



Stratford-on-Avon District Council

**Supplier Selection Questionnaire (SSQ) for
Cash Collection Services**

Ref: CCS01/SDC/2019

Contract period: 20/07/2019 – 19/07/2024

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To be returned electronically, by email to: procurement@stratford-dc.gov.uk

By: **12:00 noon on Monday 03/06/2019**

Section 1 – Notes for completion

1.1 The “authority” means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable Suppliers to participate in this procurement process.

1.2 “You”/ “Your” or “Supplier” means the body completing these questions **i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided**. The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

1.3 This Supplier Selection Questionnaire (SSQ) has been designed to assess the suitability of a Supplier to deliver the authority’s contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.

1.4 Please ensure that all questions are completed in English in full and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please clearly state ‘N/A’.

1.5 Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.

1.6 Please return a completed **electronic** version of this document to procurement@stratford-dc.gov.uk. Please also submit one **paper copy** of your submission to the address below, ensuring that you print the label in Appendix 5 below and affix it to the front of the envelope / box containing your paper submission. Please note, both versions must be submitted by the stated deadline.

Procurement officer	Charlotte Hume
Contracting authority	Stratford-on-Avon District Council
Contact e-mail address	procurement@stratford-dc.gov.uk
Postal address	Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HX, UK
Deadline for receipt of SSQ (UK date and time)	12:00 noon on Monday 3 rd June 2019
Webpage for accessing electronic tender documents	http://www.stratford-dc.gov.uk/council/tender.cfm

1.7 Verification of Information Provided

Whilst reserving the right to request information at any time throughout the procurement process, the authority may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions in Part 6 of this SSQ relating to Technical and Professional Ability) the authority may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

1.8 Sub-contracting arrangements

(a) Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

(b) The authority recognises that arrangements in relation to sub-contracting may be subject to future change and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the

ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

1.9 Consortia arrangements

(a) If the Supplier completing this SSQ is doing so as part of a proposed consortium, the following information must be provided;

- names of all consortium members;
- the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
- if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

(b) Please note that The authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by The authority as being necessary for the satisfactory performance of the contract.

(c) All members of the consortium will be required to provide the information required in all sections of the SSQ as part of a single composite response to The authority i.e. each member of the consortium is required to complete the form.

(d) Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

(e) The authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

1.10 Confidentiality

(a) When providing details of contracts in answering section 6 of this SSQ (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

(b) The authority reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

(c) The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations. The authority will manage information and data in line with GDPR requirement.

1.11 Costs

The authority will not be liable for any costs or expenses incurred by Suppliers in completing this questionnaire.

Section 2 – Background and overview of Tender process

2.1 Background to the Stratford-on-Avon

Please note:

'Stratford-on-Avon' means the district of Stratford-on-Avon

'Stratford-upon-Avon' means the town of Stratford-upon-Avon

'SDC' means Stratford-on-Avon District Council

Stratford-on-Avon District Council (SDC) is one of five district Councils within the county of Warwickshire. The district covers a large rural area, of 979 km², in the middle of England. Over 115,200 people live in the district, within approximately 53,000 households. The largest town is Stratford-upon-Avon with 23,000 residents and there are five other smaller towns: Henley-in-Arden, Bidford-on-Avon, Alcester, Southam and Shipston-on-Stour.

Tourism is a key part of Stratford-on-Avon, especially the town of Stratford-upon-Avon, due, in the most part, to the connections of the town with William Shakespeare and the Royal Shakespeare Theatre. SDC's car parks provide the gateways to the town and district for many visitors and are therefore a crucial part of the town's infrastructure and a key contributor to the visitor experience.

The Council has approximately 250 employees offering a range of services to local community and businesses including:

- Housing
- Sports and leisure
- Culture
- Planning and developmental control
- Environmental health
- Benefits payments
- Council tax and NNDR collection
- Streetscene Services
- Car parking and CCTV

We are a non-profit organisation, primarily funded through taxation which is supplemented by income from some of our services. As such, our expenditure has to

be closely monitored and controlled to ensure that best value is achieved in all our activities.

2.2 Background to the Parking Service and the SDC Car Parks, Public Convenience paddlegates and other collection points included in the contract

Please Note: SDC's in-house Off-Street Parking Service provides management and enforcement of SDC's car parks. However, On-Street parking services are provided by Warwickshire County Council.

Car parks, public convenience paddlegates and other collection points are included in the contract as detailed in Appendix 1.

