**Tender Questionnaire**

## Section 1 – Pre Qualification Questionnaire (PQQ)

## 1.1 - Supplier information

|  |  |
| --- | --- |
| **1.1.1 Supplier details** | **Answer** |
| Full name of the Supplier completing the PQQ  |  |
| Registered address |  |
| Registered company number |  |
| Registered charity number |  |
| Registered VAT number |  |
| Name of immediate parent company |  |
| Name of ultimate parent company |  |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company  |  |
| ii) a limited company |  |
| iii) a limited liability partnership |  |
| iv) other partnership |  |
| v) Registered Charity |  |

|  |
| --- |
| **1.1.2 Contact details** |
| Supplier contact details for enquiries about this PQQ |
| Name |  |
| Postal address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

|  |
| --- |
| **1.1.3 Licensing and registration (please mark ‘X’ in the relevant box)** |
| 1.1.3.1 | Registration with a professional bodyIf applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state). | [ ]  Yes [ ]  No If Yes, please provide the registration number in this box. |
| 1.1.3.2 | Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? | [ ]  Yes [ ]  No If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this. |

**1.2 - Grounds for mandatory exclusion**

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 1.2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact Porchlight for advice before completing this form.

|  |  |
| --- | --- |
| **1.2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box.** |
| **Yes** | **No** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;
 |  |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;
 |  |  |
| 1. the common law offence of bribery;
 |  |  |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;
 |  |  |
| 1. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:
 |  |  |
| (i) the offence of cheating the Revenue; |  |  |
| (ii) the offence of conspiracy to defraud; |  |  |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |  |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |  |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |  |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |  |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;  |  |  |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; |  |  |
| 1. any offence listed—
 |  |  |
| (i) in section 41 of the Counter Terrorism Act 2008; or |  |  |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);
 |  |  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;
 |  |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;
 |  |  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
 |  |  |
| 1. an offence under section 59A of the Sexual Offences Act 2003;
 |  |  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009;
 |  |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994;
 |  |  |
| 1. an offence under section 2 or section 4 of the Modern Slavery Act 2015; or
 |  |  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive—
 |  |  |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or |  |  |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |  |
| **Non-payment of taxes****1.2.2 Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? |  |  |

## 1.3. Grounds for discretionary exclusion – Part 1

Porchlight may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (i);

|  |  |
| --- | --- |
| **1.3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | **Please indicate your answer by marking ‘X’ in the relevant box.** |
| **Yes** | **No** |
| 1. your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;
 |  |  |
| 1. section 54 of the Modern Slavery Act 2015 applies to your organisation but your organisation does not comply with it;
 |  |  |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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;
 |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable;
 |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition;
 |  |  |
| 1. your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;
 |  |  |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;
 |  |  |
| 1. your organisation has 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;
 |  |  |
| 1. your organisation—

(i) has been 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; or(ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015;  |  |  |
| (j) your organisation has undertaken to |  |  |
| (i) unduly influence the decision-making process of the contracting authority, or |  |  |
| (ii) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  |
|  (k) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

**Conflicts of interest**

In accordance with question 3.1 (e), Porchlight may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform Porchlight, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by Porchlight should not represent a conflict of interest for the Supplier.

**Taking Account of Bidders’ Past Performance**

In accordance with question 3.1 (g), Porchlight may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). Porchlight may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. Porchlight may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, Porchlight may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

**‘Self-cleaning’**

Any Supplier that answers ‘Yes’ to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of Porchlight in each case.

If such evidence is considered by Porchlight (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by Porchlight to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

## 1.4. Grounds for discretionary exclusion – Part 2

Porchlight reserves the right to use its discretion to exclude a Supplier where it can demonstrate the Supplier’s non-payment of taxes/social security contributions where no binding legal decision has been taken.

