



TENDER RESPONSE – PART A – PROCUREMENT SPECIFIC QUESTIONNAIRE HIGHWAYS COMMUNICATION UPGRADE

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bcpcouncil.gov.uk

Procurement Specific Questionnaire (PSQ) – Important Information for Bidders

To support the procurement process and ensure fairness, transparency and compliance with public procurement regulations, we require you to complete the Procurement Specific Questionnaire (PSQ).

The PSQ helps us gather essential information about you, your organisation, and any associated persons involved in delivering the contract. Please read the following carefully, as it outlines what you need to do.

The PSQ consists of three key parts:

Part 1 – Confirm Your Core Bidder Information

You must register on the Central Digital Platform (CDP) / Find a Tender Service (FTS), at <https://www.find-tender.service.gov.uk/>.

- **Why?** This allows you to submit and maintain your core Bidder information once in a single location and share it with contracting authorities when bidding for public contracts.
- **Action Required:**
 1. Register your organisation on the CDP (if not already registered)
 2. Submit your core Bidder information
 3. Keep your information up to date
 4. Share your information with BCP Council as part of this procurement

Part 2 – Provide Additional Exclusions Information

Public procurement rules require us to safeguard contracts from Bidders who may pose risks due to issues such as misconduct or poor performance.

- **What's Required?**
 1. **Self-Declaration:** You must declare whether any exclusion grounds apply to you or your connected persons (e.g., parent companies, directors).
 2. **Associated Persons:** If you are relying on other Bidders to meet the conditions of participation (such as consortium members or key subcontractors), you must:
 - Ensure they register on the CDP
 - Submit their exclusions information
 - Share this information with us

You also need to provide a full list of all intended subcontractors, who will be checked against the public debarment list.

Part 3 – Meet the Conditions of Participation

We may set specific conditions you must meet to be eligible for this contract. These could relate to:

- Your legal standing
- Financial capacity
- Technical ability

What You Need to Do:

Complete the PSQ with the required information

- a. Some responses will be for information only, while others will be evaluated on a pass/fail basis or scored against set criteria.

- b. In certain cases, we may limit the number of Bidders invited to the next stage based on these scores. This will be clearly outlined in the tender documents.

Important Legal Information

As part of our legal obligations, we may need to publish certain information about Bidders in contract award notices. This information includes, but is not limited to:

- Details of the winning Bidder's associated persons and connected persons
- For certain procurements over £5 million, details of unsuccessful bidders.

Need Help or Clarification?

If you're unsure about any part of this process or require further clarification, please contact us via our Procurement Portal. We're here to support you throughout the process.

Thank you for your attention and for taking the time to ensure your submission is complete and compliant. We look forward to receiving your bid.

Procurement Specific Questionnaire (PSQ)

Preliminary Questions

1. What is your name? (Bidder name)

[Insert Name]

2. What is your Central Digital Platform (CDP) unique identifier?
You must be registered on the central digital platform (CDP).

[Insert unique identifier]

3. Please confirm if you are bidding as a single Bidder (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. If applicable, please confirm which lot(s) you wish to bid for by indicating YES or NO against each specified lot. NOT APPLICABLE

Lot 1 - <insert name of Lot>: Yes or No

Lot 2 - <insert name of Lot>: Yes or No

5. Are you on the debarment list?

The debarment list can be found here:

https://assets.publishing.service.gov.uk/media/67c19349750837d7604dbcd6/Debarment_List_revised.pdf

[Insert Yes or No]

[If yes, insert details]

Preliminary questions: evaluation

The questions in this section are for information only and will not be evaluated, except that:

- the Council will check all responses for completeness and compliance, and
- the Council must (or may) exclude a Bidder from being awarded the Contract if its name appears in the applicable part of the debarment list.

Commented [GN1]: Add all Lot numbers and names here, if applicable.

Part 1 – Confirmation of Core Supplier Information

6. You must submit up-to-date core supplier information on the CDP (<https://www.find-tender.service.gov.uk/>) and share this information with us (ZIP file download from the CDP).

This includes:

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

Please confirm you have shared this information with us.

[Please confirm that you have updated your core Bidder information and provide the file name of the ZIP file download from the CDP.]

Part 1: evaluation

The question in this section is for information only and will not be evaluated, except that the Council:

- (a) will check all responses for completeness and compliance, and
- (b) must (or may) exclude a Bidder from being awarded the Contract if it meets a mandatory (or a discretionary) ground for exclusion;
- (c) may exclude a Bidder from being awarded the Contract if it has failed to submit up-to-date information (as listed above) on the CDP and to share this information with us via the CDP (ZIP file download).

