



**Pontefract Academies Trust**

**SELECTION QUESTIONNAIRE**

**Find a Tender Service (FTS)**

**V1.0**

**Reprographics Partner**

**To be completed and returned with supporting documents by  
Midday on the 15<sup>th</sup> June 2022**

To:  
[procurement@patrust.org.uk](mailto:procurement@patrust.org.uk)

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

## **BASIS AND CRITERIA FOR ACCEPTANCE**

### **Repographics Partner** **SHORT- LISTING PROCESS**

#### **Summary**

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

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

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

**Section C** requires you to provide references that match 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 Trust-wide MFD Partner, provided that they continue to express an interest to do so.

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

#### **Information for bidders**

The purpose of this procurement is to:

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

#### **Confidentiality**

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

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

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

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

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

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

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

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

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

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

### **Conflicts of Interest**

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

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

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

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

### **Canvassing**

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

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

### **Non-Collusion**

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

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

## **Publicity**

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

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

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

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

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

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

The Trust reserves the right:

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

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

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

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

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

### **Freedom of Information**

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

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

### **Governing Law**

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

### **Contact Information**

Point of contact for this procurement process:

The point of contact for Bidders will be via Philippa Dykes

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

Any complaints regarding the procurement process should be directed as follows:

Philippa Dykes  
Procurement and Contracts Manager  
[pdykes@patrust.org.uk](mailto:pdykes@patrust.org.uk)

### **Costs and Expenses**

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

## Background

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

The Trust Website is <https://www.pontefractacademiestrust.org.uk/>

The current schools are as follows.

| No. | Name of School                | Phase     |
|-----|-------------------------------|-----------|
| 1   | Carleton High School          | Secondary |
| 2   | The King's 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   |
| 9   | Head Office – The Barracks    | Office    |

Pontefract Academies Trust was established in 2013 and involves a group of schools that have a long history of working together; all are within the WF8 postcode district.

Currently, the Trust serves 3,850 pupils, with just over 500 staff. Our family of schools are all located in a small geographic hub within Pontefract. The six Trust primary schools feed into the two secondary schools, and the locality-based model allows for strong alignment of provision with all schools working in close collaboration.

Since 2018, the Trust has gone through a significant improvement journey. During 2019, six schools were inspected by Ofsted, of which five were graded Good, with one of the schools being in Special Measures less than two years earlier. Attainment in the Trust primary schools in 2018 was 12% below the national average, whereas the improvements driven by the changes implemented by the Trust, resulted in outcomes in 2019 being 12% above the national average which ranked the Trust in the top 10% of MATs nationally.

As a result of the improvements in school performance and the centralisation of services delivered to serve the schools, the Trust is now keen to grow further, either by attracting other schools to join the Trust or by 'planting a new hub' elsewhere in the region.

The Trust's strategic plan can be found here:

<https://www.pontefractacademiestrust.org.uk/strategic-plan/>

## Going forward - This procurement

This procurement encompasses the deliverables noted below. In essence, this procurement is all about identifying a single MFD partner. At the sole discretion of the Trust any future schools that the Trust may incorporate will also be added to the MFD Partner contract. Any additional schools will co-terminate to the same end date of the initial contract.

This MFD procurement is advertised as a maximum 5 year service

*Along with the initial schools any additional schools will be included in the initial contract and subject to the same terms and conditions. This MFD procurement is advertised as a maximum 5 year period within which the Trust and its schools may order MFDs on either 3 or 5 year lease periods, all of which will sit under this single contract and be subject to its terms and conditions (including an overall service level agreement). The contract will run for a 5 year period during which new MFDs may be added and thereafter would run until all MFDs lease periods have expired and the relevant MFDs removed from the contract until none remain. The contract start date will be 1<sup>st</sup> September 2022 and new MFDs may be leased under it until 31st August 2027.*

| School                  | Current Lease End |
|-------------------------|-------------------|
| Orchard Head J, I & N   | 25/06/2022        |
| Carleton Park J&I       | 19/08/2022        |
| Halfpenny Lane J, I & N | 19/08/2022        |
| The King's School       | 02/10/2022        |
| Larks Hill Junior       | 27/11/2022        |
| De Lacy Primary School  | 20/12/2022        |
| The Rookeries           | 27/07/2023        |
| Carleton High School    | 04/09/2023        |
| Head Office             | Currently Owned   |

