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Buyer Organisation: NHS England**

Overview

| | |
|-----------------|--|
| ITT Code | ITT_425 |
| ITT Title | Healthy New Towns – New Care Models Support Partner |
| ITT Description | This ITT Template has been generated following PPN 8/16: Standard Selection Questionnaire (SQ) |
| Status | Running |

ITT Settings

| | |
|--|---------------------------------------|
| Online Response Required: | Yes |
| Event Currency | GBP |
| Allow Suppliers to Respond by Consortium | Yes |
| Closing | 19/01/2018 12:00:00 |
| Time Limit for Expressing Interest | 19/01/2018 12:00:00 |
| Awarding Strategy | Most Economically Advantageous Tender |

Additional Information

Attachments

| Path | Description | Folder Size |
|---|--------------|------------------------|
| Top Level (1) | | 1,924 KB |
| Filename | Downloadable | Last Modification Date |
| 17_10_05_HNT (NCM) Uploaded Documents Final.zip | Yes | 11/12/2017 |
| | | Description |
| | | File Size |
| | | 1,924 KB |

Envelopes

| | |
|------------------------|-----|
| Qualification Envelope | Yes |
| Technical Envelope | Yes |
| Commercial Envelope | Yes |

Qualification Envelope

| |
|----------------------------|
| General Attachments |
| Not Allowed |

Using Bravo to complete your response

| Question | Description |
|----------|---|
| Note | <p>Read all the provided documents and understand the required actions. Pay attention to each deadline and any subsequent communications that you receive.</p> <p>Use the secure messaging functionality to communicate with the Buyer for all matters relating to the content or structure of the tender.</p> <p>Ensure you click "Submit Response" when you have completed your response. Failure to submit a response will result in your bid not being visible to the buyer. The "Submit Response" button can be found at the top centre of the screen.</p> <p>N.B. "Saving" your response does not mean you have submitted. Saving your response without submitting will not make it visible to the buyer.</p> <p>It is your responsibility to submit on time. If you miss the deadline your response may be deemed non-compliant and rejected by the buying team. You can submit as many times as you need before the deadline.</p> |
| Note | <p>If the Buyer makes any changes to the structure of the tender you will be required to confirm and resubmit your response. It is important to ensure you are aware of such changes and are able to resubmit before the closing date and time. Your previously submitted response will no longer be valid – failure to resubmit before the closing date and time will result in the buyer being unable to see your response.</p> <p>To ensure you don't miss crucial communications (for example if your primary contact is on leave) you are able to set up additional users within your company profile. These users should be added to the tender to ensure they receive all critical communications. Please see the "Help for Suppliers" function for details on setting up additional users.</p> <p>It is your responsibility to ensure you are actively monitoring the tender and completing all required tasks throughout the tender process.</p> |

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| Note | <p>Attachments should be kept to a manageable size and zipped (the site will advise you if any file you are trying to upload is too large). Only attach documents that the Buyer has requested and make sure that you attach them in the correct area.</p> <p>Please ensure each attachment is clearly marked to indicate the SQ question number.</p> <p>Text responses are deliberately capped to a maximum of 2000 characters – if the Buyer requires a longer response they will add an additional text box or an 'Attachment' question.</p> <p>Numeric fields will only accept numbers and delineators (such as ".").</p> <p>Questions marked with a red asterisk are mandatory; these must be completed in order to be able to submit your response.</p> |
| Note | <p>Treat your username and password securely. If you have forgotten your password please follow the link on the main page to reset it.</p> <p>Save your response regularly. For security reasons your session will time out if you are inactive for an extended period of time. If your session expires any unsaved work will be lost. Typing on a page without saving does not mean you are registered as being active on the portal. This time-out feature ensures the integrity of your account.</p> <p>Ensure that 'pop ups' are not blocked on your browser. If you are inactive for an extended period of time the portal will notify you through a 'pop up'. This warning allows you time to "refresh" the connection and ensure you are not disconnected (which would result in unsaved data being lost).</p> <p>If you experience any technical difficulties, please check your system meets the minimum recommended requirements. You can check this by clicking "System Requirements" on the main page of this site.</p> <p>You must use the buttons and links within the site to navigate. Do not use the "Back" and "Forward" buttons on your browser as this could result in losing any unsaved work.</p> |
| Note | <p>If you have any questions on how to use this system please refer to the 'Help for Suppliers' link at the top of each page. This content is designed to explain the eSourcing platform and aid you in completing your tender response.</p> <p>If this guidance does not answer your query you can contact the BravoSolution Helpdesk for technical assistance. Please provide your tender reference code, a clear description of the problem and your contact details. The Helpdesk is only able to assist with technical queries.</p> <p>You must use the secure messaging functionality to communicate with the Buyer for all matters relating to the content or structure of the tender. You must ensure you leave adequate time to receive a response before the tender closing date. Questions received on the closing day are not guaranteed a response before the closing deadline and may result in your response being excluded.</p> |

