Invitation to Participate

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| Application reference | KS/PH/24/1461 |
| Application for | The Provision of Specialist Substance Use Detoxification and Rehabilitation Services |
| Appendix | Appendix 3 – Selection Criteria Questionnaire |

# Standard Selection Questionnaire

The completed Selection Criteria documents that will form part of the Submission to be returned by the Tenderer via the e-Tendering system prior to the Tender Return Deadline are:

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| **TO BE COMPLETED** | **APPENDIX** | **TENDERER TO SUBMIT** |
| Selection Questionnaire Parts 1, 2 and 3 | 3 | One per Tenderer / all members of a consortium / all sub-contractors must submit this.  |
| Selection Criteria Additional Information  | 3a | One per Tenderer / all members of a consortium must submit this. |
| Selection Criteria Reference Request | 3b | Up to three per Tender / consortium – please see instructions in the selection criteria questionnaire |

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

The SQ template includes a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply[[1]](#footnote-2). If any of the grounds for exclusion do apply, there is an opportunity to explain any measures you have taken to demonstrate your reliability notwithstanding the existence of a ground for exclusion (we call this self-cleaning).

We require all the organisations that form part of your bidding group/consortium and each subcontractor that you are relying on to meet the selection criteria to provide a completed part 1 and part 2. This means that where you are joining a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Subcontractors that you rely on to meet the selection criteria, must also complete a self-declaration (although subcontractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement documents will provide instructions on the selection questions you need to respond to and how to submit those responses.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another supplier.

**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.

**The Provision of Specialist Substance Use Detoxification and Rehabilitation Services**

**Open Procedure**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of subcontractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed part 1 and part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For part 1 and part 2 every member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
6. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:
* members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
* the second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.
1. All subcontractors and/or if you are bidding on behalf of a group/consortium are required to complete their own part 1 and part 2[[2]](#footnote-3).
2. **For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, All the consortium members and/ or any subcontractors are required to complete their own part 3.**

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.

1. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in [Schedule 1](http://www.legislation.gov.uk/uksi/2015/102/schedule/1/made) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, [read the terms](https://www.gov.uk/government/publications/mystery-shopper-scope-and-remit) and email publicprocurementreview@cabinetoffice.gov.uk or phone 0345 010 3503.

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| **Part 1: Your information and the bidding model.** |
| You must answer all questions in parts 1, 2 and 3 |
| Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1, 2 and 3. |

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| **Section 1** | **Your information** |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Name (if registered, please give the registered name) |  |
| 1.1(b) – (i) | Registered address (if applicable) or head office address |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading statusa) - public limited companyb) - private limited companyc) - limited liability partnershipd) - other partnershipe) - sole traderf) - third sectorg) - other (please specify your trading status) |  |
| 1.1(d) | Date of registration (if applicable) or date of formation. |  |
| 1.1(e) | Registration number (company, partnership, charity, etc if applicable). |  |
| 1.1(f) | Registered VAT number. |  |
| 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established? | Yes [ ] No [ ] N/A [ ]  |
| 1.1(g) - (ii) | If you responded yes to 1.1(g)-(i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide- the website address,- issuing body- reference number. |  |
| 1.1(h) - (i) | For procurements for services only, is it a legal requirement in the country where you are established for you to:a) possess a particular authorisation, orb) be a member of a particular organisation,to provide the requirements specified in this procurement? | Yes [ ] No [ ]  |
| 1.1(h) - (ii) | If you responded yes to 1.1(h)-(i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. |  |
| 1.1(i) | Relevant classifications (state whether you fall within one of these, and if so which one)a) Voluntary Community Social Enterprise (VCSE).b) Sheltered Workshop.c) Public service mutual. |  |
| 1.1(j) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-4)? | Yes [ ] No [ ]  |
| 1.1 (k) | Details of Persons with Significant Control (PSC)[[4]](#footnote-5), where appropriate[[5]](#footnote-6):- 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 ;- 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(Please enter N/A if not applicable) |  |
| 1.1(l) | Details of your immediate parent company:- Full name of immediate parent company,- Registered or head office address,- Registration number (if applicable),- VAT number (if applicable),Please enter N/A if not applicable) |  |
| 1.1(m) | Details of ultimate parent company:- Full name of ultimate parent company,- Registered or head office address,- Registration number (if applicable),- VAT number (if applicable),(Please enter N/A if not applicable) |  |
| Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above). |

