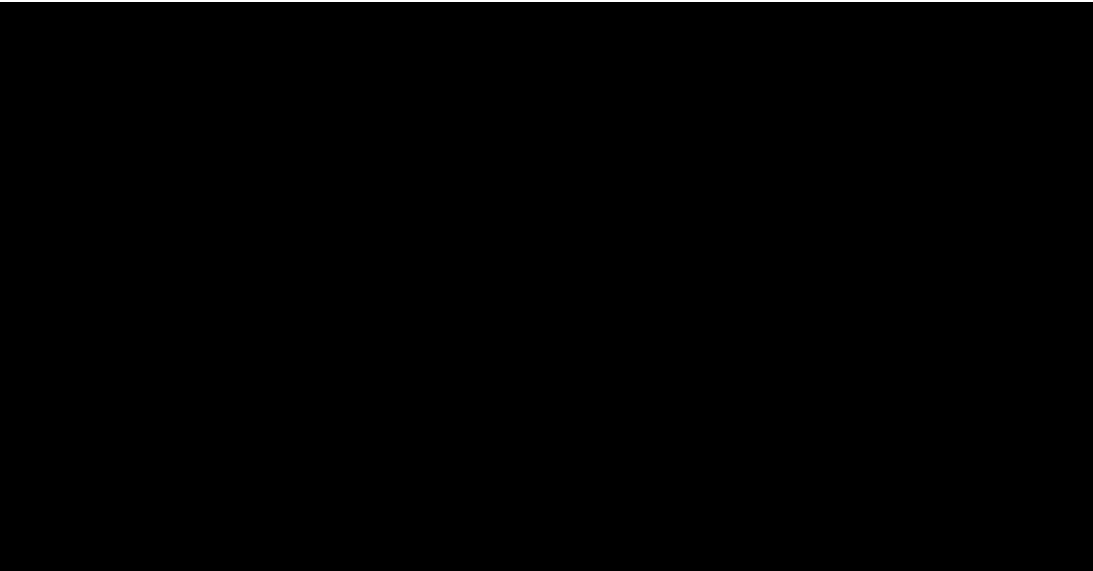






We will be in touch with you again at the end of the standstill period.

Yours faithfully









Shropshire  
Council

Shrewsbury Colleges Group  
Welsh Bridge Campus  
Priory Road  
Shrewsbury

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

4<sup>th</sup> April 2019

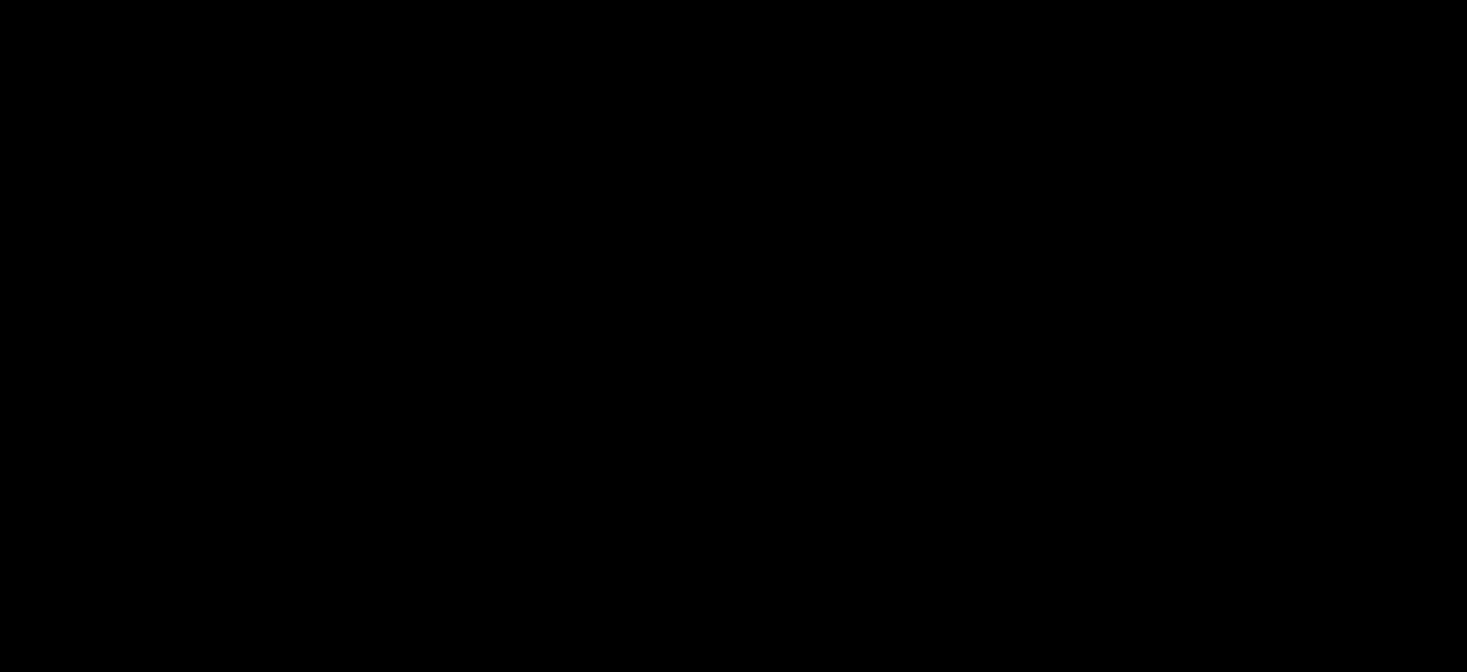
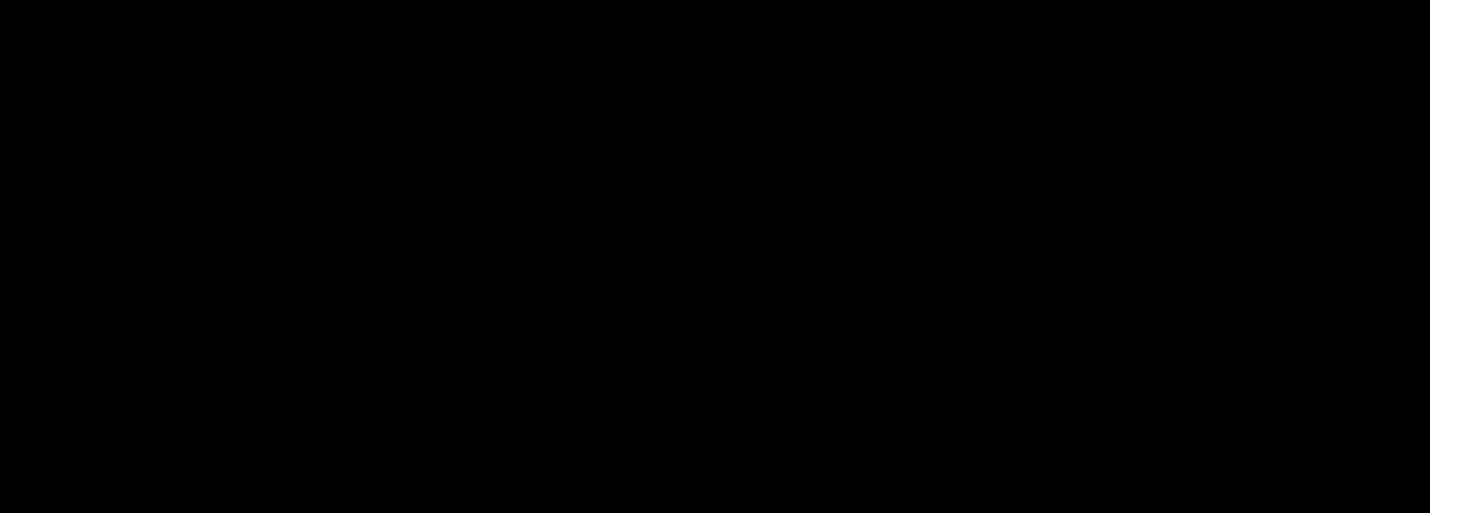
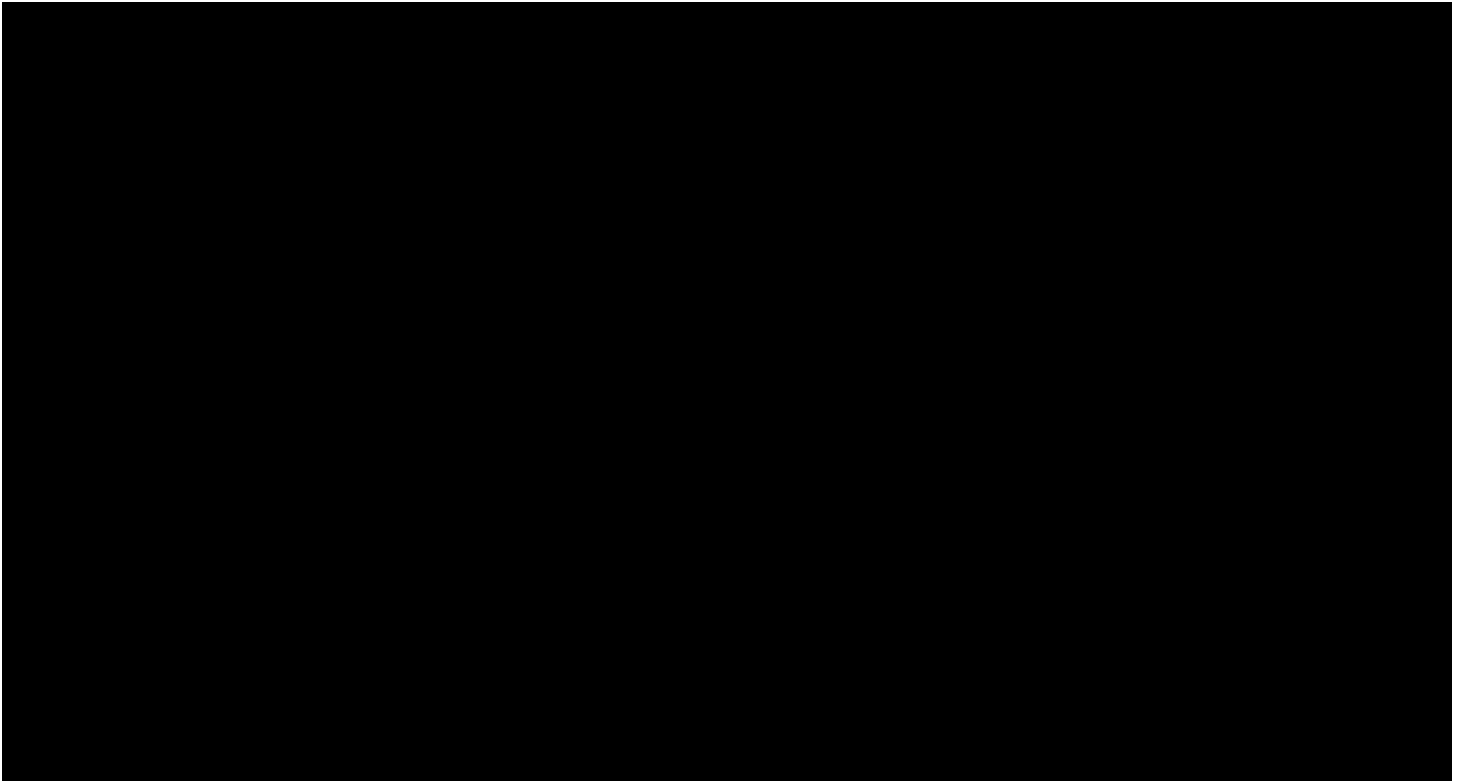
Dear Bidder

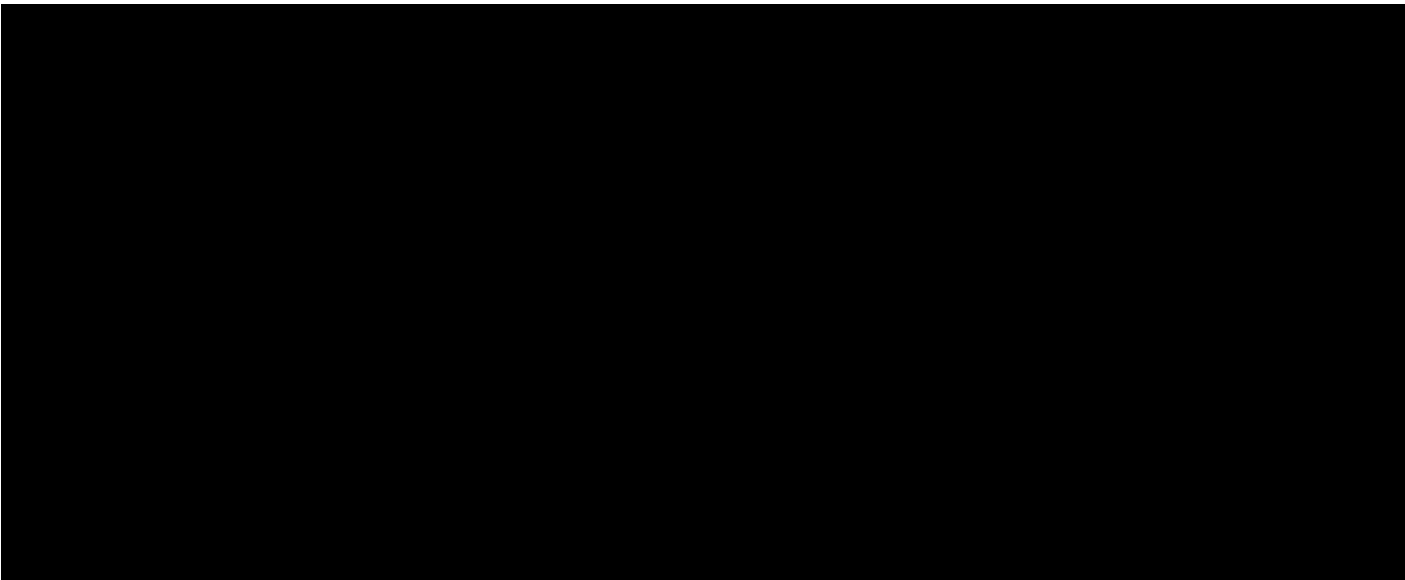
**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

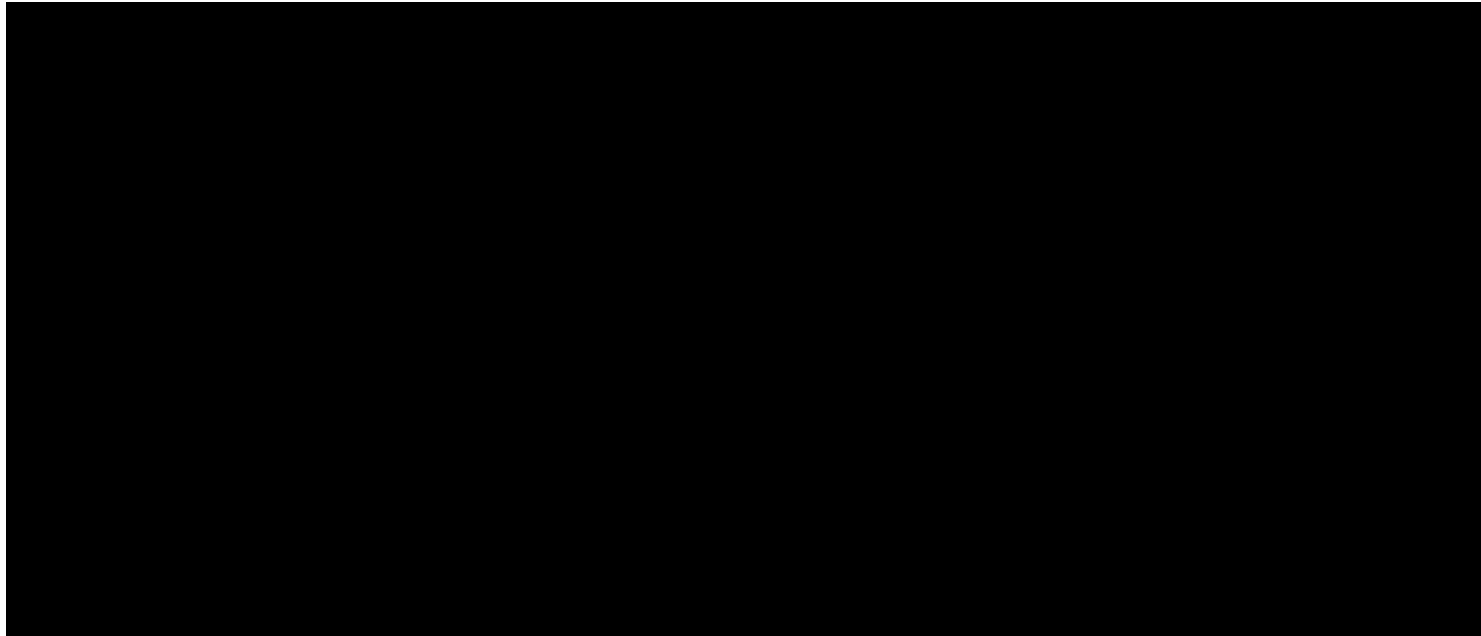
This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

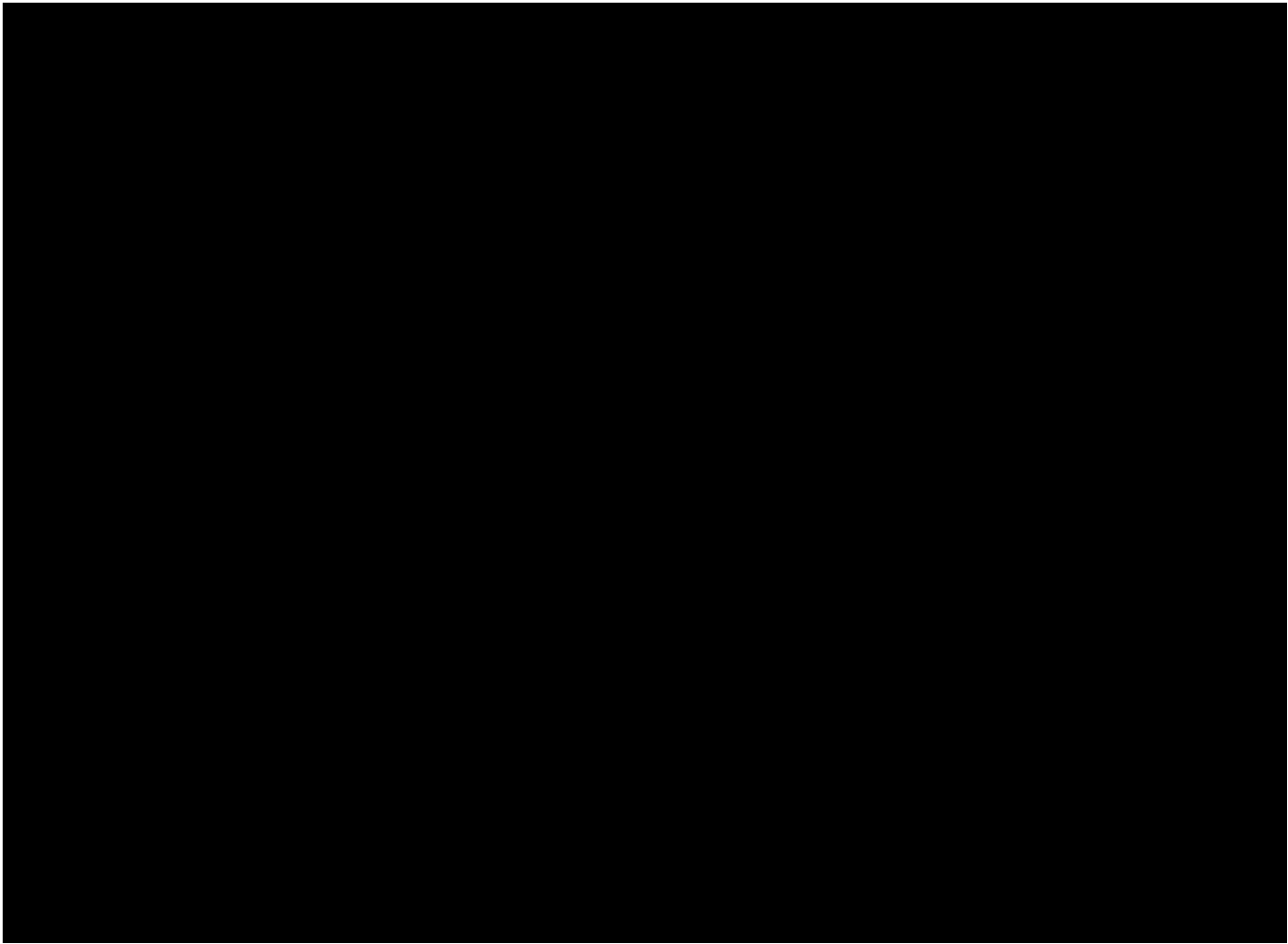
However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.





For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:





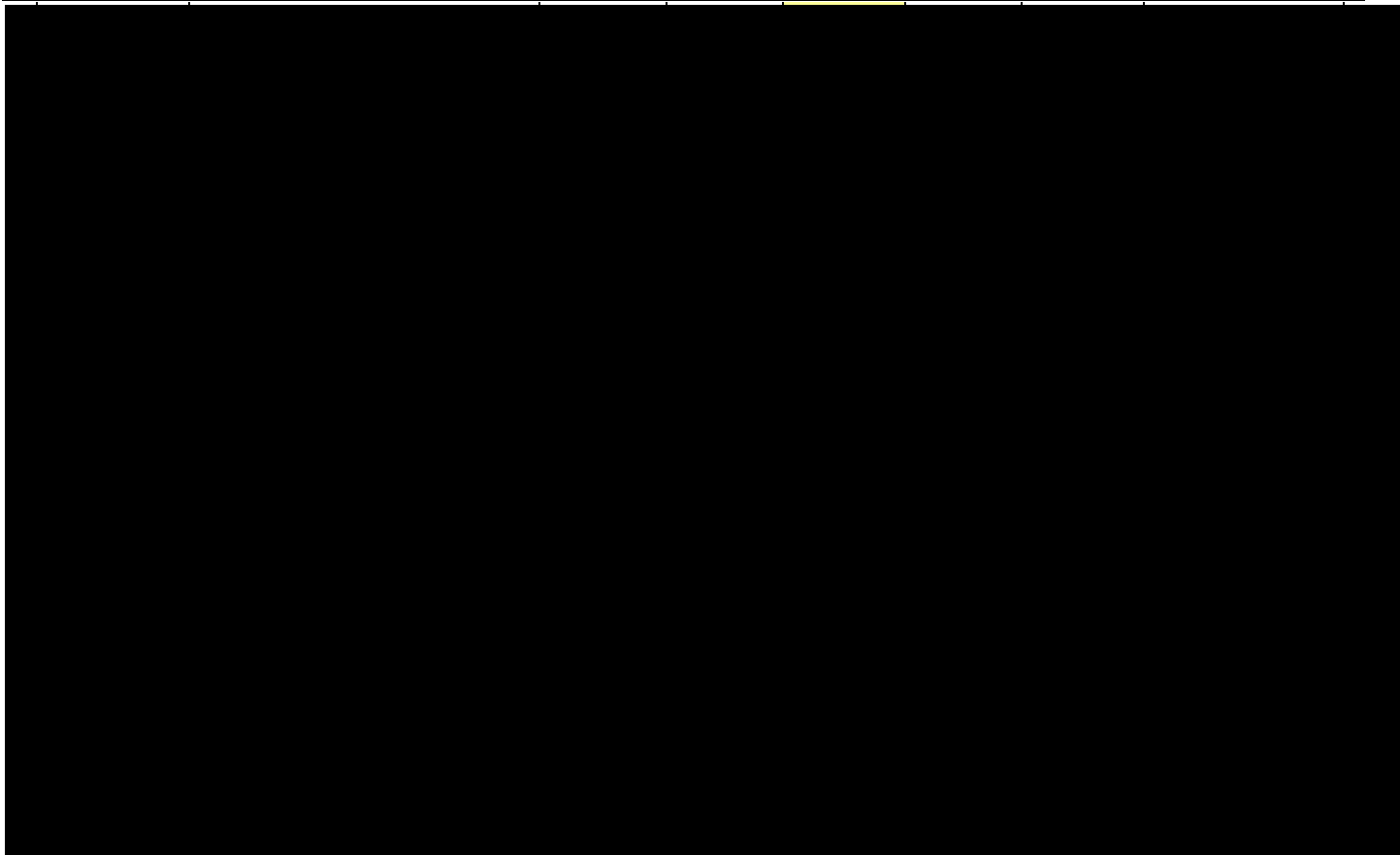
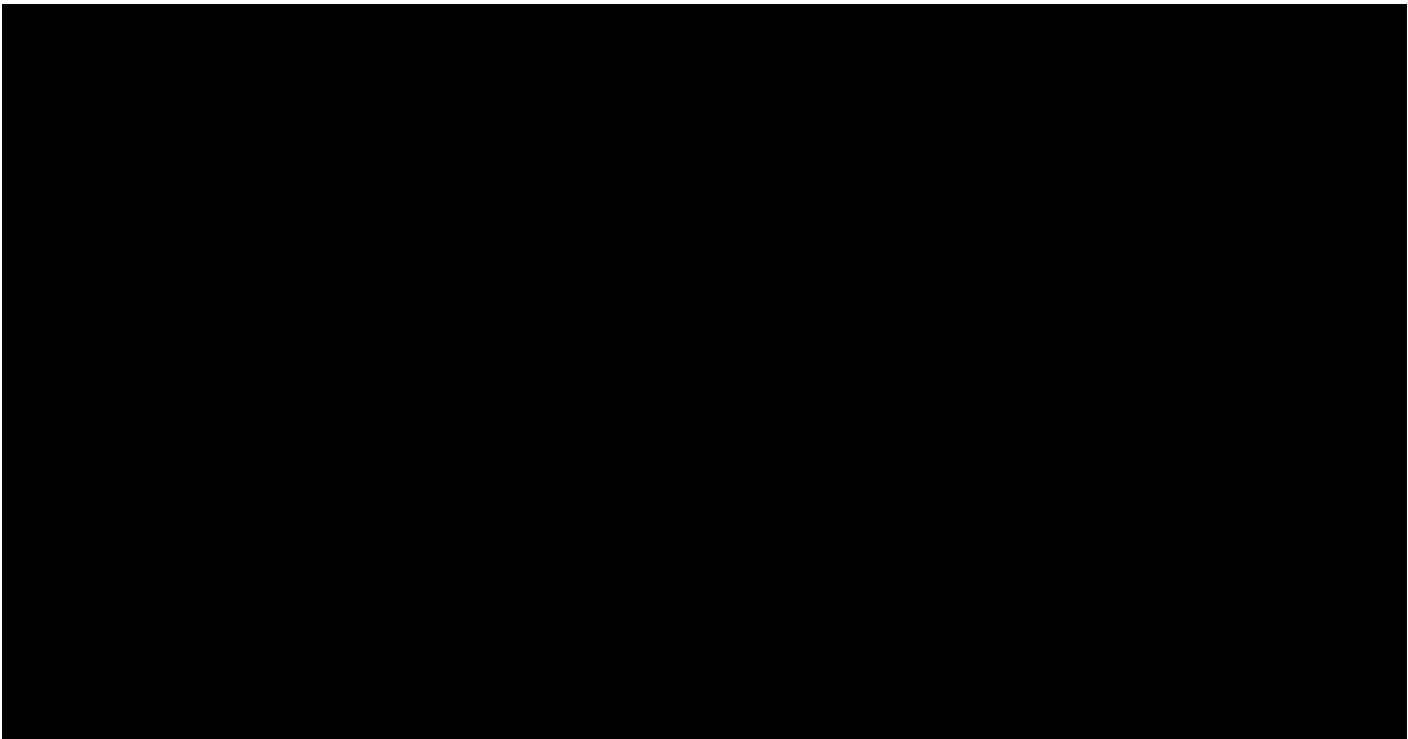
Quality

