



Leigh Academies Trust

Mobile Device Scheme Partner
Procurement

Procurement Specific Questionnaire

January 2026

© Moxton Education 2024-25

This publication Contains public sector information licensed under the Open Government Licence v3.0. and is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence/version/3.

Contents

<i>PSQ Explainer (for suppliers).....</i>	<i>4</i>
<i>Notes for Completion.....</i>	<i>6</i>
<i>Background.....</i>	<i>7</i>
Our Vision is:.....	7
Procurement.....	9
Timescales.....	11
<i>Conditions of Participation.....</i>	<i>12</i>
<i>Evaluation Guide.....</i>	<i>13</i>
Preliminary Questions	13
Part 1	13
Part 2	13
Part 3A	13
<i>Procurement Specific Questions</i>	<i>16</i>
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 Leigh Academies Trust (a charitable company limited by guarantee (registered number 02336587 whose registered office is at Strood Academy, Carnation Road, Rochester. ME2 2SX). 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:

Leigh Academies Trust

Phil Whittall - infrastructure@latrust.org.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 persons¹) 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 of participation. These could either be consortium members or key sub-contractors (but

¹ 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.

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 and cc infrastructure@latrust.org.uk or by telephone 07970661087. The closing date for applicants to submit questions is Midday on the 6th February 2026. The Trust will provide an electronic response to any questions by 5pm on the 12th February 2026 **or before**.

Completed Qualification Questionnaires, with all relevant additional information, must be submitted to the above addresses by **Midday on Monday 16th 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.

Leigh Academies Trust – Mobile Device Scheme Partner

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.

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

Background

The Trust website is: <https://leighacademiestrust.org.uk/>

The Trust was formed in 2008 with the linking of the Leigh Technology Academy and Longfield Academy under one governing body. Today, we encompass more than 20,000 students between the ages of 2 months and 19 in 32 primary, secondary and special academies including one all-through academy and one grammar school.

Our Mission is: **Education for a Better World**

Our Values are:

- We care – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- We have boundless ambition – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- We work together – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- We keep getting better – using our ‘can-do’ attitude and research informed approach to continuous improvement and innovation.

Our Vision is:

- We will provide outstanding leadership and governance at every level so that all pupils attend an academy judged to be at least good overall by Ofsted
 - We will ensure a rich, engaging and inclusive curriculum with effective teaching and high-quality learning resources across all subjects and year groups
 - Regardless of their ability or personal circumstances we will ensure that all groups of pupils make at least good progress and diminish differences in their attainment
 - We will develop pupils’ characters and attributes in line with the International Baccalaureate Learner Profile so that all LAT alumni obtain a collection of desirable qualities before they leave school
 - We will ensure that pupils are well-behaved, confident and respectful in a safe and secure environment
 - We will ensure a high-quality workforce and prioritise staff retention, professional development and well-being
 - Through our “Business Promise” we will guarantee strong engagement for all pupils with industry and employers
 - We will provide all pupils with a high-quality careers learning programme
 - We will grow to support more schools in the region so that our pupils and theirs benefit and that standards improve across the board
 - We will work with our own and other primaries to ensure smooth transition to our secondary academies
-

The Trust currently encompasses the following sites:

The Hundred of Hoo Nursery	Nursery
Leigh Academy Hundred of Hoo	Primary
Leigh Academy Bearsted	Primary
Leigh Academy Cherry Orchard	Primary
Leigh Academy Dartford	Primary
Leigh Academy Hartley	Primary
Leigh Academy High Halstow	Primary
Leigh Academy Hormonden	Primary
Leigh Academy Langley Park	Primary
Leigh Academy Molehill	Primary
Leigh Academy Oaks	Primary
Leigh Academy Paddock Wood	Primary
Leigh Stationers' Primary Academy	Primary
Leigh Academy Tree Tops	Primary
Leigh Academy Marden	Primary
Leigh Academy Peninsula East	Primary
Leigh Academy Ebbsfleet	Secondary
Leigh Academy Hundred Hoo	Secondary
Leigh Academy Bexley	Secondary
Leigh Academy Blackheath	Secondary
Leigh Academy Halley	Secondary
Leigh Academy Hugh Christie	Secondary
Leigh Academy Minster	Secondary
Leigh Academy Rainham	Secondary
Leigh Academy Stationers'	Secondary
Leigh Academy Tonbridge	Secondary
Leigh Academy Dartford UTC	Secondary
Leigh Academy Longfield	Secondary
Leigh Academy Mascalls	Secondary
Sir Geoffrey Leigh Academy	Secondary
Sir Joseph Williamson's Mathematical School	Secondary
Leigh Academy Strood	Secondary
Leigh Academy Wilmington	Secondary
Leigh Academy Milestone	SEN
Leigh Academy Snowfields	SEN

Procurement

This procurement will result in a major ICT related investment by the Trust and commitment to pupil learning by their parents. The Trust has already developed a 'One to One' mobile device scheme using Chromebooks which is funded by both the Trust and parents so understands its requirements clearly.

