



## St Chad's Academies Trust

MFD Partner

## Procurement Specific Questionnaire

January 2026

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# Contents

<b>PSQ Explainer (for suppliers).....</b>	<b>4</b>
<b>Notes for Completion.....</b>	<b>6</b>
<b>Background.....</b>	<b>7</b>
The Trust and academies will agree on: .....	7
Academies will:.....	7
St Chad's Academies Trust will:.....	8
<b>Procurement.....</b>	<b>8</b>
<b>Timescales.....</b>	<b>11</b>
<b>Conditions of Participation.....</b>	<b>12</b>
<b>Evaluation Guide.....</b>	<b>13</b>
Preliminary Questions .....	13
Part 1 .....	13
Part 2 .....	13
Part 3A .....	13
<b>Procurement Specific Questions .....</b>	<b>16</b>
Preliminary questions .....	16
Part 1 – confirmation of core supplier information.....	17
Part 2 – additional exclusions information .....	17
Part 3 – questions relating to conditions of participation.....	19
Confirmations .....	25

# PSQ Explainer (for suppliers)

In the explainer below, the contracting authority is St Chad's Academies Trust (a charitable company limited by guarantee (registered number 08526973 whose registered office is at c/o Birchills CE Community Academy, Farringdon Street, Walsall. West Midlands. WS2 8NF. Moxton Education are acting on behalf of the Trust in this procurement and should be considered part of the contracting authority's team.

Contact details for the Trust and Moxton Education are as follows:

## **St Chads's Academies Trust**

Helen.steel@stchads.uk

## **Moxton Education**

Geoff Chandler – Geoff.chandler@moxton-education.com

1. Public procurement is now governed by the Procurement Act 2023 and the Procurement Regulations 2024 to ensure that procurement delivers value for money, competition, transparency and integrity.
2. This Procurement Specific Questionnaire (PSQ) has been designed to help the contracting authority ensure that suppliers share the right information when participating in a procurement. This is separate from the formal tender submission (on how the supplier proposes to meet the tender requirements). The PSQ consists of three parts:
3. **Part 1 - confirmation of core supplier information:** suppliers participating in procurements will now be expected to register on a central digital platform (CDP). Suppliers can submit their core supplier information and, where a procurement opportunity arises, share this information with the contracting authority via the CDP. It is free to use and will mean suppliers should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The CDP is available at <https://www.gov.uk/find-tender>. You will need to register for a Gov.uk One Login account to access this. Part 1 provides confirmation that suppliers have taken these steps.
4. **Part 2 - additional exclusions information:** procurement legislation provides for an 'exclusion regime' and a published 'debarment' list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). Suppliers must submit their own (and their connected persons<sup>1</sup>) exclusions information via the CDP. This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.
5. As part of a procurement, a supplier will need to also share additional exclusions information for any suppliers that they are relying on to meet the procurement's conditions

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<sup>1</sup> Connected persons are persons who exercise (or have a right to exercise) significant influence or control over the supplier and those over which the supplier exercises (or has the right to exercise) significant influence or control. This includes majority shareholders, directors and shadow directors, parent and subsidiary companies and predecessor companies. The majority of the exclusion grounds state that they apply to the supplier or a connected person of the supplier.

of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are 'associated persons' and their exclusions information must be shared with the contracting authority. We recommend this is done by ensuring that your associated persons register, submit and share their information via the CDP (like the prime/main supplier).

