



# Academy Transformation Trust

## Connectivity, Communications, Security and Safeguarding Services Partner Procurement

### Procurement Specific Questionnaire

December 2025

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# PSQ Explainer (for suppliers)

In the explainer below, the contracting authority is Academy Transformation Trust [ATT] (a Private Limited Company by guarantee without share capital use of 'Limited' exemption (registered number 07846852) whose registered office is at Emmanuel Court, Reddicroft, Sutton Coldfield, England, B73 6AZ]. 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:

## Trust

Gaminder Mahil - gaminder.mahil@attrust.org.uk

## Moxton Education

Graham Thorpe – graham.thorpe@moxton-education.com

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

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

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

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

# Notes for Completion

Should applicants have any questions regarding this pre-selection process or the information provided please submit them to Mr Graham Thorpe via e-mail, [graham.thorpe@moxton-education.com](mailto:graham.thorpe@moxton-education.com) and cc [gaminder.mahil@attrust.org.uk](mailto:gaminder.mahil@attrust.org.uk) or by telephone 07540594557. The closing date for applicants to submit questions is Midday on the 5<sup>th</sup> January 2026. The Trust will provide an electronic response to any questions by 5pm on the 7<sup>th</sup> January **or before**.

Completed Qualification Questionnaires, with all relevant additional information, must be submitted to the above addresses by **Midday on Friday the 9<sup>th</sup> January 2026**. Submissions received after this date and time may not be accepted.

Applicants should not change the format of the PSQ in any way – please enter all information in the boxes provided.

Applicants must send completed Qualification Questionnaires in **Microsoft Word** format. Applicants may also send a copy as PDF to act as a 'point in time' uneditable copy if they wish.

Please make sure that the subject line used in your submission email is exactly as follows, but substituting your company name for [Company Name]. Moxton Education will send a confirmation email on receipt.

***ATT – Connectivity, Security & Safeguarding PSQ Submission for [Company Name]***

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

**The Contracting Authority may not contact Suppliers to provide missing information or corrections where there is an anomaly. It is the responsibility of the Supplier to ensure all requested information is provided.**

# Background

## Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our cross-phase group of academies was founded in 2011 and, since that time, we have grown to our current family of 22 academies (primary, secondary, post-16 and FE) operating across 10 English local authority areas.

## Current Academies

	Academy Name	Acronym	Pri/Sec	Address	Pupils
1	Beck Row	BEC	Primary	The Street, Beck Row, Bury St Edmunds, Suffolk IP28 8AE	250
2	Bristnall Hall	BHA	Secondary	Bristnall Hall Lane, Oldbury, W Mids, B68 9PA	1106
3	Caldmore	CPA	Primary	Carless Street, Walsall W Mids, WS1 3RH	400
4	Great Heath	GRE	Primary	Girton Close, Mildenhall, Suffolk, IP28 7PT	438
5	Iceni Secondary	ICS	Secondary	Stoke Road, Methwold, Thetford, Norfolk, IP26 4PE	588
6	Iceni primary	ICP	Primary	main street, Hockwold, Thetford, Norfolk, IP26 4LP	106
7	Jubilee	JUB	Primary	Tintern Crescent, Bloxwich, Walsall, W Mids, WS3 2SQ	194
8	Kingsmoor	KIN	Primary	Ployters Road, Harlow, Essex, CM18 7PS	294
9	Mildenhall	MCA	Secondary	The Hub, Mildenhall, Suffolk, IP28 7JX	1342
10	North Walsall	NWP	Primary	Derby Street, Walsall, W Mids WS2 7BH	212
11	Phoenix	PHO	Primary	Odell Road, Leamore, Walsall, W Mids, WS3 2ED	47
12	Pool Hayes	PHA	Secondary	Castle Drive, Willenhall, W Mids, WV12 4QZ	1160
13	Ravens	RAV	Primary	Nayland Drive, Clacton on Sea, Essex CO16 8TZ	290
14	Star	STA	Primary	Burnaby Road, Sandyford, SoT, ST6 5PT	165
15	Sun	SUN	Primary	Cauldon Ave, Newcastle-under-Lyme, Staffs, ST5 8JN	157
16	Sutton	SCA	Secondary	High Pavement, Sutton in Ashfield, Notts, NG17 1EE	821
17	Dukeries	DUK	Secondary	Whinney Lane, New Ollerton, Newark, Notts BG22 9TD	768
18	Hathaway	THA	Secondary	Hathaway Road, Thurrock, Essex< RM17 5LL	607



19	Nicholas Hammond	TNH	Secondary	Brandon Road, Swaffham, Norfolk, PE37 7DZ	685
20	Queen Elizabeth	TQE	Secondary	Witherley Road, Atherstone, Warwickshire, CV9 1LZ	733
21	Westbourne	WES	Secondary	Marlow Road, Ipswich, Suffolk, IP1 5JN	1038
22	FE	ATTFE	FE	Shared sites, hosted at SCA & DUK (Does not need dedicated connectivity, but will require dedicated safeguarding monitoring & reporting)	1500*
					<b>12901</b>

\*approximately 1500 learners, mostly adults

The Trust anticipates significant growth over the life of the contract, possibly as many as 30 additional schools over the next five years.

