

# PSQ Response Guidance

CT4218 & CT4219

Provision of Land & Property Services (Lot 1 & Lot 2)

Procurement Specific Questionnaire Evaluation Criteria		
Preliminary Questions		
Question	Scoring Methodology	Additional Information
		<b>PLEASE NOTE: EWR Co. is considering the application of the Transfer of Undertakings (Protection of Employment) Regulations to the contract and will provide a further update to potential Applicants in due course and, in any case, prior to or at ITT launch. Pursuant to such further update, EWR Co. may update the ITT documentation (including any appendices).</b>
1	None	These questions will not be scored and are purely for the provision of information by the economic operator.
2		
3		
4		

## Part 1 - Confirmation of core supplier information

Question	Scoring Methodology	Additional Information
5	None	This question will not be scored and is purely for the provision of information by the economic operator.

## Part 2 – Additional exclusions information

### Part 2A – Associated Persons

Section	Scoring Methodology	Additional Information
6. Are you relying on any associated persons to satisfy the conditions of participation?	None	These questions will not be scored and are purely for the provision of information by the economic operator.
7. For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy.		

## Part 2 – Additional exclusions information

8. For each associated person, you must confirm they are registered on the CDP and have shared with us their information.		
9. Are any of your associated persons on the debarment list?	Pass/Fail	Economic operators will be excluded from this procurement if they answer 'yes'.

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

10. 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	None	This question will not be scored and is purely for the provision of information by the economic operator.
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## Part 2 – Additional exclusions information

number, VAT registration number, or equivalent c. a brief description of their intended role in the performance of the contract.		
11. Please confirm if any intended sub-contractor is on the debarment list.	Pass/Fail	Economic operators will be excluded from this procurement if they answer 'yes'.

## Part 3 – Questions relating to conditions of participation

### Part 3A – standard questions

Section	Scoring Methodology	Additional Information
12. Provision of audited accounts or other financial statements.	Pass/Fail	<p><b>Pass</b> The Applicant confirms it can provide documents in one of the categories outlined in question 12, if requested.</p> <p><b>Fail</b> The Applicant fails to confirm it can provide one of the forms of evidence of financial standing outlined in question 12, if requested.</p>

## Part 3 – Questions relating to conditions of participation

		EWR Co. reserves the right to request the financial statements outlined in Question 12 at any time during the Procurement in order to verify that the Applicant continues to meet the requirements set out in this PSQ, including Question 13 (Financial Ratios).
13. Financial Ratios	Pass/fail	<p>EWR Co. will evaluate the financial information provided in response to Question 13 by Applicants by reference to the financial ratios outlined in Question 13 and the risk to EWR Co. and/or public money which would result if an Applicant were to go out of business during the life of the contract or have inadequate financial resources to perform the contract.</p> <p>If an Applicant does not self-certify that it meets all thresholds outlined in Question 13, the applicant must provide evidence and appropriate guarantees in order to demonstrate compliance with the financial ratios set out in this Question 13. EWR Co. reserves the right to request further evidence and/or guarantees in relation to Applicants' response to this Question 13.</p> <p>EWR Co. reserves the right to exclude an Applicant from the Procurement where the Applicant does not self-certify that it meets any one or more of the financial ratios set out in Question 13 and it cannot provide evidence and appropriate guarantees that demonstrate compliance with the financial ratios set out in this Question 13.</p> <p><b>Pass</b></p> <p>The Applicant self-certifies that it meets or exceeds the financial ratios set out in question 13.</p> <p>OR</p> <p>The Applicant self-certifies that it does not meet or exceed one or more of the financial ratios set out in question 13, however, has provided further evidence and/or appropriate guarantees, EWR Co. is satisfied that the Applicant has demonstrated to EWR co.'s satisfaction that the Applicant meets the financial ratios set out in this Question 13 or otherwise does not pose a material risk of not having the financial resources to perform the Contract.</p>

## Part 3 – Questions relating to conditions of participation

		<p><b>Fail</b></p> <p>The Applicant self-certifies that it does not meet or exceed one or more of the financial ratios set out in question 13, and/or following consideration of any additional evidence and guarantees provided by the applicant EWR Co. considers that the financial ratios are not met or exceeded or the Applicant's financial capacity would otherwise pose a material risk that the Applicant would not have the financial resources to perform the Contract.</p>
14. Are you relying on another supplier to act as a guarantor?	None	This question will not be scored and is purely for the provision of information by the economic operator in question.
15. Insurance cover information	Pass/Fail	Any Supplier who cannot answer will not be eligible to participate further.
16. ISO 9001 Quality Management Accreditation	Pass/Fail	Any Supplier who cannot answer will not be eligible to participate further.
17. Data protection	Pass/Fail	Any Supplier who cannot answer will not be eligible to participate further.
18. Experience of Sub-contractor management	0-10 Point Scale	Responses to question 18 will be scored in line with the assessment criteria below and a minimum score to pass will apply to this question. An Applicant that scores less than 4 for question 18 will be excluded from the procurement.