## 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;

- Provision of a range of multi-functional printing devices to all the schools and the central office
- An installation and commissioning service for each device
- A handover and training service
- A uniform maintenance service for any of the schools who have MFD's across the Trust
- An automated service that addresses all consumable needs
- A service that includes appropriate print management software
- A service that ethically disposes of equipment as necessary
- A full service level agreement
- Relevant monitoring, management and reporting
- A single technical interface to the Trust outsourced ICT Team (RM Education)
- Technical interface into the Trusts Managed Service Partner (Note: All MFD delivery will be carried out through this contract and chosen partner).
- Value added services.



Bidders should note the following;

- The Trust will provide a standard contract as part of the ITT Pack. The contract is expected to be with one organisation that will manage all aspects of supply/service and leasing.
- Schools will replace their current provision once the existing lease agreements come to an end.
- There will be no requirement for TUPE.

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** It is set at this value to include both existing sites and an increase of a potential further 10 schools during the lifetime of the contract.

## **IDEA OF VOLUMES**

- The Trust has a current estate of 23 devices – All of these are under lease agreements.
- The current estate generates an indicative annual total of circa 3.1m Mono copies
- The current estate generates an indicative annual total of circa 3.7m Colour copies

## **ITT Model**

At the next stage shortlisted bidders will receive details about the current estate of devices and the contract pack

Bidders will then be invited to visit all the schools will leases finishing in 2022 schools during the early ITT stage – these schools can then be accurately priced as such that the school deliverables will be included at Contract Close and thus able to be delivered during the Autumn 2022 Half Term. The remaining schools will receive site visits by the preferred bidder in enough time to carry out due diligence prior to current leases expiring.

The Trust aim to standardise on circa 6 devices.

Bidders should expect that the ITT will include a range of quality based questions and then pricing (weighting will be 50% / 50% Quality v Price).

## **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. (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 competencies 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 the evaluation of the SQ questions on the following criteria.

### *Technical capacity*

1. Evidence of at least 5 years' experience in the provision of supply and installation of concurrent ICT/MFD projects into schools. The schools must also ideally be in the state sector and part of a group.
2. Evidence of appropriate in-house systems, technical capability and key personnel with good technical knowledge. This includes evidence of ability to deliver to contract standards drawn from references.

### *Economic and financial standing*

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

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

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

## **Timescales**

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

| <b>Activity</b>                              | <b>Dates</b>         |
|--|----------------------|
| <b>Procurement published in FTS Portal</b>   | <b>12th May</b>      |
| SQ available                                 | 12th May             |
| SQ Clarifications open                       | 12th May             |
| SQ Clarifications close                      | 31st May             |
| Latest date for last clarification responses | 3rd June             |
| <b>SQ Submission Date</b>                    | <b>15th June</b>     |
| <b>ITT Stage</b>                             |                      |
| SQ Shortlisting announced to bidders         | 20th June            |
| ITT Stage meeting for shortlisted bidders    | 24th June            |
| <b>Issue of ITT</b>                          | <b>24th June</b>     |
| Clarifications open                          | 24th June            |
| Clarifications Close                         | 8th July             |
| Latest date for last clarification responses | 15th July            |
| <b>ITT Submission</b>                        | <b>25th July</b>     |
| <b>Presentations</b>                         | <b>28th July</b>     |
| Best & Final Offers round if necessary       |                      |
| Updated evaluation                           |                      |
| <b>Award decision notice sent to bidders</b> | <b>WB 8th August</b> |
| <b>Summer Break</b>                          |                      |
| Standstill period ends                       | 22nd August          |
|  |                      |
| Contract Conclusion                          |                      |
| Contract award notice published              |                      |
| Feedback to de-selected bidders              | September            |
|  |                      |

**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.

## **Reprographics Partner**

### **Standard Selection Questionnaire**

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

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

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors if they are relied upon to meet the selection criteria. This means that where you are joining 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.