[REDACTED]

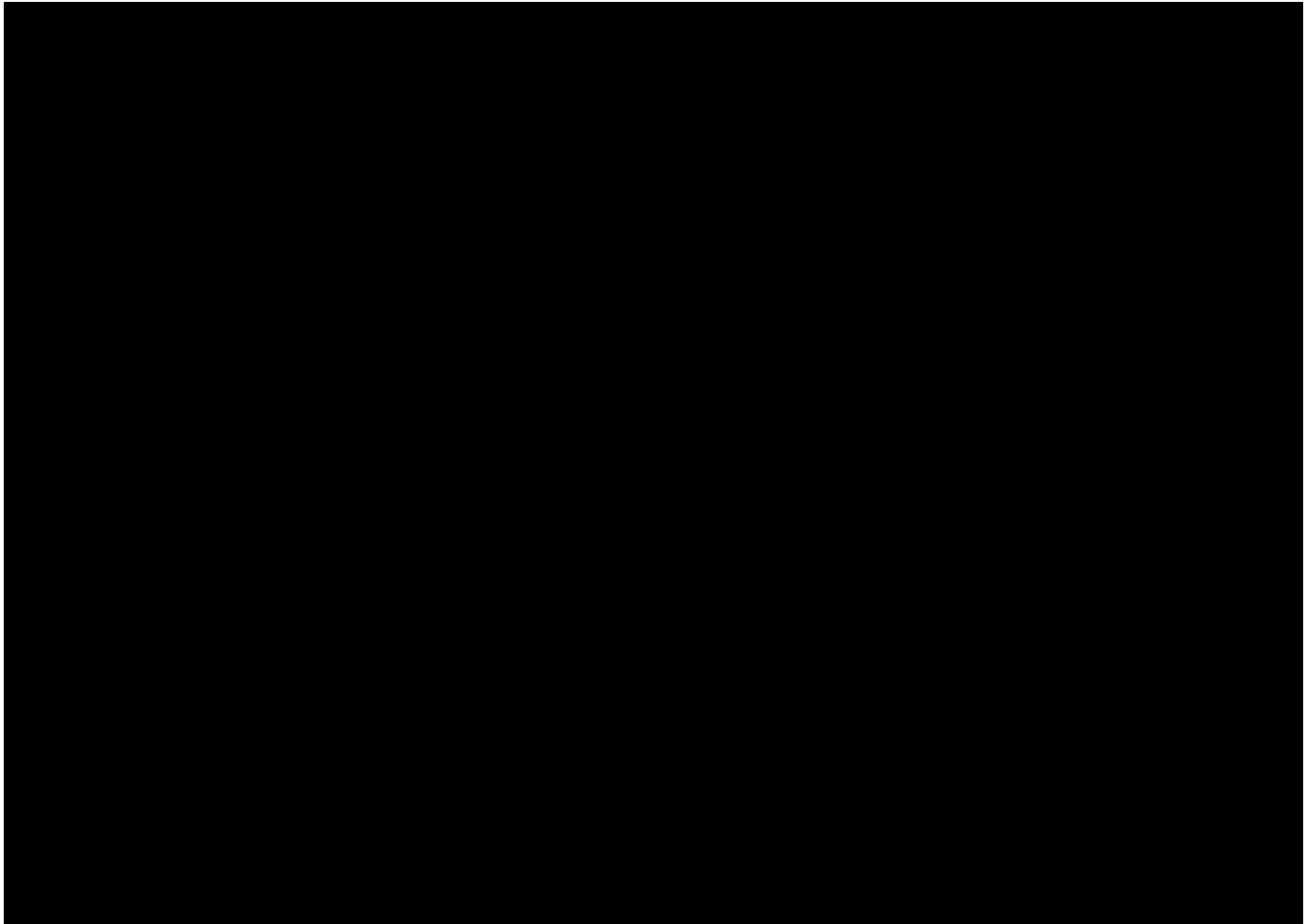
[REDACTED]

[REDACTED]



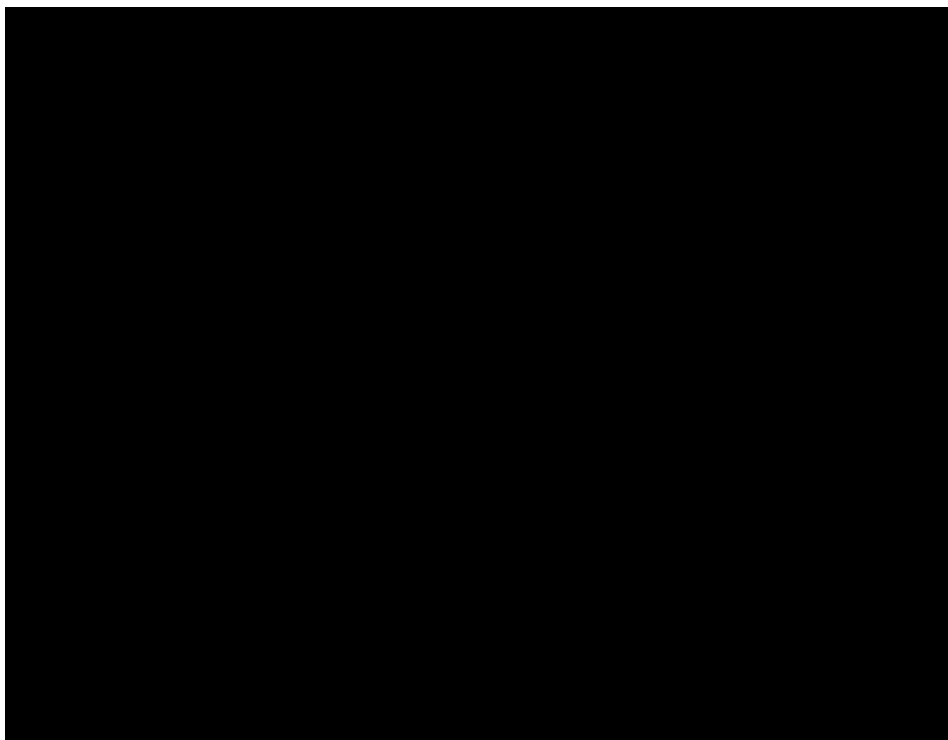






We will be in touch with you again at the end of the standstill period.

Yours faithfully





Shropshire  
Council

Total People Limited  
Group House  
King Street  
Middlewich

[REDACTED]

[REDACTED]

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

4<sup>th</sup> April 2019

Dear Bidder

**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

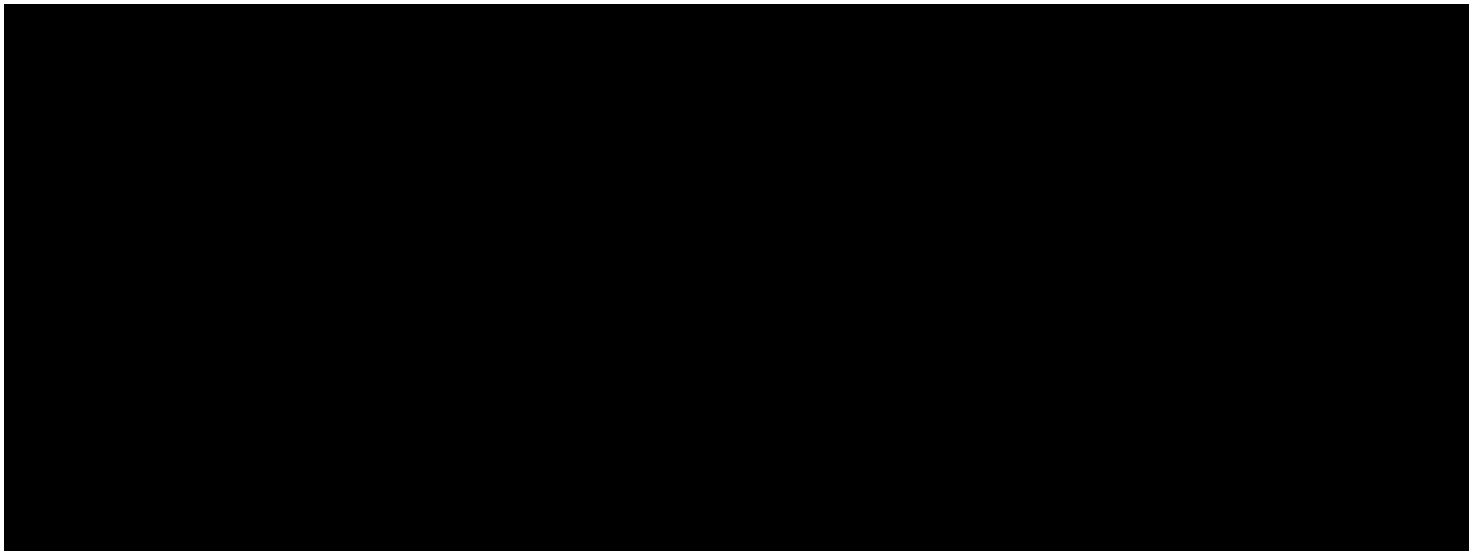
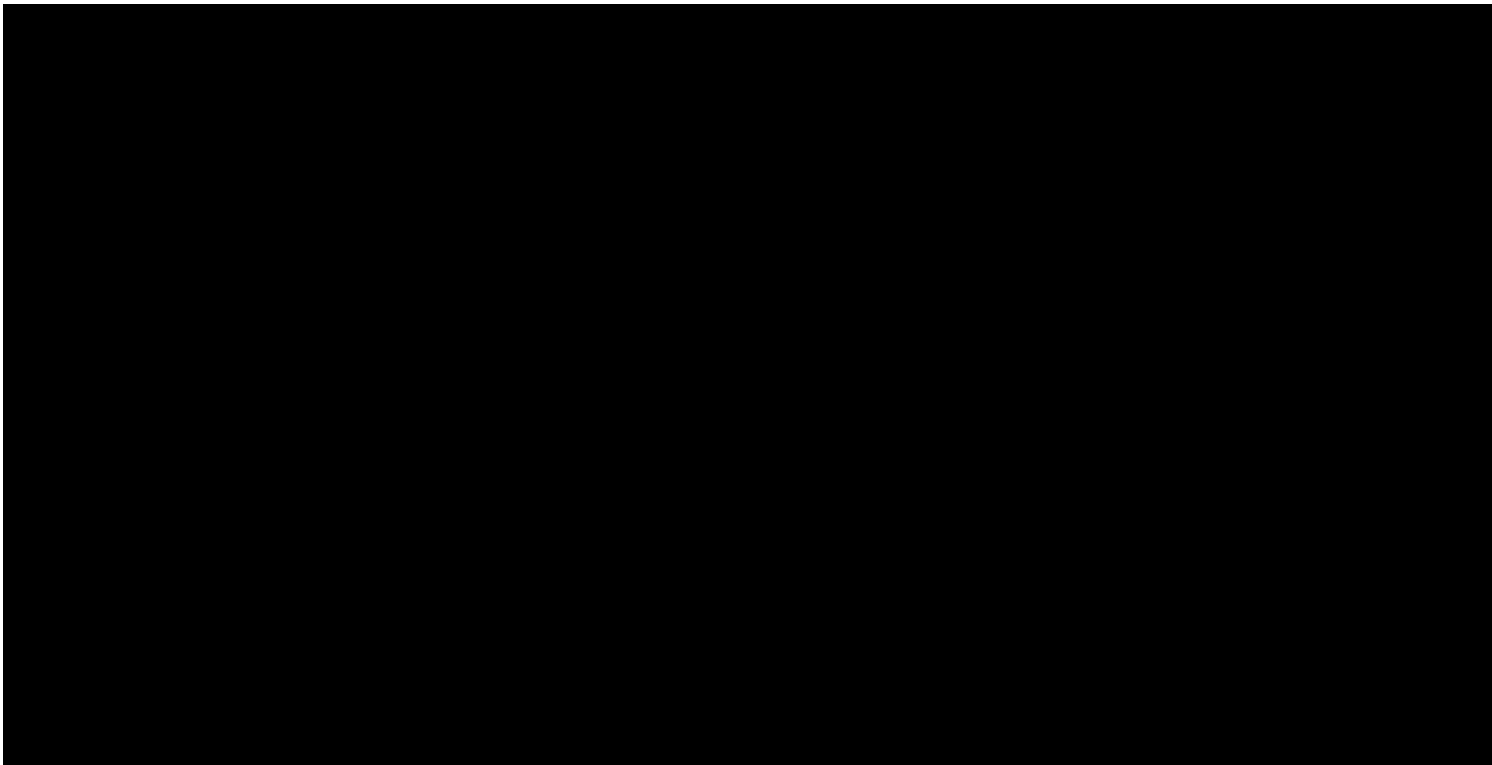
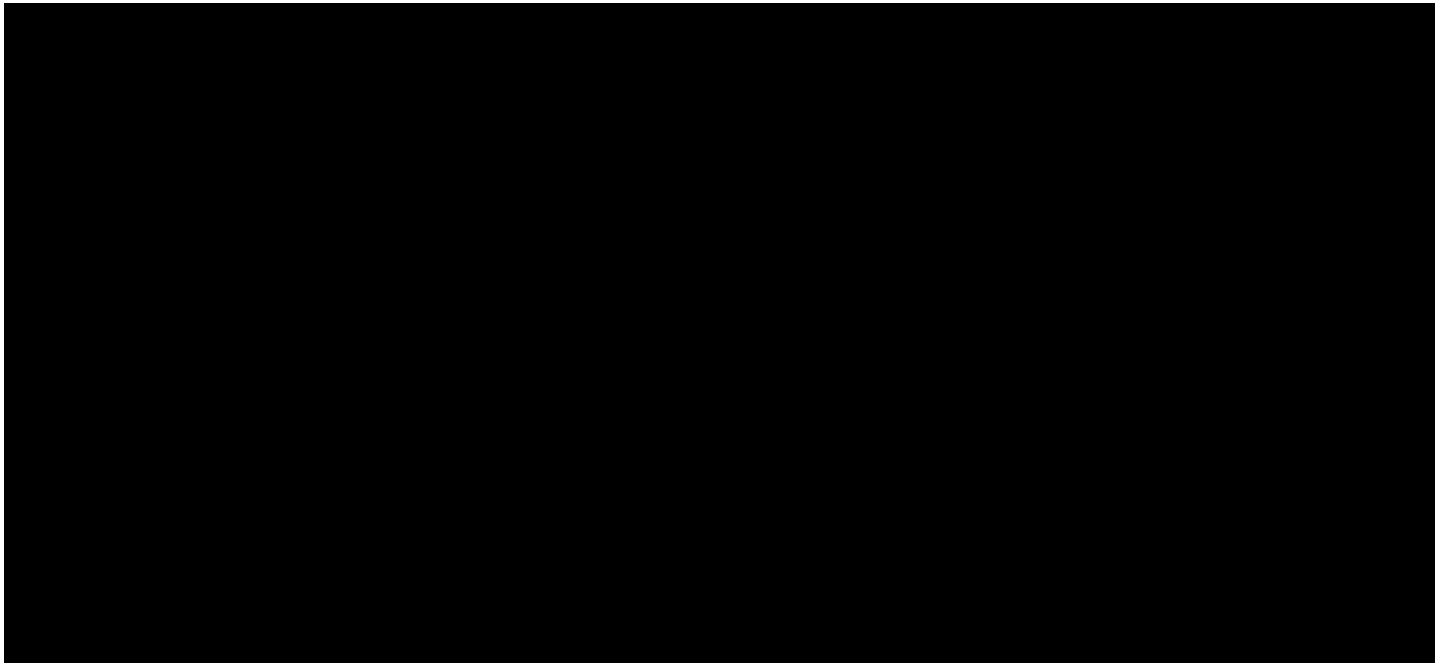
**SUBJECT TO CONTRACT**

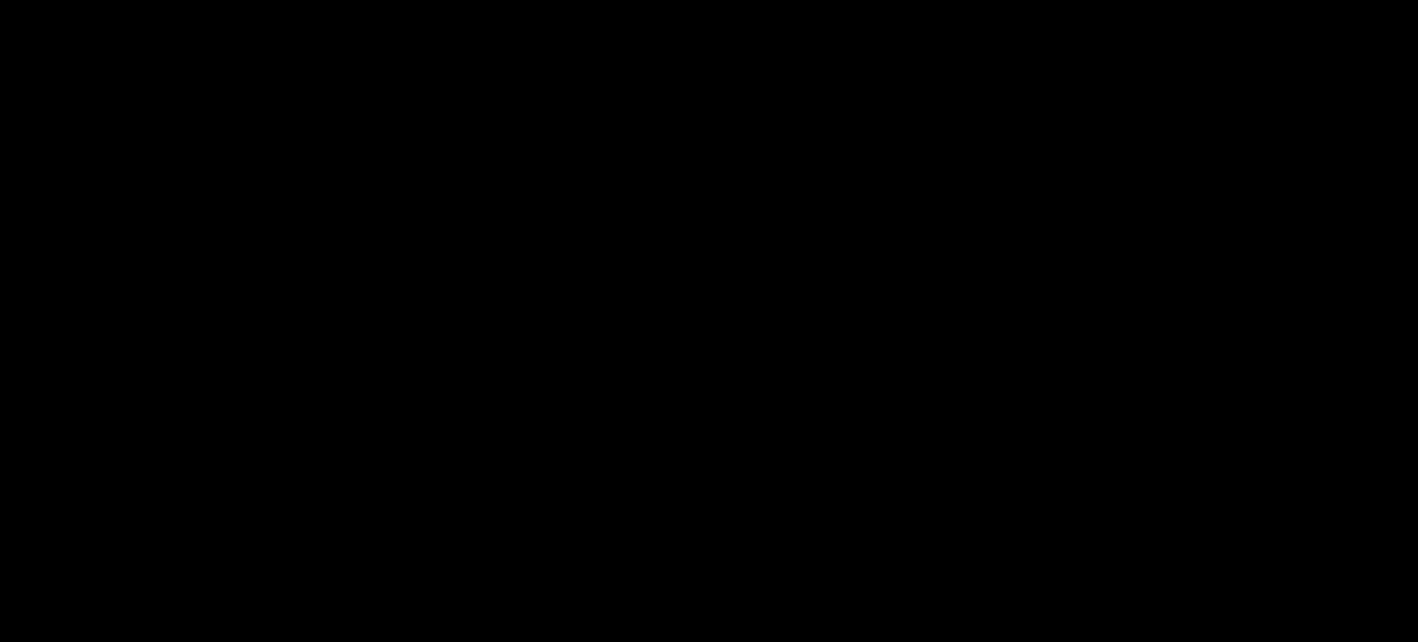
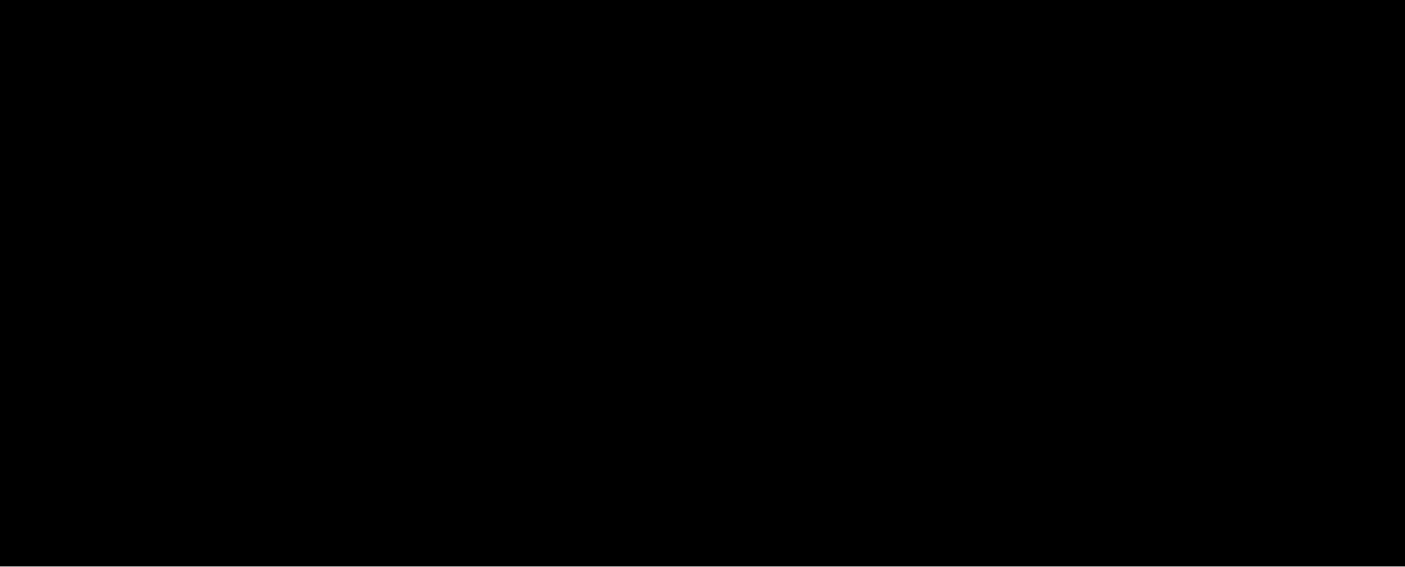
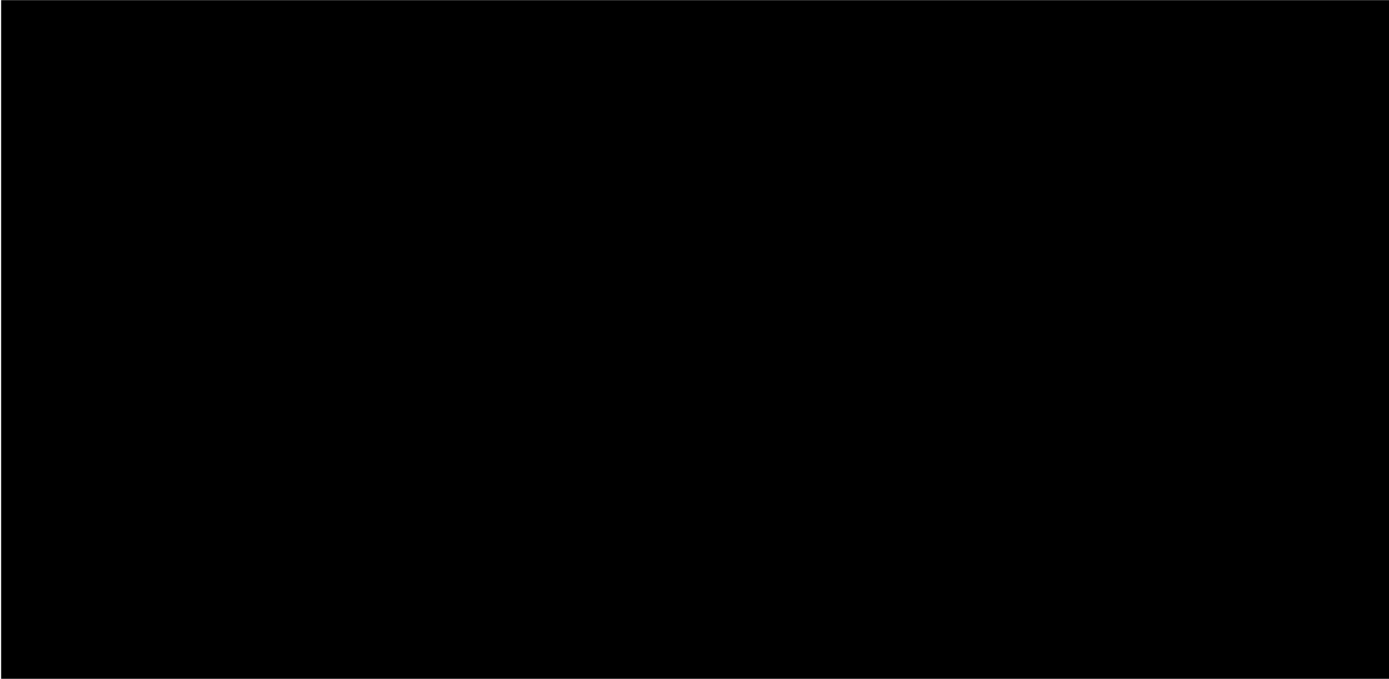
This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

