



## **Pontefract Academies Trust**

# **QUALIFYING QUESTIONNAIRE**

V2.0

## **Broadband & VoIP Service**

**To be completed and returned with supporting documents by  
Midday on the 21<sup>st</sup> September 2020**

To: Joy Bell

E-mail to [tender@patrust.org.uk](mailto:tender@patrust.org.uk)

To: Mr Geoff Chandler

E-mail to [Geoff.chandler@moxton-education.com](mailto:Geoff.chandler@moxton-education.com)

Electronic Submission will be acceptable at this Stage

**BASIS AND CRITERIA FOR ACCEPTANCE**  
**Broadband & VoIP Procurement**  
**SHORT- LISTING PROCESS**

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

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

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

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

These responses will be ranked by the Trust and a minimum of the top 5 companies shall form the basis of the shortlist of companies invited to tender for a 5-year Broadband & VoIP Service, provided that they continue to express an interest to do so.

Should applicants have any questions regarding this pre-qualification process or the information provided please submit them to Mr Geoff Chandler via e-mail, [Geoff.chandler@moxton-education.com](mailto:Geoff.chandler@moxton-education.com) CC [tender@ptrust.org.uk](mailto:tender@ptrust.org.uk) or by telephone 07970 661087. The closing date for applicants to submit questions is 5pm on the 14<sup>th</sup> September 2020. The Trust will provide an electronic response to all questions and to all applicants who have expressed an interest by 5pm on the 17<sup>th</sup> September 2020 **or before.**

Completed Qualification Questionnaires, with all relevant additional information, must be submitted to the Trust by **Midday on the 21<sup>st</sup> September 2020**. Submissions received after this date and time may not be accepted.

**Companies are advised that failure to respond to all the questions within the Qualification Questionnaire and / or failure to submit the necessary supporting documents and / or failure of referees to respond to reference requests may render their submission non-compliant and as such they may not be invited to receive the ITT from Pontefract Academies Trust**

## Background

The Pontefract Academies Trust (PAT) is a Trust of 8 schools all located in and around Pontefract. There are 6 Primary schools and 2 Secondary schools.

The Trust Website is [www.patrust.org.uk](http://www.patrust.org.uk)

No.	Name of School	Phase
1	Carleton High School	Secondary
2	The Kings School	Secondary
3	Carleton Park J&I School	Primary
4	De Lacy Primary School	Primary
5	Half Penny Lane JI & N School	Primary
6	Larks Hill J & I School	Primary
7	Orchard Head J I & N School	Primary
8	The Rookeries J I & N School	Primary

The Trust currently receives its broadband and VoIP service from a single supplier who provides the following. The only exception is the VoIP at Half Penny Lane and Rookeries.

School	Service	Contract End Date
<b>Carleton Community</b>	500/1000 – WAN/Firewall FTTC Failover Phone line only	August 2021 01/03/21 01/03/21
<b>The Kings School</b>	500/1000 – WAN/Firewall FTTC Failover Phone line only	August 2021 01/03/21 01/03/21
<b>Carleton Park J&amp;I School</b>	100/1000 – WAN/Firewall VoIP	26/03/21 03/03/21
<b>De Lacy Primary School</b>	100/1000 – WAN/Firewall VoIP – Multiple batches	24/03/21 03/03/21 (17/07/21 – 29/11/21)
<b>Half Penny Lane JI&amp;N School</b>	100/1000 – WAN/Firewall VoIP	27/03/21 Date to follow
<b>Larks Hill J&amp;I School</b>	100/1000 – WAN/Firewall VoIP	25/03/21 03/03/21
<b>Orchard Head JI&amp;N School</b>	100/1000 – WAN/Firewall VoIP	31/03/21 03/03/21
<b>Rookeries J&amp;I School</b>	100/1000 – WAN/Firewall VoIP	25/03/21 Date to follow

## Going forward

Going forward the Trust needs to run a tender process to both re-procure the services above and add services that are missing from above to enable a uniform service to all locations.

In addition to the provision initial provision this procurement will therefore enable the Trust, at its sole discretion to;

- include additional sites (The Trust is expected to grow in size in the next 5 years)
- purchase additional goods and/or services for schools throughout the contract eg additional VoIP services etc to those initially supplied.