2.3 Contract overview

This contract is for the provision of (coins but not notes) collection service from parking pay machines (also referred to as paystations).

Also cash collection services from SDC's public convenience paddlegates (coins but not notes), the Stratford-on-Avon District Council Offices (coins and notes) and Venture House business centre (coins and notes). The contract includes cash only

Current cash collection schedules and frequencies will be set out in the Invitation To Tender procurement documentation

2.4 Overview of Tender process

Bidders short-listed for Invitation to Tender stage, will be invited to tender through an Invitation to Tender (ITT).

The authority shall shortlist a minimum of four (if more than that number pre-qualify) and a maximum of six Suppliers (at its absolute discretion) to progress to Invitation to Tender stage.

2.5 Indicative timetable:

The Authority reserves the right to vary the procurement timetable

	Stage	Date
	Publication of Prior Information Notice (PIN) on TED procurement website and Government Contracts Finder	30/01/2019
2	Publication of Supplier Selection Questionnaire (SSQ)	03/05/2019
3	Deadline for receipt of SSQ clarifications	26/05/2019
4	Target date for responses to SSQ clarifications	26/05/2019
5	Closing date for submission of SSQ (12:00 noon)	02/06/2019
6	Notification of outcome of SSQ evaluation and Invitation to Tender (ITT) issued to short-listed Suppliers	10/06/2019
7	Deadline for receipt of ITT clarifications	21/06/2019
8	Target date for responses to ITT clarifications	22/06/2019
9	Deadline for receipt of ITT submissions (12.00 noon)	29/06/2019
10	Notification of contract award decision	07/07/2019
11	"Alcatel" standstill period	07/07/2019 – 20/07/2019
13	Confirmation of contract award	20/07/2019
14	Contract implementation phase commences	20/07/2019

2.6 Evaluation Process

The authority will evaluate SSQs according to the criteria and weightings detailed below:

- **Qualification** – Suppliers will be deemed to have qualified provided a compliant SSQ has been submitted before the deadline and further provided Suppliers are not excluded on grounds specified in Parts 2 and/or 3 of Section 3. This is subject to selection as detailed in this SSQ.

- **Selection** – The selection criteria in

Part 3: Selection Questions (Sections 5, 6 and 7),

Part 5: Additional Questions (Sections 8 and 9) and
Part 6 (Section 10)

will be scored against the evaluation model detailed at Appendix 4.

The four (if more than that number pre-qualify), five or six (at the authority's absolute discretion) highest scoring Suppliers at the SSQ selection stage will be subject to a **credit information check**. Only those Suppliers that have acceptable credit information check reports, at the absolute discretion of the authority, will be invited to Invitation to Tender (ITT) stage. The authority reserves the right to carry out credit information checks on suppliers lower in the ranking in order to maintain the number required for the next stage.

Please note: The authority intends to use a financial agent to carry out credit information checks as part of the SSQ evaluation to establish if suppliers are financial viable to undertake the contract. Credit information checks are carried out by *N2 Check* and *Equifax*. The authority reserves the right to disqualify any Supplier with a **credit score of E or lower** for either or both credit information checks.

The authority reserves the right (but is under no obligation): -

- to disqualify any Supplier with a total SSQ score below **40%**; or

The authority reserves the right (but is under no obligation): -

- to clarify any issues arising from the responses to the SSQ with Suppliers during the assessment process. The authority reserves the right to reject or disqualify a Supplier who fails to respond to any such request adequately or by the deadline set by the authority.

The publication of this SSQ in no way commits the authority to award any contract pursuant to any procurement process, the authority reserves the right: -

- (a). to cancel the selection and evaluation process at any stage;
- (b). to amend the terms, conditions and/or requirements of the SSQ / procurement process; and/or
- (c). to cancel, postpone or suspend this procurement.

Section 3 – Supplier Selection Questionnaire**Part 1: Potential Supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the self-declaration at the end of Part 1.