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 Bidders who might be sub-contractors or consortium members but not a guarantor).

[The conditions of participation are outlined in Part 3 of this PSQ.]

If so, please complete **Q8, Q9 & Q10** (otherwise **Q8, Q9 & Q10** are not applicable, proceed to **Q11**).

[Insert Yes or No]

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

[Bidder 1 - Insert name of Bidder and brief description]

[Bidder 2 - Insert name of Bidder and brief description]

[Bidder 3 - Insert name of Bidder and brief description]

9. For each associated person, you must confirm they are registered on the CDP and have shared with us their information (in the CDP ZIP file 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

[Bidder 1 - Insert name of Bidder and ZIP file name]

[Bidder 2 - Insert name of Bidder and ZIP file name]

[Bidder 3 - Insert name of Bidder and ZIP file name]

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

The debarment list can be found here:

https://assets.publishing.service.gov.uk/media/67c19349750837d7604dbcd6/Debarment_List_revised.pdf

[Insert Yes or No]

[If yes, insert details]

Part 2A: evaluation

The questions in this section are for information only and will not be evaluated, except where you are relying on any associated persons to satisfy the conditions of participation, the Council:

- will check all responses for completeness and compliance;
- must (or may) exclude a Bidder from being awarded the Contract if an associated person meets a mandatory (or a discretionary) ground for exclusion, and, having been given an opportunity to replace that associated person, the Bidder either (i) does not replace that associated person or (ii) does so but with another associated person who also meets a mandatory (or a discretionary) ground for exclusion;
- must (or may) exclude a Bidder from being awarded the Contract if the name of an associated person appears in the applicable part of the debarment list; and
- may exclude a Bidder from being awarded the Contract if an associated person has failed to submit up-to-date information (as listed above) on the CDP and/or to share this information with us via the CDP (ZIP file download).

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
- d. the approximate % of contractual obligations assigned to each subcontractor, if known.

If you are not intending to sub-contract the performance of all or part of the contract, then this **Q11** and **Q12** are not applicable, proceed to **Q13**.

[Insert name of Bidder – unique identifier – brief description - % of contractual obligations]

[Insert name of Bidder – unique identifier – brief description - % of contractual obligations]

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

The debarment list can be found here:

https://assets.publishing.service.gov.uk/media/67c19349750837d7604dbcd6/Debarment_List_revise_d.pdf

[Insert Yes or No]

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

Part 2B: evaluation

The questions in this section are for information only and will not be evaluated, except that if you intend to sub-contract the performance of all or part of the contract (either directly or in your wider supply chain), the Council:

- (a) will check all responses for completeness and compliance;
- (b) must (or may) exclude a Bidder from being awarded the Contract if a proposed sub-contractor meets a mandatory (or a discretionary) ground for exclusion, and, having been given an opportunity to find an alternative sub-contractor, the Bidder either (i) does not find an alternative sub-contractor or (ii) does so but finds one who also meets a mandatory (or a discretionary) ground for exclusion; and
- (c) must (or may) exclude a Bidder from being awarded the Contract if the name of a proposed sub-contractor appears in the applicable part of the debarment list.

Part 3 – Questions relating to conditions of participation

Part 3A – Standard questions

Financial Capacity

13. Please confirm your organisation's financial standing information has been uploaded to the CDP and shared with the Council.

This is the preferred and primary method for submitting financial information.

You must upload the following to the CDP:

- A copy of your detailed accounts for the last two years (audited if required by law) – in alignment with Q6 (f) above.

If you are unable to upload the above to the CDP, you must instead provide one of the following:

- A link to your published accounts (e.g. Companies House), including:
 - The web address
 - Issuing authority
 - Precise reference of the documents

OR

- A copy of your detailed accounts for the last two years (audited if required by law)

OR

- Alternative evidence of financial standing, such as:
 - A statement of your annual turnover, Profit and Loss Account, Balance Sheet, and Statement of Cash Flow for the most recent year(s)
 - A bank letter outlining your current cash and credit facility position
 - Forecast financial statements and a statement of funding from owners and/or a bank
 - Charity accruals accounts or other equivalent documentation.

If you are relying on another person or entity to meet the financial standing requirements, they must also:

- Upload their financial information to the CDP and share it with the Council, or
- Provide equivalent documentation as outlined above.

If yes, please confirm that your financial statements have been uploaded to the CDP and shared with the Council.

If no, please list the names of the financial documents you have uploaded with your submission:
[Insert file name(s) and brief description]

13.1 Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out, or 'N/A'

[Insert Yes or No or N/A]

Financial capacity: evaluation

This is a pass/fail assessment.