## **This procurement**

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

- A managed WAN service to connect schools anywhere in England
- Where possible a fibre provisioned broadband service for each school based on synchronous connectivity – If fibre is not available leased line provision.
- A 'failover' line for Secondary schools
- A firewalled service
- An Education compliant internet filtering service capable of providing service during a transition period even if the supplier has not yet implemented the broadband service.
- Inter-site connectivity facility as necessary
- A Managed VoIP telephony service for each school to an agreed number of handsets each
- Support and maintenance service
- Full end to end single SLA approach
- Management of any 3<sup>rd</sup> parties required to provide the service
- Relevant monitoring, management and reporting
- Full installation and transition service
- Value added services
- Technical interface into the Trusts outsourced ICT Managed service provider

Bidders should note the following;

- The Trust will provide a standard contract as part of the ITT Pack

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

The value of this procurement has been set with an upper limit of **£750,000** over a maximum 5-year period but on the basis of a minimum of 3 years for every initial school.

In summary, this includes the following:

### **MANDATORY: The existing schools and central office**

- WAN
- Broadband
- Firewall
- Internet filtering
- VoIP
- Co-terminating contracts
- Full transition services

### **OPTIONAL: To be added at the Trust discretion – Other PAT Schools**

- For modelling purposes please assume that the Trust could triple in size over the next 5 years

## **Selection Criteria**

The objective of the evaluation process is to assess the responses to this questionnaire and select potential contractors to proceed to the next stage of the procurement.

Shortlisting will be based on the matters set out below.

- a. Economic and Financial Standing – contractors must be in a sound financial position and able to demonstrate appropriate financial viability to perform the service to participate in a procurement of this size. As a minimum this is set a revenue of 3 x this contracts maximum value. (Please answer questions as the bidding company, but if the bidding company is part of a Group please provide 3 years of Group accounts in addition).
- b. Contractor Track Record - contractors must be able to demonstrate a successful track record of providing similar works to those envisaged
- c. Supplier technical capacity and capability – assessment of the technical ability and core competences of contractors.

## **Stage 1**

The information supplied by applicants will first be checked for completeness and compliance with eligibility requirements before responses are evaluated. The Trust reserves the right to reject/disqualify any application that is incomplete or non-compliant.

## **Stage 2**

Selection for inclusion within the tender list will be based on evaluation of the PQQ/SQ questions on the following criteria.

### *Technical capacity*

1. Evidence of at least 5 years' experience in the provision of Broadband and VoIP Services to the Education sector along with appropriate in-house systems, technical capability and key personnel with good technical knowledge. This includes evidence of ability to deliver to contract standards drawn from references.

### *Economic and financial standing*

2. Evidence of economic and financial standing in respect of viability to perform the services including the submission and evaluation of three year's detailed financial accounts, the latest not more than 18 months old. **Pass/Fail**
3. Suitable insurance cover. Public Liability to a minimum of £5,000,000 per occurrence, Employer's Liability to a minimum of £10,000,000 (or statements that these will be obtained if awarded the relevant contract(s)). **Pass/Fail**

4. A sound record of and clear policies of quality standards including, health & safety, e-safety, GDPR and equality. **Pass/Fail**

The Trust reserves the right not to select a potential contractor who has been assessed as having material weaknesses in one particular area covered by these PQQ/Initial selection questions, notwithstanding acceptable or even strong responses in all other areas.

The Trust gives no guarantee of the volume of work to be awarded under the contract and reserves the right to carry out work in-house.

### Timescales

We expect the following timeframes to be adhered to following the submission of the PQQ/Initial selection questions. These timeframes are provided as indication only to support bidder planning and cannot be guaranteed.

Activity	Indicative Dates
Procurement published in European Journal	21 <sup>st</sup> August
SQ/PQQ available	21 <sup>st</sup> August
SQ/PQQ Clarifications open	21 <sup>st</sup> August
SQ/PQQ Clarifications close	14 <sup>th</sup> September
Latest date for last clarification responses	17 <sup>th</sup> September
PQQ Submission date	21 <sup>st</sup> September
<b>Indicative Timescales</b>	
PQQ Shortlisting announced to bidders	28 <sup>th</sup> September
ITT Stage meeting for shortlisted bidders	30 <sup>th</sup> September
Issue of ITT	30 <sup>th</sup> September
Clarifications open	30 <sup>th</sup> September
Clarifications close	19 <sup>th</sup> October
Latest date for last clarification responses	21 <sup>st</sup> October
ITT Submission	30 <sup>th</sup> October - Midday
Bidder presentations	9 <sup>th</sup> November
<b>PAT Finance Meeting</b>	<b>4<sup>th</sup> December</b>
<b>Preferred Bidder</b> Award decision notice sent to bidders	7 <sup>th</sup> December
<b>Trust Board</b>	<b>14<sup>th</sup> December</b>
Standstill period ends	24 <sup>th</sup> December
Contract award notice published	Early January
Chosen bidder enablement	Spring term
Existing contract completes	Various
New Broadband & Telephony service live	Various