**Note for Contracting Authorities: The following paragraph is optional for inclusion, authorities can delete it if they prefer to receive only Word/ PDF versions of the standard Selection Questionnaire.** *[Alternatively you can submit the completed Exclusion Grounds of the [EU ESPD \(Part III\)](#) as a downloaded XML file to the buyer contact point along with the selection information requested in the procurement documentation.]*

#### **Supplier Selection Questions: Part 3**

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

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

#### **Consequences of misrepresentation**

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

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<sup>1</sup> For the list of exclusion please see

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

## PROCUREMENT PROCEDURE

### Competitive with negotiation with the right to appoint without negotiation

#### Notes for completion

1. The “authority” means the contracting authority, 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. **Note for Contracting Authorities: The following paragraph is optional for inclusion if a decision has been made to request a self-declaration of the exclusion grounds from sub-contractors. All sub-contractors are required to complete Part 1 and Part 2<sup>2</sup>.**
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.

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<sup>2</sup> See PCR 2015 regulations 71 (8)-(9)

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.**

| <b>Section A - Supplier details</b>  |   |
|--|---|
| <b>Question</b>  | <b>Response</b>   |
| 1.1 (a) Full name of the potential supplier submitting the information   | Mandatory Response  |
| 1.1 (b) - (i) Registered office address ( <i>if applicable</i> )   | Mandatory Response  |
| 1.1 (b) - (ii) Registered website address ( <i>if applicable</i> )   |   |
| 1.1 (c) Please check the relevant box to indicate your trading status  | i) a public limited company <input type="checkbox"/> Yes          |
|  | ii) a limited company <input type="checkbox"/> Yes                |
|  | iii) a limited liability partnership <input type="checkbox"/> Yes |
|  | iv) other partnership <input type="checkbox"/> Yes                |
|  | v) sole trader <input type="checkbox"/> Yes                       |
|  | vi) third sector <input type="checkbox"/> Yes                     |
|  | vii) other (please specify) <input type="checkbox"/> Yes          |
| 1.1 (d) Date of registration in country of origin  | Mandatory Response  |
| 1.1 (e) Company registration number ( <i>if applicable</i> )   | Mandatory Response  |
| 1.1 (f) Charity registration number ( <i>if applicable</i> )   | Mandatory Response  |
| 1.1 (g) Head office DUNS number ( <i>if applicable</i> )   |   |
| 1.1 (h) Registered VAT number  |   |
| 1.1 (i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | <input type="checkbox"/> Yes                                      |
|  | <input type="checkbox"/> No                                       |
|  | <input type="checkbox"/> Not Applicable                           |

|   |   |
|---|---|
| 1.1 (i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).   | <input type="checkbox"/>  |
| 1.1 (j) - (i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                       |
| 1.1 (j) - (ii) If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.   | <input type="checkbox"/>  |
| 1.1 (k) Trading name(s) that will be used if successful in this procurement   | <input type="checkbox"/>  |
| 1.1 (l) Please check the relevant boxes to indicate whether you fall within any of these classifications  | i) Voluntary, Community and Social Enterprise (VCSE) <input type="checkbox"/> Yes |
|   | ii) Sheltered workshop <input type="checkbox"/> Yes                               |
|   | iii) Public service mutual <input type="checkbox"/> Yes                           |
| 1.1 (m) Are you a Small, Medium or Micro Enterprise (SME) <sup>3</sup> ?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                       |
| 1.1 (n) Details of Persons of Significant Control (PSC), where appropriate <sup>4</sup> :<br><br>- Name;<br>- Date of birth;<br>- Nationality;<br>- Country, state or province where the PSC usually lives;<br>- Service address;<br>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);<br>- Which conditions for being a PSC are met;<br>- Over 25% up to (and including) 50%,<br>- More than 50% and less than 75%,<br>- 75% or more <sup>5</sup> . | <input type="checkbox"/> Not Applicable   |
| 1.1 (o) Details of immediate parent company:  | <input type="checkbox"/> Not Applicable   |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address <i>(if applicable)</i></li> <li>- Registration number <i>(if applicable)</i></li> <li>- Head office DUNS number <i>(if applicable)</i></li> <li>- Head office VAT number <i>(if applicable)</i></li> </ul>   |   |
| <p>1.1 (p) Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address <i>(if applicable)</i></li> <li>- Registration number <i>(if applicable)</i></li> <li>- Head office DUNS number <i>(if applicable)</i></li> <li>- Head office VAT number <i>(if applicable)</i></li> </ul> | <div style="background-color: #00FFFF; width: 50px; height: 15px; margin-bottom: 5px;"></div> <input type="checkbox"/> Not Applicable |
| <p>Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant control.</p>   |   |

