



Selection Questionnaire Supporting Document

National Agreement For: Major Projects Framework
Agreement Reference: MPF/NJ/2018

Tender managed by:

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1 BACKGROUND

It is fundamentally important that Applicants take the time to read and fully understand this document along with any related materials for this procurement exercise, as there is a requirement for Applicants to state that they have fully read and understood all the contents therein prior to submitting a response to this exercise.

1.1 About Places for People

Places for People Group is one of the largest property management, development and regeneration companies in the UK. We are also one of the largest Registered Providers of affordable housing. We were simultaneously Building UK Housebuilder of the Year 2013 and RESI Social Landlord and Property Managers of the Year; testimony to the quality of our service across all areas of the residential market.

With a long track record of successful large scale development, and a solid reputation for delivering complex regeneration in towns and cities, our approach goes much further than simply building homes. We look at what an area needs to be able to thrive - whether it is new schools, shops, leisure facilities, job opportunities, access to learning and training, or specialist support services - and we make a commitment to providing it.

Our Group mission is to “*ensure successful places and enable people to reach their potential.*” As a not-for-dividend organisation, any profit we make is re-invested back into the business and our communities. With a platinum award in the Corporate Responsibility Index we are currently the leading company in our sector.

Additional information on Places for People Group, and its structure is available from www.placesforpeople.co.uk.

Unlike most housebuilders or landlords, Places for People Group operates across the housing market; developing and managing every tenure from supported and social housing, through shared ownership and equity to market sales and rent.

As we have shown on our own award winning developments we invest in the infrastructure and quality of our places and offer flexible tenure homes to help make housing more accessible as well as more affordable.

We are totally committed to delivering *aspirational homes in inspirational places*; to work in partnership with the public sector to not only inspire the sustainable regeneration of our own neighbourhoods, but of theirs too. To create truly inspiring places for the people that will live there and the teams that will help create them. To deliver new ways of working and share our experience of what makes successful places.



1.2 Procurement Hub Overview

Procurement Hub is an innovative, provider of procurement services to the public sector across the UK, brought to you by the Places for People Group. The Procurement Hub was officially launched in March 2015 with the aim of creating procuring and efficiency savings both for Places for People and other public authorities who wish to buy with us.

The Procurement Hub channels all of our external procurement services through one central point. The Hub is free to join and combines Places for People's established procurement solutions such as Built Environment, Professional Services, Waste Services as well as innovative Dynamic Purchasing Systems such as Building Materials, Property Works and Legal Services.

The Hub brings together our wide-ranging procurement expertise, garnered from 50 years of supply chain activity in the housing and construction sectors and complements the Group's end to end service offer. Demand for our knowledge and expertise has risen significantly as others across the public sector continue to look to work collaboratively for mutual benefit using skills and resources efficiently together without third party membership fees or duplicating costs.

The Hub has a good track record in delivering procurement solutions with over 270 public sector customers to date. We now wish to refine the established solutions and grow the suite we can offer both for ourselves and others to access.

Vision

Procurement Hub's main objective is to create, procure and promote innovative and diverse procurement solutions that bring value to Hub members and can complement the Group's full service offer. This will provide efficiencies for ourselves and the Hub members who wish to buy with us and generate income to invest in creating long-term value for local communities. Procurement Hub will do this by growing the hub membership, developing the solutions available and investing in social value projects.

Strategy

Procurement Hub continues to go from strength to strength using its core strategic objectives:

- Create and procure innovative solutions in 'hard to procure' service spend areas complemented by a suite of mainstream commodity solutions.
- Development and management of a strategic suite of supply chain partners who understand and support our vision.
- Adopt Multi-channel sales and marketing activity (email, conference, PR, social media and case studies) alongside the development of member-led and customer focussed products and services.
- Utilise comprehensive research data, benchmarking and member-led product groups.
- Establish a clear sales lead management process, managing customers effectively, proactively and to high service standards.

Procurement Hub's aim is to establish itself as the market leader through its ability to be innovative and provide 'hard to procure' solutions first to market alongside the essential commodity solutions.

Places for People and Procurement Hub has developed its reputation for trustworthy and knowledgeable expertise and thought leadership in the social housing sector. This will serve us to enhance our market-leading position and generate new leads and good customers.