**Note:** The Trust reserves the right to award the contract following ITT stage presentations and full review if it deems that no negotiation phase is needed. If a further stage is required then this will be between the 10<sup>th</sup> November and 1<sup>st</sup> December.

**Pontefract Academies Trust**

**Broadband and VoIP Service**  
**Initial Selection QUESTIONNAIRE**

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

**Supporting documents should be included where applicable.**

**SECTION A – BACKGROUND INFORMATION ABOUT YOUR COMPANY**

1. Name of company making application:

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2. Name of person dealing with this application.

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3. Address and telephone number and email address for correspondence:

ADDRESS;
Telephone
Mobile Phone
Email:
Company Web Site Address:
DUNS Number
Registered VAT Number
Name, Date of Birth, Nationality of those persons with PSC (Person of Significant Control) – Please note that criminal records checks for relevant convictions maybe undertaken for the PSC of the preferred supplier.

4. Registered Office (if different from above):

5. Does the company operate as a sole trader, partnership, private limited company, public limited company or other? Please specify:

6. Company Registration Number and date of Registration (if applicable)

7. Details of the Ultimate Parent Company

- a. Full name
- b. Registered Address
- c. Company registration number
- d. DUNS Number

8. A brief history and outline of your company, including details of the management structure and the current number of employees. Larger companies should provide details of the regional or local structure (including a structure chart) that might be involved with this contract (please use separate sheet as necessary):

9. Please list the relevant Associations your company is currently a member of



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10. Please provide the following information about your approach to this procurement

<b>Bidding model</b>	
<b>Question</b>	<b>Response</b>
Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of group of economic operators (if applicable)	
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.	
Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you responded yes to the use of sub-contractors, 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	



**SECTION B – TRUST REQUIREMENTS FOR CONSIDERATION FOR INCLUSION ON THE SHORTLIST**

1. Give details of any partner, director or associate who, in the last five years, has been involved in a firm that has been liquidated or gone into receivership:

2. Has any employee who might deliver this service been convicted by a court of an offence concerning his/her professional conduct?

3. Has your company had a contract terminated or failed to receive a contract renewal, other than as a result of competition? If yes, please provide brief details.

4. Please state the details of any outstanding claims or litigation against the company.

5. Please name the key personnel who would be involved in this contract if your company were to be awarded the contract, and outline their technical qualifications and length of relevant experience

**6. ACCOUNTS / FINANCIAL INFORMATION**

- (a) Please submit copies of audited or approved accounts (including group consolidated accounts if the company is part of a group) for the last three financial years,

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

- (b) The Trust will apply its financial tests to your accounts including the requirement that turnover should be at least four times the annual value of the contract or at another level as specified solely at the Trust Business Manager

(c) Please submit the names and addresses of your bankers.

Enclosed? YES  NO

## 7. CONFLICTS OF INTEREST

Please detail what measures are in place to avoid any conflict of interest that could prejudice independence and objectivity during the tendering process and performance of the contract.

## 8. INSURANCE

The Trust requires all of its contractors to maintain;

(a) Employer's Liability insurance to a minimum value of £10,000,000;

Proof of insurance Enclosed? YES  NO  If not, explain why?

(b) Public Liability insurance to a minimum of £5,000,000 per claim;

Proof of insurance Enclosed? YES  NO  If not, explain why?

Please submit copies of cover notes showing that such insurance policies are in place or provide a statement confirming that your company would take out such insurance cover if awarded the contract.

## 9. HEALTH AND SAFETY

(a) Please enclose a copy of your Health and Safety Policy (covering General Policy, Organisation and Arrangements) and any codes of safe work practices issued to employees.

