



BURNTWOOD

AN ACADEMY FOR GIRLS

Contract for security services
Selection questionnaire

Section 1: Introduction

Purpose of this document

Burntwood School (“the School”) requires the information sought in this selection questionnaire from candidates wishing to be appointed as the School’s provider of security services.

Responses to this selection questionnaire will be used to select candidates to receive invitations to tender for the proposed contract. Selected candidates will receive further information as to the next step of the process.

Candidates should note that the School does not consider that this procurement is subject to the full application of the Public Contracts Regulations 2015.

Organisation of this document

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Section 2: Background information

The full specification will be made available at the Invitation to Tender stage. We hope that the following background information is of use as an introduction, but candidates should be aware that it is subject to change.

Burntwood School is an Academy located at Burntwood Lane, London SW17 0AQ. The School's capacity exceeds 1,700, catering for girls aged 11-16 and a mixed sixth form.

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The School is seeking a security provider to supply on-site guarding and patrolling services 24/7 so it will include daytime, overnight and weekend shifts.

The estimated contract value is approximately £140,000 per year. It is intended that the contract will commence on 1 August 2019 and run for a fixed period of three years, with the possibility of extending the contract by one further year.

Section 3: Instructions for completion

The selection questionnaire can be found in Section 5 of this document.

Please answer every question. Many procurements generate a great deal of interest from potential contractors, so please ensure that you complete the questionnaire as requested. Failure to do so may result in your application being disqualified. If a question does not apply to you, please write N/A.

In order to simplify this process, you do not need to provide supporting documents, such as accounts, certificates, statements or policies with this document. **However, we may ask to see these documents at a later stage, so it is advisable you ensure that they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues.

Please return the form to:

Gloria Young
Principal's PA
Burntwood School
Burntwood Lane
London
SW17 0AQ
gyoung@burntwoodschool.com

The form can be returned by post or by e-mail. If sent by e-mail, it must be attached in Microsoft Word format or as a PDF file. Please clearly mark your envelope or email with the words "Security SQ".

The form **must be returned by 17:00 on 17 May 2019**. We have the right not to consider any forms received after this time.

We will contact you after this date to let you know whether you have been successful. If so, you will then be invited to tender for the contract.

If you have any queries about this form, please contact Howard Jackson, Deputy Principal on 020 8946 6201 or e-mail him at hjackson@burntwoodschool.com. Please note that, at this stage, we can only respond to queries about the selection process and not about the contract or its requirements.

Finally, please note that we have the right to end this process at any time, and therefore all work carried out by candidates is at their own risk and cost.

Section 4: Exclusion Grounds

Please answer the following questions in full. Please note that the School reserves the right to use its discretion to exclude a potential contractor where it can demonstrate by any appropriate means that the potential contractor is in breach of its obligations relating to the non-payment of taxes or social security contributions.

1	Grounds for mandatory exclusion	
Question number	Question	Response
1.1(a)	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this here, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the here.</p>	
	Participation in a criminal organisation.	Yes / No If Yes please provide details at 1.1(b)
	Corruption	Yes / No If Yes please provide details at 1.1(b)
	Fraud	Yes / No If Yes please provide details at 1.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes / No If Yes please provide details at 1.1(b)
	Money laundering of terrorist financing	Yes / No If Yes please provide details at 1.1(b)
	Child labour and other forms of trafficking in human beings	Yes / No If Yes please provide details at

		1.1(b)
1.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Yes / No
2.3(a)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	Yes / No
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or	

	have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	
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2	Grounds for discretionary exclusion	
	Question	Response
2.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this here, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
2.1(a)	Breach of environmental obligations?	Yes / No If Yes please provide details at 2.2
2.1(b)	Breach of social obligations?	Yes / No If Yes please provide details at 2.2
2.1(c)	Breach of labour law obligations?	Yes / No If Yes please provide details at 2.2
2.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes / No If Yes please provide details at 2.2

