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**SELECTION QUESTIONNAIRE RESPONSE
GUIDANCE, EVALUATION AND MARKING
SCHEME FOR**

CORPORATE SOFTWARE SOLUTIONS

REFERENCE NUMBER

RM 1042

ATTACHMENT 2

SELECTION QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION AND MARKING SCHEME

Section A – Background Questions

Section A of this Selection Questionnaire must be completed but will not be evaluated. However, if you fail to respond comprehensively and accurately to the Background Questions, your Tender may be deemed non-compliant and rejected on these grounds.

[SQA1] Please Read Please confirm that you have opened, read and understood each of the attachments in questions SQA1a to g and confirm that you agree with the statements in SQA1h to i by selecting YES or NO as appropriate:
[SQA1a] Attachment 1 – Invitation to Tender
[SQA1b] Attachment 2 – Selection Questionnaire Guidance, Evaluation and Marking Scheme
[SQA1c] Attachment 3 – Award Questionnaire Guidance, Evaluation and Marking Scheme
[SQA1d] Attachment 4 – Corporate Software Solutions Framework Agreement
[SQA1e] Attachment 5 – Corporate Software Solutions Call-Off Contract
[SQA1f] Attachment 6 – Terms of Participation
[SQA1g] Attachment 7 – Declaration of Compliance
[SQA1h] You have accessed and read the e-Sourcing Suite guidance, and understand that you MUST ensure you PRESS the red SUBMIT ALL DRAFT BIDS button to correctly submit the completed bid.
[SQA1i] You have accessed and read the section of the e-Sourcing Suite guidance on messaging, and understand that to send a message to the team running the procurement (i.e. the Authority) the context field of the message must contain the name of the procurement and ALL HOSTS selected in the 'to' box of the message.
Response Guidance You must confirm by selecting option YES or NO that you have read Attachments 1 – 7 in the e-Sourcing Suite and have accessed and read the e-Sourcing Suite guidance, and understand that you MUST ensure you PRESS the red SUBMIT ALL DRAFT BIDS button to correctly submit the completed bid. If you have any queries you must clarify these in accordance with paragraph 7 and within the period specified in paragraph 4 in Attachment 1 – Invitation to Tender.
[SQA2] Company Details Please complete the following details in the table provided within the e-Sourcing Suite: <ul style="list-style-type: none">- Company registration number (Companies House or equivalent);- Organisation's full legal name;- Organisation's address;- Company registration date; and- Company place of registration. It should be noted that this should be completed in respect of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).
[SQA2] Response Guidance This is the legal entity with whom we will contract if successful. The company registration details may be used for financial assessment in accordance with paragraph 9.3 in the ITT.
[SQA3] VAT Registration Number Please state the VAT or equivalent registration number for the organisation tendering. Where a Consortium Tender is being submitted, the organisation which is acting as Lead Contact must insert the Lead Contact's own VAT registration number in the text field.

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[SQA4] Trading Name

If applicable please state the trading name that will be used for this Procurement.

[SQA5a] Type of Organisation

Please select the type of organisation tendering from the following options:

- Public limited company;
- Limited company;
- Limited liability company;
- Sole trader;
- Limited liability partnership;
- Partnership;
- Established consortia;
- To be formed consortia;
- Special purpose vehicle;
- Mutual; and
- Other

[SQA5b] Other Type of Organisation

If you selected Other to the options provided in SQA5a, please provide details or state N/A if not applicable.

[SQA6] Organisation Size

Please select option **MICRO**, **SMALL**, **MEDIUM** or **LARGE** to indicate the size of organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).

[SQA6] Response Guidance

Please state the size of your organisation. Suppliers can be 'Large' or 'SME' (Small and Medium Sized Enterprises) please select the relevant option from the drop down menu. There are 3 classes of SME - Micro, Small and Medium.

Note that SME classification is not based on size alone. You must establish whether your organisation is an enterprise and then whether it is autonomous, a partner, or linked, before you can accurately classify yourself as an SME.

Detailed guidance on what constitutes an SME can be found via the Authority's website at:

<http://gps.cabinetoffice.gov.uk/i-am-supplier/find-opportunity/help-smes>

Where a Consortium Tender is being submitted, the Lead Contact must answer this question in respect of the size of its own organisation (and not the size of the Consortium).

[SQA7] Parent Company and Parent Company Registration Number

Please complete the following details in the table provided within the e-Sourcing Suite, in respect of your parent company:

- Company registration number (Companies House or equivalent);
- Organisation's full legal name;
- Organisation's address;
- Date of registration;
- Place of registration.

Please enter **N/A** in the first cell of the table if this question is not applicable.

Where a Consortium Tender is being submitted, the Lead Contact must provide the name(s) and details of the immediate parent company for each and every Consortium member in the table provided, where applicable.

[SQA8] Charities, Housing Association or Other Registration Number

If applicable, please state the Charities, Housing Association or other registration number your organisation has (or enter N/A).

Where a Consortium Tender is being submitted, the organisation which is acting as the Lead Contact must provide all the information required on behalf of each and every member of the Consortium.

[SQA9] Organisation History

Please provide a brief history of your organisation, including;

- any changes of ownership over the last five years;
- details of your relationship with any parent and associated companies;
- details of significant pending developments; and
- any changes in financial structure or ownership, prospective take-over bids, buy-outs and closures etc which are currently in the public domain and can be disclosed.

Where a Consortium Tender is being submitted, the Lead Contact must provide details for each and every member of the Consortium.

[SQA10] Organisation Chart

Please provide a one-page chart, illustrating your organisation's ownership structure including your relationship to any parent, subsidiaries or other Group or holding companies. This should be attached to this question and entitled "[insert your company name] - Organisation Chart".

Please select option YES or NO from the drop down selection list to indicate that you have attached your organisation chart.

YES – You have attached your organisation chart

NO – You have not attached your organisation chart

Where a Consortium Tender is being submitted, the Lead Contact must provide details for each and every member of the Consortium.