6. In addition to the sub-contractors who are being relied on to meet the conditions of participation (who are associated persons), suppliers will need to share an exhaustive list of all their intended sub-contractors, which will be checked against the debarment list.
7. If a sub-contractor is not yet known at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tender stage.
8. **Part 3 - conditions of participation:** the contracting authority may set conditions of participation which a supplier must satisfy in order to be awarded a public contract. They can relate to the supplier's legal and financial capacity or their technical ability.
9. Some of the information requested in the PSQ will be for information purposes only. Other information will be assessed by the contracting authority. This might include a pass or fail mechanism, or a threshold which the supplier must meet. Under certain procurement processes, a contracting authority might use the information shared via the PSQ as part of a selection process to limit the number of participating suppliers. For example, inviting the five suppliers that submitted the highest scoring responses. Where this is the case, the contracting authority will outline the maximum number of suppliers, and the criteria used to select the limited number of suppliers, in their tender notice (section 20(4)(a) of the Procurement Act and regulation 19(2)(d) of the Procurement Regulations 2024).
10. Suppliers should note that the contracting authority has legislative duties to publish certain information which relate to the supplier in their contract award notices. This information includes, but is not limited to:
  - details of the winning supplier's associated persons
  - details of the winning supplier's connected person information
  - for certain procurements over £5 million, details of unsuccessful bidders
11. Freedom of Information and Procurement Act 2023  
We have legal obligations under both the Freedom of Information Act 2000 and the Procurement Act 2023 (and all subsequent related Statutory Instruments and replacement legislation). Accordingly, any information submitted to us may need to be disclosed in accordance with these Acts (including for example, grounds for exclusion).

# Notes for Completion

Should applicants have any questions regarding this pre-selection process or the information provided please submit them to Mr Geoff Chandler via e-mail, [geoff.chandler@moxton-education.com](mailto:geoff.chandler@moxton-education.com) and cc\_helen.steel@stchads.uk or by telephone 07970661087. The closing date for applicants to submit questions is Midday on the 3<sup>rd</sup> February 2026. The Trust will provide an electronic response to any questions by 5pm on the 10<sup>th</sup> February **or before**.

Completed Qualification Questionnaires, with all relevant additional information, must be submitted to the above addresses by **Midday on the 17<sup>th</sup> February 2026**. Submissions received after this date and time may not be accepted.

Please make sure that the subject line used in your submission email is exactly as follows, Moxton Education will send a confirmation email on receipt.

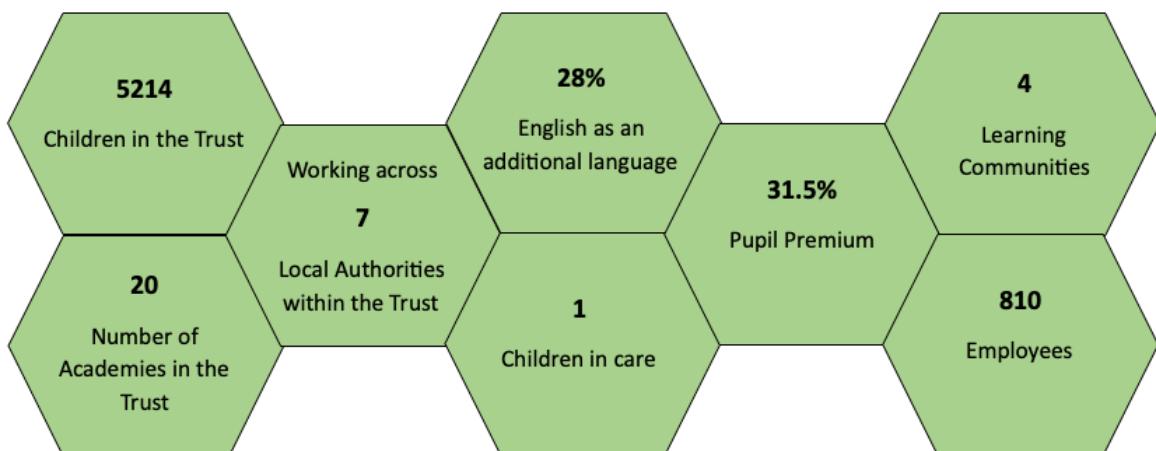
***St Chad's Academies Trust – MFD PSQ Submission for [Company Name]***

**Suppliers are advised that failure to respond to all the questions within the PSQ and / or failure to submit any necessary supporting documents and / or failure of referees to respond to reference requests may render their submission non-compliant and as such they may not be considered for inclusion in the shortlist to continue to the next stage. Please ensure that you have pre-warned and obtained permission from your referees to be included and contacted.**

**The Contracting Authority will not contact Suppliers to provide missing information or corrections where there is an anomaly.**

# Background

The Trust website is: <https://www.stchadsacademiestrust.co.uk>



St Chad's Academies Trust is one of the Lichfield Diocesan Multi Academy Trust (MAT) a part of Lichfield Diocese, one of the 44 Dioceses which make up the Church of England. The Diocese covers most of the County of Staffordshire, the northern part of the County of Shropshire and a substantial part of the former Metropolitan County of the West Midlands. The Diocese envelops all or part of 7 Local Authorities and has 207 Church Schools and academies in its remit.