Standard Selection Questionnaire – Potential supplier Information

| Question | Description |
|---|--|
| 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 have taken to rectify the situation (we call this self-cleaning). |
| Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2 | A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration meets the selection criteria. This means that where you are joining in a group of organisations, including joint venture organisations 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 declaration). When completed, this form is to be sent back to the contact point given in the procurement documents along with the bid 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 you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all 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 you are awarded the contract, you will have no right to amend the contract award decision and award to the next compliant bidder. |
| Supplier Selection Questions: Part 3, Consequences of misrepresentation | If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an award of a contract, there may be significant consequences. You may be excluded from the procurement procedure, and for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If you are found to have committed fraud, you may be prosecuted and convicted of the offence of fraud. If you are found to have committed fraud, you must be excluded from further procurements for five years. |
| URL for list of exclusion grounds | For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_exclusion_grounds |

Notes for completion

| Question | Description |
|----------|--|
| Note | 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. |
| Note | "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. |
| Note | 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. |

| | |
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| Note | The authority recognises that arrangements set out in section 1.5 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. |
| Note | For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration. |
| Note | At the contracting authorities discretion, all sub-contractors may be required to complete Part 1 and Part 2, see PCR2015 regulations 71 (8)-(9). |
| Note | 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. |
| Note | The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure. |

Part 1: Potential Supplier Information, Section 1-Potential supplier information

| Question | Description | Question Type |
|---------------------|--|--------------------------|
| Note | Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration. | |
| Question | Description | Question Type |
| SQ-1.1(a) | Full name of the potential supplier submitting the information | Text |
| SQ-1.1(b) - (i) | Registered office address (if applicable) | Text |
| SQ-1.1(b) - (ii) | Registered website address (if applicable) | Text |
| SQ-1.1(c) | Trading status | Option List |
| SQ-1.1(c) - (other) | If 'other', please specify your trading status | Text |
| SQ-1.1(d) | Date of registration in country of origin | Date |
| SQ-1.1(e) | Company registration number (if applicable) | Text |
| SQ-1.1(f) | Charity registration number (if applicable) | Text |
| SQ-1.1(g) | Head office DUNS number (if applicable) | Text |
| SQ-1.1(h) | Registered VAT number | Text |
| SQ-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? | Option List |
| SQ-1.1(i) - (ii) | If you responded yes to SQ-1.1(i) - (i), please provide the relevant details, including the registration number(s). | Text |
| SQ-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? | Option List |
| SQ-1.1(j) - (ii) | If you responded yes to SQ-1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. | Text |
| SQ-1.1(k) | Trading name(s) that will be used if successful in this procurement | Text |
| SQ-1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one) | Multi Choice Option List |
| SQ-1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? (see Note 5 below). | Option List |
| Question | Description | Question Type |
| Note 5 | See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figuresanalysis/sme-definition/ | |
| Question | Description | Question Type |
| SQ-1.1(n) | <p>Details of Persons of Significant Control (PSC), where appropriate: (see Note 6 below)</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more (see Note 7 below) <p>(Please enter N/A if not applicable)</p> | Text |
| SQ-1.1(o) Details | <p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p> | Text |

| SQ-1.1(p) | <p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p> | Text |
|-----------|--|------|
| Question | Description | |
| Note | Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them. | |
| Note 6 | UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance. | |
| Note 7 | Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. | |

Part 1: Potential Supplier Information, Section 1- Bidding model

| Question | Description | Question Type |
|----------------------|---|---------------|
| Note | Please provide the following information about your approach to this procurement: | |
| Question | Description | Question Type |
| SQ-1.2(a) - (i) | <p>Are you bidding as the lead contact for a group of economic operators?</p> <p>If yes, please provide details listed in questions SQ-1.2(a)-(ii), (a)-(iii) and to SQ-1.2(b)-(i), (b)-(ii), SQ-1.3, Section 2 and 3.</p> <p>If no, and you are a supporting bidder please provide the name of your group at SQ-1.2(a)-(ii) for reference purposes, and complete SQ-1.3, Section 2 and 3.</p> | Option List |
| SQ-1.2(a) - (ii) | Name of group of economic operators (if applicable) | Text |
| SQ-1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. | Text |
| SQ-1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Option List |
| SQ-1.2(b) - (ii) | If you responded yes to SQ-1.2(b)-(i) please provide additional details for each sub-contractor as an attachment referencing this question number. Details to include name, registered address, trading status, company registration number, head office DUNS number (if applicable), registered VAT number, type of organisation, SME (Yes/No), the role each sub-contractor will take in providing the works and/or supplies e.g. key deliverables and the approximate % of contractual obligations assigned to each sub-contractor. We may ask them to complete this form as well. | Attachment |