Supplier Information		
Question 1	Question	Response
1.1 (a)	Full name of the Tenderer submitting the information	
1.1 (b)-(i)	Registered office address (if applicable)	
1.1 (b)-(ii)	Registered website address (if applicable)	
1.1 (c)	Trading Status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1 (d)	Date of registration in country of origin	
1.1 (e)	Company Registration Number (if applicable)	
1.1 (f)	Charity Registration Number (if applicable)	
1.1 (g)	Head office DUNS Number (if applicable)	
1.1 (h)	Registered VAT Number	
1.1 (i)-(i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in a member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

1.1 (i)-(ii)	If you responded yes to 1.1 (i)-(i), please provide the relevant details, including the registration number(s)	
1.1 (j)-(i)	It is a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (j)-(ii)	If you responded yes to 1.1 (j)-(i), please provide additional details of what is required and confirmation that you have complied with this	
1.1 (k)	Trading name(s) that will be used if successful in this procurement	
1.1 (l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered workshop c) Public service mutual	
1.1 (m) - (i)	Are you a Small, Medium or Micro Enterprise (SME)?	
1.1 (m)-(ii)	Number of employees (if known)	
1.1 (n)	Details of Persons of Significant Control (PSC) where appropriate: - Name; - Date of Birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for	

	<p>existing companies the 6 April 2016 should be used);</p> <ul style="list-style-type: none"> - Which conditions for being a PSC are met; <ul style="list-style-type: none"> • Over 25% up to (and including) 50% • More than 50% and less than 75% • 75% or more <p>(Please enter N/A if not applicable)</p>	
1.1 (o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head Office DUNS number (if applicable) - Head Office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
1.1 (p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head Office DUNS number (if applicable) - Head Office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Bidding Model								
	Question	Response						
1.2 (a)-(i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a)-(ii), (a)-(iii) and to 1.2 (b)-(i), (b)-(ii), 1.3, Sections 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a)-(ii) for reference purposes, and complete 1.3, Section 2 and 3.						
1.2 (a)-(ii)	Name of group of economic operators (if applicable)							
1.2 (a)-(iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.							
1.2 (b)-(i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>						
1.2 (b)-(ii)	If you responded yes to 1.2 (b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.							
	Name	<table border="1" style="width: 100%; height: 15px;"> <tr> <td style="width: 15%;"></td> </tr> </table>						
	Registered address	<table border="1" style="width: 100%; height: 15px;"> <tr> <td style="width: 15%;"></td> </tr> </table>						
	Trading status	<table border="1" style="width: 100%; height: 15px;"> <tr> <td style="width: 15%;"></td> </tr> </table>						

	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME yes/no					
	The role each sub-contractor will take in providing the works and/or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Contact details and declaration		
	Question	Response
1.3 (a)	Contact name	

1.3 (b)	Name of organisation	
1.3 (c)	Role in organisation	
1.3 (d)	Phone number	
1.3 (e)	E-mail address	
1.3 (f)	Postal address	
1.3 (g)	Signature (electronic is acceptable)	
1.3 (h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Grounds for mandatory exclusion		
Question 2	Question	Response
2.1	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, 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 this webpage.</p>	
2.1 (a)	Participation in a criminal organisation	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 2.1(b)
	Corruption	Yes <input type="checkbox"/> No <input type="checkbox"/>

		If yes please provide details at 2.1(b)
	Fraud	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 2.1(b)
2.1 (b)	<p>If you have answered yes to any questions in 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was form and the reasons for conviction.</p> <p>Identify 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 questions in 2.1(a), have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Cleaning)? If so please provide details in a separate appendix.	
2.3 (a)	<p>Regulations 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>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.3 (b)	If you have answered yes to question 2.3 (a), please provide further details in a separate appendix. 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.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Grounds for discretionary exclusion		
Question 3	Question	Response
3.1	<p>Regulations 57(8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, 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</p>	

	organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1 (a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (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 an arrangement with creditors, where its business activities are suspended or it is any analogous situation arising from a similar procedure under the laws and regulations in any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (g)	Aware of any conflict of interest within the meaning of Regulation 24 due to the	Yes <input type="checkbox"/> No <input type="checkbox"/>

	participation in the procurement procedure?	If yes please provide details at 3.2
3.1 (h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (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 <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (j)	Please answer the following statements	
3.1 (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 <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (j)-(ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (j)-(iii)	The organisation is not able to submit supporting documents required under Regulation 59 of the Public Contract Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (j)-(iv)		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to the negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	
3.1 (k)	Breach of Equality obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (l)	Breach of Health & Safety obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (m)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.2	If you have answered yes to any of the above, explain in a separate appendix what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

Part 3: Selection Questions

Economic and Financial Standing		
Question 4	Question	Response

4.1	Are you able to provide a copy of your audited accounts for the last two years if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	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.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Economic and Financial Standing		
Question 5	Question	Response