[SQA10] Response Guidance

Please attach your organisation chart as an attachment to this question at the paperclip symbol.

Please select option "Attachment provided" or "Attachment not provided" from the drop down selection list to indicate whether you have attached your organisation chart.

[SQA11] Consortia, Special Purpose Vehicles and Subcontracting

Please indicate how you will perform the Framework Agreement and any resulting Call-Off Contract by selecting options a), b), c) , d) or e) below.

- a) You will provide the Corporate Software Solutions Framework yourself without the use of third parties (subcontractors); or
- b) You are bidding in the role of prime contractor; and intend to use third parties (subcontractors) to provide some of the Corporate Software Solutions Framework; or
- c) You are bidding in the role of prime contractor; and intend to use third parties (subcontractors) to provide all of the Corporate Software Solutions Framework; or
- d) You are bidding as part of a consortium or special purpose vehicle and intend to use members only to provide the Corporate Software Solutions Framework; or
- e) You are bidding as part of a consortium or special purpose vehicle and intend to use third parties (subcontractors) to provide some of the Corporate Software Solutions Framework.

[SQA11] Response Guidance

Please carefully consider the guidance on contracting arrangements set out in the ITT before completing this question. In responding to this question, you should only consider subcontractors whose products or services will be integral to your provision of the Corporate Software Solutions framework that you intend to provide.

Please select the relevant option from the drop down selection list.

[SQA12] Consortia and Special Purpose Vehicles - Membership

If you are bidding as a Consortium or special purpose vehicle you must provide the following details for each member in the table provided in the e-Sourcing suite:

- Company registration number;
- Full legal company name, and trading name where applicable;
- Registered address;
- Type of organisation;
- Organisation size – **MICRO, SMALL, MEDIUM** or **LARGE**
- the role each member will take in delivering the Corporate Software Solutions framework; and
- the approximate % of contractual obligations assigned to each member.

Please enter **N/A** in the first cell of the table if this question is not applicable.

Where a Consortium Tender is being submitted, the organisation which is acting as Lead Contact must provide all the information required for each and every member of the Consortium.

[SQA13] Consortia and special purpose vehicles – Governance

If you are bidding as part of a Consortium or special purpose vehicle you must provide details of:

- the proposed structure of the entity (e.g. a corporate joint venture, with a new limited liability company established by the Consortium, with x and y as shareholders and guarantors);
- the percentage shareholdings of each member (if applicable); and
- which entities or persons will be signatories to the Framework Agreement and directly liable for the obligations of the entity (e.g. all members will be jointly and severally liable or the joint venture company will be liable).

Please state **N/A** if this question does not apply.

[SQA14] Consortia and special purpose vehicles – Other Bids

If you are a Consortium or special purpose vehicle you must state the full legal names (and trading names where appropriate) of any members who are also submitting a separate Tender (either in their own name or as part of another Consortium/special purpose vehicle or as subcontractor to another party) as part of this Procurement.

Please enter **N/A** in the first cell of the table if this question is not applicable.

Where a Consortium Tender is being submitted, the organisation which is acting as Lead Contact must provide all the information required for each and every member of the Consortium.

[SQA15] Subcontracting – Other Bids

If you are subcontracting any of the Corporate Software Solutions framework you must state the full legal names (and trading names where appropriate) of any subcontractors who are also submitting a separate Tender (either in their own name or as part of another Consortium/special purpose vehicle or as subcontractor to another party) as part of this Procurement.

Please enter **N/A** in the first cell of the table if this question is not applicable.

If you have listed subcontractors in response to this question and that supplier(s) has submitted a separate tender for this Procurement, the Authority reserves the right to contact the supplier(s) to ensure that they are aware of their inclusion in your bid. In the event that they are not aware of their inclusion as a subcontractor to you, the Authority reserves the right to reject all or the relevant part of your bid for this Procurement.

Where a Consortium Tender is being submitted, the Lead Contact must provide all the information required on behalf of every member of the Consortium.

[SQA16a] Financial Risk Assessment

The Authority will use the organisation name and company registration number you provided at SQA2 above to obtain a financial risk assessment. If you would prefer to have this financial assessment carried out in respect of a guarantor, such as your organisations ultimate parent body, then you may elect for this option on the understanding that you must submit a deed of guarantee (in the form provided at Framework Schedule 13) executed by you and your guarantor if you are awarded a place on the Framework. Please refer to paragraph 9.3 of Attachment 1 Invitation to Tender for further detail about the financial risk assessment the Authority will carry out.

Please select option Yes or No to indicate whether or not you wish your financial assessment to be carried out in respect of a guarantor.

YES – You would like your assessment to be carried out in respect of a guarantor

NO – You would like your assessment to be carried out in respect of your own organisation.

[SQA16b] Financial Risk Assessment

If your response to question SQA16a regarding provision of a guarantor is **YES**; please confirm that you will provide a deed of guarantee executed by yourselves and the guarantor in the form provided at Framework Schedule 13 (Guarantee).

[SQA16c] Financial Risk Assessment

If your response to question SQA16a regarding provision of a guarantor is **YES**; please complete the following details in the table provided within the e-Sourcing Suite, in respect of the organisation that will act as guarantee:

- The company registration number (Companies House or equivalent);
- Address;
- The organisations full legal name; and
- DUNS number.

Please enter N/A in the first cell of the table if this question is not applicable.