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| **Please provide the following information about your approach to this procurement:** |
| **Section 1 (cont.)** | **Bidding model** |  |
| **Question number** | **Question** | **Response** |
| 1.2 | Please indicate if you are bidding as a single supplier or as part of a group or consortium?*If you are bidding as a single supplier please go to Q 1.3.*If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:1. The name of the group/consortium.
2. The proposed structure of the group/consortium, including the legal structure where applicable.
3. The name of the lead member in the group/consortium.
4. Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).
5. If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for
 |  |
| 1.3 | If you are proposing to usesubcontractors/a supply chain, pleaseprovide the details for each one[[6]](#footnote-7)- Name- Registration number- Registered or head office address,- Trading status1. Public limited company
2. Private limited company
3. Limited liability partnership
4. Other partnership
5. Sole trader
6. Third sector
7. Other (please specify your trading status)

- Registered VAT number- SME (Yes/No)- The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known- The approximate % of contractual obligations assigned to each subcontractor, if known- Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |
| 1.4 | **Lots (Service Categories)**Please tell us which Service Category(s) you wish to bid for |  |
|  | **1a** | Residential **Medically Managed** Detoxification Services (Section 4.3 'Strand 1 – Medically Managed Detoxification' of Detoxification Services specification) | Yes [ ] No [ ]  |
|  | **1b** | Residential **Medically Monitored** Detoxification Services (Section 4.4 'Strand 2 – Medically Monitored Detoxification' of Detoxification Services specification) | Yes [ ] No [ ]  |
|  | **2a** | **24-Hour Staffed** Rehabilitation Services (Section 3.2 'Premises' of the Rehabilitation Service specification)**Core Offer** (Section 4.3 'Strand 1: Level 1 - Core Interventions' of Rehabilitation Services specification) | Yes [ ] No [ ]  |
|  | **2b** | **24-Hour Staffed** Rehabilitation Services (Section 3.2 'Premises' of the Rehabilitation Service specification)**Enhanced Offer** (Section 4.4 'Strand 2: Level 2 - Enhanced Interventions' of Rehabilitation Services specification) | Yes [ ] No [ ]  |
|  | **2c** | **Non-24 Hour Staffed** Rehabilitation Services (Section 3.2 'Premises' of the Rehabilitation Service specification)**Core Offer** (Section 4.3 'Strand 1: Level 1 - Core Interventions' of Rehabilitation Services specification) | Yes [ ] No [ ]  |
|  | **2d** | **Non-24 Hour Staffed** Rehabilitation Services (Section 3.2 'Premises' of the Rehabilitation Service specification)**Enhanced Offer** (Section 4.4 'Strand 2: Level 2 - Enhanced Interventions' of Rehabilitation Services specification) | Yes [ ] No [ ]  |
|  | **2e** | **Non-residential** day case unit (Section 3.2 'Premises' of the Rehabilitation Service specification) | Yes [ ] No [ ]  |

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| **Part 2: Exclusion Grounds** |
| Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2. |
| **Section 2** | **Grounds for mandatory exclusion** |
| **Question number** | **Question** | **Declaration** |
| 2.1 (a) | Within the past five years, anywhere in the world, have you or any person who:* is a member of the supplier’s administrative, management or supervisory body or
* has powers of representation, decision or control in the supplier[[7]](#footnote-8),
* been convicted of any of the offences within the summary below and listed in full in Annex D?
 |  |
|  | Participation in a criminal organisation. | Yes [ ] No [ ]  |
|  | Corruption.  | Yes [ ] No [ ]  |
|  | Terrorist offences or offences linked to terrorist activities. | Yes [ ] No [ ]  |
|  | Money laundering or terrorist financing. | Yes [ ] No [ ]  |
|  | Child labour and other forms of trafficking in human beings. | Yes [ ] No [ ]  |
|  | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes [ ] No [ ]  |
|  | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes [ ] No [ ]  |
| 2.1(b) | **If you have answered 'Yes' to any part of question 2.1(a), please provide further details,** including:* date of conviction and the jurisdiction,
* which of the grounds listed the conviction was for,
* the reasons for conviction,
* the identity of who has been convicted.