5.1	If you have indicated in Question 1.2(a)-(i) that you are part of a wider group, please provide further details:	
	Name of organisation	
	Relationship to the Supplier completing these questions	
5.1 (a)	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.1 (b)	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.1 (c)	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Question 6	Relevant Experience and Contract Examples
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSE's may include samples of grant-funded work. Contracts for services should have been performed during the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. For each contract, in a separate appendix, in no more than 500 words, please provide a brief description of each of the contracts, including evidence as to your technical capability in this market</p> <p>Consortia bids should provide relevant examples of where the consortium 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</p>

	<p>consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see Question 6.3.</p>		
	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
e-mail address			
Description of contract			
Contract start date			
Contract completion date			
Estimated contract value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, in a separate appendix, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).</p> <p>Evidence should include, but it is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).</p>
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6.3	If you cannot provide at least one example for Questions 6.1, in a separate Appendix, in no more than 500 words please provide an explanation for this 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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Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015		
Question 7	Question	Response
7.1	Are you a relevant commercial organisation as defined by Section 54 ("Transparency in the supply chains etc.") of the Modern Slavery Act 2015 ("the Act")	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.1 (a)	If you have answered yes to Question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.2 (b)	If you have answered yes to Question 7.1 (a) please provide the relevant URL	
7.3 (c)	If you have answered no to Question 7.1 (a) please provide an explanation in a separate appendix	

Part 4: NOT USED

Part 5: Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Insurance		
Question 8	Question	Response
8.1	Please self-certify whether you already have, or can commit to obtain, prior to the	

	commencement of the contract, the levels of insurance cover indicated below:	
8.1 (a)	Employer's (compulsory) Liability Insurance - £5,000,000 per incident <i>Please note this requirement is not applicable to Sole Traders</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Policy Number	
	Insurer	
	Indemnity Value	
8.1 (b)	Public Liability Insurance - £5,000,000 per incident <i>Please note this requirement is not applicable to Sole Traders</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Policy Number	
	Insurer	
	Indemnity Value	
8.1 (c)	Professional Indemnity Insurance - £5,000,000 per incident <i>Please note this requirement is not applicable to Sole Traders</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Policy Number	
	Insurer	
	Indemnity Value	

Skills and Apprentices	
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Question 9	
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	NOT USED
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Part 6: Project specific questions to assess technical and professional ability

Please include detail, where appropriate, in referenced Appendices.

Primary business and main products and services		
Question 10	Staffing numbers	
10.1	How many staff does your organisation employ specifically on cash collection services? (Please group into the following categories):	
	Managerial	
	Sales	
	Service engineers	
	Software development and support	
	Manufacturing and assembly	
	Other (please specify)	
Relevant Experience		
10.2	How long has your organisation been providing cash collection services?	
10.3	How many cash collection contracts (public or private sector) to you currently have in the UK?	
Location of Facilities (<i>For information only</i>)		
10.4	From which location will the contract be serviced? (please provide address)	
Quality Standards		
10.5	What arrangements and processes are in place to ensure quality in cash collection, transportation, counting and banking?	
Quality Assurance		
10.6	Are you currently certified, or have you applied for certification, to BS5750 / ISO9001 / EN29001 or an equivalent standard? (If yes, please provide evidence. If no, but your quality assurance measures comply with such a standard, please provide evidence).	<input type="checkbox"/> Yes <input type="checkbox"/> No

10.7	<i>NOT USED</i>	
	Customer Services	
10.8	Does your organisation have a current customer services policy and/or customer service standards policy? (If yes, please provide evidence and details of how this/these are implemented. If no, but you operate to a customer service standard, please provide evidence).	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Staff recruitment and training	
10.9	Does your organisation carry out pre-employment assessments and/or checks (e.g. interviews, references, DBS check)? (If yes, please provide evidence)	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.10	Does your organisation provide staff induction and training? (If yes, please provide evidence and details of induction and/or training provided)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	IT systems	
10.11	What IT systems does your organisation use to support the provision of cash collection services?	
	Environmental Management	
10.12	Does your organisation have an Environmental Policy and/or an environmental purchasing policy? (If yes, please provide evidence and detail of how this/these are implemented)	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.13	Is your organisation certified to ISO 14001:2004 or ISO14001:2015 or equivalent? (If yes, please provide evidence. If no, but your environmental management measures comply with such a standard, please provide evidence)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 4 - Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of..... (**Insert name of Supplier**).

