

# ITT Evaluation and Questionnaire: **The Inform Team**

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## **1 Requirements, Evaluation and Award Criteria**

- 1.1 The criteria are as follows:
- a) the Participant's response to the standard selection requirements (**Part 1**) (within ITT Response Doc - Part 1);
  - b) the Participant's response to the technical requirements (**Part 2**) (within ITT Response Doc – Part 2); and
  - c) the Participant's response to the pricing requirements (**Part 3**) (within ITT Response Doc – Part 3) .
- 1.2 OS has allocated each of the criteria an overall weighting (expressed as available marks) reflecting its relative importance to OS:
- a) response to the Part 1 requirements      Pass / Fail
  - b) response to the Part 2 requirements      80%
  - c) response to the Part 3 requirements      20%

1.3 The Part 2 requirements will be evaluated using the following scoring methodology:

Judgement	Score	Performance Criteria
Excellent	<b>5</b>	<ul style="list-style-type: none"> <li>a) a comprehensive response which fully meets the requirements identified by OS;</li> <li>b) is appropriate in terms of detail and accuracy;</li> <li>c) is supported by relevant evidence and</li> <li>d) provides demonstrable and relevant added value.</li> </ul>
Good	<b>4</b>	<ul style="list-style-type: none"> <li>a) a detailed response which fully meets the requirements identified by OS;</li> <li>b) provides information that is directly relevant and compliant;</li> <li>c) has addressed the content in respect of the question and</li> <li>d) supported by relevant evidence.</li> </ul>
Satisfactory	<b>3</b>	<ul style="list-style-type: none"> <li>a) a response which adequately meets the requirements identified by OS; and</li> <li>b) is supported by relevant evidence; however</li> <li>c) raises some minor concerns; and/or</li> <li>d) provides lack of clarity within the response;</li> </ul>
Unsatisfactory	<b>2</b>	<ul style="list-style-type: none"> <li>a) a response which provides information that is generally relevant; however</li> <li>b) fails to meet a large part of the requirements identified by OS; and/or</li> <li>c) is only partially compliant and demonstrates shortfalls within the response; and/or</li> <li>d) lacks supporting evidence.</li> </ul>
Poor	<b>1</b>	<ul style="list-style-type: none"> <li>a) responds to the requirement/s, however, has failed to address the majority of the specific issues (if any) identified by OS; and/or</li> <li>b) provides insufficient evidence (where applicable) to support its response; and/or</li> <li>c) responds to all the requirement/s with insufficient detail raising significant concerns about the Participants ability to meet all the requirement/s identified by OS; and/or</li> <li>d) provides a response which raises significant concerns about the Participants ability to meet the requirement/s.</li> </ul>
Unacceptable	<b>0</b>	<ul style="list-style-type: none"> <li>a) does not provide a response to the requirement/s identified by OS; or</li> <li>b) responds to the requirement/s, however, fails to address the specific issues (if any) identified by OS; or</li> <li>c) fails to provide any evidence (where applicable) to support its response.</li> </ul>

Note that:

- If a score of **0** is applied, the Participant will score 0 percent for that question.
- If a score of **1** is applied, **1/5** of the available % for that question will be awarded.
- If a score of **2** is applied, **2/5** of the available % for that question will be awarded.
- If a score of **3** is applied, **3/5** of the available % for that question will be awarded.
- If a score of **4** is applied, **4/5** of the available % for that question will be awarded.
- If a score of **5** is applied, all of the available % for that question will be awarded.

Example:

If there is 10% available for a question and a score of 3 is applied to a Participant’s response, the Participant will be awarded 6% for that response.

- 1.4 The Part 3 requirement will be evaluated as follows:
- the Participant identified as the overall lowest total price for each service type based on normalised unit orders provided by OS (assuming that no TUPE costs would be incurred) will be awarded 100% of the marks available; and
  - other Participant’s will receive a percentage of the marks available on a pro-rata basis which will be calculated as follows:

$$(\text{Lowest price divided by Participants price}) \text{ multiplied by the \% Available} \\ = \text{the Participants Weighted Score}$$

Example:

Scenario	% Available	Total Price	Lowest Price	Participant Score
Supplier 1	20	10	10	20%
Supplier 2	20	20	10	10%
Supplier 3	20	30	10	6.6%

**Part 1 Standard Selection Questionnaire**

Sections 2-4 are for information purposes only and will not be scored.