Section B – Grounds for Rejection

[SQB1a] – [SQB1i] Grounds for Mandatory Rejection (ineligibility)
[SQB1a] Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA (as amended)?
[SQB1b] Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption ("active corruption" means corruption as defined in Article 3 of the Council Act of 26 May 1997 or Article 3(1) of Council Joint Action 98/742/JHA)?
[SQB1c] Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted the offence of bribery, where the offence relates to active corruption ("active corruption" means corruption as defined in Article 3 of the Council Act of 26 May 1997 or Article 3(1) of Council Joint Action 98/742/JHA)?
[SQB1d] Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of bribery within the meaning of section 1 or 6 of the Bribery Act 2010?
[SQB1e] Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of fraud, where the offence relates to fraud affecting the financial interests of the European Communities' as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Communities within the meaning of:
[SQB1(ei)] the offence of cheating the Revenue?
[SQB1(eii)] the offence of conspiracy to defraud?
[SQB1(eiii)] fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978?
[SQB1(eiv)] fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006?
[SQB1(ev)] fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994?
[SQB1(evi)] an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993?
[SQB1(evii)] destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969?
[SQB1(eviii)] fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006?
[SQB1(eix)] making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006?
[SQB1f] Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002?
[SQB1g] Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996?
[SQB1h] Has your organisation or any directors or partner or any other person who has powers of

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representation, decision or control been convicted of an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994?

[SQB1i] Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any other offence within the meaning of the Public Sector Directive 2004/18/EC as defined by the national law of any relevant State?

[SQB1a] – [SQB1i] Response Guidance

You are required to select option **YES** or **NO** for each statement listed in questions SQB1a to i.

Under the Regulation 23(1) the Authority is required to exclude Potential Providers from participating further in this Procurement. If you cannot answer **NO** to every question in this section it is very unlikely that your Tender will be accepted, and you should contact the Authority for advice before completing your Tender.

[SQB2a] – [SQB2i] Discretionary Grounds for Rejection

Are any of the following statements true of your organisation?

[SQB2a] being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state?

[SQB2b] being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate.

[SQB2c] being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002, has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?

[SQB2d] Has your organisation been convicted of a criminal offence relating to the conduct of your business or profession?

[SQB2e] Has your organisation committed an act of grave misconduct in the course of your business or profession?

[SQB2f] Has your organisation failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which it is established?

[SQB2g] Has your organisation failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which it is established?

[SQB2h] Has your organisation been found guilty of serious misrepresentation in providing any information referred to within regulation 23, 24, 25, 26 or 27 of the Regulations, or has not provided such information in response to a request by the contracting authority?

SQB2i] If you selected **YES** for any questions SQB2a to SQB2h, you should set out the full facts of the relevant incident and any remedial actions taken in the box below.

[SQB2a] – [SQB2i] Response Guidance

You are required to select option **YES** or **NO** for each statement listed in questions SQB2a to h.

If you answer **YES** to any of the above questions, it is possible that your Tender might not be accepted. In the event that you answer **YES** to any of the above questions, please set out (in the space provided at SQB2i) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this Procurement.

The Authority is also entitled to exclude you in the event that you are guilty of serious misrepresentation in providing any information referred to within regulation 23, 24, 25, 26 or 27 of the Regulations or the Potential Provider fails to provide any such information requested by the Authority.

[SQB3] Tax Compliance

The Authority seeks to ensure that any organisation with whom it contracts has a history of Tax Compliance in the relevant States in which it operates.

Under the Public Contracts Regulations 2006, an authority can disqualify a supplier from participating in a procurement process if it has not fulfilled its tax obligations under UK law or of the relevant State in which the economic operator is established.

Disclosure of Tax Avoidance Scheme (DOTAS) is the legislative regime which requires promoters and taxpayers to disclose to HMRC the marketing or the use of certain tax avoidance arrangements. A failed DOTAS scheme is one which has been shown either through litigation or through settlement not to achieve the tax result that it set out to obtain.

[SQB3a] From 1 April 2013 onwards has your organisation's tax affairs given rise to a criminal conviction for tax related offences which is unspent, or to a penalty for civil fraud or evasion?

[SQB3b] From 1 April 2013 onwards has any of your organisation's tax returns submitted on or after 1 October 2012 been found to be incorrect as a result of:

- HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or
- the failure of an avoidance scheme which you were involved in and which was, or should have been, notified under the DOTAS.

[SQB3c] If you responded **YES** to either SQB3a or SQB3b, please provide the following information in the relevant text boxes:

- A brief description of the occasion, the tax to which it applied, and the type of "non-compliance" i.e. GAAR, Halifax Abuse Principle etc;
- The date of the original "non-compliance" and the date of any judgement against the supplier, or date when the return was amended; and
- The level of any penalty or criminal conviction applied.

[SQB3d] Details of any mitigating factors, including but not limited to:

- Corrective action undertaken by you to date;
- Planned corrective action to be taken;
- Changes in personnel or ownership since the occasion; and
- Changes in financial, accounting, audit or management procedures since the occasion.

[SQB3] Response Guidance

You are required to select option **YES** or **NO** for questions SQB3a and SQB3b.

If you select option **YES** to questions SQB3a or SQB3b then you must provide the further information requested in SQB3c and SQB3d.

The information provided at SQB3c and SQB3d will be taken into account by the Authority in considering whether or not the Tender will be permitted to proceed any further in this Procurement.

Section C – Terms of Participation and Compliance

[SQC1] Terms of Participation

You must indicate, by selecting option **YES** or **NO** whether you have read, understood and fully accepted the Terms of Participation without caveats or limitations as published in Attachment 6.

YES - You have read, understood and fully accepted the Terms of Participation as published in Attachment 6 without caveats or limitations.

NO - You have not read, and/or understood and /or fully accepted the Terms of Participation as published in Attachment 6 without caveats or limitations.

[SQC1] Response Guidance

This is a PASS/FAIL question. If you fail to select option YES without caveats or limitations, you will be unable to continue in the procurement.

Confirmation should be made by selecting the applicable response from the drop down response box below.

Providing a **YES** response means you fully accept, without caveats or limitations, the Terms of Participation as published at Attachment 6.