I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the authority's requirement. The following appendices form part of our submission;

Section of SSQ	Appendix number

SSQ Completed by:

Name	
Role in organisation	
Date	
Signature	

Section 5. Freedom of Information Act / GDPR

This SSQ is made available on condition that its contents (including the fact that the Supplier has received this SSQ) is kept confidential by the Tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Supplier to submit a response.

As a public body, the authority is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

Suppliers should be aware that, in compliance with its transparency obligations (including those under GDPR), the Authority routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website without consulting the provider of that information.

The authority shall treat all Suppliers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party's commercial interests, and in accordance with the authority's transparency obligations.

Therefore, Suppliers are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the Supplier's competitive edge, has been clearly identified to the authority in the box below including the reasons why:

Appendix 1: Location of collection points

Please note: Details of frequencies and amounts of cash to collection to be confirmed at ITT stage

Location	Details and address
Car park paystations / parking pay machines	
Bridgeway car parks	https://www.stratford.gov.uk/parking-roads-transport/bridgeway-multi-storey-car-park.cfm https://www.stratford.gov.uk/parking-roads-transport/bridgeway-surface-car-park.cfm
Arden Street Car Park	https://www.stratford.gov.uk/parking-roads-transport/arden-street-car-park.cfm
Church Street Car Park	https://www.stratford.gov.uk/parking-roads-transport/church-street-car-park.cfm
Leisure Centre Car Park	https://www.stratford.gov.uk/parking-roads-transport/leisure-centre-car-park.cfm https://www.stratford.gov.uk/parking-roads-transport/leisure-centre-coach-lorry-park.cfm
Swans Nest Lane Car Park	https://www.stratford.gov.uk/parking-roads-transport/swans-nest-lane-car-park.cfm
Recreation Ground Car Park	https://www.stratford.gov.uk/parking-roads-transport/recreation-ground-car-park.cfm
Windsor Street Car Park	https://www.stratford.gov.uk/parking-roads-transport/windsor-street-car-park.cfm
Telegraph Street Car Park	https://www.stratford.gov.uk/parking-roads-transport/car-parks-in-shipston-on-stour.cfm
Public Convenience Paddlegates locations	
Bridgeway multi-storey car park public conveniences (ladies and gents)	https://www.stratford.gov.uk/parking-roads-transport/bridgeway-multi-storey-car-park.cfm
Waterside Public Conveniences (Ladies and Gents)	Stratford-upon-Avon, CV37 6BA
Windsor Street Car Park Public Conveniences (Ladies and Gents)	https://www.stratford.gov.uk/parking-roads-transport/windsor-street-car-park.cfm
Other collection point locations	
Stratford-on-Avon District Council offices	https://www.stratford.gov.uk/council-democracy/contact-the-council.cfm
Venture House Business Centre	https://www.venturehousestratford.co.uk/contact

Appendix 2: Template for the inclusion of supporting information

Tenderers should include any supporting evidence and information as appendices using the format below:

Appendix Number -
SSQ section -
Question number -
Supporting evidence

Appendix 3: Evaluation Criteria

The authority will assess the applications, based on the information submitted in the SSQ, as follows:

Pass / Fail Questions

No.	Question(s)	Fail Criteria	Pass Criteria
Part 3 – Selection Questions			
Question 4 – Economic and financial standing			
4.1 – 4.2	Evidence of economic/ financial standing	Failing to demonstrate economic / financial standing	Providing evidence of economic / financial standing
5.1 – 5.1(c)	Accounts and guarantee of wider group (if applicable)	Being part of a wider group and failing to provide ultimate / parent company accounts and guarantee arrangements	Answering No to 'Are you part of a wider group', or answering Yes and providing ultimate / parent company accounts and guarantee arrangements
Part 3 – Selection Questions			
Question 7 – Modern Slavery Act 2015			
7.1 – 7.1(c)	Compliance with the Modern Slavery Act 2015	Failing to demonstrate compliance	Demonstration of compliance
Part 5 – Additional Questions			
Question 8 - Insurance			
8.1 – 8.1 – (c)	Required insurance levels	Answering No	Answering Yes

Scored Questions

Part 3 – Selection questions

Question 6 – Technical and Professional Ability (60%)