The Board works in partnership with the seven Local Authorities in the Diocese (Sandwell, Shropshire, Staffordshire, Stoke-on-Trent, Telford & Wrekin, Walsall and Wolverhampton) and also with the Department for Education and Academy Trusts. The Board also works alongside higher and further education providers.

The Board ensures that headteachers, teachers and governors have the intellectual and spiritual resources to promote the distinctive Christian character of our schools. The Board also supports the collaboration between clergy, parishes, church and community schools.

## The Trust and academies agree on:

- A culture of true collaboration where academies take an active role in the success of the Trust;
- What academies are expected to do for themselves;
- The way in which academies will benefit from working together to support each other's improvement;
- How the Trust will work with academies where it will add value ;
- When and how the Trust will intervene in an academy to ensure the needs, progress and outcomes for children and young people are secure and improving quickly.

## Academies will:

- Be led by inspirational leaders and LAC members who ensure that children have the best start in life, the best teaching and great opportunities to develop as individuals and children of God;
- Become "Good" or "Outstanding";

- Work collaboratively, providing support when needed and appropriate, supporting each other to provide the very best for our children;
- Recruit the best teachers and support staff who are focused on teaching, learning , and actively engage in their continued professional development;
- Operate as a family, knowing the Trust is with you every step of the way.

### St Chad's Academies Trust will:

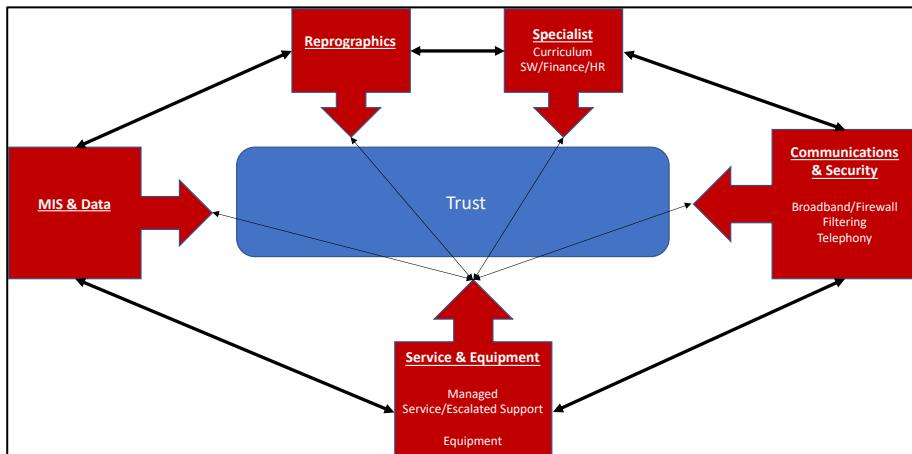
- Be the champion of our children, families and their communities;
- Facilitate creative and local solutions to secure rapid improvement in academies;
- Support our academies on their journey to excellence through effective challenge and support;
- Be committed to supporting academies with the greatest need so that they can succeed as well as others
- Value and support all staff to succeed through quality professional development opportunities and annual performance management
- Act swiftly to challenge LAC members and Principals to improve their academy's performance with integrity and transparency in the use of our intervention powers
- Celebrate success of our academies;
- Work closely with academy leaders to extend the provision of school to school support at all levels

The Trust currently encompasses the following sites:

School	Location	Pupils
St Chads - Head office	Birchills CE Community Academy, Farringdon Street, Walsall, WS2 8NF	n/a
All Saints	Church of England Primary Academy, High Street, Bloxwich, WS3 3LP	248
Birchills	Birchills CE Community Academy, Farringdon Street, Walsall, WS2 8NF	443
Bishop Lonsdale	Shaw's Lane, Eccleshall, Stafford ST21 6AU	255
Brewood	School Road, Brewood, Stafford ST19 9DS	421
Christchurch	William Street, Fenton, Stoke-on-Trent ST4 2JG	227
Churchfield	Sandy Lane, Rugeley, WS15 2LB	134
Dawley	Doseley Road North, Dawley, Telford TF4 3AL	228
Havergal	School Lane, Shareshill, Staffordshire, WV20 7LE	167
Holy Trinity	Oswestry Middleton, Oswestry, SY11 2LF	269
Mereside	Mereside, Shrewsbury SY2 6LE	369
St James	Brook End Longdon, Rugeley, WS15 4PL	91
St Johns Staffs	Weston Road, Stafford, ST16 3RZ	408
St Johns Wed	Addison Terrace, Wednesbury, WS10 7AL	192
St Judes	Paget Road, Wolverhampton, WV6 0DT	485
St Marys	Marston Road, Wheaton Aston, Stafford ST19 9PQ	79
St Matthews	Lightwood Road, Rough Close, Stoke-on-Trent, ST3 7NE	76
St Peters Bratton	Squirrel, Mdw, Telford, TF5 0NU	414
St Peters Stonnall	157 Main Street, Stonnall, Walsall, WS9 9EE	135
Trinity	Longford Road, Wolverhampton, WV10 0UB	705
		5346

## Procurement

This procurement is the third of four and is best exemplified by the following diagram:



### 1. Managed Service

This procurement has already completed and will be fulfilled by Computeam

### 2. MIS

This procurement has completed and will be fulfilled by Bromcom

### 3. Connectivity & Communications

This procurement is at Preferred bidder stage with Glide

### 4. MFD

This procurement

The MFD estate across the Trust is currently provided by a mix of providers/device manufacturers and solutions. The Trust is taking the opportunity to go to the market to identify the best innovative and forward-looking partner to support them in the delivery and development of their MFD provision over the next five years.

This procurement encompasses the deliverables noted below. In essence, this procurement is all about identifying a single MFD partner. At the sole discretion of the Trust any future schools that the Trust may incorporate will also be added to the MFD Partner contract.

This MFD procurement is advertised as a maximum 5 year service

*Along with the initial schools any additional schools will be included in the initial contract and subject to the same terms and conditions. This MFD procurement is advertised as a maximum 5 year period within which the Trust and its schools may order MFDs on either 3 or 5 year lease periods, all of which will sit under this single contract and be subject to its terms and conditions (including an overall service level agreement). The contract will run for a 5 year period during*

*which new MFDs may be added and thereafter would run until all MFDs lease periods have expired and the relevant MFDs removed from the contract until none remain.*

This procurement includes (but may not be limited to) the items listed below.

- Provision of a range of multi-functional printing devices to all the schools and the central office
- An installation and commissioning service for each device
- A handover and training service
- A uniform maintenance service for any of the schools who have MFD's across the Trust
- An automated service that addresses all consumable needs
- A service that includes appropriate print management software
- A service that ethically disposes of equipment as necessary
- A full service level agreement
- Relevant monitoring, management and reporting
- A single technical interface to the Trust outsourced ICT Team (Computeam)
- Technical interface into the Trusts Managed Service Partner (Note: All MFD delivery will be carried out through this contract and chosen partner).
- Value added services.

Suppliers should note the following:

- The Trust will provide a standard contract as part of the ITT Pack
- There is not expected to be a requirement for TUPE from existing suppliers

The value of this procurement has been set with an upper limit of **£1.5m + VAT**

To be clear, the upper limit noted above is a maximum value of the contract, not a budgetary figure. It includes

- The cost of Hardware – Leased or Purchased
- Usage costs
- Support and maintenance
- Print Management software
- An expectation of 30% growth in lifetime of the contract

In essence, this procurement is all about identifying a single supplier to provide a fully outsourced ICT managed service.

Further details regarding bid timescales are noted below but in terms of the managed service this is advertised as a 60 month contract with a maximum 5 year managed service with start and end dates as follows:

Service start date – Phased, but expected to be from August 2026  
Service commencements end date – Plus 5 years

The Trust gives no guarantee of the volume of work to be awarded under the contract and reserves the right to carry out work in-house.

The current estate is as follows:

52 devices across 19 sites	Circa 2.8m Mono copies PA
6 incumbent suppliers	Circa 4m Colour copies PA

## Timescales

We expect the following timeframes to be adhered to following the submission of the Initial selection questions. These timeframes are provided as indication only to support bidder planning and cannot be guaranteed.