If you are unable to accept the Terms of Participation as published at Attachment 6 without caveats or limitations, by selecting **NO** (or not answering the question) then you will be unable to continue in the procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you confirm that you have read, understood and fully accept the Terms of Participation as published in the Attachment 6 without caveats or limitations.
Fail	By selecting NO , you confirm that you have not read, and/or understood and/or fully accepted the Terms of Participation as published in Attachment 6, without caveats or limitations.

[SQC2a] CORPORATE SOFTWARE SOLUTIONS FRAMEWORK AGREEMENT DECLARATION OF COMPLIANCE PART A

You must indicate, by selecting option **YES** or **NO**, whether you have read, understood and comply with each of the statements contained within Attachment 7 – Declaration of Compliance Part A.

YES - You have read, understood and comply with each of the statements contained within Attachment 7 - Declaration of Compliance Part A.

NO - You have not read, and/or understood and/or cannot comply with each of the statements contained within Attachment 7 - Declaration of Compliance Part A.

Response Guidance

This is a PASS/FAIL question. If you fail to select option YES, you will be unable to continue in the procurement.

Confirmation should be made by selecting the applicable response from the drop down response box below.

Providing a **YES** response means that you confirm that you have fully read, understood and can comply with each of the statements contained within the Declaration of Compliance Part A as published at Attachment 7.

If you are unable to confirm that you have fully read, understood and can comply with each of the statements contained within the Declaration of Compliance Part A as published at Attachment 7, by selecting **NO** then you will be unable to continue in the procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you confirm that you have read, understood and comply with each of the statements contained within Attachment 7 – Declaration of Compliance Part A.
Fail	By selecting NO , you confirm that you have not read and/or understood and/or cannot comply with each of the statements contained within Attachment 7 – Declaration of Compliance Part A.

[SQC2b] CORPORATE SOLUTIONS FRAMEWORK AGREEMENT DECLARATION OF COMPLIANCE PART B

You must indicate, by selecting option YES, NO or N/A to indicate that each of the sub-contractors and consortia members that you propose to use have read, understood and comply with each of the statements contained within Attachment 7 – Declaration of Compliance Part B.

YES - All of the subcontractors and Consortium members you propose to use have read, understood and can comply with each of the statements contained within Attachment 7 - Declaration of Compliance Part B or you do not intend to use subcontractors and/or Consortium members.

NO - Not all of the subcontractors and consortia members you propose to use have read, understood and can comply with each of the statements contained within Attachment 7 - Declaration of Compliance Part B.

N/A - this question does not apply to you because you do not currently have sub-contractors or consortia members.

Response Guidance

This is a PASS/FAIL question. If you fail to select option YES, you will be unable to continue in this Procurement.

Confirmation should be made by selecting the applicable response from the drop down response box below.

Providing a **YES** response means that each of the subcontractors and consortium members that you propose to use have read, understood and can comply with each of the statements contained within the Declaration of Compliance Part B as published at Attachment 7 or you do not intend to use subcontractors and/or consortium members.

If you are unable to confirm that each of the subcontractors and consortium members that you propose to use have read, understood and can comply with each of the statements contained within the Declaration of Compliance Part B as published at Attachment 7, by selecting **NO** then you will be unable to continue in the procurement.

Marking Scheme	Evaluation Guidance
<p>Pass</p>	<p>By selecting YES, you confirm that each of the subcontractors and consortium members you propose to use have read, understood and comply with each of the statements contained within Attachment 7 – Declaration of Compliance Part B or you do not intend to use subcontractors and/or consortium members.</p> <p>Or</p> <p>By selecting N/A, you confirm that this question does not apply to you because you do not currently have sub-contractors or consortia members.</p>
<p>Fail</p>	<p>By selecting NO, you confirm that each of the subcontractors and consortium members you propose to use have not read and/or understood and/or cannot comply with each of the statements contained within Attachment 7 – Declaration of Compliance Part B.</p>

SECTION D – FRAMEWORK SPECIFICS

[SQD1] Lots

Please indicate which Lot(s) you are tendering for by selecting Yes as appropriate in the table.

Lot 1 – Enterprise Resource Planning (ERP) Software Solutions

Lot 2 – Finance IT Software Solutions

Lot 3 – Human Resources (HR) and Payroll Software Solutions

Lot 4 – Customer Relationship Management (CRM) Software Solutions

Lot 5 – Enterprise Content Management (ECM) Software Solutions

Lot 6 – Data Management Systems (DMS) Software Solutions

Lot 7 – Mobile Application Solutions

Response Guidance

This question is for information purposes only.

[SQD2a] – [SQD2d] Non UK Businesses Only

[SQD2a] Please select YES or NO to indicate whether your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC, as amended) under the conditions laid down by that member state.

[SQD2b] If you selected **NO** to question SQD2a please give reasons.

[SQD2c] Please select YES or NO to indicate whether it is a legal requirement in the State where you are established for you to be licensed or to be a member of a relevant organisation in order to provide the Corporate Software Solutions Framework.

[SQD2d] If you selected **YES** to question SQD2c, please provide details of what is required and confirm that you have complied with this.

Response Guidance

If you are a non UK company you are required to select option **YES** or **NO** from the drop down list to each of the statements in questions SQD2a and SQD2c.

If you select option **NO** to question SQD2a or option **YES** to question SQD2c then you must provide reasons in SQD2b or SQD2d as appropriate.

[SQD3] Quality Management System

The requirement is to have, or will have in place, prior to commencement of this Framework Agreement a quality management system (QMS) relevant to the parts of your organisation that provide the Corporate Software Solutions by selecting one of the following options:

YES – Your organisation currently has a QMS that is relevant to the parts of the organisation that will deliver the Corporate Software Solution applicable to this Framework Agreement and you will provide supporting information.

NO BUT WILL HAVE IN PLACE – Your organisation does not currently have QMS that is relevant to the parts of the organisation that will deliver the Corporate Software Solutions applicable to this Framework Agreement but will establish a QMS prior to commencement of the Framework Agreement.