[REDACTED]

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

[REDACTED]



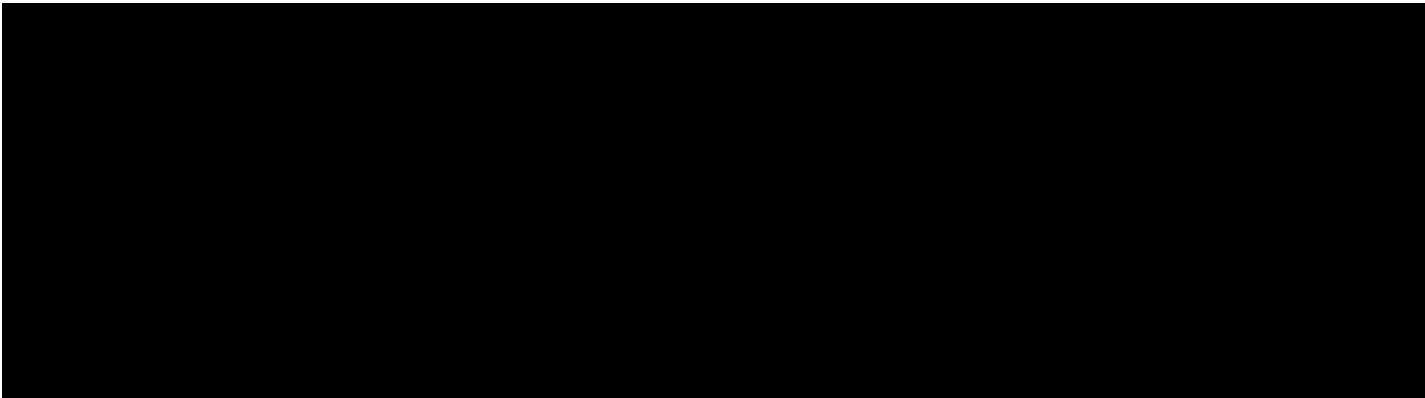


[REDACTED]

[REDACTED]

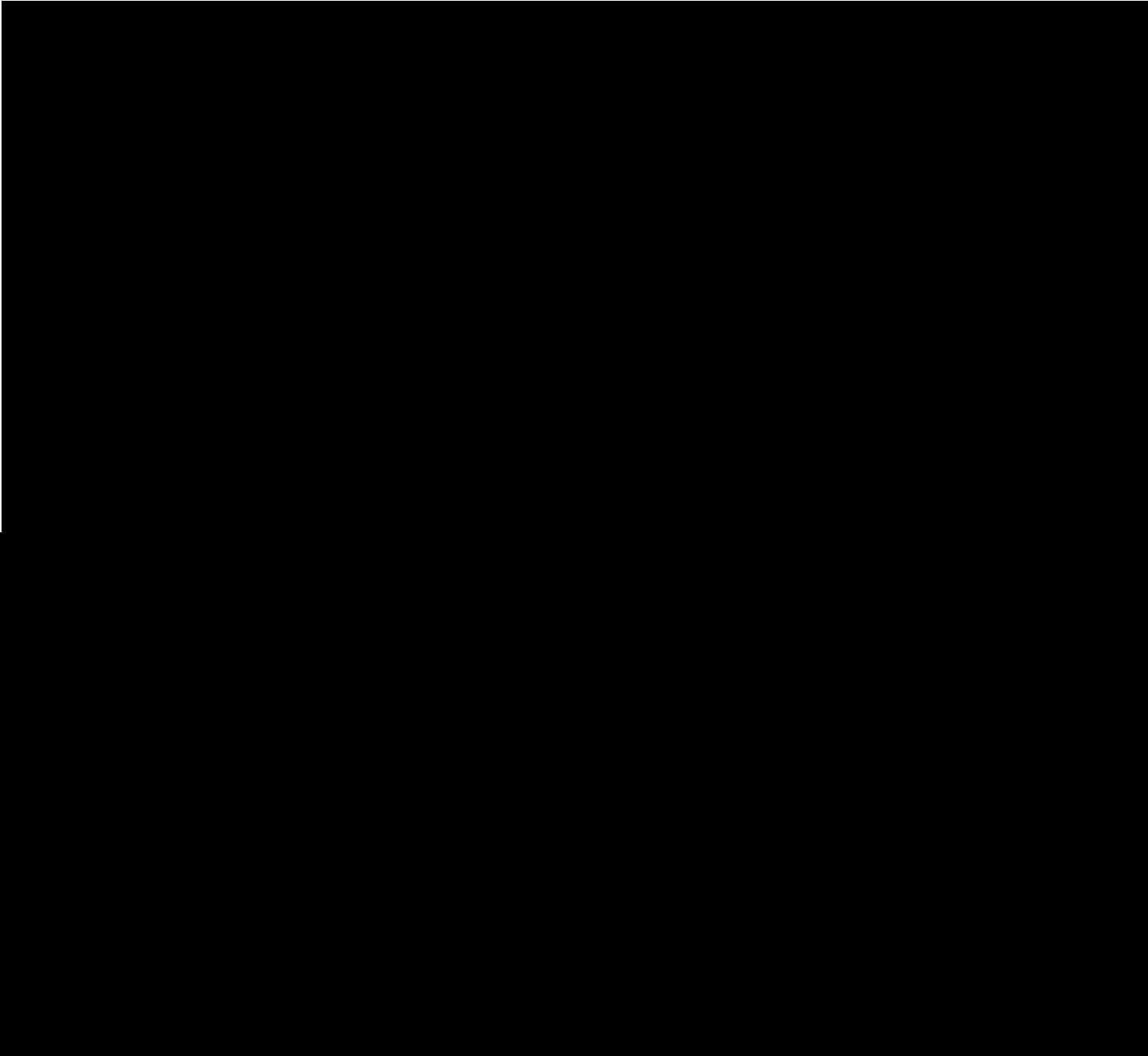
[REDACTED]

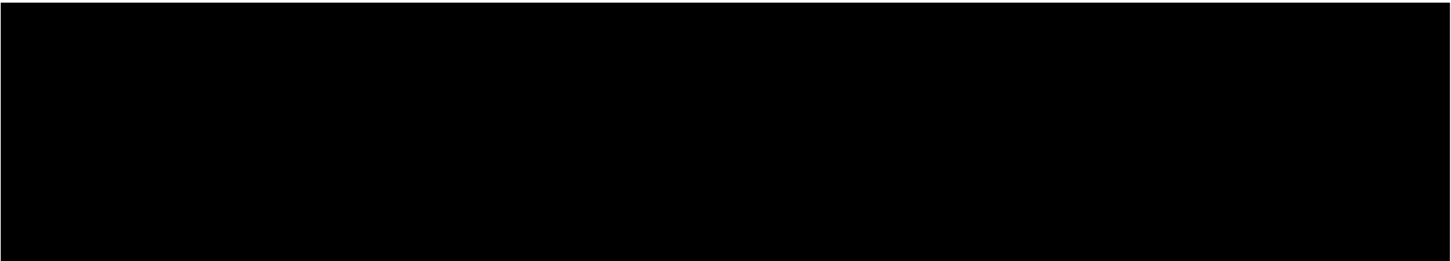
[REDACTED]



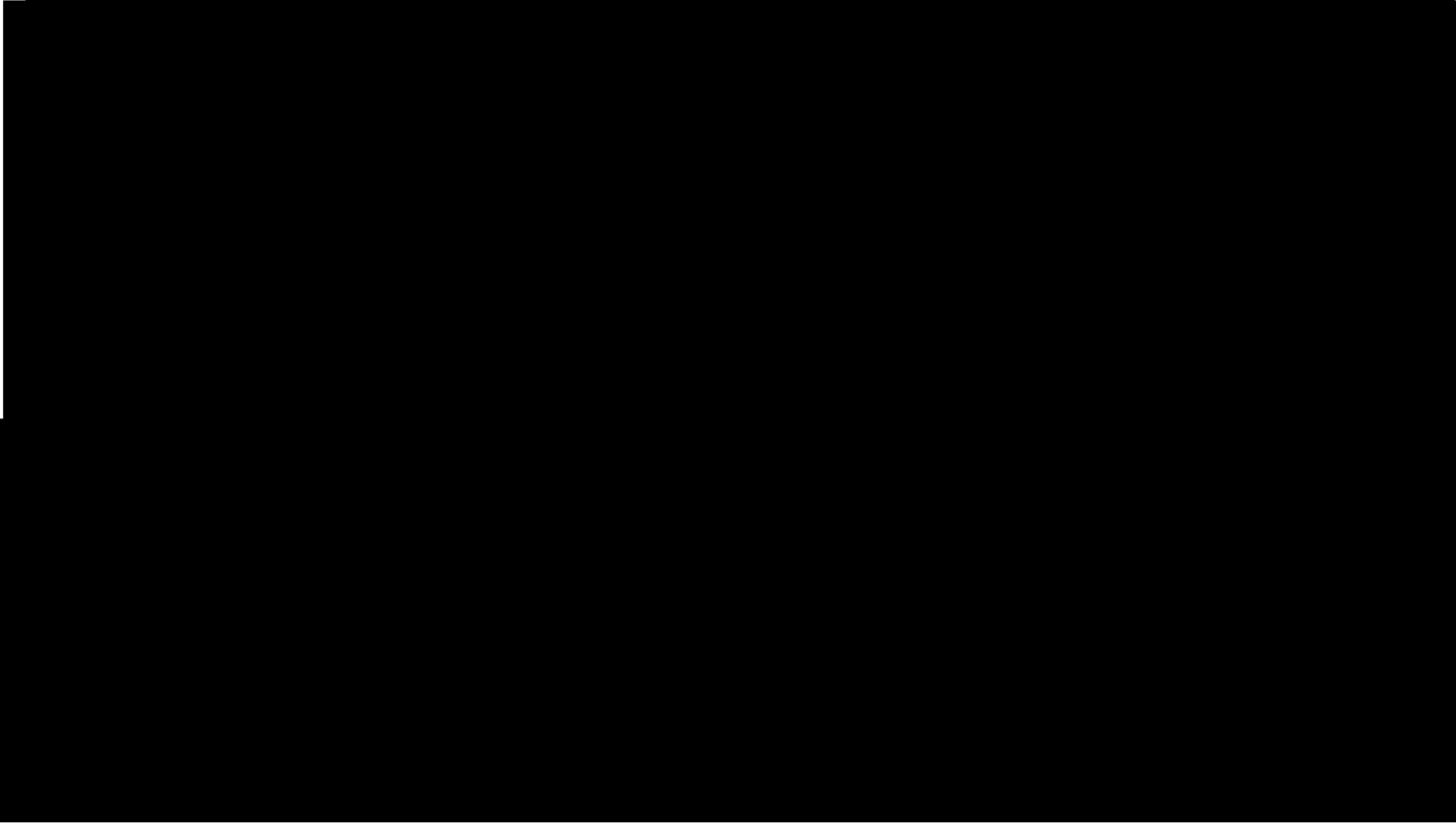
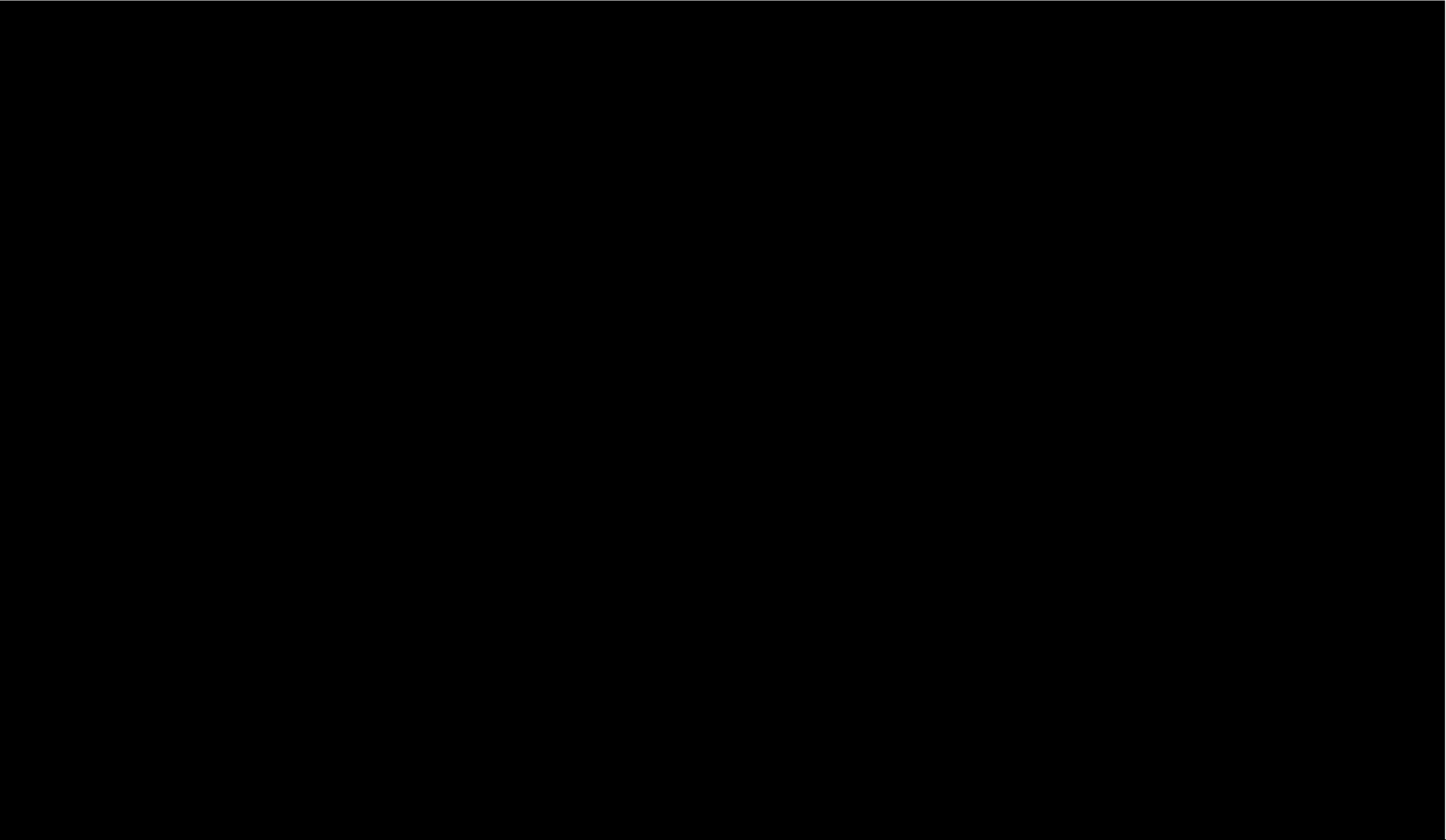
For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:

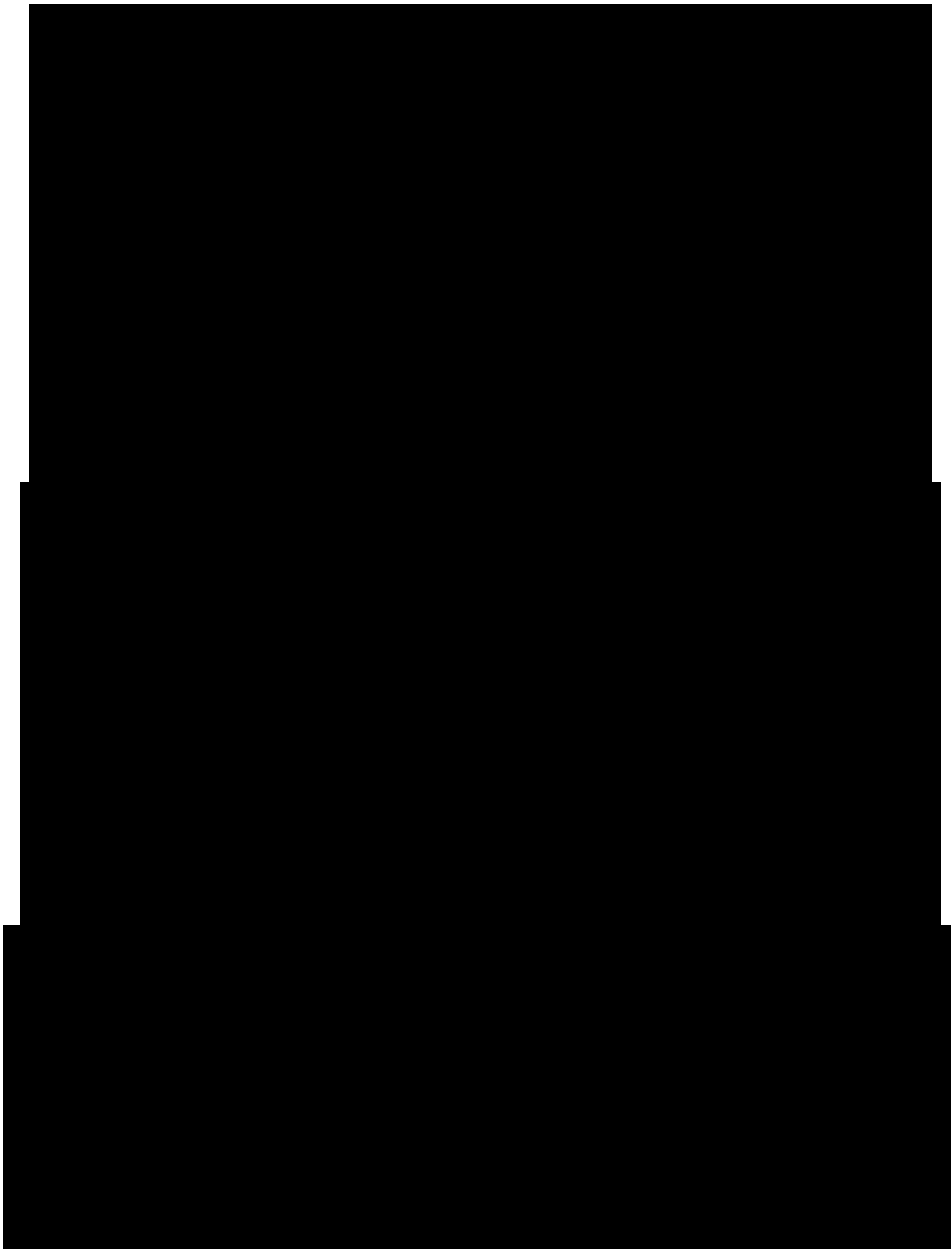
**Value for Money**



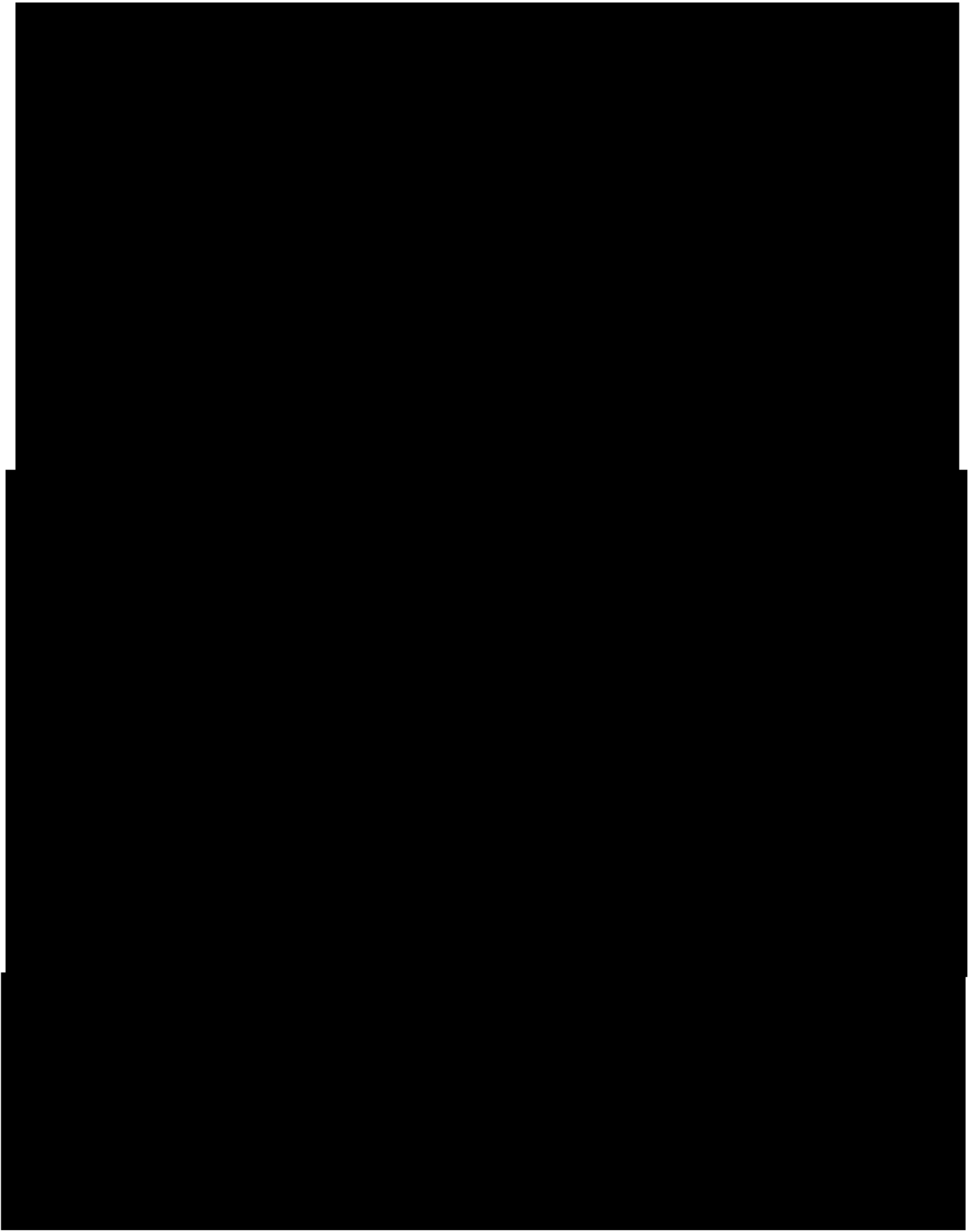


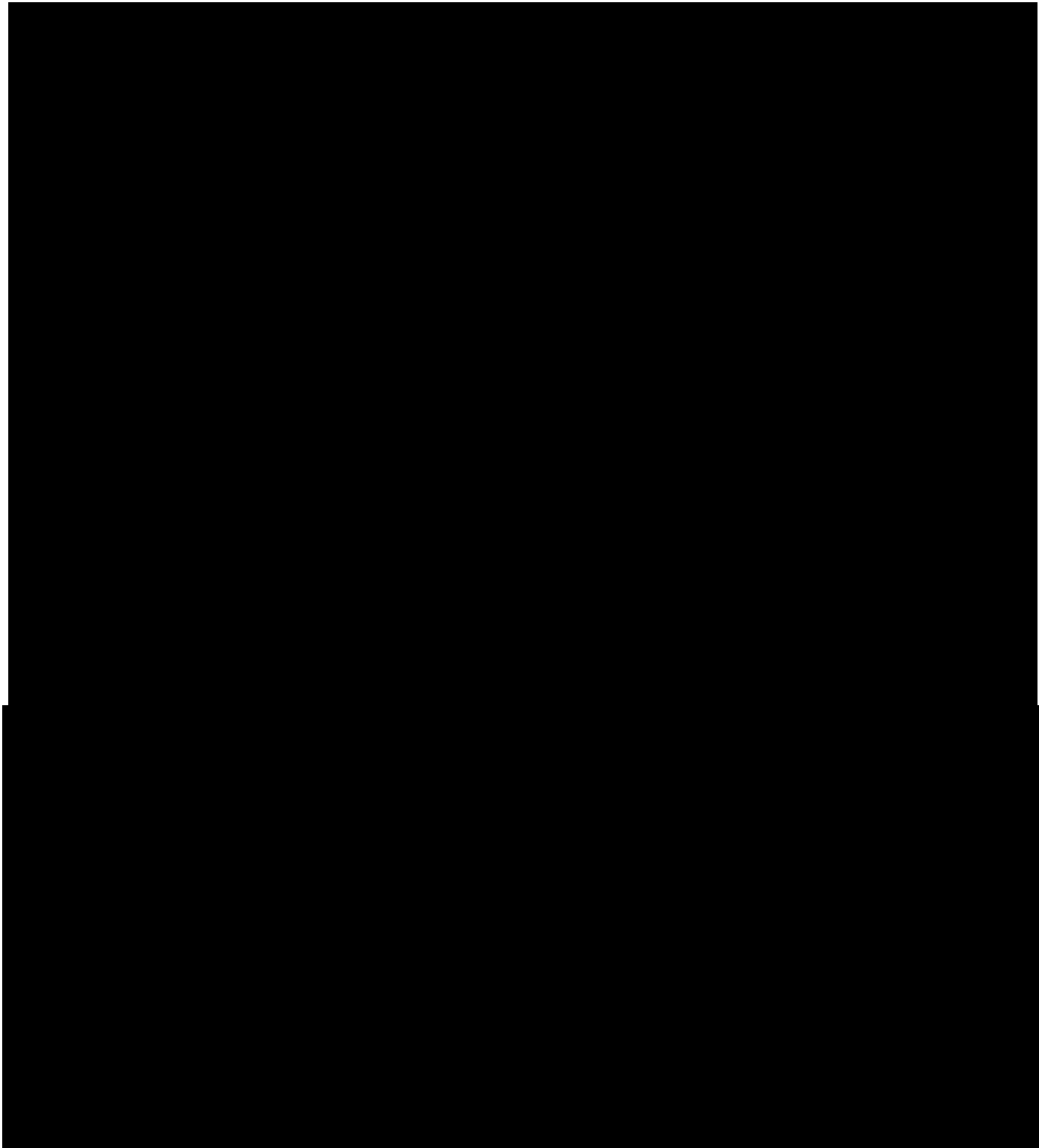
Quality











We will be in touch with you again at the end of the standstill period.