Achievements

Procurement Hub continues to meet all of the objectives set for delivery, with membership, sales and income surpassing targets set. 2017 saw an increase in membership to over 270 members and a corresponding 300% increase in spend under management to over £200 million with a projected £300 million for year 2018.



Additional information is available from www.procurementhub.co.uk and <http://www.procurementhub.co.uk/media/66947/list-of-registered-providers-and-local-authorities.pdf>

Clients

This contract may be used by any contracting authority listed in or referred to in the OJEU notice.

This includes:

- all parts of the Places for People Group at the time of the OJEU notice for this procurement;
- any organisation that becomes part of the Places for People Group during the period of the Framework Agreement;
- any wholly owned subsidiary of any of the above organisations; and
- any other contracting authority listed, but not limited to, on the Procurement Hub website <http://www.procurementhub.co.uk/eligibility-criteria/> and www.procurementhub.co.uk/media/66947/list-of-registered-providers-and-local-authorities.pdf

Framework Scope

Places For People and Procurement Hub are seeking applications from qualified suppliers of construction works and services who can provide high quality works and services using a customer focused approach particularly in the public sector. It is anticipated that the works and services will be provided by the supplier themselves and via their supply chain of subcontractors and consultants.

The works to principally be conducted under Major Projects Hub will include all major project construction on new and existing buildings as well as retrofit, refurbishment, repairs and maintenance. It will also include the professional services attached to major project works such as architecture, employer's agent and the various RIBA disciplines.

The contracting authorities that are permitted to use this framework, but not limited too, are provided within the following links <http://www.procurementhub.co.uk/eligibility-criteria/> and <http://www.procurementhub.co.uk/media/66947/list-of-registered-providers-and-local-authorities.pdf>

The specific works and services that may be procured under the Framework will be vast and wide ranging in terms of complexity, value and scope. Whilst scope cannot be clearly defined at this stage, this justifies the approach of asking suppliers to bid on an industry tested pricing model that covers value banded fee model, pre-construction and construction costs and regional pricing variations that can be applied to all construction schemes.

The nature and types of works that may be required may include those services identified by CPV codes within this contract notice and may include projects in the below area (Please note this list is not exhaustive)

Housing, education, leisure centres, leisure and recreation buildings, theatres and cinemas, social care, libraries and civic, blue light centres, health and social care, hospices, hospitals, healthcare buildings, offices, car parks, transport, stadiums and concert venues, heritage, military, farms, recycling and waste centres, industrial and commercial buildings and other public sector operational buildings, offices and establishments



The works and services will comprise all types of building construction works and associated civil, mechanical, electrical and services works and may include design and other services as required for a develop and constructor design and build works. The provider will be expected to work closely, and co-operate with local government and other contracting authorities, in-house and external design consultants such as architects and employers agents, contractors and other partner providers. All contract performance will be monitored using a set of comprehensive performance indicators provided within the contract documentation.

1.3 Contract Management Fee

In consideration of the procurement, management, administration and marketing by Places for People Group Ltd of the Major Projects Framework overall contractual structure and associated documentation the provider shall pay an Contract Management Fee as referred to in the Contract Management Fee Agreement

The Contract Management Fee will be 0.5% of all invoices, to be paid by the supplier to Places for People, and a copy of the Contract Management Fee agreement is included within the tender documentation. The supplier is required to send monthly management information to Places for People and the Contract Management Fee will be collected quarterly.

1.4 Marketing Fee

Procurement Hub will provide sales and marketing services for the duration of this framework agreement at an annual cost of £5,000 per year. These services will include the provision of sales and marketing activities including, but not limited to, those outlined below

- Full support from the Procurement Hub Account management team (including lead generation and sales conversion activities)
- Access to framework client contact details
- Website promotion
- Agreement launch programme
- Profile-raising through PR channels
- Presence at key sector events
- Development and supply of sales support and other marketing materials
- Planning support with quarterly marketing meetings

Further details can be found within the accompanying tender documentation and the marketing fee agreement.