The Council will assess each Bidder's response to Q13 of the PSQ and its response to Preliminary Q3 (your proposed bidding model) to demonstrate its financial capacity. If a Bidder's response fails this assessment, the Bidder may be disqualified from the Procurement.

The Council will assess the information which the Bidder provides in conjunction with a financial risk report obtained from a credit reference agency, in order to determine whether the Bidder (or its guarantor) has the necessary financial standing to deliver the Contract in accordance with the Council's requirements.

In making this assessment, the Council will consider the following factors, as measures of a Bidder's or guarantor's financial standing:

- Financial stability: whether the Bidder (or any guarantor) can demonstrate a stable trading position, and typically whether the Bidder has consistently made a profit over the last two financial years (or over the number of trading years, if less than two);
- Liquidity and cash position: whether the Bidder (or any guarantor) can demonstrate a low-risk liquidity and cash position, typically showing a current ratio value of greater than or equal to one over the last two financial years (or the number of trading years, if less than two);
- Scale: that the indicative contract value does not form a disproportionate part of the Bidder's (or any guarantor's) business; and
- Other financial concerns: whether the financial report obtained from the credit reference agency in respect of the Bidder (or any guarantor), or other financial information relating to the Bidder which is in the public domain, identifies any other material concerns as to the Bidder's financial standing or stability.

You may fail this section where, based on the Council's combined analysis, the Council identifies a concern regarding the Bidder's financial capacity, which the Council considers that it poses a material risk to the Bidder's ability to deliver the Contract, and which is not addressed by any proposed guarantee from a parent or group company or other entity whose financial capacity does not pose a similar material risk.

You may in particular fail this assessment where the Council identifies, in relation to the Bidder, a high risk of:

- Insolvency during the anticipated contract period;
- Inability to cope with the anticipated contract value; and/or
- Insufficient financial standing to deliver the services effectively.

Before failing a Bidder in relation to this assessment, the Council may allow the Bidder the opportunity to respond to, or clarify, any material risk which the Council has identified, and to provide details of any mitigating circumstances or reasons why it should not be treated as a material risk. The Council may decide, at its discretion, that the Bidder should not fail this assessment having regard to any clarification, mitigating factors or reasons offered by the Bidder which, in the reasonable opinion of the Council, sufficiently addresses the identified risk such that it is no longer regarded as material.

You will pass this section where, based on the Council's combined analysis, the Council identifies no material risks associated with the Bidder's financial standing (or that of any proposed guarantor) and therefore sees no material risk in the Bidder's (or guarantor's) financial ability to deliver the Contract.

You may also pass this section if the Council identifies a material risk but the Bidder (or any proposed guarantor) has provided clarification, mitigating factors or reasons in response to this which, in the reasonable opinion of the Council, sufficiently addresses the identified risk such that it is no longer regarded as material.

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

If so, please:

- (a) provide their name;
- (b) confirm that the relevant person or entity is willing to provide a guarantee or other security if required; and
- (c) provide evidence of their economic and financial standing, comprising, in respect of the proposed guarantor, all of the information requested by Q13 above.

[Insert YES or NO.]

[If yes, provide the information requested in items (a) to (c) above.]

Guarantor: evaluation

Where a guarantee is to be provided or is required due to the financial status of the Bidder, the guarantor must be of sufficient financial standing to meet the criteria set out in relation to the assessment of Q13 (see above).

The Bidder's response to this question will be checked for compliance and will then be assessed as part of the Council's overall assessment of the Bidder's financial standing, as described in relation to the assessment of Q13.

Where the Bidder is part of a wider group and its response to this Q14 does not confirm that a guarantee from either a parent company or another entity (e.g. a bank) can be provided, if necessary and, in the opinion of the Council, the absence of a guarantee poses a material risk to the Bidder's ability to deliver the requirements of the Contract, the Bidder may fail the overall financial capacity assessment.

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* = £10M
- b. Public Liability Insurance = £5M
- c. Professional Indemnity Insurance = £2M

*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)]

Insurance: evaluation

This is a pass/fail assessment.

You will pass this assessment if you confirm that you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated above.

You will fail this assessment if you do not so confirm.

Legal Capacity

No additional requirements

Legal capacity: evaluation

This is a pass/fail assessment.

You will pass this assessment if you confirm that your organisation, and every member of your supply chain in respect of whom the legal capacity conditions of participation (CoP) would be required in order for them to deliver their respective element of the Contract, meets the legal capacity CoP, **and** you provide evidence of meeting that CoP (and that of any such member of your supply chain) as indicated above.

You may fail this assessment if you do not so confirm or, if you have so confirmed, you do not provide the required evidence of meeting the CoP referred to above.