#### Current Connectivity

<b>Connectivity – Larger Schools</b>	Larger schools (all secondary schools and Great Heath Primary) currently operate with: <ul style="list-style-type: none"> <li>Primary leased line circuit of 1Gbps over a 1Gbps bearer</li> </ul>
<b>Connectivity – Smaller Schools</b>	Smaller schools currently operate with: <ul style="list-style-type: none"> <li>Primary leased line circuit of 200Mbps over a 1Gbps bearer</li> </ul>
<b>Connectivity – Trust HQ</b>	The Trust HQ has a leased line connection (300Mbps on a 1Gbps bearer). This circuit is currently in Yr1 of a 3yr agreement (ends 01/01/2028)
<b>Connectivity – all sites failover</b>	All sites are configured with a failover connectivity circuit which is generally VDSL operating at c.80Mbps download and c.20Mbps upload (connected to a Draytek VDSL Modem). Where practical this has been located away from the primary circuit equipment, linked through the use of a dedicated VLAN on the schools' switch infrastructure

## Procurement

The Trust's current connectivity contract is coming to an end in July 2026.

The Trust has taken this opportunity to review its requirements in terms of:

- Internet connectivity and,
- in the current climate of increased focus on cyber attacks in education, security at each site and across the wider Trust network.
- The safeguarding of students (but all users in general) as they use Trust ICT services and equipment

With increasing emphasis and use of moving to cloud based platforms to deliver key services, the Trust needs secure, reliable connectivity to these cloud services and the wider internet.

The Trust is in the final stages of moving as many services as possible 'off-site' and into the cloud – indeed, by the end of this academic year this project should be complete, though some services will need to remain local such as access control. To support this outcome, the Trust will require the successful bidder to provide a centralised hosting platform for key Trust services and applications to be delivered to/accessible from all sites.

With the majority of services moving into the cloud, connectivity between the school sites is minimised, but will still be required.

In addition to a secure network and central hosting there needs to be a comprehensive safeguarding solution, providing web filtering and activity monitoring to DfE KCSIE and other relevant DfE standards. This solution will deliver proactive and reactive filtering and monitoring, managing false positives and allowing Trust staff to be alerted so that they can manage effective and timely interventions when issues and/or concerns around how students (or other users) using Trust services and/or devices may arise.

Following internal review and due diligence, the Trust has decided that it wants to test the market to find the most advantageous partner to work with them to deliver the above outcomes

The value of this procurement has been set with an upper limit of **£2M (two million pounds)** over a maximum 60 month period.

## Requirements

The Trust requires the following:

- Secure Broadband/Internet connectivity for the Trust sites meeting, at a minimum, the DfE Digital and Technology Standards in Schools and Colleges
- The Trust is in the final stages of moving as many services as possible 'off-site' and into the cloud – indeed, by the end of this academic year this project should be complete. To support this outcome, the Trust will require the successful bidder to provide a centralised hosting platform for key Trust services and applications to be delivered to/accessible from all sites.
- Central hosting of key Trust-wide applications on Windows-based Virtual Machines

- A full safeguarding solution covering both Internet filtering and device/activity monitoring that, at a minimum, meets DfE KCSIE guidelines, but allow the Trust to proactively and reactively manage behaviour and safeguarding issues across its network.
- Detailed management information and reporting is required across the entire solution so that the Trust is aware of what traffic and activity is happening at the edge of the Local networks and across the Wide Area network at any given time.

The Trust will endeavour to give as much detail as possible in the Invitation to Tender distributed as part of Phase 2 to allow Suppliers to propose a suitable costed proposal.

## 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	Monday, 8 December 2025
PSQ clarifications open	Monday, 8 December 2025
PSQ clarifications questions cutoff	Monday, 5 January 2026
Last date for Clarification responses	Wednesday, 7 January 2026
PSQ Submission deadline	Friday 9 January 2026
ITT meeting for shortlisted bidders	Monday, 19 January 2026
Tender clarification open	Tuesday, 20 January 2026
Tender Clarification Close	Monday, 16 February 2026
Last Date for clarification responses	Friday, 20 February 2026
Tender Submission deadline	Friday, 27 February 2026
Bidders Presentations	Monday, 16 March 2026
Award Decision - bidders notified (target date)	Tuesday, 17 March 2026
Stand Still Start	Tuesday, 17 March 2026
Stand Still End	Monday, 30 March 2026
Contract preparation starts	Tuesday, 17 March 2026
Contract Pack Issued	Tuesday, 1 April 2026
Contract Signing complete by	Friday, 10 April 2026
Contract Award Notice Published	Friday, 10 April 2026

# Conditions of Participation

The Trust intends to limit the number of participating suppliers that will be invited to continue to the next stage and submit a proposal.