1.5 General

Providers will be required to work with us to provide a quality, consistent service, have an understanding of our values and take responsibility for achieving:

- A shared knowledge and best practice platform
- A responsive and innovative approach to service provision
- Added value initiatives offering commercial, social and environmental impacts

In an intricate legal and regulatory environment, Places for People Ltd require providers that take responsibility for achieving:

- Compliance with legislation and regulations
- Minimisation of risk, in respect of all aspects of the service provision
- Diversity and equality of opportunity
- Complete financial regularity
- Work to all relevant and applicable Health and Safety Policies and Procedures as required by law and Places for People.



All providers will be required to demonstrate a proven track record on delivering similar type contracts along with providing sustainable competitive pricing throughout the term of the contract. The provider must also have excellent customer service and be able to provide dedicated account management.

When procuring energy services, products and equipment that have, or can have, an impact on significant energy use, the procurement is partly evaluated on the basis of energy performance

Places for People Group has successfully implemented an Information Security Management System certified to ISO27001. Successful tenders may be privy to commercially sensitive information and as such will be expected to adhere to any policies and procedures surrounding this during the course of the contract and will be asked to sign a non-disclosure agreement

1.6 Code of Conduct

Places for People Group have developed a code of conduct for the suppliers with whom it works. The document details the expected values and behaviours which Places for People expects in its supply chain partners. The document can be accessed via the hyperlink below:

http://www.placesforpeople.co.uk/media/501259/supply_chain_code_of_conduct.pdf

1.7 Project Value

The estimated total value of the project is £2,500,000,000

1.8 Contract Type and Length

The successful supplier will be obliged to sign a framework agreement between themselves and Procurement Hub contract will be let for a period of 4 years. Individual Call Off contracts will then be signed on a project by project basis. The pricing methodology outlined at ITT stage is based on an NEC3 Model form contract, but any other contract type may be utilised under this framework including but not limited to JCT Model Form Contracts, NEC 4 or a clients own individual contract terms to be mutually agreed through the Call Off Process.

1.9 Tender Timetable

Below is a provisional timetable – please note these dates are just the main key dates and are given as a guideline only. Places for People Ltd reserve the right to amend these dates as it deems necessary at any point during the process.

Event	Date
EU Contract Notice placed, tender documents available	Wednesday 31 st January 2018
Deadline for Expression of Interest	Monday 5 th March 2018 at 9am
Deadline for submission of SQ	Monday 5 th March 2018 at 9am
Issue of ITT to selected Applicants	Monday 12 th March 2018
Deadline for submission of Tenders	Monday 26 th March at 12pm
Preferred supplier selection made	Thursday 29 th March
Notify Applicants of award (Award Decision Notices) Including Alcatel 10 day standstill period.	Tuesday 3 rd April – Friday 13 th April 2018

1.10 Submission details

The time and date for the final submission of a completed SQ is by Monday 5th March at 9am. If you have not completed and submitted this SQ in full by the deadline specified Places for People Ltd reserves the right not to consider your application further for this procurement.

2 DISCLAIMER AND TENDERING COSTS

2.1 Disclaimers

The information in this Selection Questionnaire (SQ) is provided for information only. Whilst it has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified.

The SQ is issued on the basis that:

- neither Places for People Group Ltd nor any of their advisers accept any liability, responsibility or duty of care to any Applicant (other than Places for People Ltd) for its adequacy, accuracy, completeness or for anything said or done in relation to the procurement to which this SQ relates;
- neither Places for People Group Ltd nor any of their professional advisers make any (express or implied) representation or warranty either about the information contained in this SQ or on which it is based, or about any written or oral information that may be made available to any Applicant, funder, other interested person or any of their professional advisers;
- nothing contained in this SQ constitutes an inducement or incentive in any way to persuade any Applicant to pursue its interest, submit a tender or enter into any contract agreement, contract or any other related agreement;
- this SQ is not intended to provide a basis for any investment decision by any Applicant and should not be considered as a recommendation by Places for People Ltd or any of their advisers;
- neither this SQ nor any information supplied by Places for People Group Ltd should be relied on as a promise or representation as to the future;
- this SQ does not constitute or involve any offer capable of acceptance, it is not intended to create a binding contract and it is not capable of creating such a contract by any subsequent actions; and
- no implied contract is to arise between Places for People Group Ltd and any Applicant resulting from any applicant completing this SQ or from any matters related to it.