2.1(e)	Guilty of grave professional misconduct?	Yes / No If Yes please provide details at 2.2
2.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes / No If Yes please provide details at 2.2
2.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes / No If Yes please provide details at 2.2
2.1(h)	Been involved in the preparation of the procurement procedure?	Yes / No If Yes please provide details at 2.2
2.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes / No If Yes please provide details at 2.2
2.1(j)	Please answer the following statements	
2.1(j)-(i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes / No If Yes please provide details at 2.2
2.1(j)-(ii)	The organisation has withheld such information.	Yes / No If Yes please provide details at 2.2
2.1(j)-(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes / No If Yes please provide details at 2.2
2.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain	

	<p>confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>	<p>Yes / No If Yes please provide details at 2.2</p>
2.2	<p>If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>	

Section 4: Selection criteria

The School intends to invite between 5 and 7 candidates to tender for the contract, subject to there being sufficient numbers of suitable responses.

The selection questionnaire will be scored in accordance with the marking scheme below:

Question	Weighting
1 – Basic details of your organisation	Pass / fail: All fields must be completed accurately in order to progress.
2 – Financial information	Pass / fail: A risk-based assessment will be carried out based in part on Experian credit scoring.
3 - Insurance	Pass / fail: You must answer ‘Yes’ to this question to progress.
4 – Business activities and capacity	Scored: This question accounts for 50% of the available marks. Candidates will score between 5 points (business activities are highly relevant) and 0 points (business activities are of no relevance) for this question.
5.1 – Health and Safety	Pass / fail: You must answer ‘Yes’ to these questions or give an appropriate alternative explanation to progress.
5.2 – Equalities	Pass / fail: We must be satisfied that you demonstrate a reasonable understanding of the importance of equalities in order for you to progress.
5.3 – Training	Scored: This question accounts for 20% of the available marks. Candidates will score between 5 points (excellent understanding of the importance of staff development with excellent processes in place for ongoing training) and 0 points (no understanding and / or no processes) for this question.
6 – Modern Slavery Act 2015	Pass / fail: You must answer ‘Yes’ to these questions or give an appropriate alternative explanation to progress.

7 – References	<p>Scored: This question accounts for 30% of the available marks.</p> <p>Candidates will score between 5 points (all three references are highly relevant and of comparable or higher value to this contract) and 0 points (no relevant references) for this question.</p>
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Section 5: Selection questionnaire

1	BASIC DETAILS OF YOUR ORGANISATION	
1.1	Name of the organisation	
1.2	Contact name for enquiries about this SQ:	
1.3	Job Title:	
1.4	Company Address: Post Code:	
1.5	Telephone number:	
1.6	E-mail address: (if available)	
1.7	Website address (if any):	
1.8	Company Registration number (if this applies):	
1.9	Charity or other registration number (if this applies). Please specify registering body:	
1.10	Date of Registration: (if this applies)	
1.11	Registered address if different from the above: Post Code:	
1.12	Are you registered for VAT? If so, please provide Registration number:	

1.13	Is your organisation:	i) a public limited company?	
		ii) a limited company?	
		iii) a partnership	
		iv) other (please specify)	
1.14b	Are you acting as the lead organisation for a consortium?	Yes/No	
1.14	If members of your consortium or sub-contractors are likely to deliver a significant (over 50%) proportion of the contract, give their company name(s) and address(es). Please provide this information in a separate annex		
1.15	Name of (ultimate) parent company (if this applies):		
1.16	Companies House Registration number of parent company (if this applies):		

2	FINANCIAL INFORMATION		
2.1	What was your turnover in each of the last two financial years (if you are a consortium please state aggregated turnover)	£..... for year ended (dd/mm/yyyy)	£..... for year ended (dd/mm/yyyy)
2.2	Please indicate which of the following you would you be able to provide (please tick a minimum of one)		
	<i>A copy of your audited accounts for the most recent two years (if this applies)</i>		
	<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>		
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>		
	<i>Alternative means of demonstrating financial status if trading for less than a year</i>		
2.3	If requested, would you be able to provide a banker's reference?	Yes / No (please circle)	

3	INSURANCE	
3.1	Please confirm whether you would be willing and able to take the following levels of insurance cover if you are successful in winning the contract: <ul style="list-style-type: none"> - Public liability £5,000,000 - Employers' liability £10,000,000 	Yes / No