|   |   |
|---|---|
| <p><b>Section A - Bidding model</b></p>   |   |
| <p><b>Please check the relevant box to indicate whether you are;</b></p>  |   |
| <p>1.2 (a) - (i) Are you bidding as the lead contact for a group of economic operators?</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><br><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> |
| <p>1.2 (a) - (ii) Name of group of economic operators <i>(if applicable)</i></p>  | <div style="background-color: #00FFFF; width: 50px; height: 15px;"></div>   |
| <p>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</p> | <div style="background-color: #00FFFF; width: 50px; height: 15px;"></div>   |





|  |   |
|--|---|
| 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?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <p>1.2 (b) - (ii) If you responded “Yes” in 1.2 (b) – (i), please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.</p> <p>Name <input type="text"/></p> <p>Registered Address <input type="text"/></p> <p>Trading status <input type="text"/></p> <p>Company registration number <input type="text"/></p> <p>Head Office DUNS number (<i>if applicable</i>) <input type="text"/></p> <p>Registered VAT number <input type="text"/></p> <p>Type of organisation <input type="text"/></p> <p>SME <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The role each sub-contractor will take in providing the supplies e.g. key deliverables <input type="text"/></p> <p>The approximate % of contractual obligations assigned to each sub-contractor <input type="text"/></p> |   |

**Exclusion Grounds (Self-certification)**

Please answer the following questions in full.

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

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

|   |                                 |                                |
|---|---------------------------------|--------------------------------|
|    |                                 |                                |
| 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)  | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No |
| 2.3 (a) <b>Regulation 57(3)</b><br>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? | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No |
| 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.<br>  |                                 |                                |
| <b>Please Note:</b> The Trust reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.   |                                 |                                |

| Grounds for discretionary exclusion |  |   |
|-------------------------------------|--|---|
|                                     | Question   | Response  |
| 3.1                                 | <p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p> |   |
| 3.1(a)                              | Breach of environmental obligations?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes please provide details at 3.2 |
| 3.1 (b)                             | Breach of social obligations?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes please provide details at 3.2 |
| 3.1 (c)                             | Breach of labour law obligations?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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"/><br>No <input type="checkbox"/><br>If yes please provide details at 3.2 |
| 3.1(e)                              | Guilty of grave professional misconduct?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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"/><br>No <input type="checkbox"/><br>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"/><br>No <input type="checkbox"/><br>If yes please provide details at 3.2 |
| 3.1(h)                              | Been involved in the preparation of the procurement procedure?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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"/><br>No <input type="checkbox"/><br>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"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |

|               |  |   |
|---------------|--|---|
| 3.1(j) - (ii) | The organisation has withheld such information.  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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"/><br>No <input type="checkbox"/><br>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"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |

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

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

|                        |
|------------------------|
| <b>Data Protection</b> |
|------------------------|

**Requirements under the General Data Protection Regulation and Data Protection Act 2018**

5.1 Are you registered with the UK Information Commissioners Office?

Yes

No

If yes, please provide your registration number –

5.2 Please state your overall approach towards the UK General Data Protection Regulation and UK Data Protection Act 2018



5.3 What is your data retention policy and rules?



5.4 Access controls and information – what is your policy on access controls? Can you provide evidence of certification or adopting codes of practice?