All warranties, conditions and other terms implied by statute or common law are excluded to the fullest extent permitted by law.

2.2 Termination of the procurement

Places for People Group Ltd reserve the right to terminate this procurement at any time, without liability to any Applicants.

2.3 Tendering costs

Each Applicant is to bear its own costs in relation to all stages of the procurement process, including the preparation, submission and any clarification of their completed SQs. Under no circumstances shall Places for People Ltd or any of their advisers be required to reimburse any Applicants for any costs incurred in participating in this procurement.





3 COPYRIGHT AND CONFIDENTIALITY NOTICE

3.1 Copyright

This document was created by Places for People Group Ltd and is protected by copyright. Places for People Group Ltd reserves all copyright and other intellectual property rights in all procurement and contract documents including any plans, drawings or schema, patents and other know-how in the UK or worldwide and whether such rights are registered, unregistered, or capable of registration or not.

3.2 Confidentiality

Except where required to do so by law or a by a court order, Places for People Group Ltd will not disclose to any person (apart from their professional advisers, who will be subject to a duty of confidentiality) genuinely commercially sensitive or confidential information communicated as such to them by any Applicants. Applicants responding to the SQ should therefore ensure that any material they consider to be commercially sensitive or confidential is clearly marked as "Confidential".

Applicants responding to the SQ are required to keep confidential to themselves and their professional advisers all information provided to them that is either marked as Confidential or is not in the public domain.

4 GUIDANCE NOTES FOR COMPLETION OF THE SELECTION QUESTIONNAIRE

4.1 General Instructions

This document should be read in conjunction with the accompanying OJEU Notice.

Places for People Group Ltd require the information sought in this SQ from Applicants responding to an OJEU Notice in respect of the Places for People – Major Projects Framework

Responses to the online questionnaire will be used in the first step of selecting a minimum of 4 Applicants to invite to the invitation to tender stage. Places for People Group Ltd reserve the right to increase this number.

This is the Selection stage of our procurement for the provision of a Major Projects Framework in accordance with the Restricted Procedure as implemented in England, Wales and Northern Ireland by the Public Contracts Regulations 2015 (S.I. 2015 No. 102).

4.2 Definitions

‘Applicant’	means a sole practitioner, partnership, incorporated company, cooperative, charity or any legal entity expressing an interest in this Project.
‘Officer’	means any director, company, company secretary, partner, associate, trustee, or other person occupying a position of authority or responsibility with the Applicant
‘PfP’	Means Places for People Ltd

4.3 Instructions for Completion

Please complete all parts of the online SQ questionnaire before submitting one (1) electronic copy response through Due North Housing Procurement Portal, no later than Monday 5th March at 9am

All of the questions in the online SQ questionnaire on the Due North portal are appropriate to all Applicants, and therefore all questions must be answered as indicated.

Prospective Applicants should answer all questions as accurately and concisely as possible in English. Where a question is not relevant to the Applicant, this should be indicated with an explanation.

All parts of the Selection Questionnaire must be completed and any supporting information provided where requested. Where the SQ is incomplete or such supporting evidence cannot be provided or is insufficient then this may make the company liable to immediate disqualification.

The information provided in response to the Selection Questionnaire will be evaluated by the Organisation and its customers to select the Applicants to be invited to submit a tender.

Applicants are required to:

- a) specify (with reasons) those of their SQ responses which they regard as falling within any of the exemptions from disclosure specified under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 including (without limitation) information provided in confidence; and
- b) state which provisions of the Freedom of Information Act 2000 or Environmental Information



Regulations 2004 apply to the information identified under (a).

The Applicant, however, shall be responsible for determining, at their absolute discretion, whether such exemption should apply and Applicants agree to comply with any such decision taken by PfP.

Any question referring to relevant UK legislation or to standards applicable in the UK should be answered by Applicants which are not based in the UK on the basis of equivalent laws or standards which apply in the Applicant's domestic jurisdiction.