Yours faithfully







Shropshire  
Council

University of Chester  
Parkgate Road  
Chester  
CH1 4BJ

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

4<sup>th</sup> April 2019

Dear Bidder

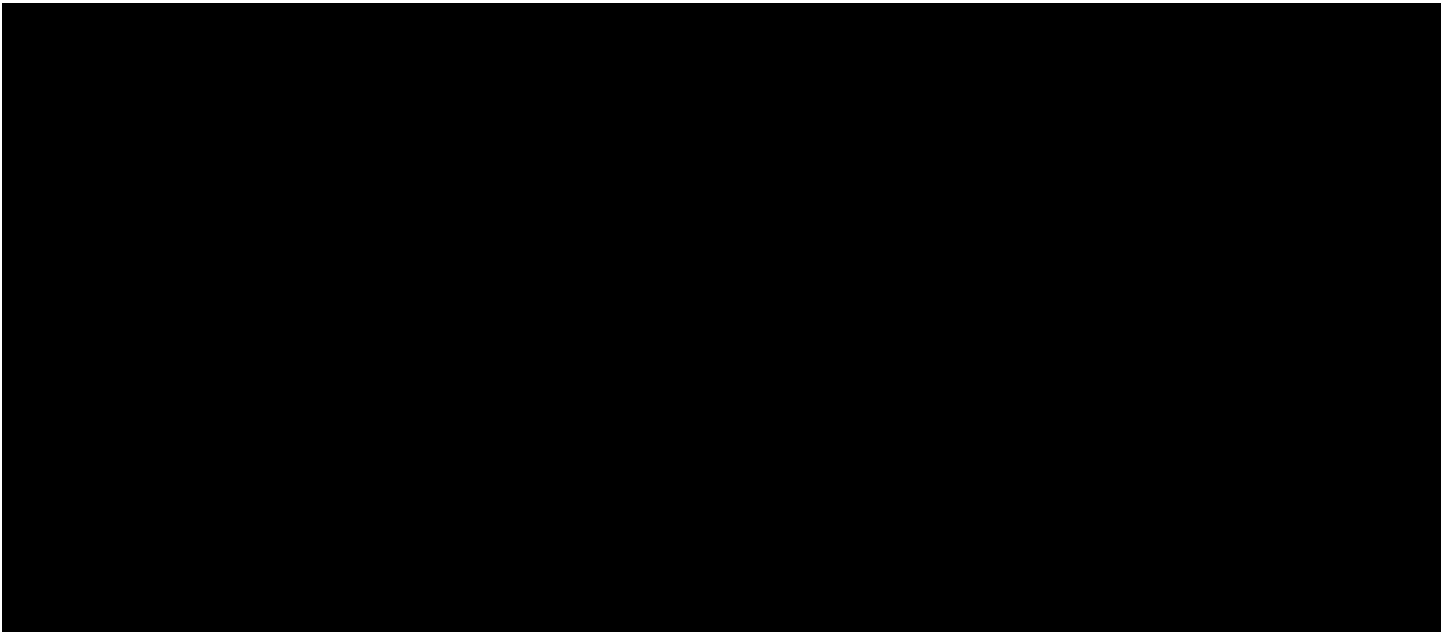
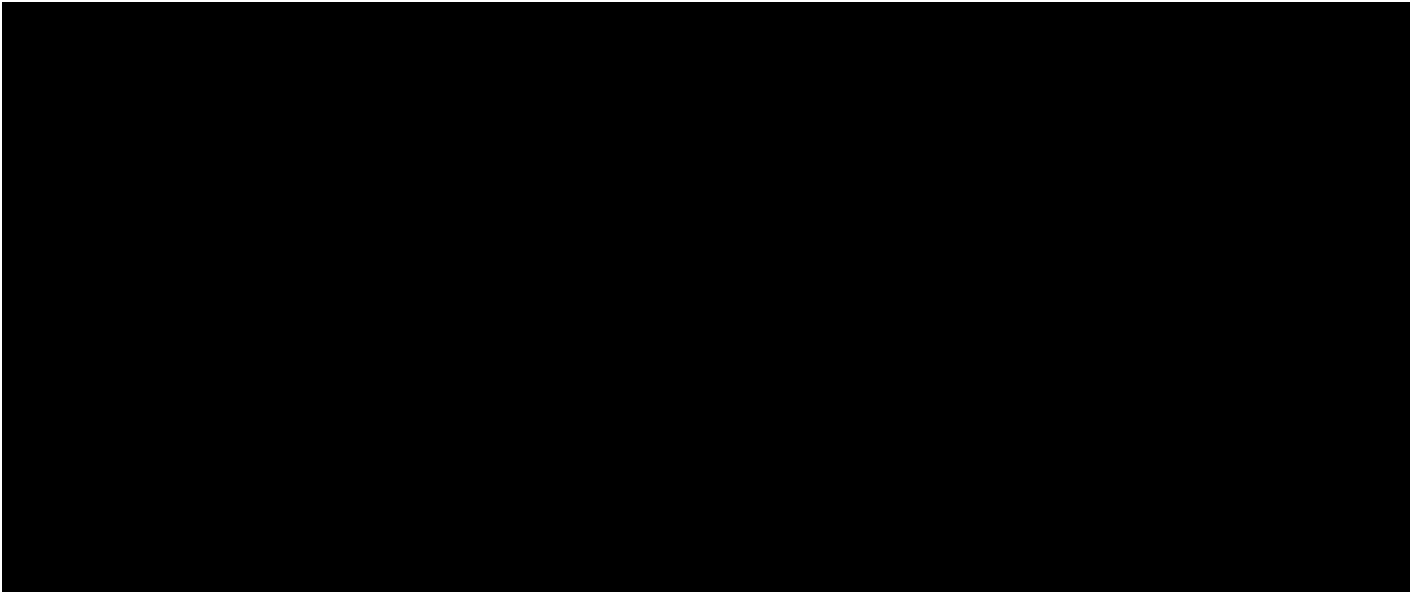
**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

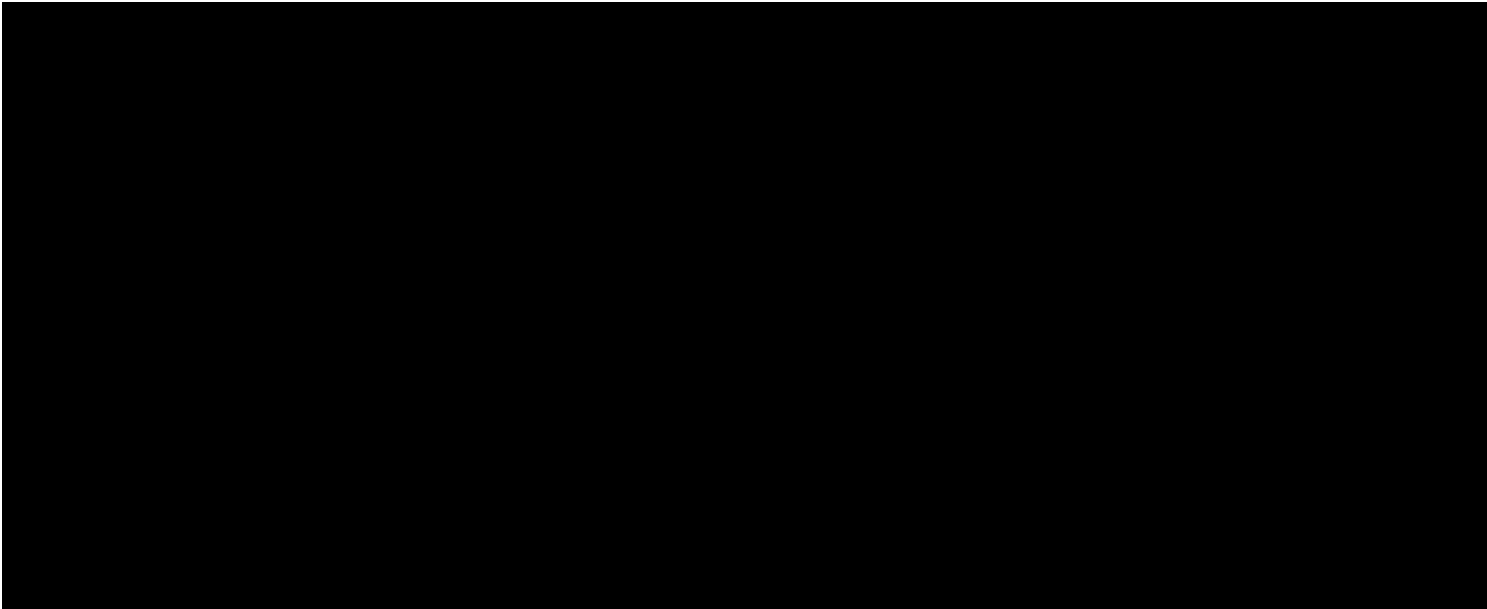
This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15th April 2019.

Subject to Shropshire Council receiving no notice during the standstill period of any intention to legally challenge the award process, the Council aims to conclude the award after the expiry of the standstill period.

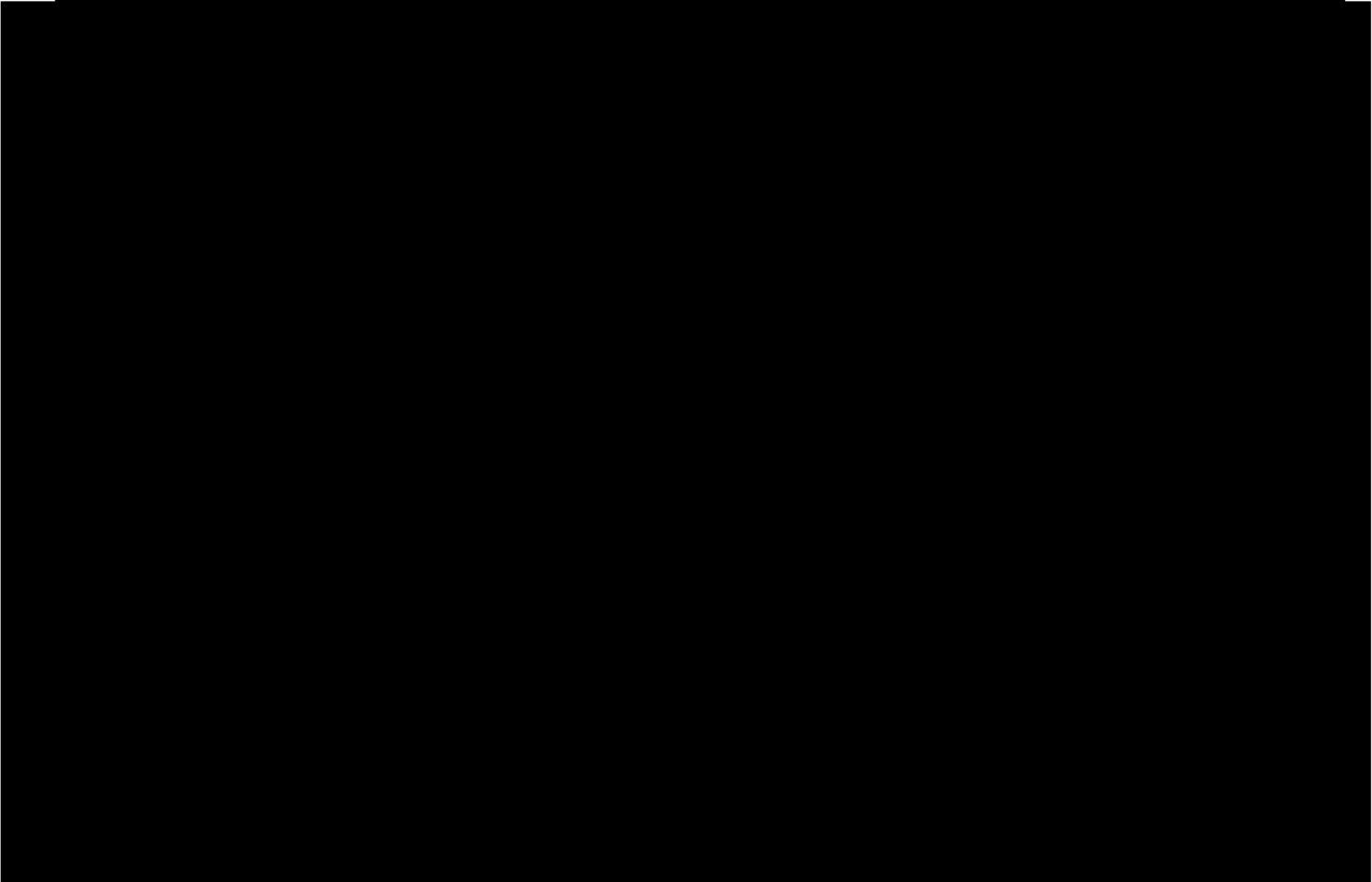
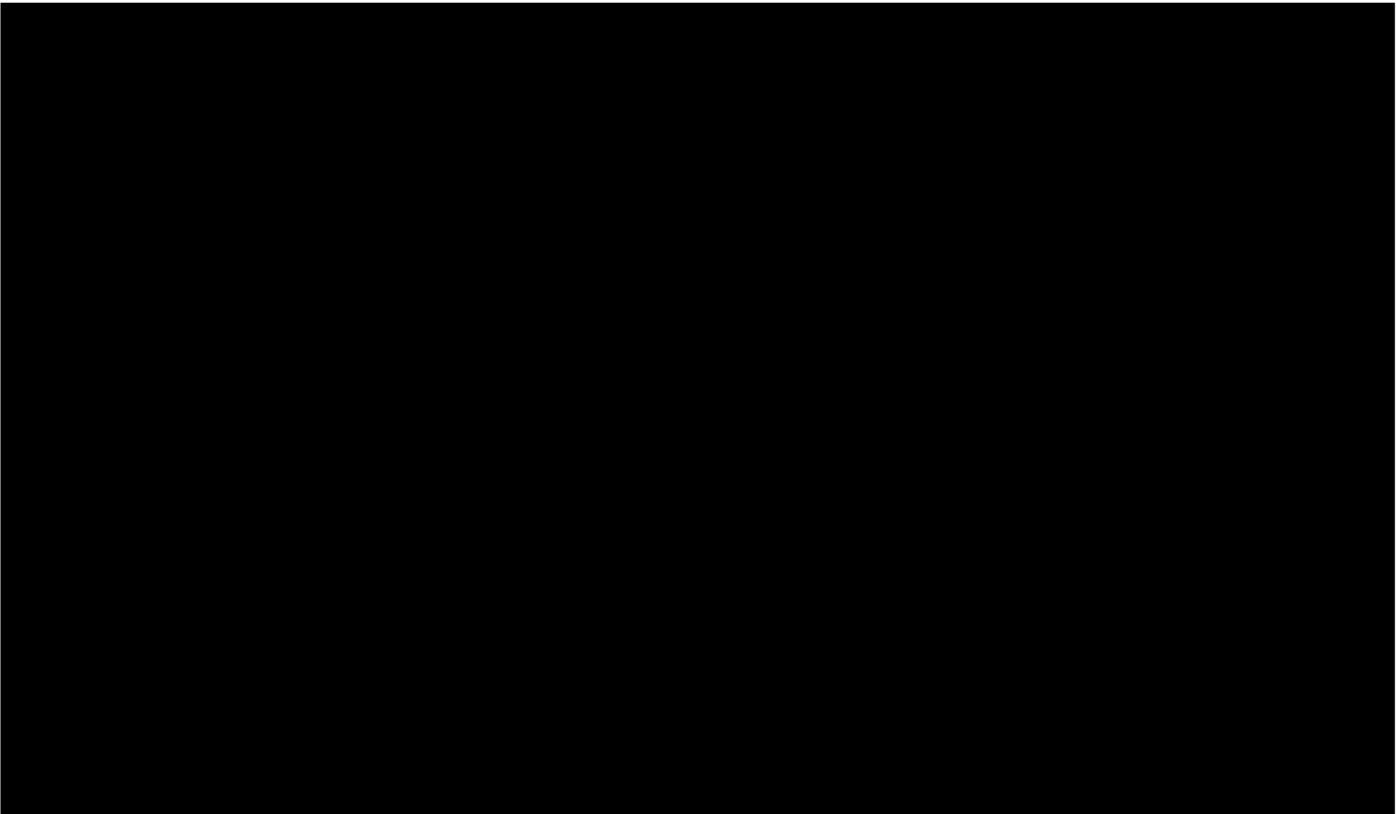


For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:





**Quality**



[REDACTED]

[REDACTED]

[REDACTED]

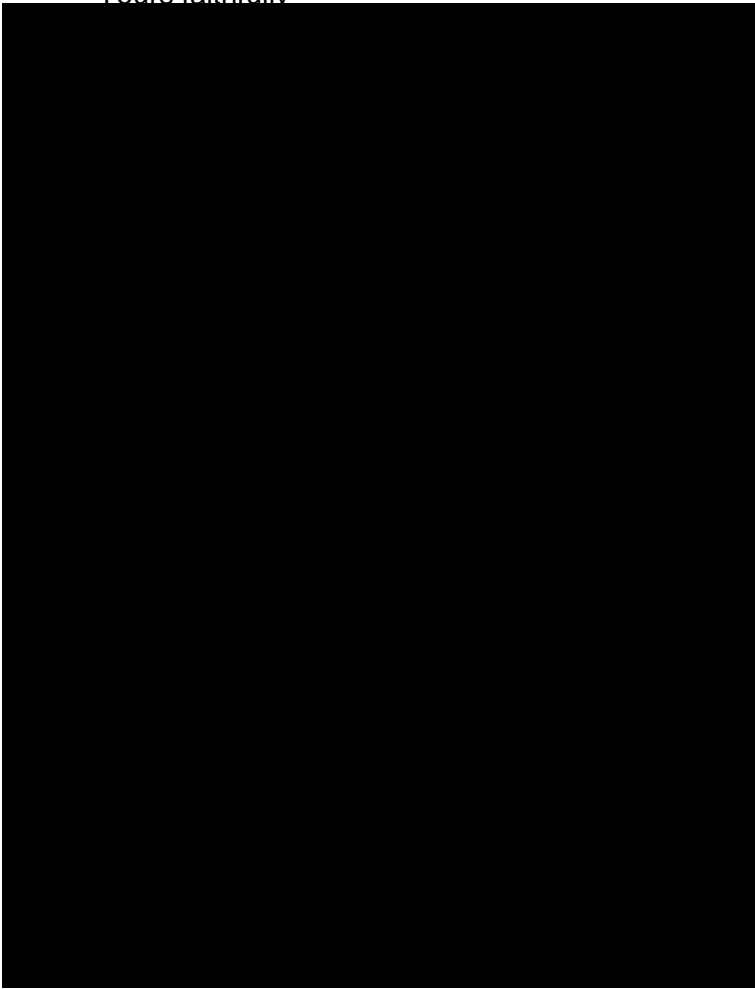






We will be in touch with you again at the end of the standstill period.

Yours faithfully





Shropshire  
Council

University of Wolverhampton  
Apprenticeship Hub  
MM Building  
City Campus  
Molineux  
Wolverhampton  
WV1 1RY

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire SY2 6ND

4<sup>th</sup> April 2019

[REDACTED]

Dear Bidder

**RMCV 029 - APPRENTICESHIP TRAINING PROVIDER FRAMEWORK  
SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

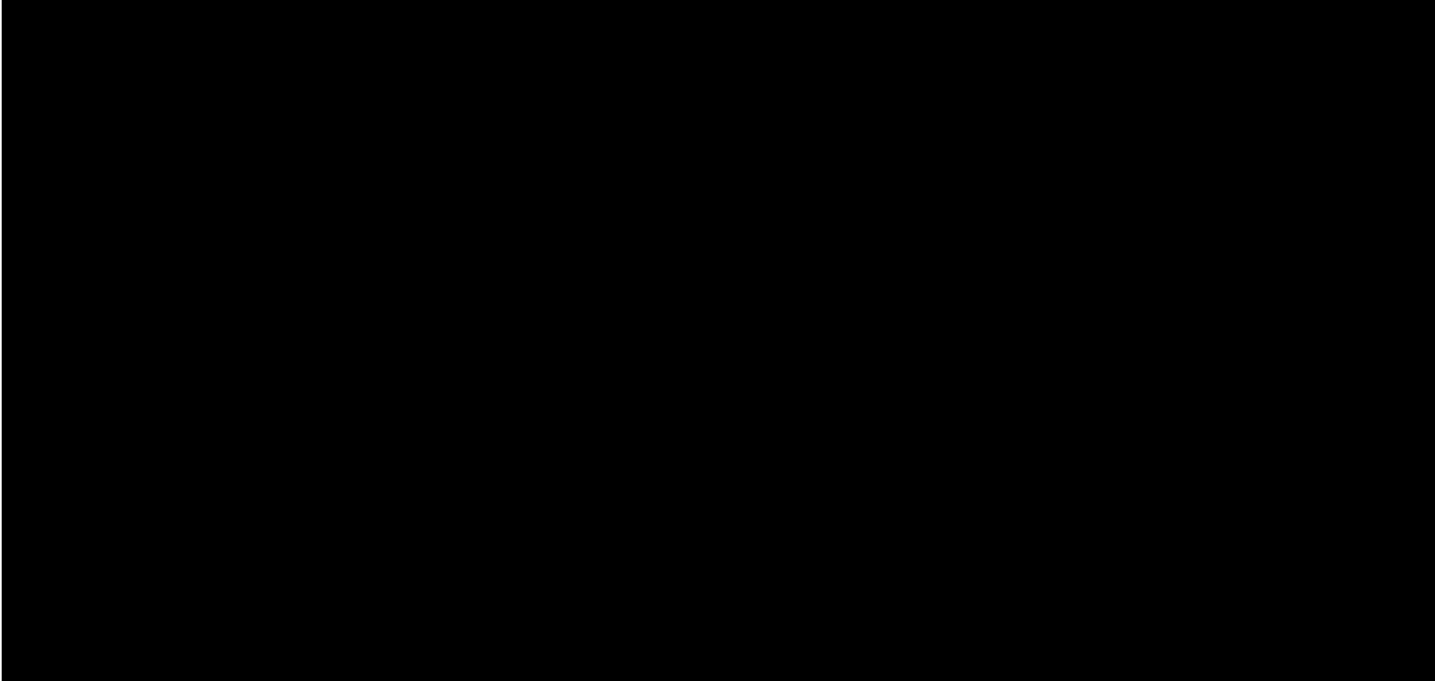
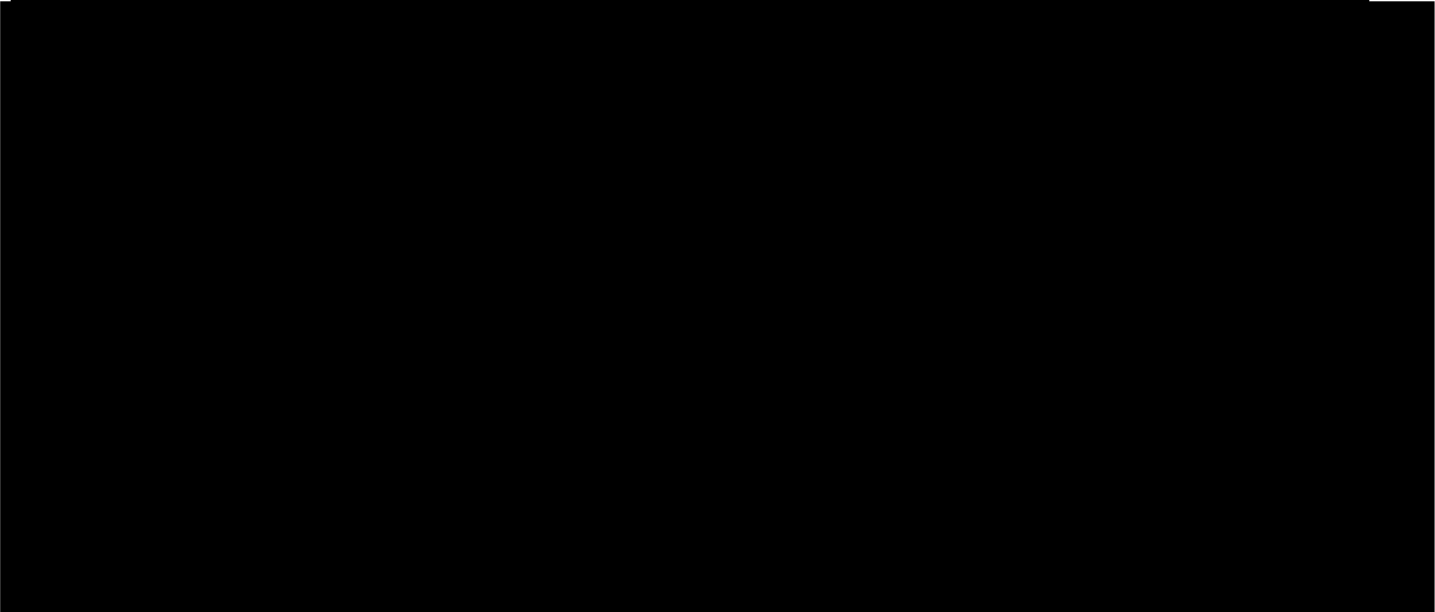
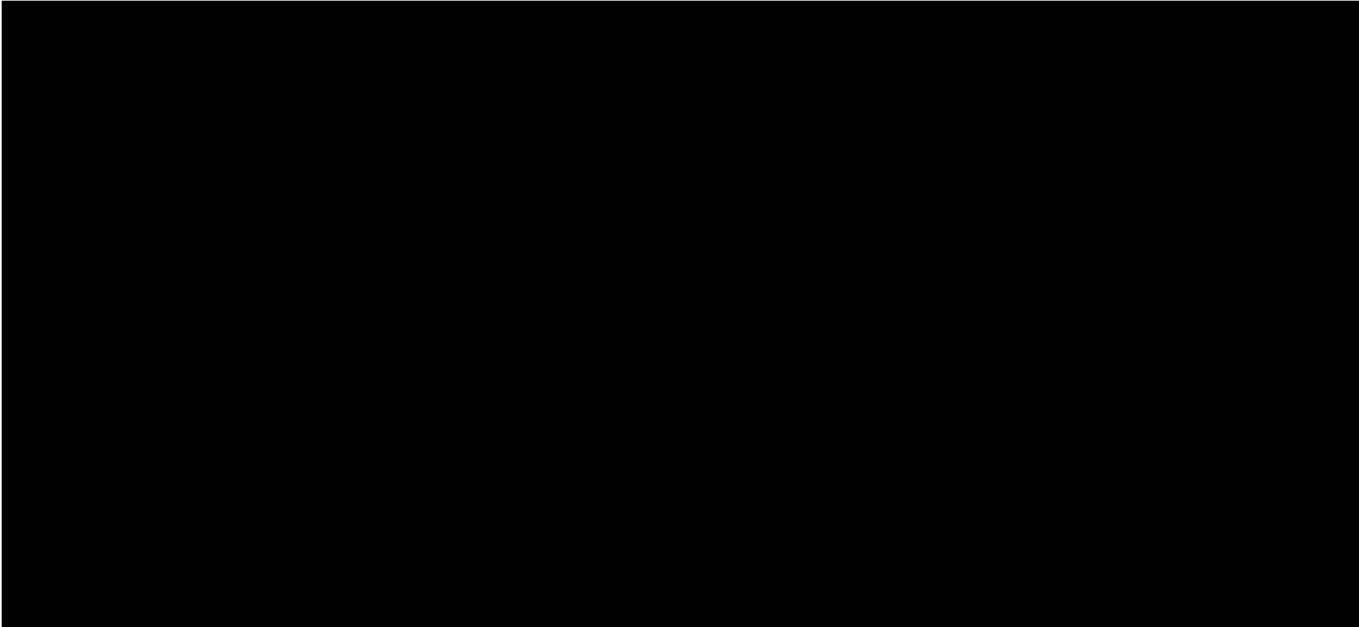
This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer to form part of the above proposed framework as set out in your recent tender for the following lots:

[REDACTED]

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 15<sup>th</sup> April 2019.

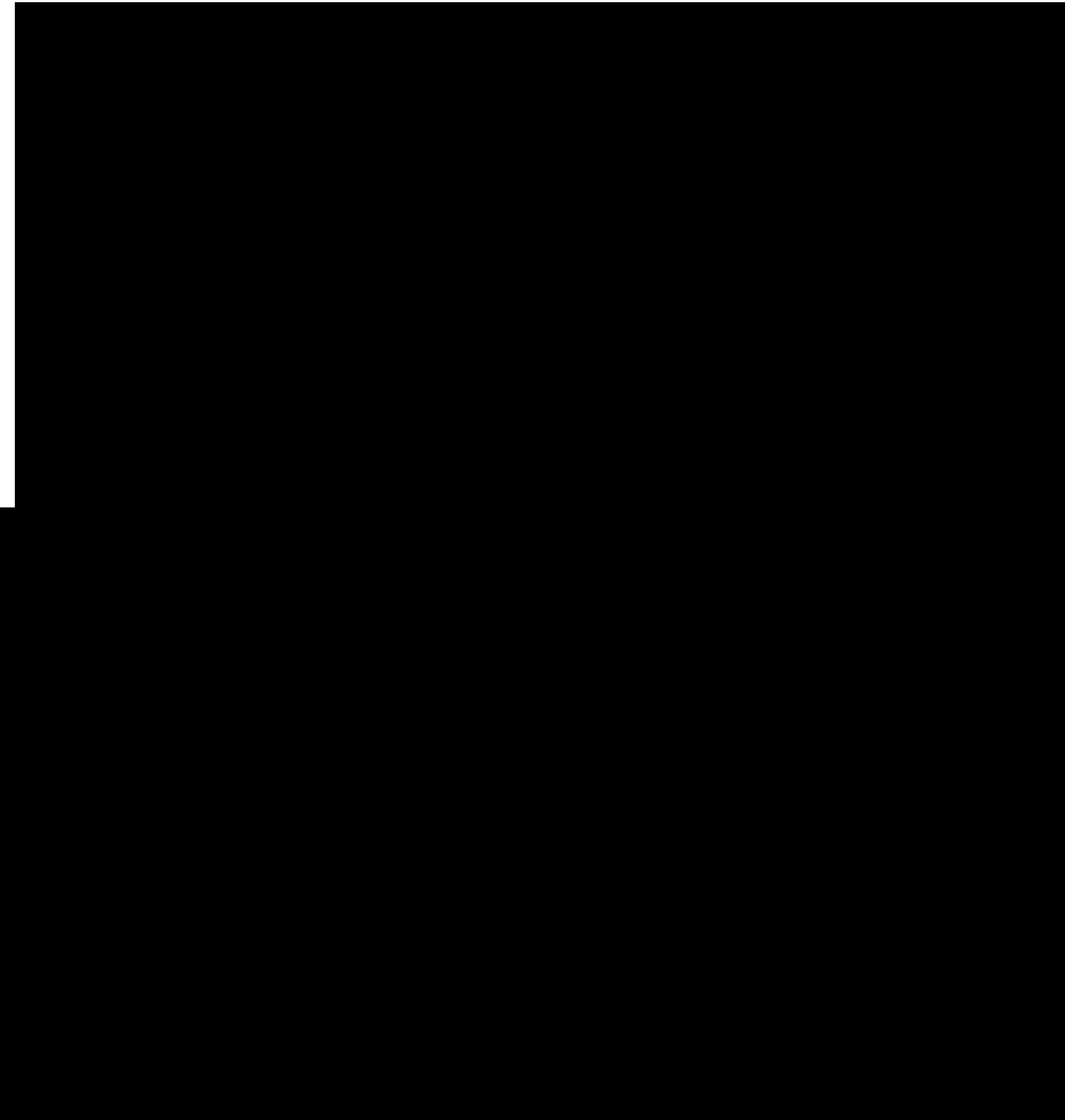
[REDACTED]

We can confirm that your tender received the following scores and ranking:

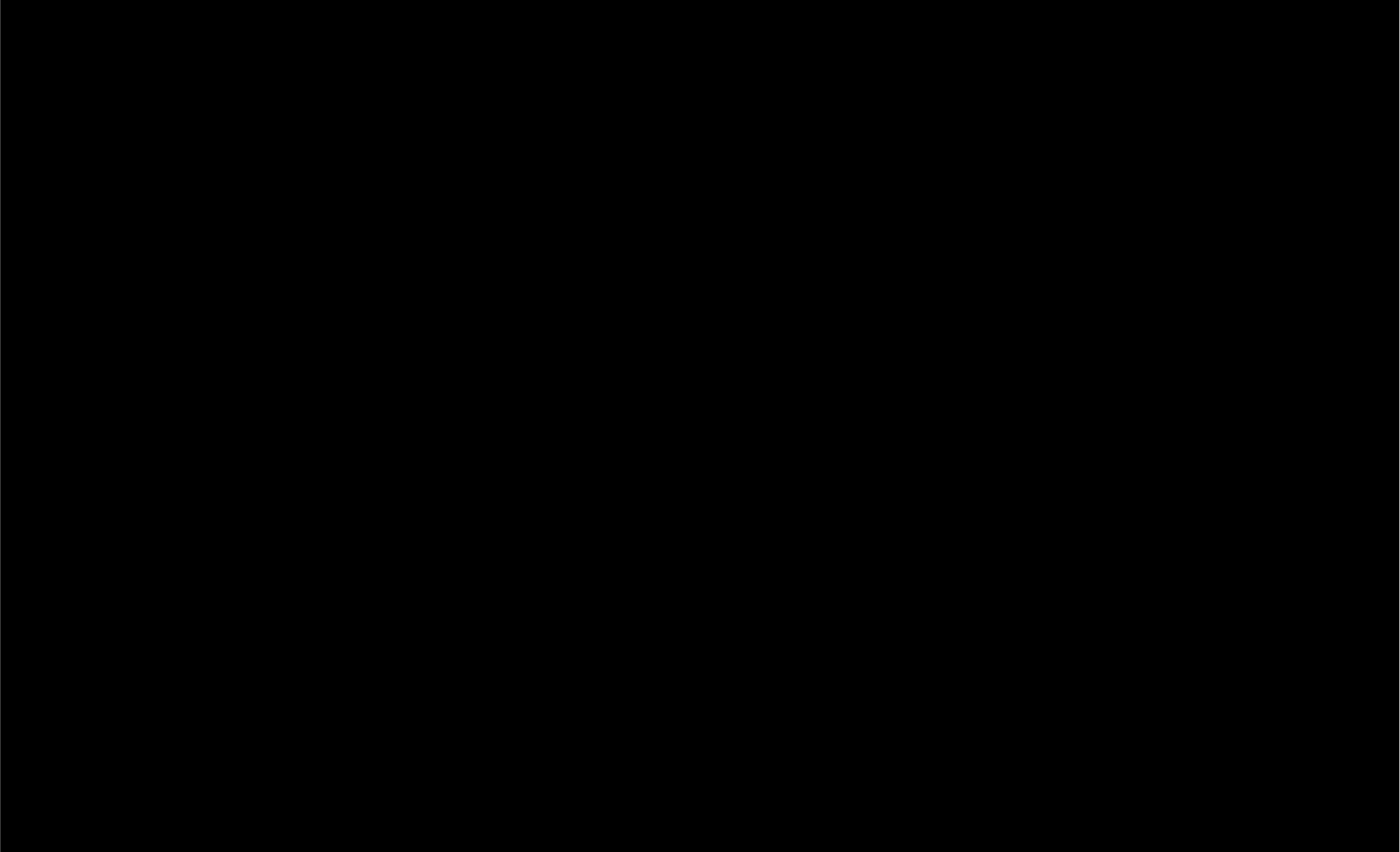
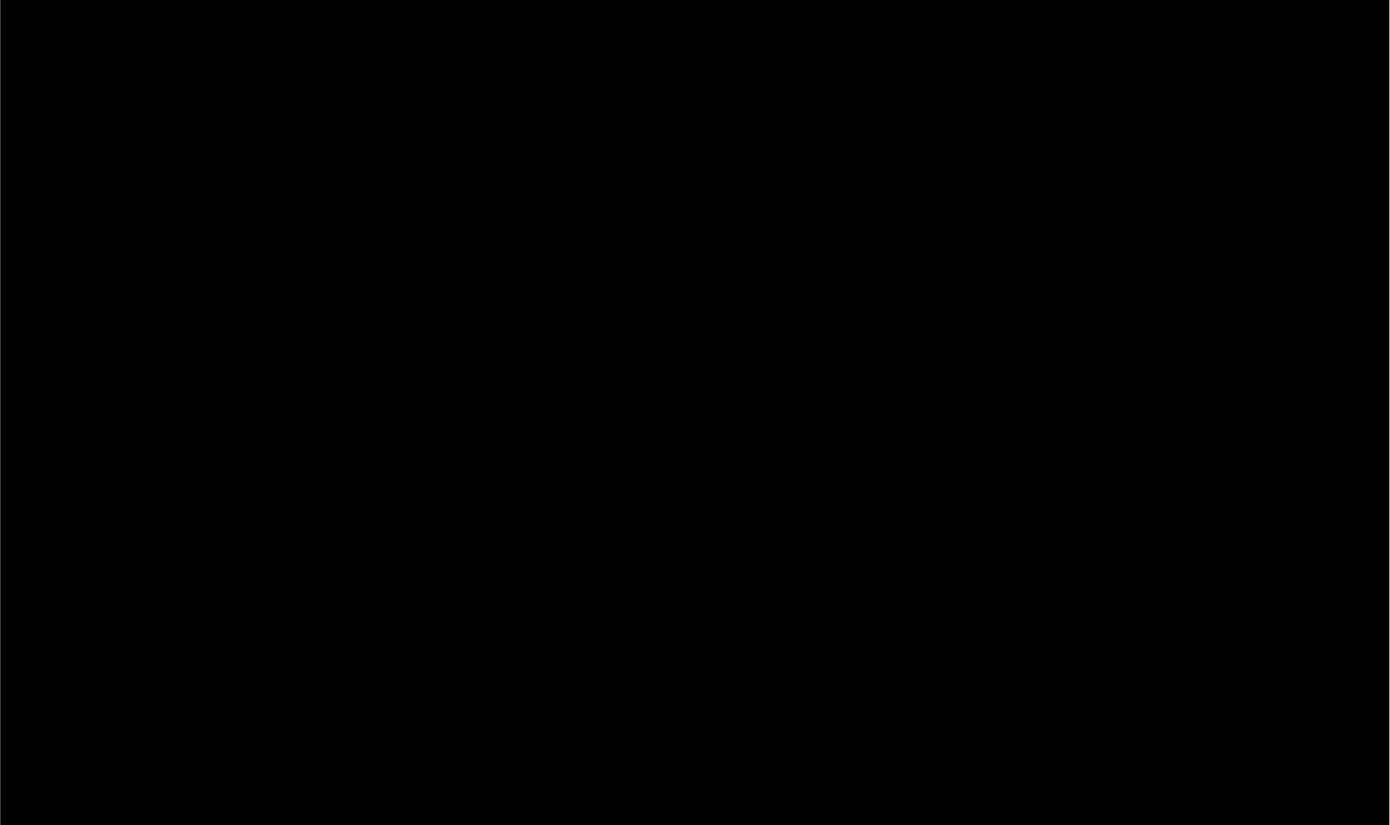


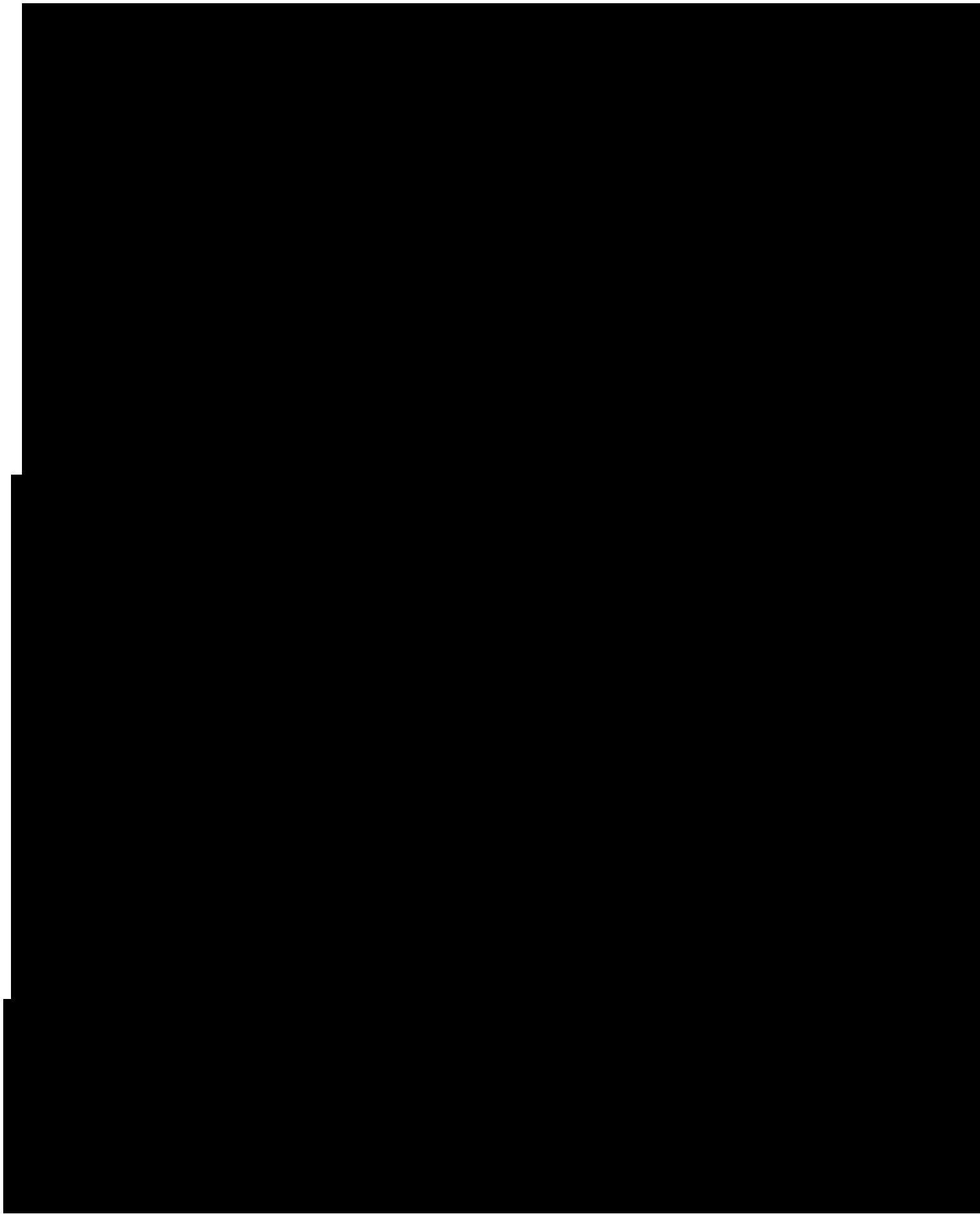
For your further information we would confirm that your value for money and quality submissions were scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table below. We have also included some commentary to the marks:

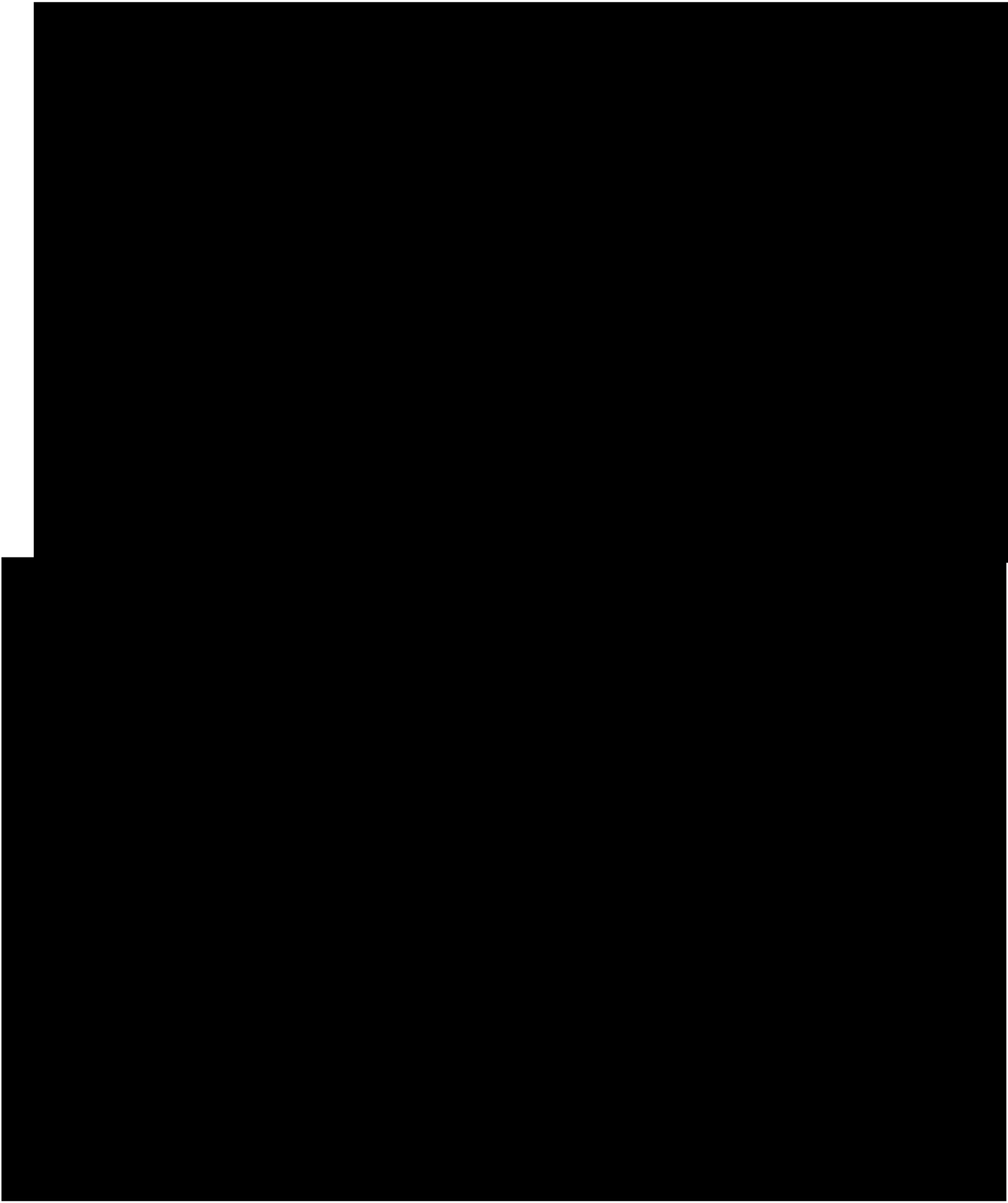
**Value for Money**



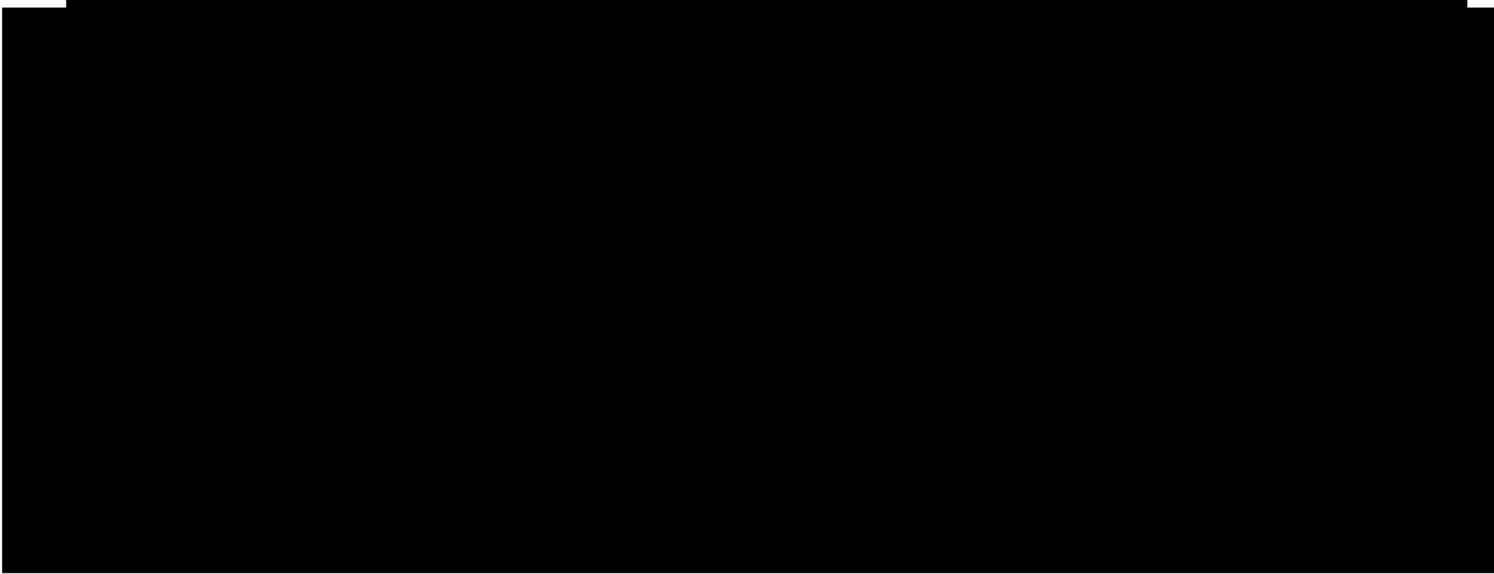
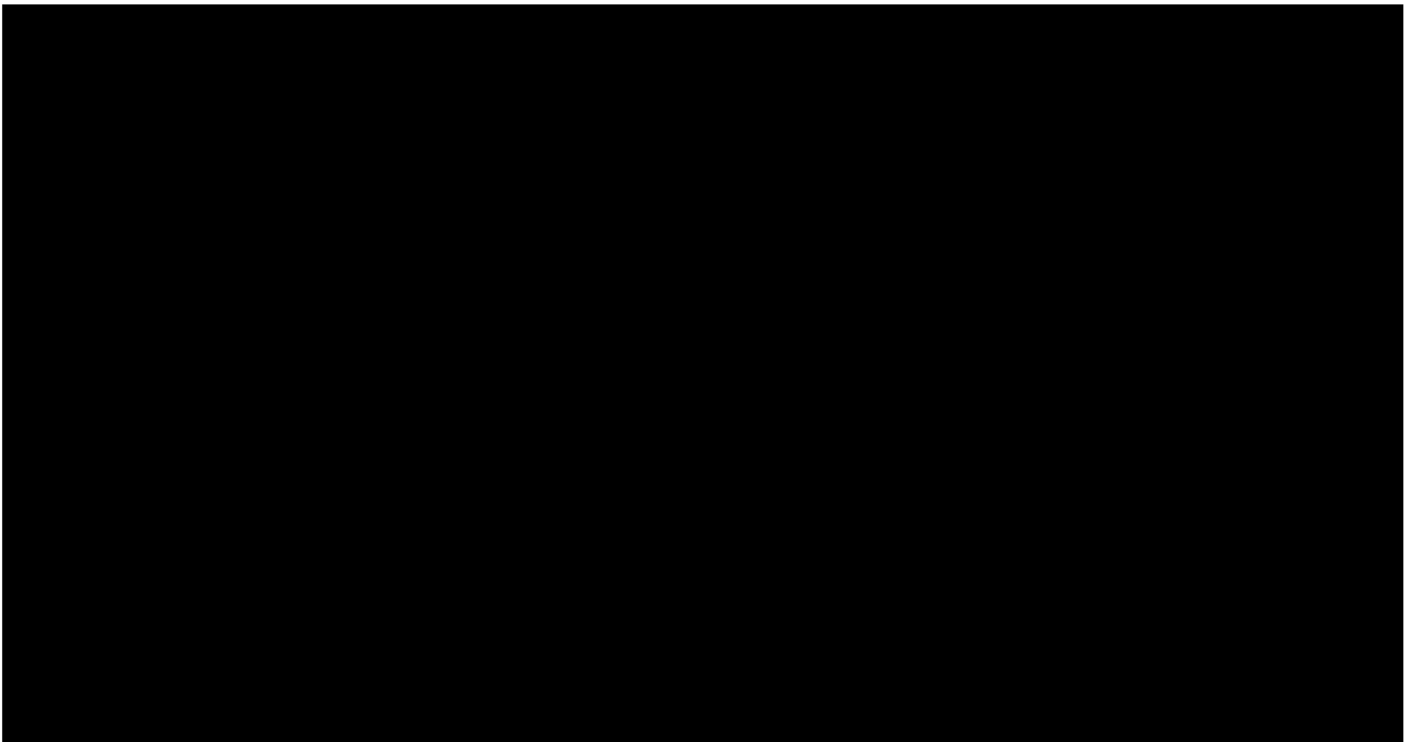
Quality