Part 1: Contact details and declaration

| Question | Description | Question Type |
|-------------|---|---------------|
| Declaration | <p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>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.</p> <p>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.</p> <p>I am aware of the consequences of serious misrepresentation.</p> | Option List |
| SQ-1.3(a) | Contact name | Text |
| SQ-1.3(b) | Name of organisation | Text |
| SQ-1.3(c) | Role in organisation | Text |
| SQ-1.3(d) | Phone number | Text |
| SQ-1.3(e) | E-mail address | Text |
| SQ-1.3(f) | Postal address | Text |
| SQ-1.3(g) | Signature, please select yes to confirm that the above named individual is an officer duly authorised by the company, and this officer agrees to the above mentioned declaration | Yes/No Value |
| SQ-1.3(h) | Date | Date |

Part 2: Exclusion Grounds, Section 2-Grounds for mandatory exclusion

| Question | Description |
|---------------------------|--|
| Note | Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection submit the Part 1 and Part 2 self-declaration. |
| Regulations 57(1) and (2) | <p>The detailed grounds for mandatory exclusion of an organisation are set out on the below web page at 1.7.3, which should be read 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 on behalf of the organisation been convicted anywhere in the world of any of the offences within the summary below and listed at 1.7.3.</p> |

| URL | https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Dis |
|-------------|---|
| Question | Description |
| SQ-2.1(a).1 | Participation in a criminal organisation. |
| SQ-2.1(a).2 | Corruption. |
| SQ-2.1(a).3 | Fraud. |
| SQ-2.1(a).4 | Terrorist offences or offences linked to terrorist activities |
| SQ-2.1(a).5 | Money laundering or terrorist financing |
| SQ-2.1(a).6 | Child labour and other forms of trafficking in human beings |
| SQ-2.1(b) | If you have answered yes to question SQ-2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference documents. |
| SQ-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) |
| SQ-2.3(a) | Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social contributions? |
| SQ-2.3(b) | If you have answered yes to question SQ-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 fines. |
| Question | Description |
| Note | Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security |

Part 2: Exclusion Grounds, Section 3–Grounds for discretionary exclusion

| Question | Description |
|-------------------|--|
| Regulation 57(8) | The detailed grounds for discretionary exclusion of an organisation are set out on the below web page, which should be completed by completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you or any other person who has powers of representation, decision or control in the organisation. |
| URL | https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Disc |
| Question | Description |
| SQ-3.1(a) | Breach of environmental obligations? |
| SQ-3.1 (b) | Breach of social obligations? |
| SQ-3.1 (c) | Breach of labour law obligations? |
| SQ-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 in an analogous situation arising from a similar procedure under the laws and regulations of any State? |
| SQ-3.1(e) | Guilty of grave professional misconduct? |
| SQ-3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? |
| SQ-3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? |
| SQ-3.1(h) | Been involved in the preparation of the procurement procedure? |
| SQ-3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, or other comparable sanctions? |
| SQ-3.1(j) – (i) | The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the grounds for exclusion or the fulfilment of the selection criteria. |
| SQ-3.1(j) – (ii) | The organisation has withheld such information. |
| SQ-3.1(j) – (iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. |
| SQ-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. |
| SQ-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) |

Part 3: Selection Questions, Section 4–Economic and Financial Standing

| Question | Description | Question Type |
|----------|---|---------------|
| SQ-4.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested? | Option List |

| | | |
|-------------|--|-------------|
| SQ-4.1(a-c) | If no, can you provide one of the following: (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Option List |
| SQ-4.2 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out. | Option List |

Part 3: Selection Questions, Section 5-Group

| Question | Description | Question Type |
|----------|--|---------------|
| Note | If you have indicated in the Selection Questionnaire question SQ-1.2 that you are part of a wider group, please provide further details below: | |
| SQ-5(a) | Name of organisation | Text |
| SQ-5(b) | Relationship to the Supplier completing these questions | Text |
| SQ-5.1 | Are you able to provide parent company accounts if requested to at a later stage? | Option List |
| SQ-5.2 | If yes, would the parent company be willing to provide a guarantee if necessary? | Option List |
| SQ-5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Option List |