Going forward, given both the scale of the requirement and the need to sustain and develop the programme over five years the point has been reached where a significant procurement exercise is needed to both be compliant with the Procurement Act and ensure best value with a capable partner going forward.

It is intended that the Trust will appoint a single supplier who will encompass the following capability from both its own internal resource and supply chain.

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

- The supply of a significant amount of Chromebook devices – currently estimated to be c.56,000 over 5 years
- A leasing partner for the Trust to use to fund their element of the devices
- Relevant insurances such as cover for stolen devices and malicious damage
- A portal that is managed by the partner to enable parental contributions / address any bad debts
- A portal that can encompass all asset management
- A maintenance and support service to eg
 - repair/swap out devices
 - enrol /re-enrol hardware into the Google management console
- Supply of goods and services based on an agreed Best Value approach
- A Service Desk, available 50 weeks a year including out of hours access
- Regular performance reporting
- There is an expectation that the provider will support and drive innovation
- Maintain operational documentation, for example risk registers
- Collective partnership targets aligned to the Trust objectives

Suppliers should note the following:

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

The value of this procurement has been set with an upper limit of **£24m** over a maximum 60 month period.

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

- The cost of the device and maintenance/support service
- An expectation of 30% growth in lifetime of the contract

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

Start date – 1st May 2026 (The first date that orders can be placed)

Service end date – 30th April 2031 (29th April 2031 being the last date orders can be placed)

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.

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.

Tender Notice Published	Friday 16th January
PSQ clarifications open	Friday 16th January
PSQ questions cutoff	Friday 6th February
Last date for Clarification responses	Thursday 12th February
PSQ Submission deadline	Monday 16th February
PSQ Analysis sheet Prepared - Moxton	W/C 16th February
Shortlist selection meeting	Monday 23rd February
ITT meeting for shortlisted bidders	Friday 27th February
Issue of ITT	Friday 27th February
Tender clarification open	Friday 27th February
Tender Clarification Close	Wednesday 18th March
Last Date for clarification responses	Thursday 26th March
Tender Submission Deadline	Friday 27th March
Scoring & Moderation	Complete by 15th April
Easter Break	
Bidders Presentations	Monday 20th April
Trust Board - Authorisations	
Award Decision - Bidders notified	Friday 24th April
Contract Award Notice Published	Monday 27th April
Start Finalising Order details (Quantities etc) with Preferred Bidder)	
Stand Still Start	Monday 27th April
Stand Still End	Wednesday 6th May

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 Mobile Device Scheme 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 Mobile Device Schemes with parental contributions 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 £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.

It is becoming common to get a large number of suppliers expressing interest by submitting a PSQ. As such, completeness and compliance will be strictly enforced, and any omissions or unclear answers are likely to result in exclusion. 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 contact 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	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

		areas but with important omissions	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
Preliminary questions	
1.	<p>What is your name? (supplier name)</p> <p>.....</p> <p>[Insert name]</p>
2.	<p><i>You must be registered on the central digital platform (CDP).</i></p> <p>What is your central digital platform unique identifier?</p> <p>.....</p> <p>[Insert unique identifier]</p>
3.	<p>Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.</p> <p>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:</p> <ul style="list-style-type: none"> 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) <p>.....</p> <p>[Insert information]</p>
4.	<p>[Where applicable] Please confirm which lot(s) you wish to bid for?</p> <p>.....</p> <p>N/A – there are no lots in this contract.</p>
5.	<p>Are you on the debarment list?</p> <p>.....</p> <p>[Insert Yes or No]</p> <p>[If yes, insert details]</p>

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

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]

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](#)

[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 £5m as described earlier in this PSQ.

Is your annual turnover greater than £5m

[Insert Yes or No]

-
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]

-
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.

[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.

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

[Insert Yes or No]

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

[Insert Yes or No]

17c

That your organisation has one of the following accreditations:

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.

Contract 1

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

Contract 2

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

Contract 3

Name of customer organisation who signed the contract	[Insert information]
Name of supplier who signed the contract	[Insert information]
Point of contact in the customer's organisation	[Insert information]
Position in the customer's organisation	[Insert information]
Email address	[Insert information]
Description of contract	
[Insert information]	
Contract start date	[Insert information]
Contract completion date	[Insert information]
Estimated contract value	[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 Mobile 121 device scheme in the schools Education sector based on Chromebooks

[Insert information]

19b

That your organisation has recent experience in a Trust context of providing leasing for mobile device schemes

[Insert information]

19c

That your organisation has recent experience in the schools Education sector of managing parental contributions and providing relevant insurances

[Insert information]

19d

That your organisation has experience of working with Trusts at a strategic level to deliver a technical solution at scale and then provide a relevant maintenance service

[Insert information]

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.

[Insert information]

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.

[Insert information]

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).

[Insert information]

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.