<b>Tender Notice Published</b>	<b>Friday 16th January</b>
PSQ clarifications open	Friday 16th January
PSQ questions cutoff	Tuesday 3rd February
Last date for Clarification responses	Tuesday 10th February
<b>PSQ Submission deadline</b>	<b>Tuesday 17th February</b>
PSQ Analysis sheet prepped/distributed	By 23rd February
Shortlist selection meeting	Wednesday 25th February
<b>ITT meeting for shortlisted bidders</b>	<b>Tuesday 3rd March</b>
Issue of ITT	Tuesday 3rd March
Tender clarification open	Tuesday 3rd March
Tender Clarification Close	Monday 16th March
Last Date for clarification responses	Monday 23rd March
<b>Tender Submission deadline</b>	<b>Tuesday 31st March</b>
Scoring & Moderation	Day 1st April to Monday 6th April
<b>Bidders Presentations</b>	<b>Monday 13th April</b>
<b>Trust Board - Authorisations</b>	
Award Decision - bidders notified	Tuesday 14th April
Contract Award Notice Published	Wednesday 15th April
Stand Still Start	Wednesday 15th April
Stand Still End	Wednesday 29th April
Contract Completion Period	Mid May
Contract Details Notice posted	End of May
<b>Service Start</b>	<b>Phased as necessary</b>

# Conditions of Participation

The Trust will invite a minimum of the top 5 scoring suppliers to continue to the next stage. These shortlisted suppliers will be invited to participate in a group meeting and one-to-one meeting with the Trust to discuss the procurement and the Trust requirement, following which an ITT pack containing detailed requirements, a draft contract pack and other information will be provided.

Preference will be given to companies who can provide information in their responses about and references from organisations of a similar context and size to the Trust

These responses will be ranked by the Trust and a minimum of the top 5 companies shall form the basis of the shortlist of companies invited to tender for a 5-year Trust-wide Managed service, provided that they continue to express an interest to do so.

The objective of this PSQ process is to assess the responses to this questionnaire and select potential suppliers to proceed to the next stage of the procurement. Selection for inclusion in the next stage will be based on evaluation of the PSQ questions on the following criteria.

## *Technical capacity*

- Evidence of at least 5 years' experience in the provision of Managed Services to the Schools Education sector along with appropriate in-house systems, technical capability, and key personnel with good technical knowledge. This includes evidence of ability to deliver to contract standards drawn from references.

## *Economic and financial standing*

- Evidence of economic and financial standing in respect of viability to perform the services. Suppliers must be in a sound financial position and able to demonstrate appropriate financial capacity to perform the service to participate in a procurement of this size.

The Trust will apply the following financial test to a bidder's submission

- annual turnover must be at least (i.e. a total of £1.5M)

If a bidder does not meet this criterion, then (at the Trusts discretion) they may not be shortlisted for inclusion in the next stage.

## *Other criteria*

- Suitable insurance cover. Public Liability to a minimum of £5,000,000 per occurrence, Employer's Liability to a minimum of £5,000,000. Professional Indemnity cover of at least £2,000,000 (or statements that these will be obtained if awarded the relevant contract(s)).
- A sound record of and clear policies of quality standards including, health & safety
- e-safety and equality policies are not required at this stage, but Suppliers may need to confirm they are available if chosen to be preferred bidder.

The Trust reserves the right not to select a potential contractor who has been assessed as having material weaknesses in one particular area covered by these initial selection questions, notwithstanding acceptable or even strong responses in all other areas.

The information supplied by applicants will first be checked for completeness and compliance with eligibility/exclusion requirements before responses are evaluated.

## Evaluation Guide

**The Trust reserves the right to reject/disqualify any application that is incomplete or non-compliant.**

**Suppliers will *not* be contacted for missing information.**

### Preliminary Questions

There must be answers for each question in the Preliminary Questions.

#### Part 1

There must be answers for each question in Part 1

#### Part 2

There must be answers for each question in Part 2

#### Part 3A

Question 13 is a pass/fail question and must be answered in the positive for a supplier to have a chance of being selected.