**2 Potential supplier information**

- 2.1 Full name of the potential supplier submitting the information: Inform Limited
- 2.2 Registered office address (if applicable): 64 Kennington Oval, London SE11 5SW
- 2.3 Registered website address (if applicable): www.theinformteam.com
- 2.4 Trading status
- public limited company
  - limited company
  - limited liability partnership
  - other partnership
  - sole trader
  - third sector
  - other (please specify your trading status):
- 2.5 Date of registration in country of origin: 07 February 2013
- 2.6 Company registration number (if applicable): 08393796
- 2.7 Charity registration number (if applicable): Not applicable
- 2.8 Head office DUNS number (if applicable): 219243200
- 2.9 Registered VAT number: 156594476
- 2.10 If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?
- Yes
  - No
  - N/A
- 2.10.1 If you responded yes 2.10, please provide the relevant details, including the registration number(s):

2.11 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?

Yes

No

2.11.1 If you responded yes to 2.11, please provide additional details of what is required and confirmation that you have complied with this:

**Supplier Response:**

Not applicable

2.12 Trading name(s) that will be used if successful in this procurement: The Inform Team

2.13 Relevant classifications (state whether you fall within one of these, and if so which one)

Voluntary Community Social Enterprise (VCSE)

Sheltered Workshop

Public service mutual

2.14 Are you a Small, Medium or Micro Enterprise (SME)?

Yes

No

2.15 Details of Persons of Significant Control (PSC), where appropriate:

2.15.1 Name: Emma Henry

2.15.2 Date of birth: [REDACTED]

2.15.3 Nationality: [REDACTED]

2.15.4 Country, state or part of the UK where the PSC usually lives: [REDACTED]

2.15.5 Service address: 64 Kennington Oval, London SE11 5SW

2.15.6 The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used): [REDACTED]

2.15.7 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

2.15.8 Name: Samantha Kinstrey

2.15.9 Date of birth: [REDACTED]

2.15.10 Nationality: [REDACTED]

2.15.11 Country, state or part of the UK where the PSC usually lives: [REDACTED]

2.15.12 Service address: 64 Kennington Oval, London SE11 5SW

2.15.13 The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used): [REDACTED]

- 2.15.14 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

- 2.16 Details of immediate parent company:
- 2.16.1 Full name of the immediate parent company: N/A
  - 2.16.2 Registered office address (if applicable): N/A
  - 2.16.3 Registration number (if applicable): N/A
  - 2.16.4 Head office DUNS number (if applicable): N/A
  - 2.16.5 Head office VAT number (if applicable): N/A

Please enter N/A if not applicable

- 2.17 Details of ultimate parent company:
- 2.17.1 Full name of the ultimate parent company: N/A
  - 2.17.2 Registered office address (if applicable): N/A
  - 2.17.3 Registration number (if applicable): N/A
  - 2.17.4 Head office DUNS number (if applicable): N/A
  - 2.17.5 Head office VAT number (if applicable): N/A

Please enter N/A if not applicable

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.

### 3 Bidding Model

Please provide the following information about your approach to this procurement:

- 3.1 Are you bidding as the lead contact for a group of economic operators?
- Yes
  - No

If yes, please provide details listed in questions 3.2 to 3.5.

If no, and you are a supporting bidder please provide the name of your group at 3.2 for reference purposes, and complete 3.3-3.5.

- 3.2 Name of group of economic operators (if applicable): N/A
- 3.3 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:

Supplier Response: N/A

3.4 Are you or, if applicable, the group of economic operators proposing to use sub-contractors?

- Yes
- No

3.5 If you responded yes to 3.4 please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

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		
The approximate % of contractual obligations assigned to each sub-contractor		

**4 Contact Details and Declaration**

I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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

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

I am aware of the consequences of serious misrepresentation.

4.1 Contact name: Emma Henry

4.2 Name of organisation: The Inform Team

4.3 Role in organisation: Director

4.4 Phone number: [REDACTED]

4.5 E-mail address: [REDACTED]

4.6 Postal address: 64 Kennington Oval, London SE11 5SW

4.7 Signature (electronic is acceptable): [REDACTED]

4.8 Date: 24-04-2023

## 5 Exclusion Grounds

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.

### Grounds for mandatory exclusion

Regulations 57(1) and (2)

The detailed grounds for mandatory exclusion of an organisation are set out on this webpage ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)), which should be referred to before completing these questions.

If your organisation provides any responses of 'yes' to questions 5.1 and 5.2 that have not suitably been addressed through further information provided in your organisation's response to question 5.3 then OS reserve the right to disqualify your organisation from this process and the rest your organisation's bid will not be scored.

- 5.1 Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below:
- 5.1.1 Participation in a criminal organisation
- Yes (please provide details in 5.2)
- No
- 5.1.2 Corruption
- Yes (please provide details in 5.2)
- No
- 5.1.3 Fraud
- Yes (please provide details in 5.2)
- No
- 5.1.4 Terrorist offences or offences linked to terrorist activities
- Yes (please provide details in 5.2)
- No
- 5.1.5 Money laundering or terrorist financing
- Yes (please provide details in 5.2)
- No
- 5.1.6 Child labour and other forms of trafficking in human beings
- Yes (please provide details in 5.2)
- No
- 5.2 If you have answered yes to question 5.1, please provide further details:
- 5.2.1 Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction: N/A
- 5.2.2 Identity of who has been convicted: N/A
- 5.2.3 If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents: N/A

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):

Supplier Response: N/A

### 5.3 Regulation 57(3)

5.3.1 Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?