Part 3: Selection Questions, Section 6-Technical and Professional Ability

| Question | Description | Question Type |
|----------|---|---------------|
| SQ-6.1 | <p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The details required are: name of customer organisation; point of contact in the organisation; position in the organisation; email address; description of contract; contract start date; contract completion date and estimated contract value.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question SQ-6.3</p> | Attachment |
| SQ-6.2 | <p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).</p> | Attachment |
| SQ-6.3 | If you cannot provide at least one example for questions SQ-6.1, in no more than 2000 characters please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. | Text |

Part 3: Selection Questions, Section 7-Modern Slavery Act 2015

| Question | Description | Question Type |
|-----------|--|---------------|
| SQ-7.1 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Option List |
| SQ-7.2 | If you have answered yes to question SQ-7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Option List |
| SQ-7.2(a) | If you have answered yes to question SQ-7.2, please provide the relevant URL to view the statement | Text |
| SQ-7.2(b) | If you have answered no to question SQ-7.2, please provide an explanation | Text |

Part 3: Additional Questions, Section 8.1-Insurance

| Question | Description | Question Type |
|----------|---|---------------|
| Note | Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage. | |
| Question | Description | Question Type |

| | | |
|--------|--|-------------|
| SQ-8.1 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £5 million Public Liability Insurance = £5 million Professional Indemnity Insurance = £x Product Liability Insurance = £5 million *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | Option List |
|--------|--|-------------|

Part 3: Additional Questions, Section 8.2-Skills and Apprentices

| Question | Description | Question Type |
|-----------|--|---------------|
| Note | Procurement Policy Note 14/15 – Supporting Apprenticeships and Skills Through Public Procurement | |
| SQ-8.2(a) | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15. Please confirm if you will be supporting apprenticeships and skills development through this contract. | Option List |
| SQ-8.2(b) | If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Option List |
| SQ-8.2(c) | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Option List |

Part 3: Additional Questions, Section 8.4-Suppliers' Past Performance

| Question | Description | Question Type |
|-----------|--|---------------|
| Note | Procurement Policy Note 04/15 – Taking Account of Suppliers' Past Performance | |
| SQ-8.4(a) | Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years? | Option List |
| SQ-8.4(b) | On request can you provide a certificate from those customers on the list? | Option List |
| SQ-8.4(c) | If you cannot obtain a certificate from a customer can you explain the reasons why? | Option List |
| SQ-8.4(d) | If the certificate states that goods and/or services supplied were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it? | Option List |
| SQ-8.4(e) | Can you supply the information in questions a. to d. above for any sub-contractors [or consortium members] who you are relying upon to perform this contract? | Option List |

Form of offer

| Question | Description | Question Type |
|--|---|---------------|
| Mandatory requirement | Please note that agreement to the Form of Offer in the attachments requires completion of the boxes below: | |
| Name of Authorised Officer | Please enter name of duly authorised officer of the company agreeing to the Form of Offer | Text |
| Company position of above Authorised Officer | Please insert the position of above duly authorised officer | Text |
| Agreement to the provisions in the Form of Offer | Please select yes to confirm that the above named individual is an officer duly authorised by the company, and this officer agrees to the provisions in the Form of offer | Yes/No Value |

Technical Envelope

| General Attachments |
|---------------------|
| Not Allowed |

Introduction and minimum requirements – Section Weight 0%

| Question | Description | Question Weight | Question Type |
|-------------------------|--|-----------------|---------------|
| Overview of requirement | Please see attached document – Doc 2 – Statement of Requirements Final, which outlines the NHSE requirements. | | |
| Minimum requirements | Please note that questions in section 2.1 are all mandatory minimum requirements. Suppliers must submit an acceptable response to all 4 questions. The scoring of all section 2.1 questions shall be undertaken on the following basis: A no response will result in a 0% score A yes response but unacceptable/poor supporting narrative will result in a 0% score A yes response with a meets requirements/good/ outstanding supporting narrative will result in a 25% score per question. Suppliers must score 100% for section 2.1 i.e. they must have a response of yes along with a meets requirements/good/outstanding supporting narrative for all 4 questions. | | |

| | | | |
|---|--|-----|------------|
| Analogous experience | Do you have expertise in new models of care, including understanding of the processes, challenges, and opportunities presented by their implementation in the context of national health systems? Yes/No (In no more than 250 words, please provide details) | 25% | Attachment |
| Raising awareness experience | Do you have experience in raising awareness, understanding and skills in the healthcare sector? Yes/No (In no more than 250 words, please provide details) | 25% | Attachment |
| Collaboration experience | Do you have experience of collaborating with professionals from diverse professional backgrounds, with differing roles and approaches, and in different locations? Yes/No (In no more than 250 words, please provide details) | 25% | Attachment |
| Production of high quality publications | Do you have experience of producing high quality publications for a variety of national professional audiences? Yes/No (In no more than 250 words, please provide details) | 25% | Attachment |