5.5 Do you use any sub-processors to deliver the service? If so, how do you select them and obtain assurances on the data protection and information security practices and are these sub-processors inside or outside the UK or EEA?



5.6 If these sub-processors are outside of the EEA, do you check whether they satisfy adequacy decisions, appropriate safeguards, exceptions or additional measures under the UK GDPR, please specify.



5.7 What contractual measures do you have in place to ensure personal data is processed compliantly and securely by sub-processors? Please supply a copy of your standard data processing agreement signed by your sub-processors (inc. Standard Contractual Clauses (SCCs) if outside the EEA).



5.8 Do you have an incident management process that includes effective management of data security incidents? What is the process for managing personal data security incidents?



5.9 Training and awareness for staff, contractors and sub-processors – what data protection and information security training and awareness raising is in place?

5.10 Do you hold certification for Cyber Essentials, Cyber Essentials Plus, ISO27001, ISO27002? Please state any other accreditations/certifications you hold in respect of information security.

### Section C - Trust Specific Questions / Evidence

#### 6.1 Key Personnel

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

??

#### 6.2 Accounts

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,

Please note that all companies who submit will be subject to a Credit Check.

The Trust will apply its financial tests to your accounts including the requirement that turnover should be at least four times the average annual value of the advertised contract.

#### 6.3 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.

??

## 6.4 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?

- (c) Professional Indemnity Insurance to a minimum value of £10,000,000;

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.

## 6.5 Health & 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**

## 6.6 Eligibility to Work

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

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

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

## 6.7 Environmental Policy

Please enclose a copy of your environmental policy



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

---

**6.8 Other Policies**

Please enclose a copy of your policies for the following

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

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

---

**6.9 Your Company**

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

??

| Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 |  |   |
|---|--|---|
| <b>7.1</b>  | 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"/><br>N/A <input type="checkbox"/>  |
| <b>7.2</b>  | 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"/><br>Please provide the relevant url ...<br><br>No <input type="checkbox"/><br>Please provide an explanation |

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

**8.0 OUTLINE OF COMPANY'S EXPERIENCE**

Please provide details of your company's experience in the last five years of providing *schools focussed MFD Services relating, where possible, to the sort of environment that the Pontefract Academies Trust is tendering for.*

Please do not submit additional 'flyers and leaflets'.

1000 Words

## 9.0 REFERENCES

Referring to the information provided above, please provide the names, full addresses including e-mail addresses and telephone numbers of two organisations (please do not omit any information), 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 | Contract Deliverables | Postal & E-mail address | Telephone number |
|----------------------|--------------|-----------------------|-------------------------|------------------|
|                      |              |                       |                         |                  |
| Duration of contract |              |                       |                         |                  |
| Value of contract    |              |                       |                         |                  |

### Referee 2

| Name of Organisation | Contact name | Contract Deliverables | Postal & E-mail address | Telephone number |
|----------------------|--------------|-----------------------|-------------------------|------------------|
|                      |              |                       |                         |                  |
| Duration of contract |              |                       |                         |                  |
| Value of contract    |              |                       |                         |                  |

## 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.

|  |                    |
|--|--------------------|
| 1.3 (a) Contact Name                         | Mandatory Response |
| 1.3 (b) Name of Organisation                 | Mandatory Response |
| 1.3 (c) Role in Organisation                 | Mandatory Response |
| 1.3 (d) Phone Number                         | Mandatory Response |
| 1.3 (e) E-mail Address                       | Mandatory Response |
| 1.3 (f) Postal Address                       | Mandatory Response |
| 1.3 (g) Signature (electronic is acceptable) | Mandatory Response |
| 1.3 (h) Date                                 | Mandatory Response |

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

**End of Document**