“Occasion of Tax Non-Compliance” means:

1. any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 is found to be incorrect as a result of:
	* + 1. a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
			2. the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or
2. the Supplier’s tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a penalty for civil fraud or evasion

|  |
| --- |
| From 1 April 2013 onwards, have any of your company’s tax returns submitted on or after 1 October 2012; (Please indicate your answer by marking ‘X’ in the relevant box). |
| 1.4.1 | Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; | [ ]  Yes [ ]  No |
| 1.4.2 | Been found to be incorrect as a result of:* + - HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or
		- A Tax Authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the “Halifax” abuse principle; or
		- the failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established.
 | [ ]  Yes [ ]  No |
| If answering “Yes” to either 4.1 or 4.2 above, the Supplier may provide details of any mitigating factors that it considers relevant and that it wishes Porchlight to take into consideration.  This could include, for example: * + Corrective action undertaken by the Supplier to date;
	+ Planned corrective action to be taken;
	+ Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or
	+ Changes in financial, accounting, audit or management procedures since the OONC.

In order that Porchlight can consider any factors raised by the Supplier, the following information should be provided:* + A brief description of the occasion, the tax to which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign Tax Authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc.
	+ Where the OONC relates to a DOTAS, the number of the relevant scheme.
	+ The date of the original “non-compliance” and the date of any judgement against the Supplier, or date when the return was amended.
	+ The level of any penalty or criminal conviction applied.
 |

## 1.5 - Economic and Financial Standing

|  |  |
| --- | --- |
|  | **FINANCIAL INFORMATION**  |
|  | **Please note that, as part of the PQQ process, Porchlight will check the applicant’s registration on Companies House and/or the Charity Commission for any irregularities that may impact on their ability to deliver this programme, or which may contravene Porchlight’s ethical partnership policy** |
| 5.1 | **Please include with your application the following:** |
| 1. A copy of the audited accounts for the most recent three years
 |  |
| 1. If you are not able to comply with the above, then Alternative means of demonstrating financial status (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). A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation.
 |  |
| **(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?**If yes, please provide the name below:

|  |  |
| --- | --- |
| Name of the organisation |  |
| Relationship to the Supplier completing the PQQ |  |

If yes, please provide Ultimate / parent company accounts if available. If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary? 1. If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)
 | [ ]  Yes [ ]  No [ ]  Yes [ ]  No  |

## 1.6 – Technical and Professional Ability

|  |  |
| --- | --- |
| 1.6 | **Relevant experience and contract examples** |
| Please provide details of two contracts, in any combination from either the public or private sector, that are relevant to Porchlight’s requirement. Contracts for should have been performed during the past three years. The named customer contact provided should be prepared to provide written evidence to Porchlight to confirm the accuracy of the information provided below. |
|  |  | Contract 1 | Contract 2 |
| 1.6.1 | Name of customer organisation |  |  |
| 1.6.2 | Point of contact in customer organisationPosition in the organisationE-mail address |  |  |
| 1.6.3 | Contract start dateContract completion dateEstimated Contract Value |  |  |
| 1.6.4 | In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market. |  |  |
| 1.6.5 If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up. |
|  |

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| 1.7. Additional PQQ modulesSuppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking ‘X’ in the relevant boxes.A - Insurance You **will be required** to have the minimum insurance cover:

|  |  |
| --- | --- |
| Public Liability Insurance: | £5,000,000 |
| Employers Liability Insurance: | £5,000,000 |
| Professional Indemnity Insurance:  | £1,000,000 |

|  |  |
| --- | --- |
| Does your organisation have Employers’ Liability Insurance? | [ ]  Yes [ ]  No |
| Name of insurer: |       |
| Level of cover: | £      |
| Expiry Date |       |
| Does your organisation have Public Liability Insurance? | [ ]  Yes [ ]  No |
| Name of insurer: |       |
| Level of cover: | £      |
| Expiry Date |       |
| Does your organisation have Professional Indemnity Insurance? | [ ]  Yes [ ]  No |
| Name of insurer: |       |
| Level of cover: | £      |
| Expiry Date |       |
| Please provide copies of your Employers’ and Public Liability Insurance Certificates |