Applicants should indicate where no equivalent laws or standards apply in the Applicant's domestic jurisdiction. Interested Applicants should note that qualification under the SQ is a continuing requirement. PfP reserves the right to require further information at any point up to the entry into a contract with an Applicant under the Notice, to satisfy itself that the Applicant in question continues to qualify. Failure to provide such information may lead to the Applicant's disqualification from further consideration. PfP reserves the right to disqualify any Applicant which no longer qualifies or where PfP becomes aware that the Applicant did not qualify at the time of their request to participate, at any point before the formal entry into contract with that Applicant.

Irrespective of the outcome of this procurement process, PfP reserves the right not to award any contract, or to consider alternative procurement options.

4.4 Purpose of the SQ

The purpose of the SQ is to enable PfP to identify which Applicants will be invited to tender by reference to their eligibility, economic and financial standing and technical and professional ability. PfP will use the information that you provide in response to the SQ to determine this.

The Selection and selection process will consist of two stages:

Stage 1 (Selection) – to identify which Applicants expressing an interest are able to demonstrate that they meet minimum Selection standards;

Stage 2 (selection) – to select the Applicants to be invited to tender from amongst those who meet those minimum Selection standards.

Places for People will take through a maximum of **three** suppliers to the ITT stage of this framework and award only one as sole supplier. The shortlisting will be based on suppliers meeting the minimum criteria set out by the SQ and the responses to the scored selection questions.

4.5 Questionnaire Layout

Places for People have adopted the Government's standard selection questionnaire. The questionnaire (found on the Due North portal) is split into 4 distinct parts;

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

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

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

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.

This section relates to technical and professional ability in terms of quality issues, quality control and service improvements; including reference details, general experience, customer satisfaction and commodity specific questions to establish your technical and professional ability to deliver the services required within the scope identified.

Alongside each question we have included whether it is:

- for information only (in which case it is not scored);
- a Selection question (indicated by the words “pass/fail”); or
- a selection question (indicated by the words “scored”).

Some questions are relevant to both Selection and selection (indicated by “pass/fail and scored”).

Although “information only” questions are not scored, legally they are representations made by the Applicant in the tender process. An Applicant may therefore be excluded from the tender process at any stage if any of those representations are found to be untrue.

With pass/fail questions, the test is set out in the body of the question. The evaluation panel will assess whether or not each Applicant has met these minimum Selection standards. Places for People Ltd may take professional advice on this. If the Applicant’s response to any pass/fail question is deemed to be a fail, the submission will not be evaluated further.

For scored questions, section 6 sets out the scoring system. The selection questions in the completed SQs will be scored by a panel established by Places for People Ltd. Each member of the selection panel will score the responses from each Applicant to the part of the SQ they are marking. These scores for each Applicant for each question will then be averaged to give an overall score for that Applicant for that question.

PfP’s decisions (via the panel) whether or not an Applicant has met the minimum Selection standards and as to the scores allocated for the purposes of the selection process are to be final. PfP will give feedback on these decisions to Applicants that are not prequalified or selected to be invited to tender for the contract, as required by the Public Contracts Regulations 2015.

Declaration: Part 4

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.

4.6 Questionnaire Responses

Only information provided in direct response to each question in the SQ will be evaluated. All responses should be given in the text box provided and within the stated character limit (which



includes spaces). When evaluating SQ responses, PfP will disregard any text beyond the set character limit.

Where a specific question in the SQ asks for documentation (e.g. accounts) this should be attached to the SQ. Such material must be clearly marked with the name of the Applicant and the question to which it relates. General organisational literature or promotional brochures etc. will not be considered.

All questions must be answered. If the question is not relevant, the words “not applicable” must be inserted.

All information requested should be provided in the order and format set out in this SQ, otherwise there is a risk that it may not be taken into account when evaluating the question to which it relates. Each question should be answered in full within the text box to which it relates. Responses should not cross refer to the answers to other questions. Unsolicited attachments, documentation and/or cross references to responses to other questions will not be evaluated.

Please note that we may require clarification of the answers provided or ask for additional information.

4.7 SQ Submission

All Selection and tender documentation will be made available online via the Due North web portal. PfP’s URL address on the Due North site is as stated in the OJEU Contract Notice. Applicants wishing to participate will need to register on the site and upon completion of registration will have access to the documentation.

Both completed SQs and subsequent ITT documents should be submitted via the Due North web portal. All communications from Applicants in relation to this procurement should also be via the Due North portal.