If the relevant documentation is available electronically please provide:* the web address,
* issuing authority,
* precise reference of the documents.
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| 2.1(c) | If you have answered yes to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self cleaning). |  |

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| **Section 3** | **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions** |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment oftaxes and social security contributions, are set out in Annex D, and should be referred to beforecompleting these questions. |
| **Question number** | **Question** | **Declaration** |
| 3.1(a) | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.If documentation is available electronically please provide:* the web address,
* issuing authority,
* precise reference of the documents
 | Yes [ ] No [ ]  |
| 3.1(b) | If you have answered no to 3.1(a) please provide further details including the following:* Country concerned,
* what is the amount concerned
* how the breach was established, i.e. through a judicial or administrative decision or by other means.
* if the breach has been established through a judicial or administrative decision please provide the date of the decision,
* if the breach has been established by other means please specify the means.
 |  |
| 3.2 | Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines. | Yes [ ] No [ ]  |
| Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions |

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| **Section 4** | **Grounds for Discretionary Exclusion** |
| The detailed grounds for discretionary exclusion of an organisation are set out in Annex D, andshould be referred to before completing these questions. |
| **Question number** | **Question** | **Declaration** |
| 4.1 | Within the past three years, anywherein the world, have any of the situationssummarised below and listed in full inAnnex D applied to you? |  |
| 4.1(a) | Breach of environmental obligations?To note that environmental lawobligations include Health and Safetyobligations. See Annex D. | Yes [ ] No [ ]  |
| 4.1(b) | Breach of social law obligations?  | Yes [ ] No [ ]  |
| 4.1(c) | Breach of labour law obligations? | Yes [ ] No [ ]  |
| 4.1(d) | Bankruptcy or subject of insolvency? | Yes [ ] No [ ]  |
| 4.1(e) | Guilty of grave professional misconduct? | Yes [ ] No [ ]  |
| 4.1(f) | Distortion of competition? | Yes [ ] No [ ]  |
| 4.1(g) | Conflict of interest? | Yes [ ] No [ ]  |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes [ ] No [ ]  |
| 4.1(i) | Prior performance issues? | Yes [ ] No [ ]  |
| 4.1(j)4.1(j) - (i)4.1(j) - (ii)4.1(j) –(iii)4.1(j)-(iv) | Do any of the following statements apply to you ?You have 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.You have withheld such information.You are not able, without delay, to submit documents if/when required.You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes [ ] No [ ] Yes [ ] No [ ] Yes [ ] No [ ] Yes [ ] No [ ]  |
| 4.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.If you are a relevant commercial organisation please -* confirm that you have published a statement as required by Section 54 of the Modern Slavery Act.
* confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54.
 | Yes [ ] No [ ] Yes [ ] No [ ]  |
| 4.3 | If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self cleaning) |  |

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| **Part 3: Selection Questions** |
| **Section 5** | **Economic and Financial Standing** |
| **Question number** | **Question** | **Response** |
| 5.1 | If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:* the web address
* issuing authority
* precise reference of the documents
 |  |
| 5.2 | If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).  |  |
| 5.35.3(a)5.3(b) | If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| 5.4 | 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.Please include the values to calculate the Ratios within Appendix 3a – Selection Criteria Additional Information and Price Schedule, tab '2) Financial Standing' | Yes [ ] No [ ]  |
| 5.5 | Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required |  |

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| **Section 6** | **Technical and Professional Ability** |
| **Question number** | **Question** |
| **Relevant experience and contract examples**Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/subcontractors have 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 members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).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 subcontractor(s) who will deliver the contract.**For each contract please provide the following information**See Instructions for Reference submissions within 'Appendix 4 – Evaluation Criteria Selection and Award' Section 6.If you cannot provide examples see question 6.2 |
| 6.1 |

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|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Name of customer organisation who signed the contract |  |  |  |
| Name of supplier who signed the contract |  |  |  |
| Point of contact in the customer’s organisation. |  |  |  |
| Position in the customer’s organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract. (no more than 500 words per contract) |  |  |  |
| Contract Start date. |  |  |  |
| Contract completion date. |  |  |  |
| Estimated contract value |  |  |  |

