

Procurement for the Provision of

**Mental Health Support Services**

1. **Brighton and Hove**
2. **West Sussex**

(delete as appropriate)

for

NHS Sussex

Integrated Care Board (ICB)

Brighton and Hove City Council

**BASIC SELECTION CRITERIA**

**PART 1 AND PART 2**

**For completion by organisations being relied on (consortium members / subcontractors / supply chain etc)**

Project ref: C316974

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| **Part 1: Your information and the bidding model.** |
| You must answer all questions in parts 1 and 2. |
| **Please note:** A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described below). |
| Part 1 is required to ensure the Commissioner has the correct details of all organisations. Bidders must complete Part 1. A Bidder may be excluded on the grounds of insufficient or false information, in which case the Bidder and its Bid will not be considered or assessed any further. |

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| **Section 1** | **Your information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Name (if registered, please give the registered name) |  |
| 1.1(b) – (i) | Registered address (if applicable) or head office address |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status  a) - public limited company  b) - private 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 (if applicable) or date of formation. |  |
| 1.1(e) | Registration number (company, partnership, charity, etc if applicable). |  |
| 1.1(f) | Registered VAT number. |  |
| 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement as set out in the procurement documents in the country where your organisation is established? E.g. Companies House | Yes  No  N/A |
| 1.1(g) - (ii) | If you responded yes to 1.1(g) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide  - the website address,  - issuing body  - reference number. |  |
| 1.1(h) - (i) | For procurements for services only, is it a legal requirement in the country where you are established for you to:  a) possess a particular authorisation, or  b) be a member of a particular organisation,  to provide the requirements specified in this procurement? e.g. Care Quality Commission (CQC) registration? | Yes  No  N/A |
| 1.1(h) – (ii) | If you responded yes to 1.1(h) – (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference/registration number. |  |
| 1.1(i) | 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(j) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes  No |
| 1.1 (k) | Details of Persons with Significant Control (PSC)[[2]](#footnote-2), where appropriate[[3]](#footnote-3):  - 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;  - Which conditions for being a PSC are met:  - Over 25% up to (and including) 50%  - More than 50% and less than 75%  - 75% or more  (Please enter N/A if not applicable) |  |
| 1.1(l) | Details of your immediate parent company:  - Full name of immediate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  Please enter N/A if not applicable) |  |
| 1.1(m) | Details of ultimate parent company:  - Full name of ultimate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  (Please enter N/A if not applicable). |  |

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| **Please provide the following information about your approach to this procurement.**  **If this is a multi-lotted procurement, please complete the separate Basic Selection Criteria questionnaire provided for each lot you are bidding for.** | | |
| **Section 1 (cont.)** | **Bidding model** |  |
| **Question number** | **Question** | **Response** |
| 1.2(i)  1.2(ii) | Please indicate if you are bidding as a subcontractor or as part of a group or consortium?  If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:   1. The name of the group/consortium. 2. The proposed structure of the group/consortium, including the legal structure where applicable. 3. The name of the lead member in the group/consortium. 4. Your role in the group/consortium (e.g. lead member, consortium member, subcontractor). | Subcontractor  As part of a group or consortium |
| 1.3 | If you are proposing to use subcontractors please provide the details of the subcontractor completing this form[[4]](#footnote-4).  - Name  - Registration number  - Registered or head office address,  - Trading status   1. Public limited company 2. Private limited company 3. Limited liability partnership 4. Other partnership 5. Sole trader 6. Third sector 7. Other (please specify your trading status)   - Registered VAT number  - SME (Yes/No)  - The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables – if known  - The approximate % of contractual obligations assigned to each subcontractor, if known  - Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |
| 1.4 | **Lots**  Where applicable, please tell us which lot(s) you are part of a bid for? | (Delete as appropriate)  Lot a) Brighton and Hove  Lot b) West Sussex |

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| **Part 2: Exclusion Grounds** | | |
| Please answer the following questions in full. | | |
| Section 2: The Commissioner reserves the right to exclude a Bidder if they answer “Yes” to any of the questions in these sections. Bidders are allowed the opportunity to provide evidence of adequate and appropriate self-cleaning but this shall be assessed at the Commissioner’s discretion. | | |
| **Section 2** | **Grounds for mandatory exclusion** | |
| **Question number** | **Question** | **Declaration** |
| **2.1(a)** | **Within the past five years, anywhere in the world, have you or any person who:**   * **is a member of the supplier’s administrative, management or supervisory body, or** * **has powers of representation, decision or control in the supplier,** * **been convicted of any of the offences within the summary below and listed in full in** [**Annex D – Exclusion Grounds**](https://www.gov.uk/government/publications/ppn-0324-standard-selection-questionnaire-sq)**?** | |
| 2.1(a-i) | Participation in a criminal organisation. | Yes  No |
| 2.1(a-ii) | Corruption. | Yes  No |
| 2.1(a-iii) | Terrorist offences or offences linked to terrorist activities. | Yes  No |
| 2.1(a-iv) | Money laundering or terrorist financing | Yes  No |
| 2.1(a-v) | Child labour and other forms of trafficking in human beings. | Yes  No |
| 2.1(a-vi) | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes  No |
| 2.1(a-vii) | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes  No |
| 2.1(b) | If you answered yes to question 2.1(a), please provide further details, including:   * date of conviction and the jurisdiction, * which of the grounds listed the conviction was for, * the reasons for conviction, * the identity of who has been convicted.   If the relevant documentation is available electronically please provide:   * the web address, * issuing authority, * precise reference of the documents. |  |
| 2.1(c) | If you answered yes to question 2.1 (a), please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self cleaning). |  |