NO – Your organisation does not have a QMS that is relevant to the parts of the organisation that will deliver the Corporate Software Solutions applicable to this Framework Agreement and will not put one in place.

IF YOU RESPOND NO YOU WILL FAIL THIS QUESTION AND NOT BE AWARDED A FRAMEWORK AGREEMENT.

The QMS should be based on the principles of either ISO 9001 or the current European Foundation for Quality Management (EFQM) Excellence Model criteria or equivalent.

If you answer that you don't currently have a suitable system but will put one in place, you will not be able to commence work under the Framework Agreement until such time as these systems are evidenced to the Authority.

Response Guidance

You must confirm that you have a QMS relevant to the parts of your organisation that provide the Corporate Software Solutions.

If you do not have a QMS, you must confirm that one will be put in place prior to commencement of work under the Framework Agreement.

If you answer that you do not currently have a QMS but will put one in place, you will not be able to commence work under the Framework until these systems are evidenced to the Authority's satisfaction.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have confirmed that you have a QMS relevant to the parts of the organisation that will deliver the Corporate Software Solutions applicable to this Framework Agreement and have agreed to provide supporting information. By Selecting NO, BUT WILL HAVE IN PLACE , you confirm that you do not have a QMS that is relevant to the parts of the organisation that will deliver the Corporate Software Solutions applicable to this Framework Agreement but will establish a QMS prior to commencement of the Framework Agreement.
Fail	By selecting NO , you have not confirmed that you have a QMS relevant to the parts of the organisation that will deliver the Corporate Software Solutions applicable to this Framework Agreement and have not provided the supporting evidence. OR By selecting NO , you do not have a QMS that is relevant to the parts of the organisation that will deliver the Corporate Software Solutions applicable to this Framework Agreement and will not establish a QMS prior to commencement of the Framework Agreement.

[SQD4] Employer's Liability Insurance

Please indicate by selecting option **YES**, **NO** or **N/A** whether your organisation has, or will have prior to framework award, Employer's Liability insurance of at least £5 million per annum.

YES – your organisation has, or will have in place, Employer's Liability insurance of at least £5 million per annum and you will provide certification prior to framework award.

NO - your organisation does not have, and will not have in place Employer's Liability insurance of at least £5 million per annum prior to framework award.

N/A - your organisation does not require Employer's Liability insurance of at least £5million per annum because your organisation employs only the owner or close family members.

Employer's Liability insurance is a legal requirement except for businesses employing only the owner / close family members. Please note that **N/A** will therefore apply if your organisation employs only the owner or close family members.

[SQD4] Response Guidance

You must indicate whether you have, or will have, Employer's Liability insurance of at least £5 million per annum and be able to provide a valid in-date certification as evidence of the insurance being in place prior to framework award.

Please select option **YES** - certificate will be provided, **NO** or **N/A** from the drop down list.

If you select NO or you are unable to provide valid in-date certification as evidence of the insurance being in place prior to framework award then you will fail this question and be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have indicated that your organisation has, or will have Employer's Liability insurance of at least £5 million per annum and will provide valid in-date certification as evidence of the insurance being in place prior to framework award, OR You have selected option N/A from the drop down list.
Fail	By selecting NO , you have indicated that your organisation does not have or will not have Employer's Liability insurance of at least £5 million per annum prior to framework award.

[SQD5] Public Liability Insurance

Please indicate by selecting option **YES** or **NO** whether your organisation has or will have in place public liability insurance of at least £1 million per annum prior to framework award.

YES – your organisation has, or will have in place, public liability insurance of at least £1 million per annum and you will provide certification prior to framework award.

NO - your organisation does not have and will not have in place public liability insurance of at least £1 million per annum.

[SQD5] Response Guidance

You must indicate whether your organisation has or will have public liability insurance of at least £1 million per annum and be able to provide valid in-date certification as evidence of the insurance being in place prior to framework award.

Please select option **YES** - certificate will be provided, or **NO** from the drop down list.

If you select NO or you are unable to provide valid in-date certification as evidence of the insurance being in place prior to framework award then you will fail this question and be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have indicated that your organisation has, or will have, Public Liability insurance of at least £1 million per annum and will provide valid in-date certification as evidence of the insurance being in place prior to framework award.
Fail	By selecting NO , you have indicated that your organisation does not have and will not have Public Liability insurance of at least £1 million per annum prior to framework award.

[SQD6] Professional Indemnity Insurance

Please indicate by selecting option **YES** or **NO** whether your organisation has or will have in place Professional Indemnity insurance of at least £1 million per annum and will provide valid in-date certification as evidence of the insurance being in place prior to framework award.

YES – your organisation has or will have in place Professional Indemnity insurance of at least £1 million per annum and you will provide valid in-date certification as evidence of the insurance being in place prior to framework award.

NO - your organisation does not have and will not have Professional Indemnity insurance of at least £1 million per annum.

[SQD6] Response Guidance

You must indicate whether your organisation has or will have Professional Indemnity insurance of at least £1 million per annum and provide valid in-date certification as evidence of the insurance being in place prior to framework award.

Please select option **YES** - certificate will be provided, or **NO** from the drop down list.

If you select NO or you are unable to provide valid in-date certification as evidence of the insurance being in place prior to framework award then you will fail this question and be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have indicated that your organisation has or will have Professional Indemnity insurance of at least £1 million per annum and will provide valid in-date certification as evidence of the insurance being in place prior to framework award.
Fail	By selecting NO , you have indicated that your organisation does not have and will not have Professional Indemnity insurance of at least £1 million per annum prior to framework award.

[SQD7] Product Liability Insurance

Please indicate by selecting option **YES** or **NO** whether your organisation has or will have in place product liability insurance of at least £1million prior to framework award.

YES – your organisation has, or will have in place, product liability insurance of at least £1million and you will provide certification prior to framework award.

NO - your organisation does not have and will not have in place product liability insurance of at least £1million.