No.	Question	%	Score 0	Score 1	Score 2	Score 3	Score 4
6.1 to 6.3	Relevant experience and contract examples	60	Failing to provide at least one example for questions 6.1 to 6.4 and failing to provide an explanation in response to 6.5 to the satisfaction of the authority	Failing to provide at least one example for questions 6.1 to 6.4 but providing an explanation in response to 6.5 to the satisfaction of the authority	Providing example(s) for questions 6.1 to 6.4 demonstrating only limited experience	Providing example(s) for questions 6.1 to 6.4 demonstrating a satisfactory level of experience	Providing example(s) for questions 6.1 to 6.4 demonstrating a high / comprehensive level of experience

Part 6 – Project specific questions to assess Technical and Professional Ability (40%)

No.	Question	%	Score 0	Score 1	Score 2	Score 3	Score 4
10.1	Organisational capacity	5	No information provided	Partial information provided and/or limited capacity in most areas of the organisation	Adequate capacity in some areas of the organisation only	Adequate capacity at all levels in the organisation	Extensive capacity at all levels in the organisation

10.2	Level of experience	5	No information provided	>1 year	1-9 years	10-19 years	20 years+
10.3	No. of current relevant contracts	10	No information provided or no relevant contracts	1-10	11-20	21 - 39	40+
10.4	Location of facilities	<i>Not scored, for information only</i>					
10.5	Quality assurance system	2	No information provided, or no evidence of quality assurance system(s) operated	Quality system(s) in place but major weaknesses identified / no evidence of effective use	Quality system(s) in place with minor weaknesses identified / limited evidence of effective use	Good quality system(s) in place and being used effectively	Comprehensive and robust quality system(s) in place and used effectively
10.6	Quality assurance certification	2	No information provided, or no certification with no evidence of compliant quality assurance measures	No certification with limited evidence of compliant quality assurance measures	<i>Not used</i>	No certification but comprehensive evidence of compliant quality assurance measures or evidence of application for certification.	Evidence of certification
10.7	<i>NOT USED</i>						
10.8	Customer services	4	No information provided, or no customer services policy and/or standards	Customer services policy and/or standards in place but no evidence of it/them being	Customer services policy and/or standards in place with limited evidence of it/them being	Customer services policy and/or standards in place with clear evidence of it/them being	Customer services policy and standards in place with comprehensive, robust evidence of them being

				incorporated in standard practice	incorporated in standard practice	incorporated in standard practice	implemented and incorporated in standard practice
10.9	Staff pre-employment assessment	2	No information provided, or no staff pre-employment assessment	Limited checks and/or assessment of staff pre-employment	<i>Not used</i>	Adequate checks and assessments of staff pre-employment	Robust and comprehensive checks and assessment of staff pre-employment
10.10	Staff induction /training	2	No information provided, or no corporate/service specific induction and training provided	Limited corporate and/or service specific induction and training provided	Corporate and service specific induction and training provided but no / limited on-going training given	Corporate and service specific induction and training provided with on-going training given	Comprehensive corporate and service specific induction with regular on-ongoing training and personal professional development
10.11	IT systems	4	No information provided, or no IT system(s) used.	Evidence of basic IT system(s) or limited evidence of service specific systems in supporting service delivery	Service specific system(s) used although not fully implemented / used to support service delivery	Service specific system(s) used fully to support service delivery	Sophisticated service specific system(s) used fully to support service delivery

10.12	Environmental Policy/ Purchasing Policy	2	No information provided, or no environmental or purchasing policy	One or both policies provided but no evidence of how they/it is being implemented to the benefit of the environment	One or both policies provided with limited evidence of how they/it is being implemented to the benefit of the environment	Both policies provided with clear evidence of how they/it is being implemented to the benefit of the environment	Both policies in place and a range of evidence and case studies / examples of how they are being implemented to benefit of the environment
10.13	Environmental Management system certification	2	No information provided, or no environmental management systems in place	Expired Certification, or current certification but no evidence of environmental management system being implemented	Current certification, evidence of application to certification, or similar standards, and environmental management system in place	Current certification and environmental management system in place with limited evidence of positive impact on the environment	Current certification and robust environmental management system in place which is having a significant, positive impact on the environment with a range of evidence of this.

Appendix 4:

Address label for paper copy of SSQ submission

Please print and attach the label below to the front of the envelope / box containing the paper copy of your Supplier Selection Questionnaire Submission:

Ref: CCS01/SDC/2019
Supplier Selection Questionnaire Submission

Charlotte Hume
Procurement Team
Stratford-on-Avon District Council
Elizabeth House
Church Street
Stratford-Upon-Avon
Warwickshire
CV37 6HX

**Not to be opened under any circumstances unless
authorised by the Procurement Team**