17. Data Protection:

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:

- a. to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services
- b. to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data
- c. to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable
- d. to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)
- e. to maintain records of personal data processing activities
- f. to regularly test, assess and evaluate the effectiveness of the above measures
- g. to comply with the Council's data protection obligations found at <https://www.bcpccouncil.gov.uk/privacy>.

[Insert Yes or No]

[Insert information in less than 500 words.]

Data protection: evaluation

This is a pass/fail assessment.

The Council will use the information provided in response to Q17 to assess your organisation's 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.

You must demonstrate that your organisation has the necessary technical facilities and measures (including systems and processes) in place or will have the same in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. The same information is required in respect of all associated persons and subcontractors.

You must provide the information listed in Q17 but may include relevant additional information in support of your response, if you wish to include it.

You may fail this assessment if you do not 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.

You may also fail this assessment if you do so confirm but if the Council considers that the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, will be insufficient to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects.

You will pass this assessment if:

- (a) you 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; and
- (b) the Council considers that the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, will be sufficient to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects.

Technical Ability

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.

Where this procurement is for works, the examples may be from the past five 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.

It is a mandatory requirement that each example contract provided must meet all of the below criteria (examples provided that do not meet these criteria will not be considered):

- a. Each example contract provided must be a contract that includes the delivery of systems similar to the one specified in our documentation.
- b. Each example contract provided must be a contract that includes the delivery of a system similar to the one specified by us, pursuant to a single contract or series of connected contracts awarded by the same contracting authority (for example, multiple contracts awarded to your organisation from a framework agreement and running either simultaneously or with substantial overlap in their contract periods).
- c. Your organisation must have been correctly professionally registered throughout the period of provision of each of your example contracts.
- d. Each named customer must be prepared to provide a customer reference for your performance of the contract, if required.

[If you cannot provide at least one example of previous contracts (on the following page) 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.]

	Contract 1	Contract 2	Contract 3
Name of customer organisation who signed the contract			
Name of Bidder 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			

Technical ability: evaluation

This is a pass/fail assessment.

The Council will assess your technical and professional ability based on the information provided in response to Q18 in conjunction with the evidence provided by your customer references (where the Council takes them up).

You must demonstrate you have the necessary technical and professional ability in terms of human and technical resources and experience to perform the Contract to the required quality standard. Bidders must provide:

- a. Up to three comparable contract examples; and
- b. Evidence within these contract examples to demonstrate that you have the necessary technical and professional ability.

Contract examples must meet all of the criteria listed in Q18.

Examples of call-off contracts awarded under framework agreements will be considered valid, but citing a framework agreement that you have been awarded (without any orders having been placed under it) will NOT be considered a valid contract example.

The Council will use the information you provide in this section to evaluate whether your organisation and/or members within a consortium and/or named sub-contractors have the relevant professional and technical ability to perform the Contract.

Bidders proposing to use sub-contractors should provide a relevant example in which one or more of their essential sub-contractors have delivered similar requirements. Separate examples are not required from each sub-contractor.

You must inform the Council of any changes to your bidding model or consortium arrangements and ensure that any new organisation has registered in the CDP and has entered its core Bidder information. In that event, the Council will carry out a further assessment in respect of any new organisation using the questions in this PSQ and any specific selection criteria. We may deselect a Bidder or a group prior to any award of contract, based on an assessment of the updated information.

You may fail this assessment if, based on the contract examples you have provided, the Council is not confident that you have the necessary technical and professional ability to deliver the Contract. You will pass this assessment if, based on the contract examples you have provided, the Council is confident that you have the necessary technical and professional ability to deliver the 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 in no more than 500 words or N/A if not using sub-contractors.]

Experience of sub-contractor management: evaluation

This is a pass/fail assessment.

The Council will use the information provided in response to Q19, in order to assess your organisation's experience of sub-contractor management.

If you propose to use sub-contractors to deliver parts of the Contract, then you must demonstrate that your organisation is able to maintain healthy supply chains, with appropriate procedures being used to ensure performance of the contract.

You may fail this assessment if you do not demonstrate to the Council's satisfaction that your organisation is able to maintain healthy supply chains, with appropriate procedures being used to ensure performance of the contract.

You will pass this assessment if:

- (a) you demonstrate to the Council's satisfaction that your organisation is able to maintain healthy supply chains, with appropriate procedures being used to ensure performance of the contract; or
- (b) you do not propose to sub-contract any element of the Contract and have so confirmed in your response to this question.

20. Organisational standards NOT REQUIRED

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]

Organisational standards: evaluation

This is a pass/fail assessment.