[SQD7] Response Guidance

You must indicate whether your organisation has or will have product liability insurance of at least £1million and be able to provide valid in-date certification as evidence of the insurance being in place prior to framework award.

Please select option **YES** - certificate will be provided, or **NO** from the drop down list.

If you indicate that your organisation does not have product liability insurance of at least £1million and will not be able to provide valid in-date certification as evidence of the product liability insurance being in place prior to framework award then you will fail this question and be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	By selecting YES , you have indicated that your organisation has, or will have, product liability insurance of at least £1million and will provide valid in-date certification as evidence of the insurance being in place prior to framework award.
Fail	By selecting NO , you have indicated that your organisation does not have and will not have product liability insurance of at least £1million prior to framework award.

Section E – Technical and Professional Ability

[SQL1E1] LOT 1 – Enterprise Resource Planning (ERP) Software Solutions Previous Experience and Comparable Contracts

The Authority shall assess your organisation's technical and professional ability to provide ERP Software Solutions.

You must populate the tables and text boxes in questions SQL1E1a-d within the e-Sourcing Suite with up to two contracts from the public or private sector within the past three years that fall within the scope of Lot 1 - ERP Software Solutions covering two or more of the following elements:

- Finance and accounting requirements - income, expenses, budgeting, forecasting, cash management, budgeting;
- Supply chain management;
- Corporate services – project & portfolio management, quality management;
- Manufacturing planning;
- Production planning;
- Project management;
- Inventory control;
- Planning and budgeting solutions;
- Pricing systems;
- Procurement systems;
- Licensing and accounting systems;
- Logistics; and
- Payment systems.

[SQL1E1a – b] Lot 1 – ERP Software Solutions - First Contract (Compulsory)

[SQL1E1a] Please provide the following information for your first ERP software solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL1E1b] Please provide a brief description of your first ERP software solution contract, relating your technical capability to provide the ERP software solution.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

[SQL1E1c - d] Lot 1 –ERP Software Solutions - Second Contract (Optional)

[SQL1E1c] Please provide the following information for your second ERP software solution contract:

- Customer contact name;
- Customer email or telephone number;

- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL1E1d] Please provide a brief description of your second ERP software solution contract, relating your technical capability to provide the ERP software solution.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

Response Guidance

You must populate the table and text boxes within the e-Sourcing Suite with up to two contracts (at least one contract must be provided and one further, optional contract may be provided) from the public or private sector which fall within the scope of Lot 1 – ERP Software Solutions and provide all of the information required in each part of the question to be deemed compliant.

The contract examples must cover two or more of the following elements of the requirements under Lot 1:

- Finance and accounting requirements - income, expenses, budgeting, forecasting, cash management, budgeting;
- Supply chain management;
- Corporate services – project & portfolio management, quality management;
- Manufacturing planning;
- Production planning;
- Project management;
- Inventory control;
- Planning and budgeting solutions;
- Pricing systems;
- Procurement systems;
- Licensing and accounting systems;
- Logistics; and
- Payment systems

The contracts provided must have been performed within the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be on notice that they may be contacted by the Authority, as the Authority reserves the right to verify the accuracy of the contract details provided.

The contracts provided must clearly and unambiguously fall within the scope of the requirement.

Contracts awarded under framework agreements through the call-off contracts will be considered valid, but framework agreements themselves will NOT be considered valid.

The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice.

Your contracts may cover situations where your organisation was acting as a prime contractor, a subcontractor or part of a consortium.

If both of your contract examples fail to achieve a “PASS” you will be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
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Pass	You have provided a contract which fully complies with the response guidance.
Fail	You have not provided a contract which fully complies with the response guidance. OR This question has not been answered.

[SQL2E1] LOT 2 – Finance IT Software Solutions Previous Experience and Comparable Contracts

The Authority shall assess your organisation’s technical and professional ability to provide Finance IT Software Solutions.

You must populate the tables and text boxes in questions SQL2E1a-d within the e-Sourcing Suite with up to two contracts from the public or private sector within the past three years that fall within the scope of Lot 2 – Finance IT Software Solutions covering one or more of the following elements:

- Finance and accounting requirements - income, expenses, budgeting, forecasting, cash management;
- Planning and budgeting solutions;
- Pricing systems;
- Payment systems;
- Procurement; and
- Licensing and accounting systems

[SQL2E1a - b] Lot 2 – Finance IT Software Solutions - First Contract (Compulsory)

[SQL2E1a] Please provide the following information for your first finance IT software solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL2E1b] Please provide a brief description of your first finance IT software solution contract, relating your technical capability to provide the Finance IT Software Solutions.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

[SQL2E1c - d] Lot 2 – Finance IT Software Solutions - Second Contract (Optional)

[SQL2E1c] Please provide the following information for your second finance IT software solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL2E1d] Please provide a brief description of your second finance IT software solution contract, relating your technical capability to provide the finance IT software solution.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

Response Guidance

You must populate the table and text boxes within the e-Sourcing Suite with up to two contracts (at least one contract must be provided and one further, optional contract may be provided) from the public or private sector that falls within the scope of Lot 2 – Finance IT Software Solutions and provide all of the information

required in each part of the question to be deemed compliant.

The contract examples must cover one or more of the following elements of the requirements under Lot 2:

- Finance and accounting requirements - income, expenses, budgeting, forecasting, cash management;
- Planning and budgeting solutions;
- Pricing systems;
- Payment systems;
- Procurement; and
- Licensing and accounting systems

The contracts provided must have been performed within the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be on notice that they may be contacted by the Authority, as the Authority reserves the right to verify the accuracy of the contract details provided.

The contracts provided must clearly and unambiguously fall within the scope of the requirement.

Contracts awarded under framework agreements through the call-off contracts will be considered valid, but framework agreements themselves will NOT be considered valid.

The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice.

Your contracts may cover situations where your organisation was acting as a prime contractor, a subcontractor or part of a consortium.