B – Compliance with equality legislation

|  |  |
| --- | --- |
| Does your organisation have a written Equality & Diversity policy?  | [ ]  Yes [ ]  No |
| Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the equality and non-discrimination laws (Equality Act 2010)? | [ ]  Yes [ ]  No |
| In the last 5 years, has any finding of unlawful discrimination or other breach of equality laws been made against your organisation; or has your organisation been the subject of a formal investigation by the Commission for Racial Equality, the Equal Opportunities Commission or the Disability Rights Commission? | [ ]  Yes [ ]  No |
| If yes, please provide details and demonstrate the steps you have taken in response to any legal action to ensure you comply with equality legislation.  |
|       |
| If applicable, please provide a copy of your Equality & Diversity policy. |

C - Environmental Management

|  |  |
| --- | --- |
| Does your organisation have a written environmental management policy?  | [ ]  Yes [ ]  No |
| Does your organisation have an environmental management system or hold a recognised environmental management certificate, e.g. 14001/EMAS? If yes, please provide details below including awarding body and expiry date. | [ ]  Yes [ ]  No |
|       |
| If applicable, please provide a copy of your environmental management policy or certificate(s). |

|  |  |
| --- | --- |
| Has your organisation (within the past 5 years) had legal action taken against them under environmental legislation, including prosecutions, civil court actions or notices served by the Environment Agency, local authorities or HM Inspectorate or Pollution? | [ ]  Yes [ ]  No |
| If yes, are you able to demonstrate the steps you have taken in response to this legal action to ensure you comply with environmental legislation?  |
|       |

D - Health and Safety

|  |  |
| --- | --- |
| Does your organisation have a written Health & Safety policy? | [ ]  Yes [ ]  No |
| Does your organisation hold any external Health & Safety accreditations, e.g. 18001/CHAS or equivalent? If yes please provide details below: | [ ]  Yes [ ]  No |
|       |
| Please provide a copy of your accreditation certificate(s) and H&S policy. |

|  |
| --- |
| Who is your “competent person” for the provision of health and safety advice, as required by the Management of Health and Safety at Work Regulations 1992? |
| Name: |       |
| Job Title: |       |
| Qualifications & Experience: |       |
| Is this person an employee or external advisor? |       |
| If external, please provide the name and address of the organisation: |       |

|  |  |
| --- | --- |
| Has your organisation (within the past 5 years) had any legal action taken against them under Health & Safety legislation, including prosecutions or improvement notices issues by local authorities or the H&S Executive? | [ ]  Yes [ ]  No |
| If yes, please provide details and demonstrate the steps you have taken in response to any legal action to ensure you comply with Health & Safety legislation.  |
|       |

|  |
| --- |
| Who will be responsible for Health & Safety while you are working on our premises? |
| Name: |       |
| Job Title: |       |
| Qualifications: |       |
| Will any of the work carried out on our behalf be subcontracted to another provider? | [ ]  Yes [ ]  No |
| If yes, please provide details of the steps you have taken to demonstrate that the sub-contractor meets your requirements and supporting evidence/documentation to prove they are a competent provider.  |
|       |

E – Security and Continuity Management

|  |  |
| --- | --- |
| Do your staff have Disclosure & Barring Checks obtained from the Criminal Records Bureau? | [ ]  Yes [ ]  No |

|  |  |
| --- | --- |
| Do you have a formal Business Continuity Management Plan? | [ ]  Yes [ ]  No |
| If there were disruption to your critical business functions which would impact on the services being delivered to Porchlight, please outline your strategy to ensure service disruption is minimised? |
|       |

|  |  |
| --- | --- |
| We acknowledge we have read and understood the Confidentiality & Information Security Statement (see Appendix 2) and agree we will adhere to this. | [ ]  Yes  |
| Details of the person completing this form: |
| Name: |       |
| Job Title: |       |
| Date: |       |
| Signature: |       |
| *Please note that falsifying or providing incorrect information may be grounds for cancellation of any contract.* |