4	BUSINESS ACTIVITIES
4.1	<p>What are the main business activities of your organisation? (max 500 words)</p> <p>What capacity do you have, or could you draw upon, in order to provide a reliable service at the School?</p>

5.1	HEALTH & SAFETY	
5.1.1	Does your organisation have a written health and safety at work policy?	Yes / No
5.1.2	Does your organisation have a health and safety at work system*?	Yes / No
5.1.3	If "No" , to either of the above please explain why:	

5.2	EQUALITIES	
5.2.1	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	Yes / No
5.2.2	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?	Yes / No
5.2.3	In the last three years has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?	Yes / No
5.2.4	If the answer to question 2 and / or 3 is “ Yes ”, what steps did your organisation take as a result of that finding or investigation?	
5.2.5	What does your organisation do to ensure that equality and diversity is embedded within your organisation?	
5.2.6	Do you actively promote good practice in terms of eliminating discrimination in all forms through:	
5.2.6a	instructions to your employees concerned with recruitment, training and promotion?	Yes / No
5.2.6b	making guidance or policy documents concerning how the organisation embeds equality and diversity available to employees, recognised trade unions or other representative groups of employees?	Yes / No
5.2.6c	appropriate recruitment advertisements or other literature?	Yes / No
5.2.7	If we asked, could you provide relevant examples of the instructions, documents, recruitment advertisements or other literature?	Yes / No

5.3	TRAINING
5.3.1	<p data-bbox="325 338 1326 461">Please describe your approach to training of staff, both generally and in respect of new contracts: (max 500 words)</p>

6	Modern Slavery Act 2015 : Requirements under Modern Slavery Act 2015	
6.1	Are you or a relevant commercial organisation as defined by section 54 ("The Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes/No
6.2	If you have answered yes to question 6.1 are you compliant with the annual reporting requirements contained within section 54 of the Act 2015	<p>Yes</p> <p>Please provide the relevant url...</p> <p>No</p> <p>Please provide an explanation</p>

7	REFERENCES	
	Please provide details of up to three contracts public or private, in the last three years that are relevant to the School's requirement. (The customer contact should be prepared to speak to us if we wish to contact them). Referees need not be Schools.	
		Contract 1
7.1	Customer Organisation (name): Website (if available)	
7.2	Customer contact name, phone number and email	
7.3	Date contract awarded:	
7.4	Date contract completed:	
7.5	Brief description of contract (max 200 words)	
7.6	Value:	

		Contract 2
7.7	Customer Organisation (name): Website (if available)	
7.8	Customer contact name, phone number and email	
7.9	Date contract awarded:	
7.10	Date contract completed:	
7.11	Brief description of contract (max 200 words)	
7.12	Value:	

		Contract 3
7.13	Customer Organisation (name): Website (if available)	
7.14	Customer contact name, phone number and email	
7.15	Date contract awarded:	
7.16	Date contract completed:	
7.17	Brief description of contract (max 200 words)	
7.18	Value:	

If you cannot provide at least one reference, please briefly explain why (100 words max)

8	PROFESSIONAL AND BUSINESS STANDING	
	Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?	
8.1	Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
8.2	A conviction (or convictions) for a criminal offence related to business or professional conduct	Yes / No
8.3	Legal or administrative finding of commission of an act of grave misconduct in the course of business	Yes / No
8.4	Failure to fulfil obligations related to payment of social security contributions	Yes / No
8.5	Failure to fulfil obligations related to the payment of taxes	Yes / No
8.6	Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise	Yes / No
8.7	Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law	Yes / No
8.8	Failure to comply with food hygiene regulations, health and safety at work regulations or guidance from a local authority environmental services officer	Yes / No
8.9	If the answer to any of these is “ Yes ” please give brief details below, including what has been done to put things right.	

9	I declare that to the best of my knowledge the answers submitted in this SQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the Authority's requirement. I understand that the Contracting Authority may reject this SQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information	
FORM COMPLETED BY		
9.1	Name:	
9.2	Position (Job Title):	
9.3	Date:	
9.4	Telephone number:	
9.5	Signature: (for electronic submissions, please type your full name and send form using your work e-mail address)	