If both of your contract examples fail to achieve a “PASS” you will be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract which fully complies with the response guidance.
Fail	You have not provided a contract which fully complies with the response guidance. OR This question has not been answered.

[SQL3E1] LOT 3 - Human Resources (HR) and Payroll Software Solutions Previous Experience and Comparable Contracts

The Authority shall assess your organisation's technical and professional ability to provide HR and Payroll Software Solutions.

You must populate the tables and text boxes in questions SQL3E1a-d within the e-Sourcing Suite with up to two contracts from the public or private sector within the past three years that fall within the scope of Lot 3 - HR and Payroll Software Solutions covering one or more of the following elements:

Provision and implementation of systems and/or services for managing internal resources and payroll such as:

- Payroll - automated pay process based on employee time and attendance, and calculates various deductions and taxes;
- Benefits administration module – allows organisations to administer and track employee participation in benefit programmes (insurance, compensation, profit sharing, retirement);
- HR management module – basic demographic and address data, training and development, skills management;
- Performance management;
- People management;
- Absence management;
- Resource management;
- Recruitment – applicant tracking, web recruitment, talent attraction; and
- Other staff focused or staff support applications

[SQL3E1a - b] Lot 3 – HR and Payroll Software Solutions - First Contract (Compulsory)

[SQL3E1a] Please provide the following information for your first HR and payroll software solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL3E1b] Please provide a brief description of your first HR and payroll software solution contract, relating your technical capability to provide the HR and payroll software solution.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

[SQL3E1c - d] Lot 3 – HR and Payroll Software Solutions - Second Contract (Optional)

[SQL3E1c] Please provide the following information for your second HR and payroll software solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL3E1d] Please provide a brief description of your second HR and payroll software solution contract, relating your technical capability to provide the HR and payroll software solutions.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

Response Guidance

You must populate the table and text boxes within the e-Sourcing Suite with up to two contracts (at least one contract must be provided and one further, optional contract may be provided) from the public or private sector that falls within the full scope of Lot 3 – HR and Payroll Software Solutions and provide all of the information required in each part of the question to be deemed compliant.

The contract examples must cover one or more of the following elements of the requirements under Lot 3:

Provision and implementation of systems and/or services for managing internal resources and payroll such as:

- Payroll - automated pay process based on employee time and attendance, and calculates various deductions and taxes;
- Benefits administration module – allows organizations to administer and track employee participation in benefit programmes (insurance, compensation, profit sharing, retirement);
- HR management module – basic demographic and address data, training and development, skills management;
- Performance management;
- People management;
- Absence management;
- Resource management;
- Recruitment – applicant tracking, web recruitment, talent attraction; and
- Other staff focused or staff support applications

The contracts provided must have been performed within the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be on notice that they may be contacted by the Authority, as the Authority reserves the right to verify the accuracy of the contract details provided.

The contracts provided must clearly and unambiguously fall within the scope of the requirement.

Contracts awarded under Framework Agreements through the call-off contracts will be considered valid, but Framework Agreements themselves will NOT be considered valid.

The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice.

Your contracts may cover situations where your organisation was acting as a prime contractor, a subcontractor or part of a consortium.

If both of your contract examples fail to achieve a “PASS” you will be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract which fully complies with the response guidance.
Fail	You have not provided a contract which fully complies with the response guidance. OR This question has not been answered.

[SQL4E1] LOT 4 - Customer Relationship Management (CRM) Software Solutions Previous Experience and Comparable Contracts

The Authority shall assess your organisation's technical and professional ability to provide CRM software solutions.

You must populate the tables and text boxes in questions SQL4E1a-d within the e-Sourcing Suite with up to two contracts from the public or private sector within the past three years that fall within the scope of Lot 4 - CRM Software Solutions covering one or more of the following elements:

Implementation of systems and/or services for CRM such as:

- Sales and marketing - including pipeline activity and sales forecasting;
- Customer service – including case management;
- Ticket/incident management;
- Communication, social CRM and media monitoring;
- Records Management;
- Other customer focussed applications; and
- The ability to analyse and report out of the system.

[SQL4E1a - b] Lot 4 – CRM Software Solutions - First Contract (Compulsory)

[SQL4E1a] Please provide the following information for your first CRM software solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL4E1b] Please provide a brief description of your first CRM software solution contract, relating your technical capability to provide the CRM software solutions.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

[SQL4E1c - d] Lot 4 – CRM Software Solutions - Second Contract (Optional)

[SQL4E1c] Please provide the following information for your second CRM software solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL4E1d] Please provide a brief description of your second CRM software solutions contract, relating your technical capability to provide the CRM software solutions.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of

shared resource).

Response Guidance

You must populate the table and text boxes within the e-Sourcing Suite with up to two contracts (at least one contract must be provided and one further, optional contract may be provided) from the public or private sector that falls within the scope of Lot 4 – CRM Software Solutions and provide all of the information required in each part of the question to be deemed compliant.

The contract examples must cover one or more of the following elements of the requirements under Lot 4:

Implementation of systems and/or services for CRM such as:

- Sales and marketing - including pipeline activity and sales forecasting;
- Customer service – including case management;
- Ticket/incident management;
- Communication, social CRM and media monitoring;
- Records management;
- Other customer focussed applications; and
- The ability to analyse and report out of the system;

The contracts provided must have been performed within the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be on notice that they may be contacted by the Authority, as the Authority reserves the right to verify the accuracy of the contract details provided.

The contracts provided must clearly and unambiguously fall within the scope of the requirement.

Contracts awarded under framework agreements through the call-off contracts will be considered valid, but framework agreements themselves will NOT be considered valid.

The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice.

Your contract may cover situations where your organisation was acting as a prime contractor, a subcontractor or part of a consortium.

If both of your contract examples fail to achieve a “PASS” you will be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract which fully complies with the response guidance.
Fail	You have not provided a contract which fully complies with the response guidance. OR This question has not been answered.