By submitting a completed SQ, Applicants are deemed to have accepted the provisions of this SQ setting out how completed SQs are to be evaluated.

4.8 SQ Submission Documents

In order to submit each Applicant will need to carefully review all documents and appendices. The table below highlights whether the document needs to be reviewed or completed and returned to be eligible for this SQ.

Before submitting, Applicants should ensure that they have fully read and understood all the sections included in the SQ and the appendices. Applicants must submit a fully compliant SQ meeting all PfP’s requirements as specified.

Document Ref	Document/Appendix Title	Requirement
1	Major projects SQ Supporting Info	Information Only
2	Question Download	To be Completed online
3	Certificates non-canvassing non collusions	To be signed and uploaded with SQ Response Online
4	Restricted ITT supporting Information	Information Only- only to be completed if shortlisted
5	ITT Questions	Information Only- only to be completed if shortlisted
6	Pricing Matrix	Information Only- only to be completed if shortlisted
7	Pricing Instructions	Information Only- only to be completed if shortlisted
8	Framework Agreement	Information Only- only to be completed if shortlisted

9	Tender Form Pack	Information Only- only to be completed if shortlisted
10	PQQ Validation Certificate	Information Only- only to be completed if shortlisted
11	Contract Management Fee Agreement	Information Only- only to be completed if shortlisted
12	Marketing Fee Agreement	Information Only- only to be completed if shortlisted
13	Supplier Marketing Presentation	Information Only- only to be completed if shortlisted

Please note this is a two stage process. Only candidates that are invited to the ITT stage need to complete Document Refs 4-13, but as per the restricted procedure under the Public Contract Regulations 2015 we are obliged to provide these documents.

4.9 Communications

Any questions about the procurement procedure should be submitted using the messaging facility on Due North (or by email to purchasing@placesforpeople.co.uk if the Due North system is unavailable). PfP intends to copy both the query raised and the responses provided (in anonymous form) to all Applicants except where in its opinion the response relates to information that is commercially confidential.

It is fundamentally important that Applicants raise any questions/concerns/comments they have about any of the information/questions/methodologies contained within this document and all other documents relating to this tender exercise via the Due North portal prior to the associated deadline for this stage.

4.10 Parent companies, consortia, and subcontractors

Where the Applicant has a parent company please confirm in your submission whether your parent company will provide a parent company guarantee to PfP, should it require you to do so. Where the Applicant is relying on the resources of its parent company in relation to this SQ, and states a parent company guarantee is available, you should also submit a SQ completed by the parent company.

Where a consortium is successful in gaining a place on this contract, any contract called off under the contract will be entered into with just the lead Applicant. Each consortium should therefore clearly identify the lead Applicant that will enter into the contract with PfP. Each consortium member should also confirm that they are prepared to provide a collateral warranty to PfP, if required to do so. Please note that if your consortium is short-listed, an Invitation to Tender will be issued to the nominated lead Applicant only and all correspondence will be with the nominated lead Applicant.

If you are planning to rely on the resources of subcontractors to assist in the delivery of the contract, please list those subcontractors' names and addresses in your submission. Please indicate exactly what aspect of the contract each sub-contractor will be responsible for delivering. Please also confirm that each of those sub-contractors is prepared to provide a collateral warranty to PfP, if required to do so.

5 MINIMUM SELECTION STANDARDS AND SELECTION CRITERIA

5.1 Minimum Selection standards

Responses to this SQ will first be assessed to ascertain whether Applicants satisfy PfP's minimum standards as follows:

- Status of the supplier in relation to regulation 57 of the Public Contracts Regulation 2015 (SI2015 No.102)
- Provision of Conflict of Interest Information
- Insurance: Evidence the Applicant has or will be in a position to obtain the following levels of insurance for each category listed in the questionnaire.
- CHAS and Constructionline Membership
- Minimum Turnover of £500 million per annum

Applicants must confirm they have the minimum levels of insurance in place and provide evidence to support this.

If you do not currently have the amount of insurance cover required by PfP, please confirm why and provide evidence demonstrating this level of insurance cover will be obtained if you are successful.

An Applicant will pass this minimum if it provides evidence that it has the minimum levels of cover or provides appropriate comfort that this can be obtained if it is successful i.e. a copy of a letter from a Broker stating that the required level of insurance will be provided on request.