## Part 3 – Questions relating to conditions of participation

19. Experience & Contracts		<p>Responses to questions 19-24 will be scored in line with the below assessment criteria. The top ranked 6 Potential Providers for each Lot who score highest in these questions and provide acceptable responses to the rest of the PSQ will be invited to participate in this procurement.</p> <table><tr><th>Score</th><th>Description</th></tr><tr><td>10</td><td>Excellent - response is fully evidenced and provides EWR Co. with a very high level of confidence that the Supplier has the technical ability to deliver the Contract.</td></tr><tr><td>8</td><td>Good - response provides good level of evidence and provides EWR Co. with a high level of confidence that the Supplier has the technical ability to deliver the Contract.</td></tr><tr><td>6</td><td>Satisfactory - response provides a satisfactory level of evidence and provides EWR Co. with a satisfactory level of confidence that the Supplier has the technical ability to deliver the Contract.</td></tr><tr><td>4</td><td>Minor concerns - response provides evidence to support the response with minor gaps, providing EWR Co. with minor concerns but, overall, a satisfactory level of confidence that the Supplier has the technical ability to deliver the Contract.</td></tr><tr><td>2</td><td>Major concerns – response provides limited evidence to support the response with major gaps providing EWR Co. with major concerns and a low level of confidence that the Supplier has the technical ability to deliver the Contract.</td></tr><tr><td>0</td><td>Poor – response is incomplete, non-compliant, fails to meet the requirements of the question, lacks an evidence base and therefore provides EWR Co. with negligible or no confidence that the supplier has the technical ability to deliver the Contract.</td></tr></table>	Score	Description	10	Excellent - response is fully evidenced and provides EWR Co. with a very high level of confidence that the Supplier has the technical ability to deliver the Contract.	8	Good - response provides good level of evidence and provides EWR Co. with a high level of confidence that the Supplier has the technical ability to deliver the Contract.	6	Satisfactory - response provides a satisfactory level of evidence and provides EWR Co. with a satisfactory level of confidence that the Supplier has the technical ability to deliver the Contract.	4	Minor concerns - response provides evidence to support the response with minor gaps, providing EWR Co. with minor concerns but, overall, a satisfactory level of confidence that the Supplier has the technical ability to deliver the Contract.	2	Major concerns – response provides limited evidence to support the response with major gaps providing EWR Co. with major concerns and a low level of confidence that the Supplier has the technical ability to deliver the Contract.	0	Poor – response is incomplete, non-compliant, fails to meet the requirements of the question, lacks an evidence base and therefore provides EWR Co. with negligible or no confidence that the supplier has the technical ability to deliver the Contract.
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20. Health and safety																
21. Collaborative working																
22. Problem solving																
23. Service delivery																
24. Challenges																
Part 3B - Requirements for central government departments, their executive agencies and non-departmental public bodies																
25. Intention to use a supply	None	This question will not be scored and is purely for the provision of information by the economic operator in question.														

## Part 3 – Questions relating to conditions of participation

chain or call-off contract		
26. Please confirm that you have systems in place to pay those in your supply chain promptly and effectively, i.e. within your agreed contractual terms.	Pass/Fail	Any Supplier who cannot confirm will not be eligible to participate further.
27. Minimum 30-day payment terms		
28. Payment of invoices	Pass/Fail	Any Supplier who cannot answer will not be eligible to participate further.
29. Conflicts of Interest	Pass/Fail	<p><b>Pass:</b></p> <p>The Applicant has either:</p> <ul style="list-style-type: none"> <li>○ confirmed on an unqualified basis that no Conflict of Interest exists; or</li> <li>○ indicated that an actual, potential, or perceived Conflict of Interest exists and has provided evidence in its response that demonstrates to EWR Co.'s satisfaction that the proposed mitigation measures meet are satisfactory.</li> </ul>



## Part 3 – Questions relating to conditions of participation

		<p><b>Fail:</b></p> <p>One or more of following criteria apply:</p> <ul style="list-style-type: none"> <li>• In response to Question 30, the Applicant has indicated that an actual or potential Conflict of Interest exists, but it has failed to provide evidence in its response that demonstrates to EWR Co.'s satisfaction that its proposed mitigation measures are satisfactory; and/or</li> <li>• In response to Question 30, the Applicant has indicated that an actual or potential Conflict of Interest exists and, notwithstanding any mitigation measures that have been proposed, EWR Co. otherwise considers that the Conflict of Interest cannot be effectively remedied.</li> <li>• In response to Question 30, the Applicant has not confirmed on an unqualified basis that no Conflict of Interest exists.</li> </ul>
33. Tackling Modern Slavery in Supply Chains	Pass/Fail	<p><b>Pass:</b></p> <ul style="list-style-type: none"> <li>• Applicant is not a relevant commercial organisation; or</li> <li>• Applicant is a relevant commercial organisation and has confirmed the requirements of the Modern Slavery Act 2015 are met and that its statement includes the requirements listed in 37a-f.</li> </ul> <p><b>Fail:</b></p> <ul style="list-style-type: none"> <li>• Applicant is a relevant commercial organisation and has not confirmed the requirements of the Modern Slavery Act 2015 are met and that its statement includes the requirements listed in 37a-f.</li> </ul>