**Please see section 6 of Appendix 4 Evaluation Criteria for instructions of how you must obtain the reference from each referee listed above**

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| 6.2 | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |
| 6.3 | Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).The description 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 and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes). |
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| **Section 7** | **Additional Questions including Project Specific Questions** |
| **Question number** | **Question** | **Response** |
| **7.1** | **Insurance**Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the Contract (Appendix 2) at clause B27 'Insurance':\*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf | Yes [ ] No [ ]  |

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| **7.2** | **Data protection**  |
| **7.2(a).** | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | Yes [ ] No [ ]  |
| **7.2(b).** | Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:* to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;
* to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;
* to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;
* to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);
* to maintain records of personal data processing activities; and
* to regularly test, assess and evaluate the effectiveness of the above measures.

Please use no more than 1 page of A4 with text no smaller than font size 11. |
| Insert response here: |

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| **7.3** | **Health and Safety**  |
| **7.3** | Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than 1 page of A4 with text no smaller than font size 11. |
|  |  |
| Insert response here: |

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| --- | --- |
| **7.4** | **Business Dealings within Russia or Belarus** |
| a. | Is your Organisation, or any of its Group, Holding or Parent Companies registered in the Russian Federation or Republic of Belarus? | Yes [ ] No [ ]  |
|  | If your answer to the above is **Yes**, please provide details for consideration to enable the **Authority** to assess in accordance with the relevant law and guidance. |  |
| b. | Is any Person with Significant Control of your Organisation, or any of its Group, Holding or Parent Companies residing or domiciled in the Russian Federation or Republic of Belarus, or have the Russian Federation or Republic of Belarus as their nationality? | Yes [ ] No [ ]  |
|  | If your answer to the above is **Yes**, please provide details for consideration to enable the **Authority** to assess in accordance with relevant law and guidance. |  |
| c. | Is the location of any of your Organisation's business activities or interests, or the origin of supplies to your Organisation, within the Russian Federation or Republic of Belarus? | Yes [ ] No [ ]  |
|  | If your answer to the above is **Yes**, please provide details for consideration to enable the **Authority** to assess in accordance with relevant law and guidance. |  |

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| **7.5** | **Regulated Activity Registration and Rating** |
| a. | Please self-certify that you meet the Authority's requirements as set out in the Invitation to Participate Section 4.2 'Care Quality Commission and other relevant regulatory body requirements'Please provide details within Appendix 3a - Selection Criteria Additional Information, Tab 1 Registration and Rating | Yes, we self-certifyNo |
| b. | If you have answered No to 7.5(a), explain the circumstances and how you consider your organisation to otherwise meet this requirement despite the existence of a relevant ground for exclusion (See Section 4.2 of the Invitation to Participate) |
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**7.6 Service Specific Questions**

*Note: where the document refers to 'Provider' this also applies to 'Applicant'*

*Note: the following questions are in relation to the Service delivered under the PDPS.*

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| **7.6a Detoxification Service** Are you applying to deliver Detoxification Services under the PDPS? | Yes [ ] No [ ]  |

If Yes – you must complete the Detoxification Questions under Section 7.6a below:

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| **7.6b Rehabilitation Service** Are you applying to deliver Rehabilitation Services under the PDPS? | Yes [ ] No [ ]  |

If Yes – you must complete the Rehabilitation Questions under Section 7.6b below:

**7.6a Detoxification Questions**

**See Detoxification Service Specification at Appendix 1a.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specification number**  | **Requirement**  | **Question** | **Pass Criteria** | **Applicant Response** |
| 2.2.8 | Model  | Will you provide detoxification services in line with the requirements of the specification in section 2.2.8 | The Provider must affirm that they meet this requirement. | Yes [ ] No [ ]  |
| 2.2.8.11 & 2.2.8.12 | Model | Will your model of detoxification is trauma informed. Examples may include work around the following, Post Traumatic Stress Disorder, Domestic Abuse and Adverse Childhood Experiences. | The Provider must affirm that they meet this requirement. | Yes [ ] No [ ]  |
| 2.1.4 & 2.1.5 | Involvement and choice of treatment | Will your model promotes informed service user choice and involvement. | The Provider must affirm that they will promote informed service user choice and involvement. | Yes [ ] No [ ]  |
| 4.1 | Treatment Pathway Description  | Are you able to meet the requirements of section 4.1 of the service specification.  | The Provider affirms that they can meet the requirements. | Yes [ ] No [ ]  |
|  | **Type of intervention**  |  | The Provider must commit to providing services for at least one of the following strands. |  |
| 4.3 | Strand 1 – medically managed | If applicable to your unit, are you applying for and are able to meet the requirements of medically managed detoxification outlined in the specification  |  | Yes [ ] No [ ]  |
| 4.4 | Strand 2 – medically monitored | If applicable to your unit, are you are applying for and able to meet the requirements of medically managed detoxification outlined in the specification |  | Yes [ ] No [ ]  |
|  |
| 7.1 & 11.2 | Protected characteristics | Will your service be delivered in line with the Equality Act (2010). | The Provider affirms that their service is delivered in line with the Equality Act (2010). | Yes [ ] No [ ]  |
| 6 | Staffing and Workforce Competencies and Requirements  | Will you have a trained and competent workforce that is qualified as appropriate to the work they undertake. | The Provider affirms that they have a trained and competent workforce | Yes [ ] No [ ]  |
| ? | Monitoring and evaluation | Will you provide and support the Authority to develop performance monitoring and will provide regular qualitative and quantitative data for contract management? (Appendix C and J on the Contract and the Quality Assurance Framework). | The Provider affirms that they will work with The Authority to develop tools and performance reports. | Yes [ ] No [ ]  |
| 9.1 | Governance, Risk Management and Quality Standards  | Will you have a comprehensive and robust Governance, Risk Management and Quality Standards systems in place that comply with the requirements within this Specification and Contract. | The Provider affirms that they have the relevant governance, risk management and quality standards in place.  | Yes [ ] No [ ]  |
| 9.2 | Business Continuity  | Will you have a comprehensive Business Continuity plan in place | The Provider affirms that they have an effective business continuity plan. | Yes [ ] No [ ]  |
| 10 | Data Collection, Analysis and Submission | Will you have a robust case management system for Service reporting, Service User management and data collection in place prior to the Commencement Date which is compliant with the National Drug Treatment and Monitoring System (NDTMS). | The Provider confirms that they have the relevant data processes and systems in place which are compliant with NDTMS.  | Yes [ ] No [ ]  |
| 11 | Quality  | Will you comply with the quality measures outlined in section 12 of the service specification and Appendix C of the contract. | The Provider affirms that they can meet the Quality standards outlined in the specification.  | Yes [ ] No [ ]  |
| 14.  | Policies and Procedures  | Will you have an adequate range of evidence-based policies, protocols, and strategies in place to deliver a safe and effective service as outlined in section 14 of the service specification. | The Provider affirms that they have the relevant policies and procedures in place as outlined in the service specification.  | Yes [ ] No [ ]  |