PfP reserves the right to disqualify any Applicant if it finds out at any time during the procurement that the Applicant either did not meet or no longer meets the minimum Selection standards set out above.

5.2 Selection Criteria

The Scoring Methodology and Notes Appendix sets out:

- the criteria PfP will use to select those Applicants to be invited to tender
- the questions to which those criteria relate;
- the weightings applied to those criteria; and
- the multipliers for those scores to achieve those weightings.

This selection will be made from amongst those Applicants who meet the minimum Selection standards set out above.

In accordance with the scoring table set out in section 6, scores will be awarded according to how far Applicants are able to demonstrate that they meet the technical and professional ability requirements of PfP in relation to this contract. This will then determine the three suppliers we take through to the ITT stage.

6 EVALUATION METHODOLOGY

6.1 Financial Evaluation

The key objective of financial appraisal is to analyse an Applicant's financial position and ability to carry out this contract. A range of factors needs to be considered as part of the appraisal and various financial statistics, ratios and figures analysed. Once the appropriate data has been obtained, a professional judgement must then be applied to the issues.

When undertaking the financial appraisal PfP will look at the Applicant's most recent accounts along with those of any ultimate parent company (if applicable).

Initially basic checks are made on an Applicant's title and any relevant registration details (e.g. registered number at Companies House). PfP will check whether the Applicant is trading or dormant and whether it has a parent company. The status of the accounts is also determined to check whether accounts submitted are for the last accounting period for which statements have been filed and whether there are later accounts that are overdue.

Profitability

When considering profitability, PfP looks at the gross profit margin and operating profit margin. These ratios indicate the efficiency of the Applicant. A loss in the year would be looked at in conjunction with the balance sheet resources available to cover this loss.

Liquidity

When looking at liquidity, PfP uses the current ratio and the acid test ratio. The current ratio is a measure of financial strength and addresses the question of whether the Applicant has enough current assets to meet the payment schedule of its current debts with a margin of safety for possible losses in current assets.

The Current ratio measures liquidity and include stock to understand whether the business has enough resources to pay its debts over the next 12 months. The formula used to calculate the current ratio is:

Current assets
Current liabilities

PfP would regard a Current Ratio of 1.5 or higher to be good

The Acid Test ratio measures liquidity and excludes stock to just really include liquid assets. The formula used to calculate the acid test is:

(Current assets – stock)
Current liabilities

PfP would regard an Acid Test Ratio of 1 or higher to be good.

Net Worth

PfP will look at the Applicant's balance sheet and determine the net worth of the organisation and that element that can be mobilised in a financial crisis.

Asset/Debt Position

PfP will look at the net assets and also the net tangible worth (excluding intangible assets). PfP will also look at debt ratio, total debts against total assets.

Capacity and General Stability



Contract limit is the size of contract that is considered ‘safe’ to award to an Applicant, based on a simple comparison of the annual contract value to the annual turnover of the Applicant. This gives PfP an idea of financial strength to ensure that the Applicant can cope financially with this size of contract. PfP assesses the capacity issue of whether the Applicant has the resources to carry out the work. PfP also considers whether the Applicant will become over-dependant on the contract in question.

PfP would consider all of the above in assessing the financial standing of Applicant’s (and that of any ultimate parent) that are in a potential award position subsequent to both the SQ and ITT evaluations, but prior to the formal contractual award itself. A judgement will then be made as to the level of risk that the Applicant would represent to PfP and determine if that applicant can be formally awarded the contract – a decision which will reflect the outcome of this assessment and based on the level of risk posed by an Applicant as determined by the collective evaluation of all of the measures detailed above.

Should the Applicant not be awarded the contract due to the evaluation detailed above, then the Applicant in 2nd position would be evaluated in the same manner as described above, and awarded the contract if successful, and so on.