The Trust aims to invite a minimum of 5 suppliers to continue to the next stage. These shortlisted suppliers will be invited to participate in a one-to-one online meeting with the Trust to discuss the procurement and the Trust's 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 who where a similar solution has been required.

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 the provision of a 5-year Trust-wide Managed Communications Service, provided that they continue to express an interest to do so.

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

## *Technical capacity*

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

## *Economic and financial standing*

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

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

- annual turnover must be at least 4 times the annual value of the contract (i.e. a total of £1.6M)

If a bidder does not meet this criterion, then (at the Trust's 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 may *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 three 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 (Question 19)

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.	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

		Demonstrates experience in many areas but not all.	
Minor Reservation	4	Some evidence of appropriate knowledge, skills or experience. Demonstrates experience in many areas but with important omissions	Will reflect that the bidder has not provided sufficient evidence to demonstrate they have experience in this area. Answers will in parts be sketchy with little or no detail given of how they have experience in this area. Evidence provided is considered weak or inappropriate and is unclear on how this relates to the question.
Serious Reservations	2	Very little evidence of appropriate knowledge skills or experience	Will reflect that there are major weaknesses or gaps in the information provided. The bidder displays poor understanding and there are major doubts about fitness for purpose.
Unacceptable	0	No evidence/response	Will result if no response is given and/or if the response is not acceptable and/or does not cover the required criteria.

### Summary of Scoring Guide

Maximum score overall = 65

All scores indicated are for guidance purposes.

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

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

# Procurement Specific Questions

No.	Question
<b>Preliminary questions</b>	
1.	<p>What is your name? (supplier name)</p> <p>.....</p> <p><b>[Insert name]</b></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><b>[Insert unique identifier]</b></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"> <li>a. the name of the group/consortium</li> <li>b. the proposed structure of the group/consortium, including the legal structure where applicable</li> <li>c. the name of the lead member in the group/consortium</li> <li>d. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)</li> </ul> <p>.....</p> <p><b>[Insert information]</b></p>
4.	<p><b>[Where applicable]</b> Please confirm which lot(s) you wish to bid for?</p> <p>.....</p> <p><b>N/A – there are no lots in this contract.</b></p>
5.	<p>Are you on the debarment list?</p> <p>.....</p> <p><b>[Insert Yes or No]</b></p> <p><b>[If yes, insert details]</b></p>



## Part 1 – confirmation of core supplier information

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

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 all the above information with us.

-----  
**[Insert 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]**

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

The debarment list can be found here [The National Security Unit for Procurement - GOV.UK](#)

-----  
**[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 at least four times (4x) greater than the annual value of this contract as described earlier in this PSQ.

Is your annual turnover greater than £1.6M?

-----  
**[Insert Yes or No]**

- 13a Please prove your Annual Turnover & Profit Before tax for last 3 available years in the following table

Year	Turnover	Profit before tax

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

-----  
**[Insert Yes or No]**

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

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

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

Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:

- to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services
- to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data
- to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable
- to ensure legal safeguards are in place to lawfully transfer personal data outside the UK (if such transfers will take place)
- to maintain records of personal data processing activities
- to regularly test, assess and evaluate the effectiveness of the above measures

-----  
**[Insert Yes or No]**

**[Insert information]**

#### Organisational Standards

17. **Organisational standards**

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

-----  
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:

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ISO 27001

**[Insert Yes or No]**

Cyber Essentials

**[Insert Yes or No]**

Cyber Essentials Plus

**[Insert Yes or No]**

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#### Technical ability

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

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

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

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

For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed, or a special purpose vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the special purpose vehicle or sub-contractors (three examples are not required from each member).

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

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**Contract 1**

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

**Contract 2**

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

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**Contract 3**

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

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

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**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 or links to web pages will be non-compliant and will score 0.

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**19a**

That your organisation has recent experience of delivering a secure managed connectivity service to DfE Digital and Technology Standards in Schools and across a multi-site environment, managed by a Multi Academy Trust

.....  
[Insert information]

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**19b**

That your organisation has recent experience in a Trust's context regarding safeguarding solutions which comply to latest DfE KCSIE and other relevant guidance

.....  
[Insert information]

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19c

That your organisation has recent experience in designing and implementing highly secure solutions, resistant to cyber attacks and able to recover quickly should one occur.

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**[Insert information]**

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19d

That your organisation has experience of working with Trusts and Schools at a strategic level to deliver a technical solution that meets and adapts to the needs of schools – both primary, secondary, FE, & alternative provision

---

**[Insert information]**

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19e

That your organisation has experience of adding additional significant sites to an existing solution and managing the onboarding and contracts, ensuring that the sites maintain connectivity to essential MAT services.

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**[Insert information]**

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

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

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

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**[Insert information]**

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**21. Health and safety**

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

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**[Insert information]**

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## Confirmations

22. I confirm that:

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

-----  
**[Insert Yes or No]**

**Signed**

**Date**

**Name**

**Role**

**Phone number**

**Email**

**Postal address**

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