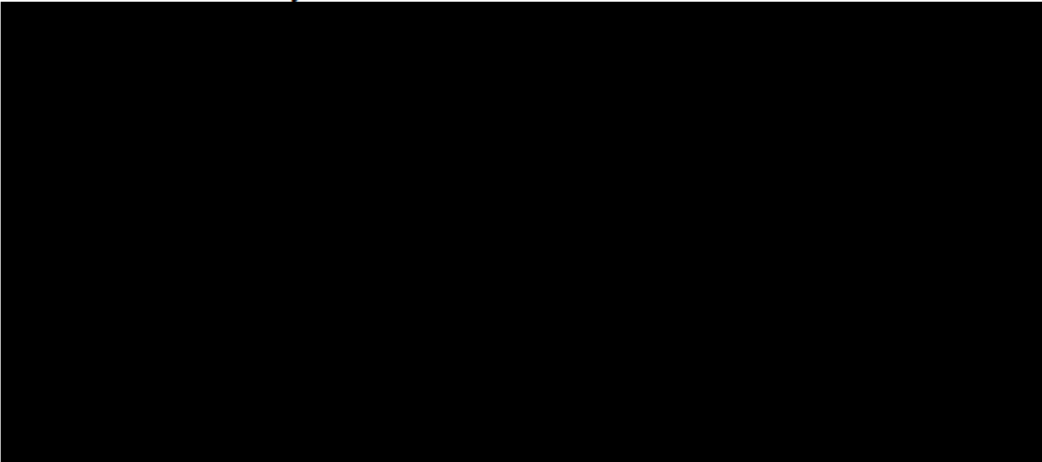


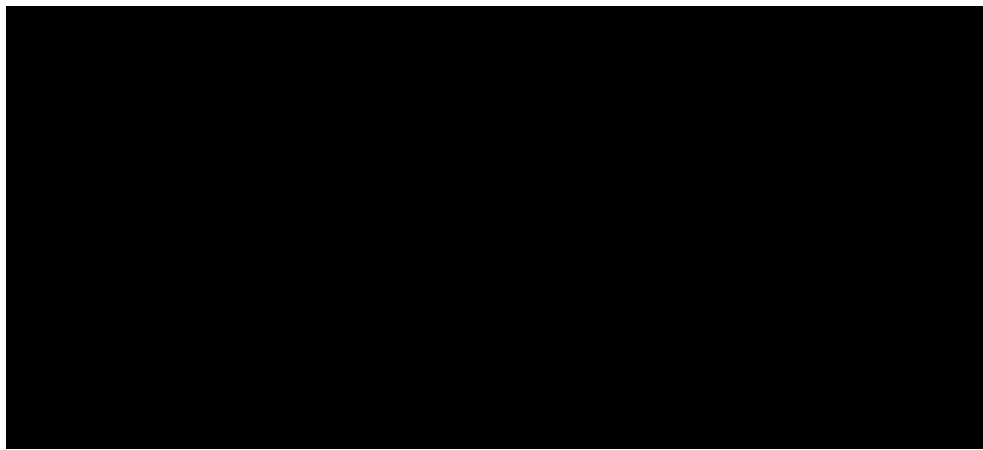




We will be in touch with you again at the end of the standstill period.

Yours faithfully





## Schedule 4 – Call-Off Terms and Conditions

### CONTENTS

---

#### CLAUSE

1.	Definitions .....	1
2.	Interpretation .....	8
3.	Initial Contract Period .....	8
4.	Supplier's status .....	9
5.	Customer's obligations .....	9
6.	Mistakes in Information .....	9
7.	Services .....	9
8.	Provision and removal of Equipment .....	11
9.	Supplier's Staff .....	12
10.	Safeguarding .....	12
11.	Health and safety .....	13
12.	Contract Price .....	14
13.	Payment and VAT .....	14
14.	Recovery of sums due .....	16
15.	Conflicts of interest .....	16
16.	Prevention of bribery .....	17
17.	Discrimination .....	18
18.	Confidentiality .....	19
19.	Data Protection .....	20
20.	Freedom of Information .....	20
21.	Publicity, media and official enquiries .....	21
22.	Intellectual Property Rights .....	21
23.	Records and audit access .....	22
24.	Replacement of corrupted data .....	23
25.	Provision of information and meetings .....	23
26.	Monitoring of Contract performance .....	23
27.	Remedies in the event of inadequate performance .....	23
28.	Rights and remedies .....	23
29.	Transfer and sub-contracting .....	23
30.	Waiver .....	24
31.	Variation .....	25
32.	COMPLAINTS PROCEDURE .....	26
33.	The Contracts (Rights of Third Parties) Act 1999 .....	28
34.	Severance .....	28
35.	Liability, indemnity and insurance .....	28
36.	Insurances .....	29
37.	Taxation, National Insurance and employment liability .....	30
38.	Warranties and representations .....	31
39.	Termination on insolvency and change of control .....	32
40.	Termination on Default .....	33

## Schedule 4 – Call-Off Terms and Conditions

41.	Termination for convenience.....	34
42.	Consequences of termination or expiry.....	34
43.	Disruption.....	34
44.	Recovery on termination.....	35
45.	Dispute resolution.....	36
46.	Force majeure.....	37
47.	Equalities.....	37
48.	Human rights.....	38
49.	Entire agreement.....	38
50.	Notices.....	39
51.	Governing law and jurisdiction.....	40

### ANNEX

ANNEX A.	COMPLETED ORDER FORM.....	421
ANNEX B.	VARIATION FORM.....	42

## Schedule 4 – Call-Off Terms and Conditions

### PARTIES

- (1) SHROPSHIRE COUNCIL, whose principal place of business is at SHIREHALL, ABBEY FOREGATE, SHREWSBURY, SHROPSHIRE, SY2 6ND. (**Customer**).
- (2) (NAME) incorporated and registered in England and Wales whose registered office is at (ADDRESS). (**Supplier**).

### BACKGROUND

- (A) The Authority placed a contract notice 7<sup>th</sup> January 2019 on DATE in the Official Journal of the European Union seeking expressions of interest from potential suppliers for the provision of Services (divided into Lots) to Contracting Bodies under a framework agreement.
- (B) The Authority invited potential suppliers (including the Supplier) on 7<sup>th</sup> January 2019 to tender for the provision of apprenticeship training services.
- (C) On the basis of the Supplier's Tender, the Authority selected the Supplier to enter a framework agreement to provide services to Contracting Bodies who will place Orders in accordance with the Framework Agreement.
- (D) The framework agreement sets out the procedure for ordering Services, the main terms and conditions for the provision of Services and the obligations of the Supplier under the framework agreement.
- (E) The Customer is a Contracting Body, as specified in the OJEU Notice. It has selected the Supplier to provide the Services and the Supplier is willing and able to provide the Services in accordance with the terms and conditions of this Contract.

### GENERAL PROVISIONS

#### 1. DEFINITIONS

In the Contract, unless the context otherwise requires, the following provisions shall have the meanings given to them below:

**Additional Costs:** the additional costs (exclusive of any applicable VAT) specified in section 1.3 of the Order Form payable by the Customer:

**Apprentice:** the individual, employed by the Customer, who is an apprentice under the ESFA rules in relation to whom the Supplier is to provide any of the Services

## Schedule 4 – Call-Off Terms and Conditions

**Apprenticeship Framework:** the relevant framework published by the Institute for Apprenticeships used to assess apprenticeships in order to achieve the stated competency-based qualification(s).

**Apprenticeship Funding Rules:** means the current “Apprenticeship funding and performance management rules for training providers” (as amended) published by ESFA or such replacement publication for providers and employers regarding the rules that will apply to all apprenticeship provision funded by the ESFA applicable during the Contract Period.

**Apprenticeship Standard:** the occupation focused apprenticeship standard, identifying the skills, knowledge and behaviours for a specific job role published and approved for delivery by the Institute for Apprenticeships, with allocated funding band, which the Apprentice is undertaking training to achieve, including any associated End-Point Assessment;

**Apprenticeship Training Costs:** the charges specified in section 1.3 of the Order Form and funded by the Apprenticeship Levy, which shall not exceed the maximum funding bands set by the ESFA (as amended from time to time) for which the Supplier will receive payment direct from the DAS as drawn down from the Customer’s Apprenticeship Levy Digital Account ;

**Apprenticeship Levy:** the levy on an employer’s pay bill payable through Pay As You Earn (PAYE) system to HMRC;

**Approval:** the prior written approval of the Customer.

**Auditor:** the National Audit Office or an auditor appointed by the Customer as the context requires.

**Authorised Representative:** the persons respectively designated as such by the Customer and the Supplier in the Order Form.

**Authority:** Shropshire Council, being the contracting authority that established the Framework Agreement.

**Confidential Information:** means any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information which would or would be likely to prejudice the commercial interests of any person, trade secrets, Intellectual Property Rights, know-how of either Party and all personal data and sensitive data within the meaning of the DPA.

**Contract:** the written agreement (made pursuant to the provisions of the Framework Agreement) for the provision of Services between the Customer and the Supplier consisting of the Order Form and its appendices and these clauses (except that, for the purposes of clause 48.3 only, reference to "Contract" shall not include the Order Form).

**Contract Period:** the period from the Service Commencement Date to:

## Schedule 4 – Call-Off Terms and Conditions

- (a) the date of expiry set out in clause 3;
- (b) following an extension pursuant to clause 4, the date of expiry of the extended period; or
- (c) such earlier date of termination or partial termination of the Contract in accordance with the Law or the provisions of the Contract.

**Contract Price:** the total price comprising the Apprenticeship Training Costs and the Additional Costs, due to the Supplier under the Contract, as set out in the Order Form for the full and proper performance by the Supplier of its obligations under the Contract.

**Contract Year:** a period of 12 months, commencing on the Service Commencement Date.

**Contracting Authority:** any contracting authority as defined in regulation 2 of the Public Contracts Regulations 2015 (*SI 2015/102*) other than the Customer.

**Contracting Body:** a Contracting Authority identified in the contract notice as a potential purchaser of Services under the Framework Agreement.

**Customer:** means the Authority and/or any Other Contracting Body (as defined in the Framework Agreement) who is a party to the Contract with the Supplier and who employs the Apprentice receiving the Services;

**Data Protection Legislation:** means (i) the Data Protection Act 2018; (ii) unless and until the General Data Protection Regulation ((EU) 2016/679) (**GDPR**) is no longer directly applicable in the UK, the GDPR and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK to the extent that it relates to processing of personal data and applicable national implementing laws as amended from time to time including the DPA 2018 and (iii) all applicable law about the processing of personal data and privacy; and (iv) any successor legislation to the GDPR, the (LED Law Enforcement Directive (Directive (EU) 2016/680) or the Data Protection Act 1998.

**DAS:** the Digital Apprenticeship Service through which the Apprenticeship Training Cost will be collected and paid to the Supplier from the Customer's Apprenticeship Levy account;

**Default:** any breach of the obligations of the relevant Party (including but not limited to fundamental breach or breach of a fundamental term) or any other default, act, omission, negligence or negligent statement of the relevant Party or the Staff in connection with or in relation to the subject matter of the Contract and in respect of which such Party is liable to the other.

**Deliverables:** those deliverables listed in the requirements set out in the Order Form.

**Dispute Resolution Procedure:** the dispute resolution procedure in clause 44.

## Schedule 4 – Call-Off Terms and Conditions

**End-Point Assessment (EPA):** for Apprenticeship Standards this is the independent assessment of the Apprentice's knowledge, skills and behaviours carried out by an Apprentice Assessment Organisation at the end of the Apprenticeship Standard training to confirm that the Apprentice has met the requirements of any relevant Apprenticeship Assessment Plan. The price for apprenticeship standards must include the cost of the end-point assessment which the Customer must agree with an end-point assessment organisation.

**Environmental Information Regulations:** the Environmental Information Regulations 2004 (*SI 2004/3391*), together with any guidance and codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations.

**Equipment:** the Supplier's equipment, plant, materials and such other items supplied and used by the Supplier in the performance of its obligations under the Contract.

**ESFA:** the Education and Skills Funding Agency which is an executive agency, sponsored by the Department for Education with responsibility for funding education and skills for children, young people and adults.

**Fees Regulations:** the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (*SI 2004/3244*).

**FOIA:** the Freedom of Information Act 2000 and any subordinate legislation made under this Act from time to time, together with any guidance and codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.

**Force Majeure:** any event or occurrence that is outside the reasonable control of the Party concerned and which is not attributable to any act or failure to take preventative action by that Party, including: fire; flood; violent storm; pestilence; explosion; malicious damage; armed conflict; acts of terrorism; nuclear, biological or chemical warfare; or any other disaster, natural or man-made, but excluding:

- (a) any industrial action occurring within the Supplier's or any Sub-Contractor's organisation; or
- (b) the failure by any Sub-Contractor to perform its obligations under any Sub-Contract.

**Framework Agreement:** the framework agreement for the provision of apprenticeship training Services between the Authority and the Supplier dated [XXXX].

**GDPR:** the General Data Protection Regulation (Regulation (EU) 2016/679)

**Good Industry Practice:** standards, practices, methods and procedures conforming to the Law and the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a



## Schedule 4 – Call-Off Terms and Conditions

skilled and experienced person or body engaged in a similar type of undertaking under the same or similar circumstances.

**Individual Learning Plan (ILP)** (also referred to as the **Commitment Statement**): the individualised plan required under the Apprenticeship Funding Rules and agreed between the Customer, the Supplier and the Apprentice which sets out the content and schedule of the training and each party's obligations in respect of the agreed training to be undertaken by the Apprentice and outlines how the Apprentice will work towards achieving the skills required under their Apprenticeship standard or framework.

**Information:** has the meaning given under section 84 of the FOIA.

**Initial Contract Period:** the period set out in clause 3.

**Intellectual Property Rights:** any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, utility models, trade marks, registered designs and domain names, applications for any of the foregoing, trade or business names, goodwill, copyright and rights in the nature of copyright, design rights, rights in databases, moral rights, know-how and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the look and feel of any websites, and **Intellectual Property** shall refer to such materials.

**Law:** any applicable Act of Parliament, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, exercise of the royal prerogative, enforceable community right within the meaning of section 2 of the European Communities Act 1972, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements of any Regulatory Body of which the Supplier is bound to comply.

**Management Information:** the management information specified in the Order Form.

**Month:** calendar month.

**Ofsted:** the Office for Standards in Education, Children's Services and Skills. who inspect and regulate services providing education and skills for learners of all ages.

**Order:** the order placed by the Customer to the Supplier in accordance with the Framework Agreement, which sets out the description of the Services to be supplied including, where appropriate, the Premises, the timeframe, the Deliverables and the Quality Standards.

**Order Form:** the document (which formed part of the ITQ Mini Competition) used to place an Order.

## Schedule 4 – Call-Off Terms and Conditions

**Parent Company:** any company which is the ultimate Holding Company of the Supplier or any other company of which the ultimate Holding Company of the Supplier is also the ultimate Holding Company and which is either responsible directly or indirectly for the business activities of the Supplier or which is engaged by the same or similar business to the Supplier. The term **Holding Company** shall have the meaning ascribed in section 1159 of the Companies Act 2006 or any statutory re-enactment or amendment thereto.

**Party:** the Supplier or the Customer and Parties shall mean both the Supplier and the Customer.

**Premises:** the location where the Services are to be supplied, as set out in the Order Form.

**Prohibited Act:** the following constitute Prohibited Acts:

- (a) to directly or indirectly offer, promise or give any person working for or engaged by the Customer a financial or other advantage to:
  - (i) induce that person to perform improperly a relevant function or activity; or
  - (ii) reward that person for improper performance of a relevant function or activity;
- (b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Framework Agreement;
- (c) committing any offence:
  - (i) under the Bribery Act 2010;
  - (ii) under legislation creating offences concerning fraudulent acts;
  - (iii) at common law concerning fraudulent acts relating to this Framework Agreement or any other contract with the Customer; or
- (d) defrauding, attempting to defraud or conspiring to defraud the Customer.

**Property:** the property, other than real property, issued or made available to the Supplier by the Customer in connection with the Contract.

**Quality Standards:** the quality standards that a skilled and experienced operator in the same type of industry or business sector as the Supplier would reasonably and ordinarily be expected to comply with, including those applicable to the provision of Apprenticeship training set by the ESFA and Ofsted and any other quality standards set out in the Order Form.

**Regulated Activity:** in relation to children, as defined in Part 1 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006, and in relation to vulnerable

## Schedule 4 – Call-Off Terms and Conditions

adults, as defined in Part 2 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006.

**Regulatory Bodies:** those government departments and regulatory, statutory and other entities, committees, ombudsmen and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in the Contract or any other affairs of the Customer.

**Replacement Supplier:** any third party service provider appointed by the Customer to supply any services that are substantially the same as or similar to any of the Services and which the Customer receives in substitution for any of the Services following the expiry, termination or partial termination of the Contract.

**Request for Information:** shall have the meaning set out in the FOIA or the Environmental Information Regulations as relevant (where the meaning set out for the term "request" shall apply).

**Service Commencement Date:** the service commencement date set out in the Order Form.

**Services:** the provision of apprenticeship training to enable the Apprentice to meet the relevant Apprenticeship Standard or Apprenticeship Framework (as appropriate) to be supplied as specified in the Order Form.

**Staff:** all persons employed by the Supplier to perform its obligations under the Contract together with the Supplier's agents, suppliers and Sub-Contractors used in the performance of its obligations under the Contract.

**Staff Vetting Procedures:** the Customer's procedures and departmental policies for the vetting of personnel for:

- (a) eligibility to work in the UK;
- (b) the carrying out of regulated activity within the meaning of the Safeguarding Vulnerable Groups Act 2006.

**Sub-Contract:** any contract between the Supplier and a third party under which the Supplier agrees to source the provision of any of the Services from that third party.

**Sub-Contractor:** the contractors or service providers that enter into a Sub-Contract with the Supplier.

**Tender:** the document(s) submitted by the Supplier to the Authority for admission onto the Framework Agreement as supplemented by the documents submitted to the Customer in response to the Customer's Order, including the Supplier's Supplemental Tender.

**Variation:** has the meaning given to it in clause 30.

**VAT:** value added tax in accordance with the provisions of the Value Added Tax Act 1994.

## **Schedule 4 – Call-Off Terms and Conditions**

**Working Day:** any day other than a Saturday or Sunday or public holiday in England and Wales.

### **2. INTERPRETATION**

The interpretation and construction of the Contract shall be subject to the following provisions:

- (a) words importing the singular meaning include where the context so admits the plural meaning and vice versa;
- (b) words importing the masculine include the feminine and the neuter;
- (c) reference to a clause is a reference to the whole of that clause unless stated otherwise;
- (d) references to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent enactment, modification, order, regulation or instrument as subsequently amended or re-enacted;
- (e) references to any person shall include natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;
- (f) the words "include", "includes" and "including" are to be construed as if they were immediately followed by the words "without limitation";
- (g) headings are included in the Contract for ease of reference only and shall not affect the interpretation or construction of the Contract;
- (h) the Schedules form part of the Contract and shall have effect as if set out in full in the body of the Contract and any reference to the Contract shall include the Schedules;
- (i) references in the Contract to any clause or sub-clause or Schedule without further designation shall be construed as a reference to the clause or sub-clause or Schedule to the Contract so numbered; and
- (j) references in the Contract to any paragraph or sub-paragraph without further designation shall be construed as a reference to the paragraph or sub-paragraph of the relevant Schedule to the Contract so numbered.

### **3. INITIAL CONTRACT PERIOD**

The Contract shall take effect on the Service Commencement Date as set out in the Order Form and shall expire automatically on the completion of the

## **Schedule 4 – Call-Off Terms and Conditions**

specified Apprenticeship Training, unless it is otherwise terminated in accordance with the provisions of the Contract.

### **4. SUPPLIER'S STATUS**

At all times during the Contract Period the Supplier shall be an independent service provider and nothing in the Contract shall create a contract of employment, a relationship of agency or partnership or a joint venture between the Parties and, accordingly, neither Party shall be authorised to act in the name of, or on behalf of, or otherwise bind the other Party except as expressly permitted by the terms of the Contract.

### **5. CUSTOMER'S OBLIGATIONS**

Except as otherwise expressly provided, the obligations of the Customer under the Contract are obligations of the Customer in its capacity as a contracting counterparty and nothing in the Contract shall operate as an obligation on, or in any other way fetter or constrain, the Customer in any other capacity, nor shall the exercise by the Customer of its duties and powers in any other capacity lead to any liability under the Contract (howsoever arising) on the part of the Customer to the Supplier.

### **6. MISTAKES IN INFORMATION**

The Supplier shall be responsible for the accuracy of all documents and information supplied to the Customer by the Supplier in connection with the supply of the Services and shall pay the Customer any extra costs occasioned by any discrepancies, errors or omissions therein.

## **SUPPLY OF SERVICES**

### **7. SERVICES**

7.1 The Supplier shall supply the Services during the Contract Period in accordance with the Customer's requirements as set out in the Contract in consideration for the payment of the Contract Price. The Customer may inspect and examine the manner in which the Supplier supplies the Services at the Premises during normal business hours on reasonable notice.

7.2 The Supplier shall deliver the Services to be funded by the ESFA in accordance with the Apprenticeship Funding Rules applicable for the duration of the Services provided to an Apprentice.

## Schedule 4 – Call-Off Terms and Conditions

7.3 The Supplier acknowledges that it has made its own enquiries to satisfy itself as to the accuracy and adequacy of any information supplied to it by or on behalf of the Customer before submitting its Tender so as to be satisfied in relation to all matters connected with the performance of its obligations under the Contract.