Question 14 is only needed if you are intending to use a guarantor. If this is the case, they must pass the same test detailed in Q13.

Questions 15-17 are pass/fail questions and must all be answered in the positive for a supplier to have a chance of being selected.

If a supplier successfully passes all the above evaluation conditions then they will be eligible for scoring. Scoring will be carried out as described below.

### Relevant Experience & Contract Examples

For Question 18, suppliers should provide contract examples (references)

- Contracts should have been performed during the past five years or be currently ongoing.
- The named contact provided should be prepared to provide written evidence to confirm the accuracy of the information provided. Please ensure you have gained their approval to put their organisation and name forward and please ensure your referees are aware they will be contacted by us
- References may not be taken up at PSQ stage, but the authority reserves the right to contract references at a later stage before any Preferred Bidder decision is made.
- Please provide references which are as similar in nature to the service which is being procured by the Trust. Please also ensure references are obtained from distinct organisations, i.e., not from under the same umbrella.
- References will be given a score from 0 to 5 based on their context in comparison to the Trust i.e. References from organisations that are similar in size and makeup to the Trust will score higher than those that are different

Initial suitability of reference score:

Reference Organisation	Score
Trust of a similar type, makeup & size	5
Other Trust	4
School	3
Edu/not primary or sec	1
Commercial	0

### Worded responses (Questions 19a – 19e)

Each of these questions has a limit of 500 words. Images may NOT be used as part of the answer.

Please do not exceed the 500 word per section word limit – any answer exceeding 500 words or using images will be treated as non-compliant and will score 0.

The following scoring is applied for each question in this section:

	Score	Summary	Interpretation
Excellent	10	Very strong evidence of appropriate knowledge, skills or experience. Have confidence in their ability to deliver the required service but also add significant value.	Demonstrate a deep understanding of the requirement. All experience offered is detailed and linked directly to service requirements and show how they will be delivered and the impact that they will have on other areas/stakeholders. Relevant examples and/or case studies from organisations similar to the Trust are provided to support the answer.
Good	8	Sufficient evidence provided of appropriate knowledge, skills or experience. Have confidence in their ability to deliver the required service	Demonstrate a good understanding of the requirement. Experience will have been provided to show not only what will be provided but will give some detail of how this will be achieved. Reference has been made to case studies, though they may not be similar organisation to the Trust
Acceptable	6	Reasonable evidence of appropriate knowledge, skills or experience. Demonstrates experience in many areas but not all.	Demonstrate a good understanding of the requirement but will lack some clarity or detail in how the proposed solutions will be achieved. Evidence provided, while giving generic or general statements, is not specifically directed toward the aims/objectives of this answer
Minor Reservation	4	Some evidence of appropriate knowledge, skills or experience. Demonstrates experience in many areas but with important omissions	Will reflect that the bidder has not provided sufficient evidence to demonstrate they have experience in this area. Answers will in parts be sketchy with little or no detail given of how they have experience in this area. Evidence provided is considered weak or inappropriate and is unclear on how this relates to the question.

Serious Reservations	2	Very little evidence of appropriate knowledge skills or experience	Will reflect that there are major weaknesses or gaps in the information provided. The bidder displays poor understanding and there are major doubts about fitness for purpose.
Unacceptable	0	No evidence/response	Will result if no response is given and/or if the response is not acceptable and/or does not cover the required criteria.

**Summary of Scoring Guide**

Maximum score overall = 65

All scores indicated are for guidance purposes.

Evaluators will be free to apply intermediate scoring for any of the evaluation criteria

**For the avoidance of doubt, Questions 20 and 21 are not scored.**

# Procurement Specific Questions

No.	Question
<b>Preliminary questions</b>	
1.	What is your name? (supplier name) ----- [Insert name]
2.	<i>You must be registered on the central digital platform (CDP).</i> What is your central digital platform unique identifier? ----- [Insert unique identifier]
3.	Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium. If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide: a. the name of the group/consortium b. the proposed structure of the group/consortium, including the legal structure where applicable c. the name of the lead member in the group/consortium d. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor) ----- [Insert information]
4.	<b>[Where applicable]</b> Please confirm which lot(s) you wish to bid for? ----- N/A – there are no lots in this contract.
5.	Are you on the debarment list? ----- [Insert Yes or No] [If yes, insert details]

## Part 1 – confirmation of core supplier information

6. You must submit up-to-date core supplier information on the CDP and share this information with us by sending us a PDF copy submitted with this PSQ.