F – Quality Management

|  |  |
| --- | --- |
| Does your organisation have a written quality policy?  | [ ]  Yes [ ]  No |
| Does your organisation have a formal documented quality management system or hold a recognised quality management certificate, e.g. 9001 or equivalent? If yes, please provide details below including awarding body and expiry date. | [ ]  Yes [ ]  No |
|       |
| If applicable, please provide a copy of your quality policy and certificate(s). |

G – Safeguarding

|  |  |
| --- | --- |
| Does your organisation have a written safeguarding policy?  | [ ]  Yes [ ]  No |
| How will you assure your safeguarding policies and procedures are implemented effectively in the service **(400 words)***Focus points:**• Assurance that adult safeguarding procedures will be established and applied across the Service**• How you will ensure that appropriate standards and capability for safety are established and maintained**• Training and support your organisation provides to staff in relation to safeguarding**• How you will effectively manage risk* *• How you will meet information governance requirements**• How you will manage safety of staff and clients in line with legislation and deal with Serious Incidents or near misses.* |
|       |

Section 2 – Project specific questions to assess Quality and CapabilityPlease complete the method statements below which will be assessed against the following criteria.How many people will you reach through the service(s) and area(s) you are bidding for?

|  |  |
| --- | --- |
| **Peer Support Area** | **Number of clients** |
| Dover, Aylesham and surrounding areas  |  |
| Folkestone, Hythe, New Romney and surrounding areas  |  |

|  |  |
| --- | --- |
| **1** | **Describe how the service you are proposing will operate and how it will meet the requirements of the specification (Max. 750 Words) (30%)*****Focus points:****Your response should include:** *Model of delivery*
* *Day to day operations*
* *How you will deliver a blended approach which includes digital and face to face (in person) delivery*
* *How you meet the requirements of the service specification*
* *What outcomes would you expect to see*
 |
| **2** | **Describe how you would ensure effective and timely mobilisation of the service? (Max. 300 words) (10%)*****Focus Points:****Your response should show insight of key mobilisation steps, including management of the service and key relationships, planning and risk, as well as communication approaches. You may attach a brief mobilisation plan for your response or as part of your response.* |
| **3** | **How will you ensure effective staff/volunteer/peer capacity and that these staff/volunteers/peers have the skills, capabilities and support to deliver the service?** **In addition to your written response please provide a staffing/volunteer/peer structure with locations and teams (Max. 300 words plus staffing structure/timetable in appendix) (10%)*****Focus Points:****The response should describe from recruitment and training to ongoing personal development and support, how staff and volunteers are equipped to deliver the services and its required outcomes. Your response should include numbers of staff, volunteers and peers.* |
| **4** | **Quality and performance are a key focus for Live Well Kent. How will you ensure that quality management and performance are managed and resourced? (Max 300 Words) (10%)*****Focus Points:****The response should include resources you will dedicate to quality, monitoring and reporting as well as staff support, and how this may link to your existing organisational management, data monitoring and collection. You should also describe what steps you would take if areas of the service are underperforming. Include any quality standards or accreditations you hold relevant to this service.* *Please include your governance structure as an attachment.*  |
| **5** | **How will you ensure effective safety and risk management of those using the service? (Max 300 Words) (10%)*****Focus Points:****Your response should identify the key areas of risk, and how you will both prevent and mitigate these risks. This should include support and risk planning, and your organisational approach to safeguarding.* |

3. Declaration

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of......................... (**Insert name of Supplier**). I understand that Porchlight may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.I also declare that there is no conflict of interest in relation to Porchlight’s requirement.The following appendices form part of our submission;

|  |  |
| --- | --- |
| **Section of Tender Questionnaire** | **Appendix number** |
|  |  |
|  |  |

 |
| **TENDER QUESTIONNAIRE COMPLETED BY** |
| 3.1 | Name |  |
| 3.2 | Role in organisation |  |
| 3.3 | Date |  |
| 3.4 | Signature |  |

 |  |

**Tender Questionnaire – Template for Appendices**

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| --- |
| **Appendix Number -** |
| **PQQ section -** |
| **Question number -** |
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