Yes

No

5.3.2 If you have answered yes to question 5.3.1, please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines:

Supplier Response: Not applicable

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

#### Grounds for discretionary exclusion

Regulation 57 (8)

The detailed grounds for discretionary exclusion of an organisation are set out on this webpage ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)) or at Appendix 2, which should be referred to before completing these questions.

If your organisation provides any responses of 'yes' to question 5.5 that have not suitably been addressed through further information provided in your organisation's response to question 5.6 then OS reserve the right to disqualify your organisation from this process and the rest your organisation's bid will not be scored.

5.4 Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation:

5.4.1 Breach of environmental obligations?

Yes (please provide details in 5.5)

No

5.4.2 Breach of social obligations?

Yes (please provide details in 5.5)

No



- 5.4.3 Breach of labour law obligations?  
 Yes (please provide details in 5.5)  
 No
- 5.4.4 Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?  
 Yes (please provide details in 5.5)  
 No
- 5.4.5 Guilty of grave professional misconduct?  
 Yes (please provide details in 5.5)  
 No
- 5.4.6 Entered into agreements with other economic operators aimed at distorting competition?  
 Yes (please provide details in 5.5)  
 No
- 5.4.7 Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?  
 Yes (please provide details in 5.5)  
 No
- 5.4.8 Been involved in the preparation of the procurement procedure?  
 Yes (please provide details in 5.5)  
 No
- 5.4.9 Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?  
 Yes (please provide details in 5.5)  
 No
- 5.4.10 Please answer the following statements
- 5.4.10.1 The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  
 Yes (please provide details in 5.5)  
 No
- 5.4.10.2 The organisation has withheld such information.  
 Yes (please provide details in 5.5)  
 No
- 5.4.10.3 The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  
 Yes (please provide details in 5.5)  
 No

5.4.10.4 The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

Yes (please provide details in 5.5)

No

5.5 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):

Supplier Response: N/A

**Economic and Financial Standing**

If your organisation cannot provide any of the information requested below in question 6 or 7, thus a compelling account of forecasted solvency during the contracting period, OS reserve the right to disqualify your organisation from this process and the rest your organisation’s bid will not be scored.

5.6 Are you able to provide a copy of your audited accounts for the last two years, if requested?

Yes

No (we are an SME and do not meet the criteria to produce audited accounts)

If no, can you provide one of the following:

5.6.1 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.

Yes

No

5.6.2 A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

Yes

No

5.6.3 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).

Yes

No

**6 Wider Group**

6.1 If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:

6.1.1 Name of organisation: Not applicable

6.1.2 Relationship to the Supplier completing these questions: Not applicable

6.2 Are you able to provide parent company accounts if requested to at a later stage?

Yes

No

- 6.3 If yes, would the parent company be willing to provide a guarantee if necessary?
- Yes
- No

- 6.4 If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?
- Yes
- No

**7 Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015**

OS is very much aware of its obligations under The Modern Slavery Act 2015 and international labour laws, specifically the need for transparency in its supply chain.

If your organisation identifies as a relevant organisation in question 7.1 and not compliant with reporting requirements as outlined in question 7.2 then OS reserve the right to disqualify your organisation from this process and the rest your organisation’s bid will not be scored.

If you respond ‘no’ to question 7.3 then OS will disqualify your organisation from this process and the rest your organisation’s bid will not be scored.

- 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")?
- Yes
- No

- 7.2 If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?
- Yes – please provide relevant url: N/A
- No – please provide an explanation: N/A

- 7.3 Are you compliant with the Modern Slavery Act 2015 and international labour laws?
- Yes
- No

**8 Insurance**

- 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. Suppliers will be required to provide evidence if they are successful at contract award stage. Any supplier that does not agree to this will be excluded from this evaluation process.

- Yes
- No

Employer’s (Compulsory) Liability Insurance = £5million

Public Liability Insurance = £1 million

Professional Indemnity Insurance = £1million

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.

**9 Acceptance of Contract Terms**

This is a Pass/Fail question, in so far as non-acceptance of the contract terms as specified below will result in a mandatory rejection.

9.1 Participant accepts the terms of the contract set out within the draft ITT documentation without modification or amendment:

Yes, I accept the contract

No, I do not accept the contract

*PASS / FAIL*

**10 GDPR**

Please complete the document entitled 'OS Supplier GDPR Due Diligence Questions'.