This includes:

This includes:

- a. basic information
- b. economic and financial standing information
- c. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies)
- d. exclusion grounds information

Please confirm you have shared this information with us.

**[Insert reference / file name]**

## Part 2 – additional exclusions information

### Part 2A – associated persons

7. Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor).

[The conditions of participation are outlined in Part 3]

If so, please complete **Q8, Q9 & Q10** (otherwise **Q8, Q9 & Q10** are not applicable).

**[Insert Yes or No]**

8. For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy.

**[Insert name of supplier & brief description]**

**[Insert name of supplier & brief description]**

9. For each associated person, you must confirm they are registered on the CDP and have shared with us their information (either a share code or PDF download):

- a. basic information
- b. economic and financial standing information  
(if they are being relied upon to meet conditions of participation regarding financial capacity)
- c. connected person information
- d. exclusion grounds information

**[Insert name of supplier and reference / file name]**

10. Are any of your associated persons on the debarment list?

**[Insert Yes or No]**

**[If yes, insert details]**

## Part 2B – list of all intended sub-contractors

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11. Please provide:

- a. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain)
- b. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number charity number, VAT registration number, or equivalent
- c. a brief description of their intended role in the performance of the contract

If you are not intending to sub-contract the performance of all or part of the contract, then this **question and Q12** are not applicable.

If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders.

**[Insert name of supplier – unique identifier – brief description]**

**[Insert name of supplier – unique identifier – brief description]**

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12. Please confirm if any intended sub-contractor is on the debarment list.

The debarment list can be found here [The National Security Unit for Procurement - GOV.UK](https://www.gov.uk/government/organisations/national-security-unit-for-procurement)

**[Insert Yes or No]**

**[If yes, insert sub-contractor(s) name and provide details]**

## Part 3 – questions relating to conditions of participation

### Part 3A – standard questions

#### Financial capacity

13. Suppliers should have an annual turnover of at least £1.5m as described earlier in this PSQ.

Is your annual turnover greater than £1.5M?

**[Insert Yes or No]**

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14. Are you relying on another supplier to act as a guarantor?

If so, please provide their name and evidence of their economic and financial standing.

**[Insert Yes or No]**

**[If yes, insert reference / file name]**

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15. Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below:

- a. Employer's (Compulsory) Liability Insurance\* = £5,000,000
- b. Public Liability Insurance = £5,000,000
- c. Professional Indemnity Insurance = £2,000,000
- d. Product Liability Insurance = £2,000,000
- e. Cyber Liability Insurance = £2,000,000

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: [www.hse.gov.uk/pubns/hse39.pdf](http://www.hse.gov.uk/pubns/hse39.pdf).

**[Insert Yes or No]**

**[Insert details of your insurances already in place]**

**[Insert details of your insurances which would be obtained following contract award (including information on how you will obtain this insurance – e.g. a quote)]**

---

16. Please confirm that you have in place, or that you will have in place by the award of the contract, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects.

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 UK data protection law 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 lawfully transfer personal data outside the UK (if such transfers will take place)
- to maintain records of personal data processing activities
- to regularly test, assess and evaluate the effectiveness of the above measures

---

[Insert Yes or No]

[Insert information]

#### Organisational Standards

17. **Organisational standards**

Where conditions of participation have specified organisational qualifications or standards, please provide details of how these are met, or other equivalent standards that equal or exceed what has been requested.

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17a

That you have systems in place to acquire **Enhanced** DBS clearance checks (including Barred List checks) for your personnel and that you would be confident at completing the safeguarding checklist (see Annex A) for each individual team member **prior to contract commencement date** – staff will not be allowed on site without the correct documentation being sent to sites beforehand

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[Insert Yes or No]

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17b

That you have a means to provide your personnel with company logo's **photo id** badges to be worn at all times whilst on education site(s) and that these badges incorporate a DBS clearance number and date this was issued

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[Insert Yes or No]

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17c

That your organisation has one of the following accreditations:

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ISO 27001

**[Insert Yes or No]**

Cyber Essentials

**[Insert Yes or No]**

Cyber Essentials Plus

**[Insert Yes or No]**

#### Technical ability

#### 18. **Relevant experience and contract examples**

Please provide details of three contracts to meet conditions of participation relating to technical ability set out in the relevant notice or procurement documents.