**7.6b Rehabilitation Questions**

**See Rehabilitation Service Specification at Appendix 1b.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specification number**  | **Requirement**  | **Question** | **Pass Criteria** | **Applicant Response** |
| 2.2.7 | Model | Will you deliver at least one of the following recognised rehabilitation programmes. * 12 step
* Therapeutic community.
* Cognitive behavioural therapy.
* Personal and skills development
* Eclectic/Integrated
 | Provider must affirm that they will deliver at least one of the programmes  | Yes [ ] No [ ]  |
| 2.2.9 & 2.2.10 | Model | Will your model of rehabilitation trauma informed. Examples may include work around the following, Post Traumatic Stress Disorder (PTSD), Domestic Abuse and Adverse Childhood Experiences. | The Provider must affirm that they meet this requirement. | Yes [ ] No [ ]  |
| 2.2.12 | Model | Will your delivery model be a resilience based approach to skill and knowledge building in Service Users in the following areas:* Understand and manage feelings and emotions.
* Develop coping skills to deal with emotions.
* Improve problem solving skills to support daily living.
* Improve self-efficacy
* Develop skills to reduce the avoidance of problems
* Develop interventions to build and sustain confidence.
 | The Provider must answer yes for each of the areas listed.  | Yes [ ] No [ ]  |
|  | **Levels of intervention**  |  | The Provider must commit to providing services at one or both of the following levels.  |  |
| 4.3 | Level 1 Core Interventions  | Are you bidding for and able to meet the requirements of the Level 1 Core interventions offer |  | Yes [ ] No [ ]  |
| 4.4 | Level 2 Enhanced Interventions | Are you bidding for and able to meet the requirements of the Level 2 Enhanced interventions offer |  | Yes [ ] No [ ]  |
|  | **Type of premises**  |  | The Provider must commit to providing services in at least one of the following types of premises |  |
| 3.2.1.1 | Premises | Are you bidding to provide 24 hour staffed residential rehabilitation  |  | Yes [ ] No [ ]  |
| 3.2.1.2 | Premises | Are you bidding to provide None 24 hour staffed residential rehabilitation  |  | Yes [ ] No [ ]  |
| 3.2.1.3 | Premises | Are you bidding to provide a Non-residential day case unit.   |  | Yes [ ] No [ ]  |
|  | **Additional interventions** |  | The Provider must positively affirm that they will enable Service Users to receive additional medical support for each of the listed medical AND recreational requirements |  |
| 4.3.1.10 | Additional interventions – medical  | Will you support Service Users to access all of the following additional interventions:* Providers will ensure that service users have access to services and interventions to support of existing physical and/or mental health conditions..
* All service users must have access to primary care as appropriate.
* All service users will have access to Blood Born Virus advice, screening, and treatment (if required).
 | The Provider must commit to providing access to all of the additional interventions listed in the bullet points  | Yes [ ] No [ ]  |
| 4.3.1.11 | Other interventions – recreational activities | Will your delivery model promote and provide access to physical and leisure activities. | The Provider must commit to providing access to physical and leisure activities. | Yes [ ] No [ ]  |
|  | **Involvement and choice** | Questions | The Provider must affirm that they will support the following two criteria. |  |
|  | Involvement and choice of treatment | Will your model promote service user choice and involvement in their recovery journey and that Treatment and Recovery Plans will be co-produced |  | Yes [ ] No [ ]  |
| 2.1.5 | Involvement of family and/or carers |  (subject to service user consent) will family, partners and/or supporting others be involved in Treatment and Recovery planning. |  | Yes [ ] No [ ]  |
|  |
| 4.1  | Treatment Pathway Description  | Are you able to meet the requirements in section 4.1 of the specification | The Provider affirms that they can meet the requirements of section 4.1 in the service specification.  | Yes [ ] No [ ]  |
| 7.1 & 11.2 | Protected characteristics |  Will your Service be delivered in line with the Equality Act (2010). | The Provider affirms that their service is delivered in line with the Equality Act (2010) | Yes [ ] No [ ]  |
| 5 | Acceptance and Exclusion Criteria  | Will meet the conditions and requirements of the specification? | The Provider affirms that they follow the acceptance and exclusion criteria outlined in the specification. | Yes [ ] No [ ]  |
| 6 | Staffing and Workforce Competencies and Requirements  | Will you have a trained and competent workforce that is qualified as appropriate to the work they undertake? | The Provider affirms that they have a trained and competent workforce | Yes [ ] No [ ]  |
| 7 | Monitoring and Evaluation  | Will you provide and support the Authority to develop performance monitoring and will provide regular qualitative and quantitative data for contract management? (Appendix C and J on the Contract and the Quality Assurance Framework). | The Provider affirms that they will work with The Authority to develop tools and performance reports.  | Yes [ ] No [ ]  |
| 10.1 | Governance, Risk Management and Quality Standards  | Will you have a comprehensive and robust Governance, Risk Management and Quality Standards systems in place that comply with the requirements within this Specification and Contract | The Provider affirms that they have the relevant governance, risk management and quality standards in place.  | Yes [ ] No [ ]  |
| 10.2 | Business Continuity  | Will you have a comprehensive Business Continuity plan in place | The Provider affirms that they have an effective business continuity plan. | Yes [ ] No [ ]  |
| 11 | Data Collection, Analysis and Submission | Will you have a robust case management system for Service reporting, Service User management and data collection in place prior to the Commencement Date which is compliant with the National Drug Treatment and Monitoring System (NDTMS). | The Provider confirms that they have the relevant data processes and systems in place which are compliant with NDTMS.  | Yes [ ] No [ ]  |
| 12 | Quality  | Will you comply with the quality measures outlined in section 12 of the service specification and Appendix C of the contract.  | The Provider affirms that they can meet the Quality standards outlined in the specification.  | Yes [ ] No [ ]  |
| 15 | Policies and Procedures  | Will you have an adequate range of evidence-based policies, protocols, and strategies in place to deliver a safe and effective service as outlined in section 14 of the service specification.  | The Provider affirms that they have the relevant policies and procedures in place as outlined in the service specification.  | Yes [ ] No [ ]  |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Signature (electronic is acceptable) |  |
| Date  |  |