You may fail this assessment if:

- (a) You do not provide the information requested by this Q20; or
- (b) the information provided in response to this Q20 does not provide the Council with confidence that the Bidder's qualification/standards (and that of any other person who would be required to maintain qualification/standards in relation to the Contract or any element of it) would be reliably maintained throughout the Contract.
- (c) You will pass this assessment if the information provided in response to this question 20 provides the Council with confidence that the Bidder's qualifications/standards (and that of any other person who would be required to maintain registration in relation to the Contract or any element of it) would be reliably maintained throughout the Contract.

Commented [GN2]: If not applicable, keep numbering and heading, with note: "Question not used".

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 in no more than 500 words.]

Health and safety: evaluation

This is a pass/fail assessment.

You may fail this assessment if:

- (a) You do not provide the information requested by this Q21; or
- (b) the information provided in response to this Q21 does not provide the Council with confidence that you (and any other person delivering the Contract or any element of it) have in place arrangements to manage health and safety effectively and to control significant risks relevant to the Contract (including risks from the use of contractors, where relevant).

You will pass this assessment if the information provided in response to this Q21 provides the Council with confidence that you (and any other person delivering the Contract or any element of it) have in place arrangements to manage health and safety effectively and to control significant risks relevant to the Contract (including risks from the use of contractors, where relevant).

Part 3B – Policy-Driven Questions (where applicable)

**** Bidders note ****

Only complete Q22 - 29 for contracts over £5 million per annum.

If contract is below £5 million per annum, go straight to Q30 and complete the rest of the form.

Payment in Contracts – for contracts over £5 million per annum

22. Please confirm if you intend to use a supply chain* for this Contract or (if relevant) to deliver any call-off contract that may be awarded under this framework agreement. If you answer “No” you do not need to complete the rest of this section (Q23-25). Proceed to Q26.

[Information only]

*References to supply chain means Bidders or sub-contractors of any tier that execute any works, supply any products or provide any services that are used wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of the Contract.

[Insert Yes or No.]

23. 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. Please describe your systems that enable you to make such prompt and effective payments.

Evidence for self-declaration: Prior to contract award, the following evidence will be required from the successful Bidder to verify the Bidder's response to this question:

- a. A copy of your standard payment terms for all of your supply chain contracts.
- b. A copy of your procedures for resolving disputed invoices promptly and effectively.
- c. Details of any payments of interest for late payments you have paid in the past 12 months or which became due during the past 12 months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again.

[Insert Yes or No]

[Provide description of your systems in less than 500 words.]

[Submit the evidence for self-declaration, as separate attachments - item (a) with name “PSQ Q23a”, item (b) with name “PSQ Q23b; and item (c) with name “PSQ Q23c”.]

Payment in contracts: evaluation

This is a pass/fail assessment.

The Council will assess your ability to pay those in your supply chain promptly and effectively based on the information provided in response to Q23.

If you intend to use a supply chain to deliver parts of the Contract (or any call-off contract awarded under a framework agreement), then you must demonstrate that your organisation has systems in place to pay those in your supply chain within the agreed contractual terms.

You may fail this assessment if you do not demonstrate to the Council's satisfaction that your organisation has effective systems in place to ensure prompt payment of your supply chain.

You will pass this assessment if:

- (a) you demonstrate to the Council's satisfaction that your organisation has systems in place to pay your supply chain promptly and effectively within the agreed contractual terms; or
- (b) you confirm that you do not intend to use a supply chain for the Contract (or any call-off contract under a framework agreement) and have so confirmed in your response to this question.

24. Public sector contracts only:

Please confirm that for public sector contracts awarded under the Procurement Act 2023 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.

Evidence for self-declaration: Prior to contract award, the following evidence will be required from the successful Bidder to verify the Bidder's response to this question - a copy of your standard payment terms used with sub-contractors on public sector contracts subject to the Procurement Act 2023

[Insert Yes or No]

[Submit evidence for self-declaration as separate attachment, with name "PSQ Q24".

25. Payment Practice in the Supply Chain

(a) Please provide the percentage of invoices paid by your organisation to your immediate supply chain* on all contracts for **each** of the two previous six-month reporting periods**. This should include the percentage of invoices paid within each of the following categories:

1. Within 30 days of receipt of invoice
2. In 31 to 60 days of receipt of invoice
3. In 61 days or more of receipt of invoice
4. Due but not paid by the last date for payment under agreed contractual terms

Note: "Supply chain" refers to Bidders or sub-contractors of any tier that execute any works, supply any products or provide any services used wholly or substantially for the purpose of performing the contract.