Enclosed? YES  NO

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

Enclosed? YES  NO  N/A

## **10. EMPLOYMENT PROCEDURES**

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

- (a) assurance of checks on the eligibility of prospective employees to work in the UK;
- (b) requirements for employees to disclose criminal convictions; and

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

## **11. ENVIRONMENTAL POLICY**

Please enclose a copy of your environmental policy

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

## **12. BUSINESS / TECHNICAL CAPABILITIES**

Please provide details of membership of any appropriate trade associations / federations.

Does your company hold;

- ISO 9001 certification? **YES**  **NO**
- ISO 14001 certification? **YES**  **NO**
- ISO 27001 certification? **YES**  **NO**

## **13. OTHER REQUIRED POLICIES & STATEMENTS**

Please enclose a copy of your policies for:

- (a) Data Protection Policy/GDPR
- (b) E-safety
- (c) Modern Slavery Statements

## **14. EQUAL OPPORTUNITIES QUESTIONNAIRE**

### **Background**

Your firm will be evaluated for equality in employment and service delivery on the basis of your answers to these questions. Please ensure that you answer every question and you provide sufficient information to enable the Trust to make a fair and accurate assessment of how you have dealt with equality issues. Please supply evidence to support your answers.

1. Is it your policy as an employer to comply with your statutory obligations under the Race Relations (Amendment) Act 2000, Disability Discrimination Act 2005, the Employment Equality (Age) Regulations 2006, the Equality Act 2006 and the Equality Act 2010 or any statutory modification or re-enactment thereof or any other statutory provision relating to discrimination in employment or the provision of services? Accordingly, is it your practice not to discriminate directly or indirectly on the grounds of colour, race, nationality, ethnic or national origins, sex, marital status, gender reassignment, disability, sexual orientation, religion, belief or age ("unlawful discrimination") in relation to your decisions to recruit, select, remunerate, train, transfer and promote employees and in the provision of education, housing, goods, facilities or services, or other public functions ('provision of services') to the public?

**YES**  **NO**

2. In the last three years, has any finding of unlawful discrimination in the employment field been made against your company by an employment tribunal, the employment appeal tribunal or any court, or in comparable proceedings in any other jurisdiction?

YES  NO  If yes, please provide details including what steps your company has taken in consequence of that finding?

3. In the last three years, has your company been the subject of formal investigation by the Equal Opportunities Commission, Disability Rights Commission or Commission for Equality and Human Rights, Commission for Racial Equality, or any comparable body, on the grounds of alleged unlawful discrimination in the employment field?

YES  NO  If yes, please provide details including what steps your company has taken in consequence of that finding?

4. Are your policies on equal opportunities in employment and service delivery set out in;
- (a) instructions to those concerned with recruitment, selection, remuneration, training, promotion and provision of services;
  - (b) documents available to employees, recognised trade unions, or other representative groups of employees;
  - (c) recruitment advertisements or other literature available to staff/the public;
  - (d) instructions to managers
  - (e) instructions to staff
  - (f) a staff conduct or disciplinary code; and
  - (g) leaflets or other literature available to the public:

YES  NO

5. If your answer to either (a), (b), (c), (d), (e), (f) or (g) in question 5 is 'No', can you provide other evidence to show how you promote equal opportunities in employment and the provision of services?

**6.** If you are not currently subject to UK legislation, please supply details of your experience in complying with equivalent legislation that is designed to eliminate discrimination and to promote equality of opportunity?

**7.** In the last three years, has any contract with your company been terminated on grounds of your failure to comply with:

**(a)** legislation prohibiting discrimination; or

**(b)** contract conditions relating to equal opportunities in the provision of services?

**YES**  **NO**

**8.** If the answer to question 7 is yes, what steps have you taken as a result of that finding?



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

**1. OUTLINE OF COMPANY'S EXPERIENCE**

Please provide details of your company's experience in the last three years of providing *Managed Broadband and VoIP Services to the Education sector relating, where possible, to the sort of environment that PAT is tendering for.*

Please use and add extra sheets if required.

**2. REFERENCES**

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

**Be aware that it is your company responsibility to ensure that referees respond in a timely fashion as the responses to reference questions will form a material element in the evaluation at this stage**

**Referee 1**

Name of Organisation	Contact name	Nature of contract	Postal & E-mail address	Telephone number

**Referee 2**

Name of Organisation	Contact name	Nature of contract	Postal & E-mail address	Telephone number

**CERTIFICATE**

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 fraudulent misrepresentation.

<b>Contact details and declaration</b>	
<b>Question</b>	<b>Response</b>
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	