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| **Section 3** | **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions** | |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out on this in[**Annex D – Exclusion Grounds**](https://www.gov.uk/government/publications/ppn-0324-standard-selection-questionnaire-sq)**,** and should be referred to before completing these questions.  **Please Note:** We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions | | |
| Section 3: The Commissioner reserves the right to exclude a Bidder if they answer “Yes” to any of the questions in these sections. Bidders are allowed the opportunity to provide evidence of adequate and appropriate self-cleaning but this shall be assessed at the Commissioner’s discretion. | | |
| **Question number** | **Question** | **Declaration** |
| 3.1(a) | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.  If documentation is available electronically please provide:   * the web address, * issuing authority, * precise reference of the documents | Yes  No |
| 3.1(b) | If you have answered no to 3.1(a) please provide further details including the following:   * Country concerned, * what is the amount concerned * how the breach was established, i.e. through a judicial or administrative decision or by other means. * if the breach has been established through a judicial or administrative decision please provide the date of the decision, * if the breach has been established by other means please specify the means. |  |
| 3.1 (c) | Please also confirm whether 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. | Yes  No |

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| **Section 4** | **Grounds for Discretionary Exclusion** | |
| The detailed grounds for discretionary exclusion of an organisation are set out on this in[**Annex D – Exclusion Grounds**](https://www.gov.uk/government/publications/ppn-0324-standard-selection-questionnaire-sq)**,** and should be referred to before completing these questions. | | |
| Section 4: The Commissioner reserves the right to exclude a Bidder if they answer “Yes” to any of the questions in section 4.1 or “No” to any of the questions in section 4.2. Bidders are allowed the opportunity to provide evidence of adequate and appropriate self-cleaning but this shall be assessed at the Commissioner’s discretion. | | |
| **Question number** | **Question** | **Declaration** |
| **4.1** | **Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in** [**Annex D – Exclusion Grounds**](https://www.gov.uk/government/publications/ppn-0324-standard-selection-questionnaire-sq) **applied to you?** |  |
| 4.1(a) | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. See [**Annex D – Exclusion Grounds**](https://www.gov.uk/government/publications/ppn-0324-standard-selection-questionnaire-sq). | Yes  No |
| 4.1(b) | Breach of social law obligations? | Yes  No |
| 4.1(c) | Breach of labour law obligations? | Yes  No |
| 4.1(d) | Bankruptcy or subject of insolvency? | Yes  No |
| 4.1(e) | Guilty of grave professional misconduct? | Yes  No |
| 4.1(f) | Distortion of competition? | Yes  No |
| 4.1(g) | Conflict of interest? | Yes  No |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No |
| 4.1(i) | Prior performance issues? | Yes  No |
| **4.1(j)** | **Do any of the following statements apply to you?** |  |
| 4.1(j)(i) | You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the basic selection criteria. | Yes  No |
| 4.1(j)(ii) | You have withheld such information. | Yes  No |
| 4.1(j)(iii) | You are not able, without delay, to submit documents if/when required under regulation 59. | Yes (I am not able)  No (I am able) |
| 4.1(j)(iv) | You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No |
| **4.2** | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million. |  |
| 4.2(a)(i) | If you are a relevant commercial organisation please  confirm that you have published a statement as required by Section 54 of the Modern Slavery Act. | Yes  No  N/A |
| 4.2(a)(ii) | If you are a relevant commercial organisation please  confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54. | Yes  No  N/A |
| 4.2 (b) | If your latest published statement is available electronically please provide:   * the web address, * precise reference of the documents. |  |
| 4.3 | If you have answered YES to any of the questions in 4.1, or NO to any of the questions in 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self cleaning)  If you have answered NO to all of the questions in 4.1 or YES or N/A to all question 4.2 please state N/A in the response box. |  |

**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 and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

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

I understand that the authority may reject the bid 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.

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| Signature (electronic is acceptable) |  |
| Date |  |

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| **Contact details of those making the declaration** | |
|  | Response |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

1. See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). Overseas bidders are required to provide equivalent information. [↑](#footnote-ref-2)
3. Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. [↑](#footnote-ref-3)
4. This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. [↑](#footnote-ref-4)