|  |
| --- |
| **Contact details of those making the declaration****PLEASE NOTE – the contact details below will be used by the Authority as the primary contact for this Application.** |
|  | Response |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

**Annex D - Exclusion Grounds: Public Procurement**

## Mandatory Exclusion Grounds

Listed in Public Contract Regulations 2015 (as amended) R57(1), (2) and (3) and the Public Contract Directives 2014/24/EU Article 57(1).

#### Participation in a criminal organisation

* Participation offence as defined by section 45 of the Serious Crime Act 2015
* 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.

**Corruption**

* 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;
* The common law offence of bribery;
* 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.

**Terrorist offences or offences linked to terrorist activities**

* Any offence:
* listed in section 41 of the Counter Terrorism Act 2008;
* listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
* under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points.

**Money laundering or terrorist financing**

* Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002
* 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.

**Child labour and other forms of trafficking human beings**

* An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
* An offence under section 59A of the Sexual Offences Act 2003
* An offence under section 71 of the Coroners and Justice Act 2009;
* 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
* An offence under section 1, 2 or section 4 of the Modern Slavery Act 2015.

**Non-payment of tax and social security contributions**

* Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.
* Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:
* HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or
* a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
* a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established.

**Other offences**

* Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland.
* Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.

**Discretionary Exclusions Grounds**

Listed in Public Contract Regulations 2015 (as amended) R57(8) and the Public Contract Directives 2014/24/EU Article 57(4).

**Obligations in the field of environment, social and labour law.**

* Where an organisation has violated applicable obligations 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 Directive (see copy below) as amended from time to time; including, but not limited to, the following:-
* In the last 3 years, where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body).
* In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
* In the last three years where the organisation has been convicted of a breach of the Health and Safety legislation.
* In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
* Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has been in breach of the National Minimum Wage Act 1998.

**Bankruptcy, insolvency**

* Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State.

**Grave professional misconduct**

* Guilty of grave professional misconduct

**Distortion of competition**

* Entered into agreements with other economic operators aimed at distorting competition.

**Conflict of interest**

* Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

**Been involved in the preparation of the procurement procedure.**

* Advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure.

**Prior performance issues**

* 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.

**Misrepresentation and undue influence**

* 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 negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award, or withheld such information or is not able to submit supporting documents required under regulation 59.

**Breach of obligations relating to the payment of taxes or social security contributions.**

* The contracting authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

**Additional grounds**

ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —

* ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
* ILO Convention 98 on the Right to Organise and Collective Bargaining;
* ILO Convention 29 on Forced Labour;
* ILO Convention 105 on the Abolition of Forced Labour;
* ILO Convention 138 on Minimum Age;
* ILO Convention 111 on Discrimination (Employment and Occupation);
* ILO Convention 100 on Equal Remuneration;
* ILO Convention 182 on Worst Forms of Child Labour;
* Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
* Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
* Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
* Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

**Consequences of misrepresentation**

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

* The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
* The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
* If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
* If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).
1. See Annex D for full list of exclusions [↑](#footnote-ref-2)
2. See [PCR 2015 regulations 71 (8)-(9)](http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf) (<http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf>) [↑](#footnote-ref-3)
3. See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-4)
4. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). Overseas bidders are required to provide equivalent information. [↑](#footnote-ref-5)
5. Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. [↑](#footnote-ref-6)
6. This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. [↑](#footnote-ref-7)
7. see Notes for Completion [↑](#footnote-ref-8)