6.2 Qualitative Scoring Guide & Evaluation Criteria

The following table defines the scores attributable to scored questions within this SQ exercise:

Performance	Judgement	Score
Meets all PfP’s requirements in the area being measured in accordance with the tender and Contract Documents so that the works/services/supplies will be delivered in an excellent way that will be highly responsive to the needs of PfP and its stakeholders.	Excellent	10
Meets most of PfP’s requirements in the area being measured almost completely so that the works/services/supplies will be delivered in a nearly excellent way that will be responsive to the needs of PfP and its stakeholders.	Nearly Excellent	9
Meets PfP’s requirements in the area being measured well although not completely in one or two aspects but still so that the works/services/supplies will be delivered in a very good way that will be responsive to the needs of PfP and its stakeholders.	Very Good	8
Meets PfP’s requirements and standards in the areas being measured well but not completely in some aspects but still so that the works/services/supplies will be delivered well and in a way that is reasonably responsive to the needs of PfP and its stakeholders.	Good	7
Meets PfP’s requirements in the areas being measured in the majority of aspects but fails in some aspects so that the works/services/supplies will be delivered in a reasonable way that recognises the needs of PfP and its stakeholders.	Reasonable	6
Meets PfP’s requirements in the area being measured in the majority of aspects but fails in some fundamental aspects so that there will be only satisfactory arrangements for the works/services/supplies.	Satisfactory	5
Meets PfP’s requirements in the area being measured in some fundamental aspects but fails in the majority of aspects so that there will be only moderately satisfactory arrangements for the works/services/supplies.	Moderately Satisfactory	4
Meets PfP’s requirements in the area being measured in some minor aspects but fails in the majority of aspects so that there will be unsatisfactory arrangements for the works/services/supplies.	Unsatisfactory	3
Fails to meet PfP’s requirements in the area being measured in nearly all aspects so that there will be poor delivery of the works/services/supplies.	Poor	2

Significantly fails to meet PfP's requirements in the area being measured so that there will be very poor delivery of the works/services/supplies.	Very Poor	1
Either no answer is given or the Applicant's proposals in that area completely fail to meet PfP's requirements in the area being measured or do not answer the question raised.	Abysmal	0

The objective of the Selection processes is to select Applicants with the requisite technical and financial ability to be invited to tender.

Selection and selection criteria will be a combination of both financial and nonfinancial. Factors and will consider:

- Applicant Acceptability – status of Applicant in relation to Regulation 57 of the Public Contracts Regulations 2015 (a summary of Regulation 57 is at Appendix 1)
- Economic and Financial Standing – the Applicant must be in a sound financial position to participate in a procurement of this size as provided for at Regulation 58 of the Public Contracts Regulations 2015. This may entail independent financial checks.
- Applicant's Technical and Professional Ability – Assessment of the totality of resources and core competencies available to the Applicant as provided for at Regulation 58 of the Public Contracts Regulations 2015). Further questions have been included within the SQ to enable Applicants to adequately reflect the aims, objectives and values required from this contract.
- Minimum Financial Turnover of £500 million per annum

6.3 Explanation of selection process

Each submitted Selection questionnaire will be evaluated consistently and objectively according to the selection, criteria and weightings defined in the model above. Responses to questions, which are for information only, will not be scored.

Applicants should note, however, that any SQ response which fails to provide the required information in response to any question will be non-compliant and may be excluded from further consideration by PfP.

The information supplied will be checked for completeness and compliance before responses are evaluated. If any Applicant makes a false or misleading statement or fails to provide full information in response to this SQ, their application may at the discretion of PfP be disregarded.

As outlined in section 4.4 Places for People will take through a maximum of **three** suppliers to the ITT stage of this framework and award only one as sole supplier. The shortlisting will be based on suppliers meeting the minimum criteria set out by the SQ and the responses to the scored selection questions.

6.4 Right to Reject or Disqualify

PfP reserve the right to reject or disqualify an Applicant and/or its supply chain members where:

- this SQ is submitted late, is completed incorrectly, is incomplete or fails to meet PfP's requirements which have been notified to the Applicant;
- the Applicant or its supply chain members is/are unable to satisfy the terms of Regulation 57 of The Public Contracts Regulations 2015 at any stage during the tender process (see Appendix 1 attached to this SQ);
- the Applicant and/or its supply chain members is ineligible under the grounds stated in The Public Contracts Regulations 2015.

Note: Any question referring to relevant UK legislation should be answered by Applicants based outside the UK on the basis of equivalent applicable laws, guidance and standards in the Applicant's domestic jurisdiction.