*** You should explain in the tender documents what a reporting period is by referring to the DBT Guidance: www.gov.uk/government/publications/business-payment-practices-and-performance-reporting-requirements.*

(b) Please provide the average number of days taken by your organisation to pay an invoice to your immediate supply chain on all contracts for **each** of the two previous six-month reporting periods. You may cross-refer to publicly available data (e.g. published under the Reporting on Payment Practices and Performance Regulations 2017). Please provide links or references.

(c) If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why. Note: if you are required to submit an action plan under question 25 (d), this action plan must also set out steps to address your payment within agreed terms, to achieve a pass for question 25 (d).

(d) If you are unable to demonstrate that at least 95% of invoices payable to your supply chain have been paid within 60 days of receipt of invoice in at least one of the last two six-month reporting periods, please provide an action plan for improvement. This should include:

1. Identification of the primary causes of failure to meet the 95% of all supply chain invoices within 60 days or within agreed terms
2. Actions to address each cause

3. A mechanism for and commitment to regular reporting on progress to your audit committee (or equivalent)
4. Sign-off by a director
5. Publication of the plan on your website (a summary plan is acceptable).

If you have an existing action plan prepared for a different purpose, it is acceptable to attach this but it should contain the above features.

[Insert Information]

Payment Practice in the Supply Chain: evaluation

This is a pass/fail assessment.

The evaluation methodology for Q25 (c) is:

Bidder's performance	Assessment criteria	Outcome
Bidder pays all supply chain invoices within agreed terms.	Bidder meets the required standard.	Pass
Bidder does not pay all supply chain invoices within agreed terms but provides an explanation why.	Bidder meets the required standard.	Pass
Bidder does not pay all supply chain invoices within agreed terms and does not provide an explanation why.	Bidder does not meet the required standard.	Fail

The evaluation methodology for Q25 (d) is:

Bidder's performance	Assessment criteria	Outcome
Bidder pays at least 95% of all supply chain invoices in 60 days (90% or more if a valid action plan has been provided) and the Bidder's average payment time is 55 days or fewer. Both metrics are hit concurrently in at least one of the previous two six-month reporting periods.	Bidder meets the required standard.	Pass
Bidder is a new entrant to the market (trading for less than 12 months).	Bidder cannot yet show it meets the required standard.	Pass, and Bidder must also pass Q23 – 24 (where applicable)

Carbon Reduction Plan - for contracts over £5 million per annum

26. Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard.

[Insert Yes/No]

[Provide a link to your most recently published Carbon Reduction Plan here:]

27. Please confirm that your organisation is taking steps to reduce your GHG emissions over time and is publicly committed to achieving net zero by 2050.

[Insert Yes/No]

28. Please confirm your Net Zero Target Date (e.g. 2050)

[Insert Date]

29. Please complete the following Bidder Emissions Declaration:

Baseline Year: [Insert Year]

Scope 1: [Insert emissions (tCO₂e)]

Scope 2: [Insert emissions (tCO₂e)]

Scope 3: [Insert emissions (tCO₂e)]

Current/Most Recent Reporting Year: [Insert Year]

Scope 1: [Insert emissions (tCO₂e)]

Scope 2: [Insert emissions (tCO₂e)]

Scope 3: [Insert emissions (tCO₂e)]

Carbon Reduction Plan: evaluation

This is a pass/fail assessment, using the evaluation methodology below:

Bidder response	Assessment criteria	Outcome
Carbon Reduction Plan (CRP) is submitted which: - confirms the Bidder's commitment to achieving net zero by 2050; - contains emissions reported for all Scopes (in accordance with the required methodology); - indicates the environmental management measures that the Bidder will be able to apply when performing the Contract and the reporting period falls no more than 18 months prior to the date of the tender notice being published.	Bidder has met the requirements.	Pass

Where the CRP applies to the Bidder and its parent, please see requirements detailed directly below, in row 2.

