



Appendix One

Procurement Specific Questionnaire

February 2025



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1 Procurement Specific Questionnaire

PSQ Explainer (for suppliers)

1. Public procurement is governed by regulations to ensure that procurement delivers value for money, competition, transparency and integrity.
2. The Procurement Specific Questionnaire (PSQ) has been designed to help contracting authorities 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> . 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 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 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

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.

exhaustive list of all their intended sub-contractors, which will be checked against the debarment list.

7. 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.
8. **Part 3 - conditions of participation:** contracting authorities 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 contracting authorities have 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. Where a supplier is unsure or requires any clarification, they should check with the contracting authority.

No.Question

Preliminary questions

1. What is your name? (supplier name)

[Insert name]

2. *You must be registered on the central digital platform (CDP).*

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:

- the name of the group/consortium
- the proposed structure of the group/consortium, including the legal structure where applicable
- the name of the lead member in the group/consortium
- your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)

[Insert information]

4. **[Where applicable]** Please confirm which lot(s) you wish to bid for?

[Insert details]

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 via the CDP (either a share code or PDF download).

This includes:

- basic information
- economic and financial standing information
- 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)
- 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 and brief description]

[Insert name of supplier and 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):
- basic information
 - economic and financial standing information
(if they are being relied upon to meet conditions of participation regarding financial capacity)
 - connected person information
 - 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 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)
- their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number, charity number, VAT registration number, or equivalent
- 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 [insert link]

[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. **[Financial Capacity Conditions of Participation – added by contracting authorities if necessary]**

[Note - central government departments, their executive agencies and non-departmental public bodies should stipulate requirements in line with the 'Assessing and monitoring economic and financial standing (EFS) guidance note'.]

xxxx

[xxxx]

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* = [£x]
- b. Public Liability Insurance = [£x]
- c. Professional Indemnity Insurance = [£x]
- d. Product Liability Insurance = [£x]

*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)]

Legal capacity

16. **[Legal Capacity Conditions of Participation – added by contracting authorities if necessary]**

xxxx

[xxxx]

17. 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 legitimise transfers of 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]

Technical ability- **Threshold Question as defined in ITT**

18. Relevant experience and contract examples

Please provide details of up to three contracts to meet conditions of participation relating to technical ability set out in the relevant notice or procurement documents, in any combination from either the public or private sectors (which may include samples of grant-funded work).

Where this procurement is for goods or services, the examples must be from the past three years.

The named contact provided should be able 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.

[Insert information below]

	Contract 1	Contract 2	Contract 3
Name of customer organisation who signed the contract			
Name of supplier who signed the contract			
Point of contact in the customer's organisation			
Position in the customer's organisation			
Email address			
Description of contract			
Contract start date			
Contract completion date			
Estimated contract value			

[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. Experience of sub-contractor management

Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) (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]

20. 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.

[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). [Please use no more than 500 words.]

For use with Steel question (PPN 010):

Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:

- Your organisation
- All your supply chain members involved in the production or supply of steel

[Insert information]

XX **[Additional questions – added by contracting authorities if necessary]**
(see below)

Question Number	Questions
	Education Sector experience
1	<p>i) Please provide details all the school contracts you hold, with a contact name, their position, telephone number and e-mail address.</p> <p>ii) Confirmation that Futura can contact the referees provided in the answer</p> <p>iii) No unsatisfactory references have been received from any of the references provided in answer</p> <p><u>Note to Organisations</u></p> <p>The threshold requirement applies to two elements and is met when: 1) confirmation that the Trust can contact the referees is given and 2) no unsatisfactory references are received, i.e. if an unsatisfactory reference is received the Trust may exclude the organisation from the tender shortlist.</p>

	Service standards monitoring
2	<p>What mechanisms do you have to self-audit that the contract standards are being consistently achieved by your staff? What visibility will be given to Customers of these contract standards. Please provide examples of this monitoring and the visibility to Customers e.g. online portals, monthly reports etc</p>

	Staffing
3	<p>Please describe how you will recruit suitable individuals and how you will train them as necessary. How do you manage the DBS checks at your organisation and ensure staff without DBS checks do not attend site and follow Trust safeguarding procedures?</p> <p>How do you ensure any new staff are given training, so they arrive at the Schools' sites knowing what services are required? How do you ensure that the staff attending site are regularly the same staff members?</p>

	Customer relationship
4	How will you communicate with the Customer (e.g. school management and staff) to review the service, develop it as necessary, and also deal with day-to-day issues as they arise? Please detail the procedures you have in place to escalate and address issues raised by customers.

	Service flexibility and communication
5	What flexibility do you have to change the days of site visits in response to poor ground conditions, inclement weather or school events? How do you communicate these changes to school staff.

	Social value
6	<p>The delivery of Social Value is a key priority of Futura through its procurement activities. Three key themes embedded that we will be looking to work with the successful provider to deliver are: Employment and Learning, Environmental and Social.</p> <p>Can you outline how you would propose to support the Trust to achieve positive outcomes? Marks will be allocated on the basis of:</p> <ul style="list-style-type: none"> • Social outputs • Economic outputs • Environmental outputs

Notes	<p>Notes on answering this question</p> <p>Social value is a compulsory element for all public sector procurement activities, the below notes may help you formulate your response.</p> <p>For Social outputs you may want to include any community engagement and education you are involved with and could offer, especially to Customer schools. You can include social inclusion and wellbeing initiatives including inclusive employment practices. If you encourage staff to volunteer time or have involvement in charitable activities – this can also be included.</p> <p>For Economic outputs: what is your local economic impact, do you employ from our local area and use local suppliers?</p> <p>For Environmental impacts: what eco-friendly practices do you use? Are you involved in green waste management. What steps have you undertaken to reduce your carbon footprint e.g. electrical vehicles or equipment, energy efficient route planning</p>
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Tackling Modern Slavery in Supply Chains (PPN 009)

22. Modern Slavery Statement (or equivalent statement/document)

Supplier is 'a relevant commercial organisation'* and is compliant with the requirements contained within section 54 of the Modern Slavery Act 2015 and associated guidance and their statement includes information relating to:

- a. the organisation's structure, its business and its supply chains
- b. its policies in relation to slavery and human trafficking
- c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains
- d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk
- e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate
- f. the training and capacity building about slavery and human trafficking available to its staff

Or

Supplier is not 'a relevant commercial organisation' but has a turnover of more than £36 million and has provided a link to an equivalent statement or document which demonstrates information relating to a to f above.

**'Relevant commercial organisations' are defined as commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more.*

[Note to contracting authorities: The question may be adapted further, for example, depending on the nature of the procurement. You may also decide to ask this question of organisations who have a turnover of less than £36 million, but only where it is proportionate to do so.]

Confirmations

23. 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
- 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