7.4 The Supplier shall:

- (a) at all times comply with the Quality Standards, and, where applicable, shall maintain accreditation with the relevant Quality Standards bodies;
- (b) to the extent that the standard of Services has not been specified in the Contract, agree the relevant standard of the Services with the Customer before the supply of the Services; and
- (c) at all times perform its obligations under the Contract in accordance with the Law and Good Industry Practice.
- (d) cooperate with the Customer in all matters relating to the Services.
- (e) clearly outline the delivery of the Services within the ILP, which shall be agreed between the Parties prior to commencement of the delivery of the Services to the Apprentice and ensure that a copy is provided within two working days and then is subsequently made available to the Apprentice and the Customer at all times and is kept up to date.
- (f) notify the Customer of any additional training which is proposed by either the Apprentice or the Supplier to supplement the training identified to meet the relevant Apprenticeship Standard or Apprenticeship Framework and such additional training shall be agreed by the Customer, together with any Additional Costs applicable, prior to such training being undertaken.
- (g) notify the customer, within 2 working days, of any prior learning that the Apprentice has undertaken or additional needs which are identified by the Supplier at the initial assessment, which might impact on the cost or duration of the Services provided to the Apprenticeship. Funds must not be used to pay for skills already attained by the Apprentice.
- (h) adhere to the Services specification as set out at Schedule 1, Part 1 of the Framework Agreement and any Order Form issued to the Supplier.

## **Schedule 4 – Call-Off Terms and Conditions**

7.5 The Supplier shall ensure that all Staff supplying the Services shall do so with all due skill, care and diligence and shall possess such qualifications, skills and experience as are necessary for the proper supply of the Services.

7.6 Subject to the Customer providing Approval in accordance with clause 9, timely supply of the Services shall be of the essence of the Contract, including in relation to commencing the supply of the Services within the time agreed or on a specified date.

### **8. PROVISION AND REMOVAL OF EQUIPMENT**

8.1 Unless otherwise stated in the Order Form, the Supplier shall provide all the Equipment necessary for the supply of the Services, including hard copies of resources. The Customer will, where possible, provide suitable IT equipment to the Apprentice, in order for them to access electronic resources.

8.2 All Equipment brought onto the Premises shall be at the Supplier's own risk and the Customer shall have no liability for any loss of or damage to any Equipment unless the Supplier is able to demonstrate that such loss or damage was caused or contributed to by the Customer's Default. Unless otherwise agreed, Equipment brought onto the Premises will remain the property of the Supplier.

8.3 The Supplier shall maintain all items of Equipment within the Premises in a safe, serviceable and clean condition.

8.4 The Supplier shall, at the Customer's written request, at its own expense and as soon as reasonably practicable:

- (a) remove from the Premises any Equipment that in the reasonable opinion of the Customer is either hazardous, noxious or not in accordance with the Contract; and
- (b) replace such item with a suitable substitute item of Equipment.

8.5 On completion of each session of apprenticeship training delivery which forms part of the Services, the Supplier shall remove the Equipment together with any other materials used by the Supplier to supply the Services and shall leave the Premises in a clean, safe and tidy condition. The Supplier is solely responsible for making good any damage to the Premises or any objects contained thereon, other than fair wear and tear, which is caused by the Supplier or any Staff.

### **STAFFING**

## **Schedule 4 – Call-Off Terms and Conditions**

### **9. SUPPLIER'S STAFF**

9.1 The Customer may, by written notice to the Supplier, refuse to admit onto, or withdraw permission to remain on, the Premises:

- (a) any member of the Staff; or
- (b) any person employed or engaged by any member of the Staff,

whose admission or continued presence would, in the reasonable opinion of the Customer, be undesirable.

9.2 At the Customer's written request, the Supplier shall provide a list of the names of all persons who may require admission in connection with the Contract to the Premises, specifying the capacities in which they are concerned with the Contract and giving such other particulars as the Customer may reasonably request.

9.3 If the Supplier fails to comply with clause 9.2 within two Months of the date of the request then the Customer may exclude Supplier Staff from entry to the Premises. Exercise of the Customer's rights under this clause shall not excuse the Supplier from any attributable failure to perform the Services.

9.4 The Supplier's Staff, engaged within the boundaries of the Premises, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force and notified to the Supplier from time to time for the conduct of personnel when at or within the boundaries of those Premises.

9.5 The Supplier warrants that it has complied with the Staff Vetting Procedures in respect of all Staff employed or engaged by the Supplier at the Service Commencement Date and that it shall not employ or engage any person in the provision of the Services who is barred from, or whose previous conduct or records indicate that they would not be suitable to carry out the Services.

### **10. SAFEGUARDING**

10.1 Where the Service or activity being undertaken in this Contract is a Regulated Activity the Supplier shall:

- (a) ensure that all individuals engaged in the provision of the Service or activity, and prior to commencing the provision of the service or activity, are subject to a valid enhanced disclosure check undertaken through the Disclosure and Barring Service including a check against the adults' barred list or the children's barred list, as appropriate; and



## **Schedule 4 – Call-Off Terms and Conditions**

- (b) monitor the level and validity of the checks under this clause 11.1 for each member of the Staff.
- 10.2 The Supplier warrants that at all times for the purposes of this Contract it has no reason to believe that any person who is or will be employed or engaged by the Supplier in the provision of a Service or activity that is a Regulated Activity is barred from the activity in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 and any regulations made thereunder, as amended from time to time.
- 10.3 The Supplier shall immediately notify the Customer of any information that it reasonably requests to enable it to be satisfied that the obligations of this clause 10 have been met.
- 10.4 The Supplier shall refer information about any person carrying out the Services or the activity to the Disclosure and Barring Service where it removes permission for such person to carry out the Services or activity (or would have, if such person had not otherwise ceased to carry out the Services or the activity) because, in its opinion, such person has harmed or poses a risk of harm to the Service users, children or vulnerable adults.
- 10.5 The Supplier shall not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity or who may otherwise present a risk to Service users.
- 10.6 Where the service requirement, specification or Order specifies that the Service or activity to be provided under this Contract involves a Regulated Activity, or the Customer otherwise notifies the Supplier, acting reasonably, that the Staff are required to be subject to a Disclosure and Barring Service check, the Supplier shall comply with clause 10.1 above.

## **11. HEALTH AND SAFETY**

- 11.1 The Supplier shall promptly notify the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Contract. The Customer shall promptly notify the Supplier of any health and safety hazards which may exist or arise at the Premises and which may affect the Supplier in the performance of its obligations under the Contract.

## **Schedule 4 – Call-Off Terms and Conditions**

- 11.2 While on the Premises, the Supplier shall comply with any health and safety measures implemented by the Customer in respect of Staff and other persons working there.
- 11.3 The Supplier shall notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Contract on the Premises where that incident causes any personal injury or damage to property which could give rise to personal injury.
- 11.4 The Supplier shall comply with the requirements of the Health and Safety at Work etc Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to Staff and other persons working on the Premises in the performance of its obligations under the Contract.
- 11.5 The Supplier shall ensure that its health and safety policy statement (as required by the Health and Safety at Work etc Act 1974) is made available to the Customer on request.

### **PAYMENT AND CONTRACT PRICE**

#### **12. CONTRACT PRICE**

- 12.1 In consideration of the Supplier's performance of its obligations under the Contract, the Supplier shall receive the Contract Price and the Customer shall arrange the payment of the Additional Costs in accordance with clause 13 and shall authorise, where necessary, any payment of the Apprenticeship Training Costs via the DAS in line with ESFA funding rules.
- 12.2 The Customer shall, in addition to arranging to pay the Additional Cost element of the Contract Price and following evidence of a valid VAT invoice as appropriate, pay the Supplier a sum equal to the VAT chargeable on the value of the Additional Costs of the Services supplied in accordance with the Contract.

#### **13. PAYMENT AND VAT**

- 13.1 The Customer shall provide the Supplier with an Apprentice enrolment form for completion and following receipt of the completed enrolment form from the Supplier, add the Apprentice's details to the DAS, thereby enabling the draw down and payment of the Apprenticeship Training Costs to the Supplier via the DAS from the Customer's Apprenticeship Levy Digital Account.

#### Schedule 4 – Call-Off Terms and Conditions

- 13.2 The Supplier shall ensure that each invoice is submitted in respect of the Additional Costs in accordance with the payment profile set out in the Tender Document and contains all appropriate references and a detailed breakdown of the Services supplied and that it is supported by any other documents reasonably required by the Customer to substantiate the invoice.
- 13.3 Where the Supplier submits an invoice for the Additional Costs to the Customer in accordance with *clause 13.1*, the Customer will consider and verify that invoice within 7 days.
- 13.4 The Customer shall pay the Supplier any sums due under such an invoice no later than a period of 30 days from the date on which the Customer has determined that the invoice is valid and undisputed.
- 13.5 Where the Customer fails to comply with *clause 13.4*, the invoice shall be regarded as valid and undisputed 7 days after the date on which it is received by the Customer.
- 13.6 Where the Supplier enters into a Sub-Contract, the Supplier shall include in that Sub-Contract:
- (a) provisions having the same effect as *clause 13.3* to *clause 13.5* of this agreement; and
  - (b) a provision requiring the counterparty to that Sub-Contract to include in any Sub-Contract which it awards provisions having the same effect as *clause 13.3* to *clause 13.5* of this agreement.

In this *clause 13.6*, "Sub-Contract" means a contract between two or more suppliers, at any stage of remoteness from the Customer in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this agreement.

- 13.7 The Supplier shall add VAT to the Additional Costs at the prevailing rate as applicable.
- 13.8 The Supplier shall indemnify the Customer on a continuing basis against any liability, including any interest, penalties or costs incurred, which is levied, demanded or assessed on the Customer at any time in respect of the Supplier's failure to account for or to pay any VAT relating to payments made to the Supplier under the Contract. Any amounts due under this *clause 13.8* shall be paid by the Supplier to the Customer not less than five Working Days before the date on which the tax or other liability is payable by the Customer.

## **Schedule 4 – Call-Off Terms and Conditions**

13.9 The Supplier shall not suspend the supply of the Services unless the Supplier is entitled to terminate the Contract under *clause 39* for failure to pay undisputed sums of money.

### **14. RECOVERY OF SUMS DUE**

14.1 Wherever under the Contract any sum of money is recoverable from or payable by the Supplier (including any sum which the Supplier is liable to pay to the Customer in respect of any breach of the Contract), the Customer may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Supplier under the Contract or under any other agreement or contract with the Customer.

14.2 Any overpayment by either Party, whether of the Contract Price or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.

14.3 The Supplier shall make any payments due to the Customer without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Supplier has a valid court order requiring an amount equal to such deduction to be paid by the Customer to the Supplier.

### **15. CONFLICTS OF INTEREST**

15.1 The Supplier shall take appropriate steps to ensure that neither the Supplier nor any Staff are placed in a position where (in the reasonable opinion of the Customer), there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Supplier or Staff and the duties owed to the Customer under the provisions of the Contract.

15.2 The Supplier shall promptly notify the Customer (and provide full particulars to the Customer) if any conflict referred to in clause 15.1 above arises or is reasonably foreseeable.

15.3 The Customer reserves the right to terminate the Contract immediately by giving notice in writing to the Supplier and/or to take such other steps it deems necessary where, in the reasonable opinion of the Customer, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Supplier and the duties owed to the Customer under the provisions of the Contract. The actions of the Customer under this clause shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Customer.

## Schedule 4 – Call-Off Terms and Conditions

### 16. PREVENTION OF BRIBERY

#### 16.1 The Supplier:

- (a) shall not, and shall procure that the Staff and all Sub-Contractor personnel shall not, in connection with this Contract commit a Prohibited Act; and
- (b) warrants, represents and undertakes that it is not aware of any financial or other advantage being given to any person working for or engaged by the Customer, or that an agreement has been reached to that effect, in connection with the execution of this Contract, excluding any arrangement of which full details have been disclosed in writing to the Customer before execution of this Contract.

#### 16.2 The Supplier shall:

- (a) if requested, provide the Customer with any reasonable assistance, at the Customer's reasonable cost, to enable the Customer to perform any activity required by any relevant government or agency in any relevant jurisdiction for the purpose of compliance with the Bribery Act 2010; and
- (b) within 10 Working Days of the Commencement Date, and annually thereafter, certify to the Customer in writing (such certification to be signed by an officer of the Supplier) compliance with this clause 19 by the Supplier and all persons associated with it or other persons who are supplying goods or services in connection with this Contract. The Supplier shall provide such supporting evidence of compliance as the Customer may reasonably request.

16.3 The Supplier shall have an anti-bribery policy (which shall be disclosed to the Customer) to prevent any Staff or Sub-Contractors from committing a Prohibited Act and shall enforce it where appropriate.

16.4 If any breach of clause 16.1 is suspected or known, the Supplier must notify the Customer immediately.

16.5 If the Supplier notifies the Customer that it suspects or knows that there may be a breach of clause 16.1, the Supplier must respond promptly to the Customer's enquiries, co-operate with any investigation, and allow the Customer to audit books, records and any other relevant documents. This obligation shall continue for 2 years following the expiry or termination of this Contract.

## Schedule 4 – Call-Off Terms and Conditions

16.6 The Customer may terminate this Contract by written notice with immediate effect if the Supplier, its Staff or Sub-Contractors (in all cases whether or not acting with the Supplier's knowledge) breaches clause 16.1. In determining whether to exercise the right of termination under this clause 16.6, the Customer shall give all due consideration, where appropriate, to action other than termination of this Contract unless the Prohibited Act is committed by the Supplier or a senior officer of the Supplier or by an employee, Sub-Contractor or supplier not acting independently of the Supplier. The expression "not acting independently of" (when used in relation to the Supplier or a Sub-Contractor) means and shall be construed as acting:

- (a) with the authority or with the actual knowledge of any one or more of the directors of the Supplier or the Sub-contractor (as the case may be); or
- (b) in circumstances where any one or more of the directors of the Supplier ought reasonably to have had such knowledge.

16.7 Any notice of termination under clause 16.6 must specify:

- (a) the nature of the Prohibited Act;
- (b) the identity of the party whom the Customer believes has committed the Prohibited Act; and
- (c) the date on which this Contract will terminate.

16.8 Despite clause 45, any dispute relating to:

- (a) the interpretation of clause 16; or
- (b) the amount or value of any gift, consideration or commission,

shall be determined by the Customer and its decision shall be final and conclusive.

16.9 Any termination under clause 16 will be without prejudice to any right or remedy which has already accrued or subsequently accrues to the Customer.

## 17. DISCRIMINATION

17.1 The Supplier shall not unlawfully discriminate within the meaning and scope of any law, enactment, order or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise).

17.2 The Supplier shall take all reasonable steps to secure the observance of clause 17 by all servants, employees or agents of the Supplier and all suppliers and Sub-contractors employed in the execution of the Contract.

## Schedule 4 – Call-Off Terms and Conditions

### INFORMATION

#### 18. CONFIDENTIALITY

18.1 Subject to clause 18.2, the parties shall keep confidential the Confidential Information of the other Party and shall use all reasonable endeavours to prevent their representatives from making any disclosure to any person of any matters relating hereto.

18.2 Clause 18.1 shall not apply to any disclosure of information:

- (a) required by any applicable law, provided that clause 20 shall apply to any disclosures required under the FOIA or the Environmental Information Regulations;
- (b) that is reasonably required by persons engaged by a Party in the performance of such Party's obligations under this Contract;
- (c) that is reasonably required by the Customer;
- (d) where a party can demonstrate that such information is already generally available and in the public domain otherwise than as a result of a breach of clause 18.1;
- (e) by the Customer of any document to which it is a party and which the parties to this Contract have agreed contains no Confidential Information;
- (f) to enable a determination to be made under clause 45;
- (g) which is already lawfully in the possession of the receiving party, before its disclosure by the disclosing party, and the disclosing party is not under any obligation of confidence in respect of that information;
- (h) by the Customer to any other department, office or agency of the government, provided that the Customer informs the recipient of any duty of confidence owed in respect of the Confidential Information; and
- (i) by the Customer relating to this Contract and in respect of which the Supplier has given its prior written consent to disclosure.

18.3 On or before the expiry of the Contract, the Supplier shall ensure that those documents and/or computer records not required by the Skills Funding Agency (SFA) in its possession, custody or control which contain Confidential Information or relate to personal information of the Authorities' employees, rate-payers or service users, are delivered up to the Customer or securely destroyed.

## **Schedule 4 – Call-Off Terms and Conditions**

### **19. DATA PROTECTION**

- 19.1 The Supplier shall, and shall procure that any of its Staff involved in the provision of the Contract shall, comply with any notification requirements under the Data Protection Legislation and both Parties shall duly observe all their obligations under the Data Protection Legislation, which arise in connection with the Contract.
- 19.2 The provisions of Clause 12 and Schedule 6 of the Framework Agreement between Shropshire Council and the Supplier relating to Data Protection are duly incorporated into this Contract and the parties agree to comply with the provisions of clause 12 of the Framework Agreement where the Customer shall act as the Authority and is the Data Controller and the Supplier is the Data Processor.
- 19.3 The provisions of Schedule 6 to the Framework Agreement shall apply unless the Parties to this Contract agree to amend that Schedule of Processing and attach it to the Contract

### **20. FREEDOM OF INFORMATION**

- 20.1 The Supplier acknowledges that the Customer is subject to the requirements of the FOIA and the EIRs. The Supplier shall:
- (a) provide all necessary assistance and cooperation as reasonably requested by the Customer to enable the Customer to comply with its obligations under the FOIA and EIRs;
  - (b) transfer to the Customer all Requests for Information relating to this Agreement that it receives as soon as practicable and in any event within 2 Working Days of receipt;
  - (c) provide the Customer with a copy of all Information belonging to the Customer requested in the Request For Information which is in its possession or control in the form that the Customer requires within 5 Working Days (or such other period as the Customer may reasonably specify) of the Customer's request for such Information; and
  - (d) not respond directly to a Request For Information unless authorised in writing to do so by the Customer.
- 20.2 The Supplier acknowledges that the Customer may be required under the FOIA and EIRs to disclose Information (including Confidential Information) without consulting or obtaining consent from the Supplier. The Customer shall take reasonable steps to notify the Supplier of a Request For Information (in



## **Schedule 4 – Call-Off Terms and Conditions**

accordance with the Secretary of State's section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so but (notwithstanding any other provision in this Agreement) the Customer shall be responsible for determining in its absolute discretion whether any Commercially Sensitive Information and/or any other information is exempt from disclosure in accordance with the FOIA and/or the EIRs.

- 20.3 The Customer shall in no event be liable for any loss, damage, harm, or detriment, howsoever caused, arising from or in connection with the reasonable disclosure under FOIA, or any other Law, of any information (including Exempt Information) whether relating to this Framework Agreement or otherwise relating to any other party

### **21. PUBLICITY, MEDIA AND OFFICIAL ENQUIRIES**

- 21.1 The Supplier shall not make any press announcements or publicise the Contract in any way without the Customer's prior written Approval.
- 21.2 The Customer shall be entitled to publicise the Contract in accordance with any legal obligation on the Customer, including any examination of the Contract by the Auditor.
- 21.3 The Supplier shall not do anything, or cause anything to be done, which may damage the reputation of the Customer or bring the Customer into disrepute.

### **22. INTELLECTUAL PROPERTY RIGHTS**

- 22.1 The Supplier shall retain ownership of all Intellectual Property created by the Supplier or any Staff or Sub-Contractor of the Supplier:
- (a) in the course of performing the Services; or
  - (b) exclusively for the purpose of performing the Services.
- 22.2 The Supplier shall indemnify the Customer against all claims, demands, actions, costs, expenses (including legal costs and disbursements on a solicitor and client basis), losses and damages arising from or incurred by reason of any infringement or alleged infringement (including the defence of such alleged infringement) of any Intellectual Property Right by the availability of the Services, except to the extent that they have been caused by or contributed to by the Customer's acts or omissions.

## Schedule 4 – Call-Off Terms and Conditions

### 23. RECORDS AND AUDIT ACCESS

- 23.1 The Supplier shall keep and maintain until six years after the end of the Contract Period (or as long a period as may be agreed between the Parties or as otherwise specified in this Contract in respect of Personal Data as defined in the Data Protection Legislation ), full and accurate records and accounts of the operation of the Contract including the Services provided under it, the Contracts entered into with the Customer and the amounts paid by the Customer.
- 23.2 The Supplier shall keep any financial records and accounts referred to in clause 23.1 above in accordance with good accountancy practice.
- 23.3 The Supplier shall on request afford the Customer, the Customer's representatives and/or the Auditor such access to such records and accounts as may be required by the Customer from time to time.
- 23.4 The Supplier shall provide such records and accounts (together with copies of the Supplier's published accounts) during the Contract Period and for a period of six years after the expiry of the Contract Period to the Customer and the Auditor.
- 23.5 The Customer shall use reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Supplier or delay the provision of the Services, except insofar as the Supplier accepts and acknowledges that control over the conduct of audits carried out by the Auditor is outside of the control of the Customer.
- 23.6 Subject to the Customer's rights of confidentiality, the Supplier shall on demand provide the Auditor with all reasonable co-operation and assistance in relation to each audit, including:
- (a) all information requested by the Customer within the scope of the audit;
  - (b) reasonable access to sites controlled by the Supplier and to Equipment used in the provision of the Services; and
  - (c) access to Staff.
- 23.7 The Parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this clause 23, unless the audit reveals a material Default by the Supplier in which case the Supplier shall reimburse the Customer for the Customer's reasonable costs incurred in relation to the audit.

## **Schedule 4 – Call-Off Terms and Conditions**

### **24. REPLACEMENT OF CORRUPTED DATA**

If, through any Default of the Supplier, data transmitted or processed in connection with the Contract is either lost or sufficiently degraded as to be unusable, the Supplier shall be liable for the cost of reconstitution of that data and shall reimburse the Customer in respect of any charge levied for its transmission and any other costs charged in connection with such Default.

### **CONTROL OF THE CONTRACT**

### **25. PROVISION OF INFORMATION AND MEETINGS**

25.1 The Supplier shall submit Management Information to the Customer throughout the Contract Period as agreed with the Customer.

### **26. MONITORING OF CONTRACT PERFORMANCE**

The Supplier shall comply with the monitoring arrangements set out in the Framework Agreement and Order Form including, but not limited to, providing such data and information as the Supplier may be required to produce under the Contract.

### **27. REMEDIES IN THE EVENT OF INADEQUATE PERFORMANCE**

27.1 Where a complaint is received about the standard of Services or about the manner in which any Services have been supplied or work has been performed or about the materials or procedures used or about any other matter connected with the performance of the Supplier's obligations under the Contract, then the Parties will deal with that complaint in accordance with the process set out in the ILF (where applicable) or otherwise in accordance with the Apprenticeship Funding Rules.

### **28. RIGHTS AND REMEDIES**

The rights and remedies provided under this Contract are in addition to, and not exclusive of, any rights or remedies provided by law.

### **29. TRANSFER AND SUB-CONTRACTING**

29.1 The Supplier shall not assign, novate, sub-contract or in any other way dispose of the Contract or any part of it without prior Approval. Sub-contracting any part of the Contract shall not relieve the Supplier of any of its obligations or duties under the Contract.

## **Schedule 4 – Call-Off Terms and Conditions**

29.2 Provided that the Customer has given prior written consent, the Supplier shall be entitled to novate the Contract following the novation of the Framework Agreement where:

- (a) the specific change in contractor was provided for in the procurement process for the award of the Framework Agreement;
- (b) there has been a universal or partial succession into the position of the Supplier, following a corporate restructuring, including takeover, merger, acquisition or insolvency, by another economic operator that meets the criteria for qualitative selection applied in the procurement process for the award of this agreement.

29.3 The Supplier shall be responsible for the acts and omissions of its Sub-Contractors as though they are its own.

29.4 Where the Customer has consented to the placing of Sub-Contracts, copies of each Sub-Contract shall, at the request of the Customer, be sent by the Supplier to the Customer as soon as reasonably practicable and the Supplier shall ensure that any Sub-Contract or sub-contracting arrangement complies with ESFA requirements and the Apprenticeship Funding Rules.

29.5 The Customer may assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof to:

- (a) any Contracting Authority;
- (b) any other body established under statute to substantially perform any of the functions that had previously been performed by the Customer; or
- (c) any private sector body which substantially performs the functions of the Customer,

provided that any such assignment, novation or other disposal shall not increase the burden of the Supplier's obligations under the Contract.

## **30. WAIVER**

30.1 A waiver of any right or remedy under this Contract or by law is only effective if given in writing and shall not be deemed a waiver of any subsequent breach or default.

30.2 A failure or delay by a party to exercise any right or remedy provided under this Contract or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any

## Schedule 4 – Call-Off Terms and Conditions

other right or remedy. No single or partial exercise of any right or remedy provided under this Contract or by law shall prevent or restrict the further exercise of that or any other right or remedy.

- 30.3 A party that waives a right or remedy provided under this Contract or by law in relation to one party, or takes or fails to take any action against that party, does not affect its rights in relation to any other party.

### 31. VARIATION

- 31.1 Subject to the provisions of this clause 34, the Customer may request a variation to the Services ordered provided that such variation does not amount to a material change to the Order. Such a change is hereinafter called a "Variation".

- 31.2 The Customer may request a Variation by completing and sending the Variation form attached at Annex B (the **Variation Form**) to the Supplier, giving sufficient information for the Supplier to assess the extent of the Variation and any additional cost that may be incurred. The Supplier shall respond to a request for a Variation within the time limits specified in the Variation Form. Such time limits shall be reasonable having regard to the nature of the Order.

- 31.3 Where a Variation relates to the provision of training to the Apprentice any change must first be agreed with the Apprentice where appropriate and the ILP shall be amended to reflect any agreed change.