Technical requirements – Section Weight 100%

| Question | Description | Question Weight | Question Type |
|-----------------------------|---|-----------------|---------------|
| Expertise – New Care Models | How would you use your expertise in the development and implementation of new models of care in this commission? Maximum – 1 A4 side | 7% | Attachment |
| Raising awareness | How would you use your experience in raising awareness, understanding and skills in the healthcare sector in this commission? You may reference ‘traditional’ healthcare, social care and/or mental health. Include examples of your work in: <ul style="list-style-type: none"> • developing, delivering and implementing good practice; • engagement, dissemination and advocacy • achieving behaviour change in professionals and decision-makers; and • generating robust, comprehensive content for publication online and/or in print, including text and illustrations. Maximum – 3 A4 sides | 11% | Attachment |
| Collaboration | How will you use your skills and experience in collaboration between professionals and stakeholders from other sectors and disciplines to ensure this commission is a success? Set out the techniques, behaviours and cultures that will support this, providing examples of past projects that have generated lessons that will be used for this commission. Maximum – 1.5 A4 sides | 9% | Attachment |
| Vision of healthcare | What is your vision of healthcare in a Healthy New Town? Responses should include: <ul style="list-style-type: none"> • The rationale for system transformation; • The key challenges and priorities for the healthcare sector; • The barriers to implementing new models of care, and the mechanisms for overcoming them; and • The role of the Healthy New Towns programme and NHS England’s Five Year Forward View and Business Plan. Maximum – 2 A4 sides | 9% | Attachment |
| Project contributors | Which organisation(s) and individuals will undertake the commission? Provide an overview of the anticipated project contributors, their expertise, and how they relate to the needs of this commission. If any roles would be created to deliver the commission, set out the scope of the proposed roles and the skills and experience expected of the individuals to be recruited. Make clear any partnerships between organisations for the purpose of this commission and the nature of the proposed relationship. Include an ‘organogram’ to show roles, management and accountability between organisations and individuals, with dotted lines to identify sub-consultants. Maximum – 1.5 A4 sides plus: an organogram of 1 A4 or A3 side plus: up to 5 CVs of max. 2 A4 sides each | 15% | Attachment |
| Methodology | What is your methodology for successfully undertaking and completing this commission? Set out your methodology, using text, diagrams and charts as appropriate, and covering: <ul style="list-style-type: none"> • Overall approach; • Leadership and collaboration; • Engagement with and dissemination to the guidance’s healthcare audiences; • Project management approach; • Resourcing; • Management of people and any sub-consultants; • Managing risks; and • Programme, setting out the proposed activities, resources, milestones, deliverables. Maximum – 4 A4 sides plus: a programme of max. 2 A3 sides | 22% | Attachment |

| | | | |
|--------------|---|-----|------------|
| Presentation | <p>As set out in the Specification of Requirements, the desired outcomes of the Healthy New Towns programme and the guidance are that:</p> <p>(A) Neighbourhoods, town and cities built in England after 2019 have:</p> <ul style="list-style-type: none"> ● populations with reduced levels of preventable disease; ● communities with improved health and wellbeing; and ● health and social care provision that is more effective and better for users <p>(B) The guidance that this commission helps deliver has played a major role in achieving the above, because:</p> <ul style="list-style-type: none"> ● the guide and the process of developing it have built momentum and support; and ● the guide collates good practice and shares it in a compelling, highly useable way. <p>In a context of pressure on the NHS caused by preventable disease and changing demographics, how, in your role as New Care Models support partner for the Healthy New Towns programme, will you help us achieve these outcomes?</p> <p>Presentation of max. 15 minutes</p> | 27% | Attachment |
|--------------|---|-----|------------|

Commercial Envelope

| |
|----------------------------|
| General Attachments |
| Not Allowed |

Pricing

| Question | Description | Question Type |
|------------------|---|---------------|
| Pricing template | Please complete the attached pricing template and upload the returns. | Attachment |