Where the CRP applies to the Bidder and its parent, the requirements of the CRP are met in full and all of the following criteria are met: - the Bidder is wholly owned by the parent; - the commitment to achieving net zero by 2050 is set out in the CRP for the parent and is supported and adopted by the Bidder, together with a statement that this will apply to the Bidder; - the environmental measures set out are stated to be able to be applied by the Bidder when performing the Contract; - the CRP is published on the Bidder's website.	Bidder has met the requirements.	Pass
Parent CRP fails to meet the requirements of the CRP and additional requirements listed at row 2 directly above.	Bidder has failed to meet the required reporting standard.	Fail
CRP not submitted (for new market entrants, please see paragraph (a) below).	Bidder has failed to meet the required reporting standard.	Fail
CRP fails to confirm Bidder's commitment to achieving net zero by 2050.	Bidder has failed to meet the required reporting standard.	Fail
Emissions in the CRP are not reported for any Scopes or only for some Scopes, without an explanation why.	Bidder has failed to meet the required reporting standard.	Fail
Emissions in the CRP not reported for any Scopes or only for some Scopes but the Bidder provides an acceptable explanation why.	Bidder has met the requirements.	Pass
Reporting period is more than 18 months from the date of the tender notice being published, without an explanation why.	Bidder has failed to meet the required reporting standard.	Fail
Reporting period is more than 18 months from the date of the tender notice being published but provides an acceptable explanation why.	Bidder has met the required standard.	Pass
Bidder fails to indicate the environmental management measures that the Bidder will be able to apply when performing the Contract.	Bidder has failed to meet the required reporting standard.	Fail
Bidder fails to provide a completed and signed declaration within the CRP.	Bidder has failed to meet the required reporting standard.	Fail
a) Bidders should not be disadvantaged where they are a new entrant to the market (trading for less than 12 months). In these circumstances the Bidder should confirm their commitment to achieving net zero by 2050 and should publish a full CRP as soon as possible. b) Where the response is being completed on behalf of a consortium of Bidders, a CRP should be completed by each consortium member (see Conditions of participation for further guidance on groups of bidders).		

Tackling Modern Slavery (if applicable)

30. Modern Slavery Statement Compliance (or equivalent statement/document)

Please confirm whether your organisation meets the criteria of a 'relevant commercial organisation' under Section 54 of the Modern Slavery Act 2015 (i.e., carries on a business or part of a business in the UK, supplies goods or services, and has an annual turnover of £36 million or more).

If yes, please provide a link to your most recent Modern Slavery Statement and confirm that it includes information relating to the following areas:

- a. Organisation's structure, business, and supply chains
- b. Policies in relation to slavery and human trafficking
- c. Due diligence processes
- d. Risk assessment and management in business and supply chains
- e. Effectiveness measures and performance indicators
- f. Training and capacity building for staff

If no, but your organisation has a turnover of more than £36 million, please provide a link to an equivalent statement or document that addresses the areas listed above.

If your organisation does not meet the above criteria, please confirm whether you have voluntarily adopted any policies or practices to address modern slavery risks in your operations or supply chains.

[Insert Information]

Tackling Modern Slavery: evaluation

This is a pass/fail assessment, using the evaluation methodology below:

Bidder's performance	Assessment criteria	Outcome
Bidder 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) to (f) above.	Bidder meets the required standard.	Pass
Or		
Bidder 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.		

Bidder is 'a relevant commercial organisation' and is non-compliant with the requirements contained in section 54 of the Modern Slavery Act 2015 and associated guidance; and/or its statement does not include the information relating to (a) to (f) above. However, a satisfactory explanation has been provided and/or they have provided assurances that they will be compliant (where applicable) in advance of Contract award. Or Bidder is not 'a relevant commercial organisation' but has a turnover of over £36 million and has not provided a link to an equivalent statement or document and/or the statement or document does not include information relating to (a) to (f) above. However, a satisfactory explanation has been provided and/or they have provided assurances that they will be compliant (where applicable) in advance of Contract award.	Bidder meets the required standard.	Pass [This will be a provisional pass, subject to verification prior to award of Contract, if the Bidder has provided assurances that they will be compliant in advance of Contract award.]
Bidder is 'a relevant commercial organisation' and is non-compliant with the requirements contained within section 54 of the Modern Slavery Act 2015 and associated guidance; and/or the statement does not include information relating to (a) to (f) above. No satisfactory reason or assurances of future compliance (where applicable) has been provided. Or Bidder is not 'a relevant commercial organisation' but has a turnover of over £36 million and has not provided a link to an equivalent statement or document; and/or the statement does not include information relating to (a) to (f) above. No satisfactory reason or assurances of future compliance (where applicable) has been provided.	Bidder does not meet the required standard.	Fail [Bidder fails to satisfy the condition of participation and is unable to proceed in the procurement.]
Procuring Steel (if applicable)		
31.1 For projects or programmes involving a relevant steel procurement, please describe the supply chain management systems, policies, standards, and procedures your organisation has in place to ensure robust and transparent supply chain management.		
[Insert Information]		
31.2 Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing all supply chain members involved in steel supply or production to ensure a sustainable and resilient supply of steel.		
[Insert Information]		

Procuring Steel: evaluation

This is a pass/fail assessment, using the evaluation methodology below:

Bidder response	Assessment criteria	Outcome
Bidder provides a description at Q31.1 that is considered by the Council as sufficient to demonstrate robust supply chain management.	Bidder has met the requirements.	Pass
Bidder does not provide a response to Q31.1 or the description provided is considered by the Council (whose decision is final) as insufficient to demonstrate robust supply chain management.	Bidder has not met the requirements.	Fail
Bidder provides at least one example in response to Q31.2, which the Council considers that there is sufficient detail to demonstrate a high level of competency and effectiveness in managing all supply chain members.	Bidder has met the requirements.	Pass
Bidder does not provide any examples in response to Q31.2 and/or the Council considers the Bidder has provided insufficient detail on demonstrating a high level of competency and effectiveness in managing all supply chain members.	Bidder has not met the requirements.	Fail

Electronic Ordering and Invoicing

32. You will be required to work with the Council by receiving electronic purchase orders and submitting invoices electronically to the Council. The successful Bidder will be able to receive electronic purchase orders (PO) from the Council by e-mail and will be expected to submit electronic invoices and credit notes (in PDF format) to the Council.

Bidders will be required to follow the Council's good practice guidance, as found on the Council website:

<https://www.bcpccouncil.gov.uk/about-the-council/sell-to-us/send-us-an-invoice>.

Please can you confirm that you are willing to work with the Council including as a minimum receiving electronic POs and invoicing the Council electronically.

[Insert Yes or No.]

Electronic ordering and invoicing: evaluation

This is a pass/fail assessment.

Bidder response	Assessment criteria	Outcome
Bidder answers Yes.	Bidder has met the requirements.	Pass
Bidder answers No.	Bidder has not met the requirements.	Fail

Bidder Declaration on Ownership, Control or Operations in Russia or Belarus

33. (a) Please confirm whether the Bidder, any member of the group/consortium, or any subcontractor relied upon to deliver this Contract:

- i. is constituted or organised under the laws of Russia or Belarus;
- ii. is controlled by individuals or entities who are residents of or based in Russia or Belarus, including Persons of Significant Control (such as shareholders with more than 25% voting rights or the ability to appoint or remove a majority of the board of directors).

(b) If the answer is yes to at least one of the above - Q33 (a)(i) or (ii), please:

- i. confirm whether the Bidder has significant business operations in the UK or in a country with reciprocal rights of access to public procurement (such as the EU, US, or Canada); and
- ii. describe mitigation measures that the Bidder has employed to address the risks of Russian or Belarusian influence, to comply with UK regulations.

33. (a) (i) [Insert Yes or No.]

33. (b) (ii) [Insert Yes or No.]

If the answer is Yes to at least one of the above, then complete:

33. (a) (i) [Insert Yes or No. Insert information about the Bidder's business operations as requested.]

33. (b) (ii) [Insert information.]

Ownership, control or operations in Russia or Belarus: evaluation

This is a pass/fail assessment.

Bidder response	Assessment criteria	Outcome
The Bidder has no links to Russia or Belarus in terms of ownership, control, or legal organisation.	Bidder has met the requirements.	Pass
OR		
The bidder has declared Russian or Belarusian ownership or control but provides:		
- evidence of substantial operations in the UK or a country with reciprocal rights of access (e.g., EU, US). - effective mitigation measures that address the risks and demonstrate compliance with UK regulations.		
The Bidder is organised under Russian or Belarusian law and does not provide sufficient justification (e.g., no substantial operations in the UK or reciprocal jurisdiction).	Bidder has not met the requirements.	Fail
OR		
The Bidder has Russian or Belarusian ownership/control and:		
- fails to provide sufficient mitigation measures. - does not adequately address the risks or demonstrate independence from Russian or Belarusian influence.		

Part 3C – Transparency on Use of Artificial Intelligence (AI)

All questions in this Part 3C are for information only and will not be scored.

34.1 AI in Tender Preparation

Has any part of your tender response been generated or assisted by Artificial Intelligence (AI), including Large Language Models (LLMs)?

If yes, please:

- provide details of the AI tools used and the nature of their contribution;
- confirm that AI contributions have been checked and verified for accuracy.

[Insert Yes or No]

[If yes, please insert requested information in less than 500 words.]

34.2 AI in Contract Delivery

Do you intend to use AI in the delivery of the contract if awarded?

If yes, please describe the intended use, including any safeguards or governance measures in place.

[Insert Yes or No]

[If yes, please insert requested information in less than 500 words.]

34.3 AI Functionality

Does the solution or service you are proposing include any AI functionality (e.g. generative AI, machine learning, automation)?

If yes, please describe the AI functionality and how it will be used, including any implications for data use, transparency, or accountability.

[Insert Yes or No]

[If yes, please insert the requested information in less than 500 words.]

Confirmations

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