- 31.4 If the Supplier is unable to provide the Variation to the Services or where the Parties are unable to agree a change to the Contract Price, the Customer may:

- (a) agree that the Parties continue to perform their obligations under the Contract without the Variation; or
- (b) terminate the Contract with immediate effect, except where the Supplier has already delivered part or all of the Order in accordance with the Order Form or where the Supplier can show evidence of substantial work being carried out to fulfil the Order, and in such a case the Parties shall attempt to agree on a resolution to the matter. Where a resolution cannot be reached, the matter shall be dealt with under the Dispute Resolution Procedure.

- 31.5 If the Parties agree the Variation and any variation in the Contract Price, the Supplier shall carry out such Variation and be bound by the same provisions so far as is applicable, as though such Variation was stated in the Contract.

**32. COMPLAINTS PROCEDURE**

- 32.1 The Supplier shall operate a complaints procedure in respect of any services provided under this Contract to deal with any complaint received about the standard of services or the manner in which any services have been supplied or any other matter connected with the performance of the Supplier's obligations under this Contract ("the Complaints Procedure"). For the avoidance of doubt any complaint or issue that the Customer has in respect of the Supplier's performance of this Contract shall be dealt with in accordance with the remainder of this Contract.
- 32.2 The Supplier's Complaints Procedure shall comply with applicable Law and the requirements of any regulatory body to which the Supplier is subject or which are applicable to the service being provided to include ESFA requirements and the Apprenticeship Funding Rules (including any change in such requirements) and shall meet the following minimum standards :
- (a) is easy for complainants to access and understand
  - (b) clearly sets out time limits for responding to complaints and keeping the complainant and the Customer informed of progress;
  - (c) provides confidential record keeping to protect employees working under this Contract and the complainant
  - (d) provides information to the Supplier's management so that services can be improved
  - (e) provides effective and suitable remedies
  - (f) is regularly monitored and audited and which takes account of complainant and Customer feedback
- 32.3 The Supplier shall inform any users of the services provided under this Contract of the existence of the complaints procedure and how to access it and will make its Complaints Procedure available on request, including by set out the process in the ILF.
- 32.4 The Supplier shall investigate and deal with any complaints it receives about the services, whether direct from the public or services users, or referred to it by the Customer, in accordance with its published complaints procedure.
- 32.5 The Supplier shall ensure that:
- (a) it promptly, and within a maximum of 10 days of receiving the complaint, notifies the complainant that the Supplier is dealing with the complaint

#### Schedule 4 – Call-Off Terms and Conditions

- (b) under no circumstances is a complaint investigated by a member of its staff employed under this Contract who may be part of the complaint.
  - (c) someone who is independent of the matter complained of carries out the investigation
  - (d) the complainant is made aware that they are entitled to have the complaint investigated by the Customer if they are not satisfied with either the process of investigation or finding of the Supplier's investigations
  - (e) it deals with the complaint fully, expeditiously and fairly and shall use its reasonable endeavours to resolve the complaint within 10 Working Days of receiving the complaint
  - (f) where a complaint is received by the Supplier relating to the policy or decisions of the Customer rather than the Supplier's delivery of its obligations under this Agreement, the Supplier shall promptly, and within two Working Days, refer the complaint to the Customer for investigation.
- 32.6 The Supplier shall ensure that all its employees and persons employed under this Contract are made aware of its Complaints Procedure and shall designate one employee (who shall be identified to the Customer) to whom a complaint may be referred should the complainant not be satisfied with the initial response to their complaint
- 32.7 The Supplier shall keep accurate and complete written records of all complaints received and the responses to them and shall make these records available to the Customer within 5 Working Days of being requested or at 12 monthly intervals in any event.
- 32.8 Where the Customer is investigating a complaint the Supplier is required to participate fully in all investigations within the timescales requested by the Customer.
- 32.9 The Supplier should note that if a complaint is made to the Customer by a third party relating to the services provided, the Local Government Ombudsman may have the power to investigate such a complaint and the Customer requires the Supplier to fully to co-operate in such investigation. If the Customer is found guilty of maladministration or injustice by the Local Government Ombudsman because of the act or default of the Supplier the Supplier shall indemnify the Customer in respect of the costs arising from such maladministration or injustice.

## **Schedule 4 – Call-Off Terms and Conditions**

### **33. THE CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999**

33.1 Except as expressly provided, a person who is not a party to this Contract shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Contract. This does not affect any right or remedy of a third party which exists, or is available, apart from that Act.

33.2 The rights of the parties to terminate, rescind or agree any variation, waiver or settlement under this Contract are not subject to the consent of any other person.

### **34. SEVERANCE**

34.1 If any provision or part-provision of this Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of this Contract.

34.2 If any provision or part-provision of this Contract is invalid, illegal or unenforceable, the parties shall negotiate in good faith to amend such provision so that, as amended, it is legal, valid and enforceable, and, to the greatest extent possible, achieves the intended commercial result of the original provision.

## **LIABILITIES**

### **35. LIABILITY, INDEMNITY AND INSURANCE**

35.1 Nothing in the Contract shall be construed to limit or exclude either Party's liability for:

- (a) death or personal injury caused by its negligence;
- (b) Fraud or fraudulent misrepresentation;
- (c) any breach of any obligations implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982;
- (d) any claim under clause 13.8;
- (e) any claim under clause 37; or
- (f) any claim under the indemnity in clause 22.2.



## **Schedule 4 – Call-Off Terms and Conditions**

- 35.2 Subject to clause 35.3 and clause 35.4, the Supplier shall indemnify and keep indemnified the Customer in full from and against all claims, proceedings, actions, damages, costs, expenses and any other liabilities which may arise out of, or in consequence of, the supply, or late or purported supply, of the Services or the performance or non-performance by the Supplier of its obligations under the Contract or the presence of the Supplier or any Staff on the Premises, including in respect of any death or personal injury, loss of or damage to property, financial loss arising from any advice given or omitted to be given by the Supplier, or any other loss which is caused directly or indirectly by any act or omission of the Supplier. The Supplier shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Customer or by breach by the Customer of its obligations under the Contract.
- 35.3 Subject to clause 38.1, in no event shall either Party be liable to the other for any:
- (a) loss of profits;
  - (b) loss of business;
  - (c) loss of revenue;
  - (d) loss of or damage to goodwill;
- 35.4 The Customer may, among other things, recover as a direct loss:
- (a) any additional operational and/or administrative expenses arising from the Supplier's Default;
  - (b) any wasted expenditure or charges rendered unnecessary and/or incurred by the Customer arising from the Supplier's Default; and
  - (c) the additional cost of any replacement services for the remainder of the Contract Period following termination of the Contract as a result of a Default by the Supplier.
- 35.5 Nothing in the Contract shall impose any liability on the Customer in respect of any liability incurred by the Supplier to any other person, but this shall not be taken to exclude or limit any liability of the Customer to the Supplier that may arise by virtue of either a breach of the Contract or by negligence on the part of the Customer, or the Customer's employees, servants or agents.

## **36. INSURANCES**

- 36.1 The Supplier shall at its own cost effect and maintain with a reputable insurance company a policy or policies of insurance providing as a minimum the following levels of cover:

#### **Schedule 4 – Call-Off Terms and Conditions**

- (a) public liability insurance with a limit of indemnity of not less than £5,000,000 in relation to any one claim or series of claims;
- (b) employer's liability insurance with a limit of indemnity of not less than £5,000,000 **OR** in accordance with any legal requirement for the time being in force in relation to any one claim or series of claims;
- (c) professional indemnity insurance with a limit of indemnity of not less than £2,000,000 **OR** in accordance with any legal requirement for the time being in force in relation to any one claim or series of claims;

(the **Required Insurances**). The cover shall be in respect of all risks which may be incurred by the Supplier, arising out of the Supplier's performance of the Contract, including death or personal injury, loss of or damage to property or any other loss. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Supplier.

36.2 The Supplier shall give the Customer, on request, copies of all insurance policies referred to in this clause or a broker's verification of insurance to demonstrate that the Required Insurances are in place, together with receipts or other evidence of payment of the latest premiums due under those policies.

36.3 If, for whatever reason, the Supplier fails to give effect to and maintain the Required Insurances, the Customer may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Supplier.

36.4 The terms of any insurance or the amount of cover shall not relieve the Supplier of any liabilities under the Contract.

#### **37. TAXATION, NATIONAL INSURANCE AND EMPLOYMENT LIABILITY**

The Parties acknowledge and agree that the Contract constitutes a contract for the provision of Services and not a contract of employment. The Supplier shall at all times indemnify the Customer and keep the Customer indemnified in full from and against all claims, proceedings, actions, damages, costs, expenses, liabilities and demands whatsoever and howsoever arising by reason of any circumstances whereby the Customer is alleged or determined to have been assumed or imposed with the liability or responsibility for the Staff (or any of them) as an employer of the Staff and/or any liability or responsibility to HM Revenue or Customs as an employer of the Staff whether during the Contract Period or arising from termination or expiry of the Contract.

**38. WARRANTIES AND REPRESENTATIONS**

The Supplier warrants and represents that:

- (a) it has full capacity and authority and all necessary consents (including where its procedures so require, the consent of its Parent Company) to enter into and perform its obligations under the Contract;
- (b) the Contract is executed by a duly authorised representative of the Supplier;
- (c) in entering the Contract it has not committed any Prohibited Act;
- (d) as at the Service Commencement Date, all information, statements and representations contained in the Tender and the PQQ Response for the Services are true, accurate and not misleading except as may have been specifically disclosed in writing to the Customer before execution of the Contract and it will advise the Customer of any fact, matter or circumstance of which it may become aware during the Contract Period which would render any such information, statement or representation to be false or misleading;
- (e) no claim is being asserted and no litigation, arbitration or administrative proceeding is presently in progress or, to the best of its knowledge and belief, pending or threatened against it or its assets which will or might affect its ability to perform its obligations under the Contract;
- (f) it is not subject to any contractual obligation, compliance with which is likely to have an adverse affect on its ability to perform its obligations under the Contract;
- (g) no proceedings or other steps have been taken and not discharged (nor, to the best of its knowledge, are threatened) for the winding up of the Supplier or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar officer in relation to any of the Supplier's assets or revenue;
- (h) it owns, has obtained or is able to obtain, valid licences for all Intellectual Property Rights that are necessary for the performance of its obligations under the Contract;
- (i) the Services shall be provided and carried out by appropriately experienced, qualified and trained Staff with all due skill, care and diligence;
- (j) the Supplier is registered on the Register of Apprenticeship Training Providers (RoATP)

**DEFAULT, DISRUPTION AND TERMINATION**

## Schedule 4 – Call-Off Terms and Conditions

### 39. TERMINATION ON INSOLVENCY AND CHANGE OF CONTROL

39.1 Without affecting any other right or remedy available to it, the Customer may terminate this Contract with immediate effect by giving written notice to the Supplier if:

- (a) the Supplier suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company or limited liability partnership) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 **OR** (being an individual) is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986 **OR** (being a partnership) has any partner to whom any of the foregoing apply;
- (b) the Supplier commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors other than (being a company) for the sole purpose of a scheme for a solvent amalgamation of Supplier with one or more other companies or the solvent reconstruction of the Supplier;
- (c) a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of the Supplier (being a company) other than for the sole purpose of a scheme for a solvent amalgamation of the Supplier with one or more other companies or the solvent reconstruction of the Supplier;
- (d) an application is made to court, or an order is made, for the appointment of an administrator, or if a notice of intention to appoint an administrator is given or if an administrator is appointed, over the Supplier (being a company);
- (e) the holder of a qualifying floating charge over the assets of the Supplier (being a company) has become entitled to appoint or has appointed an administrative receiver;
- (f) a person becomes entitled to appoint a receiver over the assets of the Supplier or a receiver is appointed over the assets of the Supplier;
- (g) the Supplier (being an individual) is the subject of a bankruptcy petition or order;
- (h) a creditor or encumbrancer of the Supplier attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the Supplier's assets and such attachment or process is not discharged within 14 days;

## Schedule 4 – Call-Off Terms and Conditions

- (i) any event occurs, or proceeding is taken, with respect to the Supplier in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in clause 39.1(a) to clause 39.1(h) (inclusive); or the Supplier suspends or ceases, or threatens to suspend or cease, carrying on all or a substantial part of its business.

39.2 The Supplier shall notify the Customer immediately if the Supplier undergoes a change of control within the meaning of section 1124 of the Corporation Tax Act 2010 (**Change of Control**). The Customer may terminate the Contract by notice in writing with immediate effect within six Months of:

- (a) being notified that a Change of Control has occurred; or
- (b) where no notification has been made, the date that the Customer becomes aware of the Change of Control,

but shall not be permitted to terminate where an Approval was granted before the Change of Control.

### 40. TERMINATION ON DEFAULT

40.1 The Customer may terminate the Contract by giving written notice to the Supplier with immediate effect if the Supplier commits a material breach (which shall for the avoidance of doubt include a breach or non-compliance with the Apprenticeship Funding Rules) and if:

- (a) the Supplier has not remedied the material breach to the satisfaction of the Customer within 20 Working Days, or such other period as may be specified by the Authority, after issue of a written notice specifying the material breach and requesting it to be remedied; or
- (b) the material breach is not, in the opinion of the Customer, capable of remedy.

40.2 The Customer may terminate the Contract by giving written notice to the Supplier with immediate effect if:

- (a) the Supplier repeatedly breaches any of the terms of this Contract in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of this Contract;
- (b) if any of the provisions of Regulation 73(1) of the Public Contracts Regulations 2015 apply;
- (c) any warranty given by the Supplier in clause 38 of this Contract is found to be untrue or misleading.

## **Schedule 4 – Call-Off Terms and Conditions**

40.3 If the Customer fails to pay the Supplier undisputed sums of money when due, the Supplier shall notify the Customer in writing of such failure to pay. If the Customer fails to pay such undisputed sums within 90 Working Days of the date of such written notice, the Supplier may terminate the Contract in writing with immediate effect, except that such right of termination shall not apply where the failure to pay is due to the Customer exercising its rights under clause 14.

### **41. TERMINATION FOR CONVENIENCE**

The Customer may terminate this Contract at any time by giving 3 Months' written notice to the Supplier.

### **42. CONSEQUENCES OF TERMINATION OR EXPIRY**

42.1 Where the Customer terminates the Contract under clause 40 and then makes other arrangements for the supply of Services, the Customer may recover from the Supplier the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by the Customer throughout the remainder of the Contract Period. The Customer shall take all reasonable steps to mitigate such additional expenditure. Where the Contract is terminated under clause 40, no further payments shall be payable by the Customer to the Supplier until the Customer has established the final cost of making those other arrangements.

42.2 Except as otherwise expressly provided in the Contract:

- (a) termination or expiry of the Contract shall be without prejudice to any rights, remedies or obligations accrued under the Contract before termination or expiration and nothing in the Contract shall prejudice the right of either Party to recover any amount outstanding at such termination or expiry; and
- (b) termination of the Contract shall not affect the continuing rights, remedies or obligations of the Customer or the Supplier under clause 12, clause 13, clause 14, clause 15, clause 18, clause 19, clause 20, clause 22, clause 23, clause 28, clause 35, clause 36, clause 37, clause 42, clause 44, and clause 51.

### **43. DISRUPTION**

43.1 The Supplier shall take reasonable care to ensure that in the performance of its obligations under the Contract it does not disrupt the operations of the Customer, its employees or any other Supplier employed by the Customer.

## **Schedule 4 – Call-Off Terms and Conditions**

43.2 The Supplier shall immediately inform the Customer of any actual or potential industrial action, whether such action be by their own employees or others, which affects or might affect its ability at any time to perform its obligations under the Contract.

43.3 In the event of industrial action by the Staff, the Supplier shall seek the Customer's Approval to its proposals for the continuance of the supply of the Services in accordance with its obligations under the Contract.

43.4 If the Supplier's proposals referred to in clause 43.3 are considered insufficient or unacceptable by the Customer acting reasonably then the Customer may:

- (a) require the Supplier to provide alternative proposals; or
- (b) undertake the services itself and recover from the Supplier the additional costs incurred in the process.

Subject to clause 43.5, nothing in this clause shall release the Supplier from the proper performance of its obligations under the Contract.

43.5 If the Supplier is temporarily unable to fulfil the requirements of the Contract owing to disruption of normal business by direction of the Customer, an appropriate allowance by way of extension of time will be approved by the Customer. In addition, the Customer will reimburse any additional expense reasonably incurred by the Supplier as a direct result of such disruption.

## **44. RECOVERY ON TERMINATION**

44.1 On the termination of the Contract for any reason, the Supplier shall:

- (a) immediately return to the Customer all Confidential Information, Personal Data and Customer's Intellectual Property in its possession or in the possession or under the control of any permitted suppliers or Sub-Contractors, which was obtained or produced in the course of providing the Services;
- (b) immediately deliver to the Customer all Property (including materials, documents, information and access keys) provided to the Supplier under clause 8. Such property shall be handed back in good working order (allowance shall be made for reasonable wear and tear);
- (c) assist and co-operate with the Customer to ensure an orderly transition of the provision of the Services to any Replacement Supplier and/or the completion of any work in progress; and

## Schedule 4 – Call-Off Terms and Conditions

- (d) promptly provide all information concerning the provision of the Services which may reasonably be requested by the Customer for the purposes of adequately understanding the manner in which the Services have been provided or for the purpose of allowing the Customer or the Replacement Supplier to conduct due diligence.
- 44.2 If the Supplier fails to comply with clause 44.1(a) and clause 44.1(b), the Customer may recover possession thereof and the Supplier grants a licence to the Customer or its appointed agents to enter (for the purposes of such recovery) any premises of the Supplier or its permitted suppliers or Sub-Contractors where any such items may be held.
- 44.3 Where the end of the Contract Period arises due to the Supplier's Default, the Supplier shall provide all assistance under clause 44.1(c) and clause 44.1(d) free of charge. Otherwise, the Customer shall pay the Supplier's reasonable costs of providing the assistance and the Supplier shall take all reasonable steps to mitigate such costs.

### **45. DISPUTE RESOLUTION**

- 45.1 If a dispute arises out of or in connection with this Contract or the performance, validity or enforceability of it (Dispute) then except as expressly provided in this Contract, the parties shall follow the procedure set out in this clause:
  - (a) either party shall give to the other written notice of the Dispute, setting out its nature and full particulars (Dispute Notice), together with relevant supporting documents. On service of the Dispute Notice, the HR MANAGER of the Authority and ACCOUNT MANAGER of the Supplier shall attempt in good faith to resolve the Dispute;
  - (b) if the HR MANAGER of The Authority and ACCOUNT MANAGER of the Supplier are for any reason unable to resolve the Dispute within 30 days of service of the Dispute Notice, the Dispute shall be referred to the CHAIR OF UPSKILL SHROPSHIRE of the Authority and MANAGING DIRECTOR / SENIOR MANAGER of the Supplier who shall attempt in good faith to resolve it; and
  - (c) if the CHAIR OF UPSKILL SHROPSHIRE of the Authority and MANAGING DIRECTOR / SENIOR MANAGER of the Supplier are for any reason unable to resolve the Dispute within 30 days of it being referred to them, the parties will attempt to settle it by mediation in accordance with the CEDR Model Mediation Procedure. Unless otherwise agreed between the parties, the mediator shall be nominated by CEDR Solve. To initiate the mediation, a party must



## **Schedule 4 – Call-Off Terms and Conditions**

serve notice in writing (ADR notice) to the other party to the Dispute, requesting a mediation. A copy of the ADR notice should be sent to CEDR Solve. The mediation will start not later than 30 days after the date of the ADR notice.

- 45.2 The commencement of mediation shall not prevent the parties commencing or continuing court or arbitration proceedings in relation to the Dispute under clause 51 which clause shall apply at all times.

### **46. FORCE MAJEURE**

Neither party shall be in breach of this Contract nor liable for delay in performing, or failure to perform, any of its obligations under this Contract if such delay or failure result from events, circumstances or causes beyond its reasonable control. In such circumstances [the time for performance shall be extended by a period equivalent to the period during which performance of the obligation has been delayed or failed to be performed **OR** the affected party shall be entitled to a reasonable extension of the time for performing such obligations]. If the period of delay or non-performance continues for more than 1 month the party not affected may terminate this Contract by giving 30 days' written notice to the affected party.

### **47. EQUALITIES**

- 47.1 The Supplier and any Sub-Contractor employed by the Supplier shall not unlawfully discriminate either directly or indirectly on such grounds as race or ethnic origin, disability, gender, sexual orientation, religion or belief, or age in the supply and provision of the Services under this Contract, or in its employment practices.

- 47.2 Without prejudice to the generality of the foregoing, the Supplier and any Sub-Contractor employed by the Supplier shall not unlawfully discriminate within the meaning and scope of the Equalities Act 2010 or other relevant legislation, or any statutory modification or re-enactment thereof.

- 47.3 In addition, the Supplier and any Sub-Contractor employed by the Supplier in providing services under this Framework Agreement will comply with the general duty imposed on local authorities by Section 149 of the Equality Act 2010 to eliminate discrimination, harassment and victimisation and promote equality of opportunity between persons who share a protected characteristic and those who do not share it and to foster good relations between persons who share a protected characteristic and those who do not share it .

## **Schedule 4 – Call-Off Terms and Conditions**

47.4 The Supplier and any Sub-Contractor employed by the Supplier will take all reasonable steps to observe as far as possible the Codes of Practice produced by the Equalities and Human Rights Commission, which give practical guidance to employers on the elimination of discrimination.

47.5 In the event of any finding of unlawful discrimination being made against the Supplier or any Sub-Contractor employed by the Supplier during the Term, by any court or employment tribunal, or any adverse finding or formal investigation by the Equalities and Human Rights Commission over the same period, the Supplier shall inform the Customer of this finding and shall take appropriate steps to prevent repetition of the unlawful discrimination.

47.6 The Supplier and any Sub-Contractor employed by the Supplier will provide a copy of its policies to the Customer at any time upon request. In addition, the Customer may reasonably request other information from time to time for the purpose of assessing the Supplier's compliance with the above conditions.

### **48. HUMAN RIGHTS**

48.1 The Supplier shall where appropriate take account of the Human Rights Act 1998 and shall not do anything in breach of it.

### **49. ENTIRE AGREEMENT**

49.1 This Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

49.2 Each party agrees that it shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this Contract. Each party agrees that it shall have no claim for innocent or negligent misrepresentation [or negligent misstatement] based on any statement in this Contract, provided that nothing in this clause 50 shall operate to exclude any liability for fraud.

49.3 In the event of and only to the extent of any conflict between the Order Form, the clauses of the Contract and any document referred to in those clauses, the conflict shall be resolved in accordance with the following order of precedence:

- (a) the clauses of the Contract;

#### **Schedule 4 – Call-Off Terms and Conditions**

- (b) the Order Form except Appendices B (Supplier's Tender) and C (Supplemental Tender) to the Order Form;
- (c) the terms of the Framework Agreement, the Schedules to the Framework Agreement and the appendices to the Order Form, except Schedule 1, part 2, Appendix B (the Supplier's Tender), and Appendix C to the Order Form (Supplemental Tender);
- (d) any other document referred to in the clauses of the Contract; and
- (e) Schedule 1, part 2 of the Framework Agreement and Appendix B to the Order Form (the Supplier's Tender), and Appendix C to the Order Form (Supplemental Tender).

49.4 This Contract may be executed in any number of counterparts, each of which when executed [and delivered] shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

#### **50. NOTICES**

50.1 Except as otherwise expressly provided within the Contract, no notice or other communication from one Party to the other shall have any validity under the Contract unless made in writing by or on behalf of the Party sending the communication.

50.2 Any notice or other communication which is to be given by either Party to the other shall be given by letter (sent by hand, post, registered post or by the recorded delivery service) or by fax or e-mail. Such letters shall be addressed to the other Party in the manner referred to in clause 50.3. Provided the relevant communication is not returned as undelivered, the notice or communication shall be deemed to have been given two Working Days after the day on which the letter was posted, or four hours in the case of fax or e-mail, or sooner where the other Party acknowledges receipt of such letters, fax or e-mail.

50.3 For the purposes of clause 50.2 the address of each Party shall be:

- (a) for the Customer: the address set out in the Order Form.
- (b) for the Supplier: the address set out in the Order Form.

50.4 Either Party may change its address for service by serving a notice in accordance with this clause.

**Schedule 4 – Call-Off Terms and Conditions**

**51. GOVERNING LAW AND JURISDICTION**

51.1 This Contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

51.2 Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Contract or its subject matter or formation (including non-contractual disputes or claims).

**Authorised to sign for and on behalf of the Customer**

Signature.....

Date.....

Name in capitals.....

Address.....

.....

**Authorised to sign for and on behalf of the Supplier**

Signature.....

Date.....

**Schedule 4 – Call-Off Terms and Conditions**

Name in capitals.....

Address.....

.....

**Schedule 4 – Call-Off Terms and Conditions**

**Annex A. Completed Order Form**

**Completed Order Form**

**(Mini Competition ITQ – MC/ XX XXX as attached)**

**Annex B. Variation Form**

**Variation Form**

**Call-off terms and conditions for services**

Lot X - [Administration]  
.....

**No of Order Form being varied:**

..... **Mini Competition ITQ – MC XX XXX**.....

**Variation Form**

**No:**.....N/A.....

**BETWEEN:**

Shropshire Council (**the Customer**)

And

NAME (**the Supplier**)

1. The Order is varied as follows: None.
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

**Authorised to sign for and on behalf of the Customer**

Signature.....

Date.....

Name in capitals.....

Address.....  
.....

**Authorised to sign for and on behalf of the Supplier**

Signature.....

Date.....

**Schedule 4 – Call-Off Terms and Conditions**

Name in capitals.....

Address.....

.....