The examples must be from the past three years and should be from similar organisations to the contacting authority. (Please refer to the guidance notes above)

The named contact provided should be prepared to provide written evidence to confirm the accuracy of the information provided.

For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person 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 members of the special purpose vehicle or sub-contractors (three examples are not required from each member).

If you cannot provide at least one example of previous contracts, please provide an explanation for this and how you meet the conditions of participation relating to technical ability.

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### Contract 1

<b>Name of customer organisation who signed the contract</b>	[Insert information]
<b>Name of supplier who signed the contract</b>	[Insert information]
<b>Point of contact in the customer's organisation</b>	[Insert information]
<b>Position in the customer's organisation</b>	[Insert information]
<b>Email address</b>	[Insert information]
<b>Description of contract</b>	[Insert information]
Contract start date	[Insert information]
Contract completion date	[Insert information]
Estimated contract value	[Insert information]

### Contract 2

<b>Name of customer organisation who signed the contract</b>	[Insert information]
<b>Name of supplier who signed the contract</b>	[Insert information]
<b>Point of contact in the customer's organisation</b>	[Insert information]
<b>Position in the customer's organisation</b>	[Insert information]
<b>Email address</b>	[Insert information]
<b>Description of contract</b>	[Insert information]
Contract start date	[Insert information]
Contract completion date	[Insert information]
Estimated contract value	[Insert information]

### Contract 3

<b>Name of customer organisation who signed the contract</b>	[Insert information]
<b>Name of supplier who signed the contract</b>	[Insert information]
<b>Point of contact in the customer's organisation</b>	[Insert information]
<b>Position in the customer's organisation</b>	[Insert information]
<b>Email address</b>	[Insert information]
<b>Description of contract</b> [Insert information]	
<b>Contract start date</b>	[Insert information]
<b>Contract completion date</b>	[Insert information]
<b>Estimated contract value</b>	[Insert information]

[If you cannot provide at least one example of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.]

### 19 Supplier Experience.

Please confirm each of the following by providing the required information in the boxes below each question. There is a maximum of 500 words for each individual answer. Images or links to web pages/external information may NOT be used in the answers.

Any answers over 500 words or using images will be non-compliant and will score 0.

19a

That your organisation has recent experience of delivering a Trust wide MFD Service

[Insert information]

19b

That your organisation has recent experience in a Trust context with moving from a local per school MFD infrastructure to one which is predominantly serverless in a multi-site environment

[Insert information]

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19c

That your organisation has recent experience in working with other parties technical teams to implement transformative ICT projects focussed on cloud based collaboration and teaching & learning environment.

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**[Insert information]**

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19d

That your organisation has experience of working with Trusts at a strategic level to deliver a technical solution that meets and adapts to the needs of a Trust in relation elements including (but not limited to) Teaching & Learning strategies, pedagogical approaches, curriculum delivery and safeguarding strategy.

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**[Insert information]**

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19e

That your organisation has experience managing formal contracts with educational organisations, including service reporting, project planning and programme management holistically across multiple workstreams and sites.

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**[Insert information]**

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**20. Experience of sub-contractor management**

Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained effective supply chains with your sub-contractor(s) (which may be the intended sub-contractor(s) for this procurement, or any others used previously).

The description should include the procedures you use to ensure performance of the contract.

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**[Insert information]**

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**21. Health and safety**

Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the contract (including risks from the use of contractors, where relevant).

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**[Insert information]**

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## Confirmations

22. I confirm that:

- to the best of my knowledge the answers submitted, and information contained in this document are complete, accurate and not misleading
- upon request and without delay I will provide any additional information requested of us and I will update the contracting authority promptly if there is any material change to the answers given during the procurement process
- I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement
- I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement

[Insert Yes or No]

**Signed**

**Date**

**Name**

**Role**

**Phone number**

**Email**

**Postal address**

Please note that we will use the above name and contact details for all correspondence.