[SQL5E1] LOT 5 – Enterprise Content Management (ECM) Software Solutions Previous Experience and Comparable Contracts

The Authority shall assess your organisation's technical and professional ability to provide ECM Software Solutions.

You must populate the tables and text boxes in questions SQL5E1a-d within the e-Sourcing Suite with up to two contracts from the public or private sector within the past three years that fall within the scope of Lot 5 - ECM Software Solutions covering one or more of the following elements:

- Document management;
- Document scanning services;
- Web content management;
- Records management;
- Image processing;
- Workflow management;
- Storage of (electronic) document / records; and
- Systematic control of the creation, receipt, maintenance and processes for capturing and maintaining information about business activities and transactions.

[SQL5E1a - b] Lot 5 – ECM Software Solutions - First Contract (Compulsory)

[SQL5E1a] Please provide the following information for your first ECM software solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL5E1b] Please provide a brief description of your first ECM software solution contract, relating your technical capability to provide the ECM software solutions.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

[SQL5E1c - d] Lot 5 – ECM Software Solutions - Second Contract (Optional)

[SQL5E1c] Please provide the following information for your second ECM software solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL5E1d] Please provide a brief description of your second ECM software solution contract, relating your technical capability to provide the ECM software solutions.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

Response Guidance

You must populate the table and text boxes within the e-Sourcing Suite with up to two contracts (at least one contract must be provided and one further, optional contract may be provided) from the public or private sector that falls within the full scope of Lot 5 – ECM Software Solutions and provide all of the information required in each part of the question to be deemed compliant.

The contract examples must cover one or more of the following elements of the requirements under Lot 5:

- Document management;
- Document scanning services;
- Web content management;
- Records management;
- Image processing;
- Workflow management;
- Storage of (electronic) document / records; and
- Systematic control of the creation, receipt, maintenance and processes for capturing and maintaining information about business activities and transactions.

The contracts provided must have been performed within the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be on notice that they may be contacted by the Authority, as the Authority reserves the right to verify the accuracy of the contract details provided.

The contracts provided must clearly and unambiguously fall within the full scope of the requirement.

Contracts awarded under framework agreements through the call-off contracts will be considered valid, but framework agreements themselves will NOT be considered valid.

The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice.

Your contracts may cover situations where your organisation was acting as a prime contractor, a subcontractor or part of a consortium.

If both of your contract examples fail to achieve a “PASS” you will be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract which fully complies with the response guidance.
Fail	You have not provided a contract which fully complies with the response guidance. OR This question has not been answered.

[SQL6E1] LOT 6 – Data Management Systems (DMS) Software Solutions Previous Experience and Comparable Contracts

The Authority shall assess your organisation's technical and professional ability to provide DMS software solutions.

You must populate the tables and text boxes in questions SQL6E1a-d within the e-Sourcing Suite with up to two contracts each from the public or private sector within the past three years that fall within the scope of Lot 6 - DMS Software Solutions covering one or more of the following elements:

Implementation of systems and/or services for data management, business intelligence and performance management requirements including but not limited to:

- Business intelligence and reporting systems;
- Data warehouse and data management systems;
- Data manipulation, quality and integration tools;
 - data quality solutions;
 - data manipulation solutions;
 - data integration solutions;
 - data discovery solutions; and
 - data mining solutions.
- Data analytics;
- Big data;
 - massively parallel processing (MPP) databases;
 - data mining grids;
 - distributed file systems;
 - distributed databases; and
 - scalable storage systems.

[SQL6E1a - d] Lot 6 – DMS Software Solutions - First Contract (Compulsory)

[SQL6E1a] Please provide the following information for your first DMS software solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL6E1b] Please provide a brief description of your first DMS software solutions contract, relating your technical capability to provide the DMS software solutions.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

[SQL6E1c - d] Lot 6 – DMS Software Solutions - Second Contract (Optional)

[SQL6E1c] Please provide the following information for your second DMS software solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL6E1d] Please provide a brief description of your second DMS software solution contract, relating your technical capability to provide the DMS software solutions.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

Response Guidance

You must populate the table and text boxes within the e-Sourcing Suite with up to two contracts (at least one contract must be provided and one further, optional may be provided) (from the public or private sector that falls within the scope of Lot 6 – DMS Software Solutions and provide all of the information required in each part of the question to be deemed compliant.

The contract examples must cover one or more of the following elements of the requirements under Lot 6:

Implementation of systems and/or services for data management, business intelligence and performance management requirements including but not limited to:

- Business intelligence and reporting systems;
- Data warehouse and data management systems;
- Data manipulation, quality and integration tools;
 - data quality solutions;
 - data manipulation solutions;
 - data integration solutions;
 - data discovery solutions; and
 - data mining solutions.
- Data analytics;
- Big data;
 - massively parallel processing (MPP) databases;
 - data mining grids;
 - distributed file systems;
 - distributed databases; and
 - scalable storage systems.

The contracts provided must have been performed within the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be on notice that they may be contacted by the Authority, as the Authority reserves the right to verify the accuracy of the contract details provided.

The contracts provided must clearly and unambiguously fall within the scope of the requirement.

Contracts awarded under framework agreements through the call-off contracts will be considered valid, but framework agreements themselves will NOT be considered valid.

The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice.

Your contracts may cover situations where your organisation was acting as a prime contractor, a subcontractor or part of a consortium.

If both of your contract examples fail to achieve a “PASS” you will be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract which fully complies with the response guidance.

Fail	You have not provided a contract which fully complies with the response guidance. OR This question has not been answered.
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[SQL7E1] LOT 7 – Mobile Application Solutions Previous Experience and Comparable Contracts

The Authority shall assess your organisation's technical and professional ability to provide mobile application solutions.

You must populate the tables and text boxes in questions SQL7E1a-d within the e-Sourcing Suite with up to two contracts from the public or private sector within the past three years that fall within the scope of Lot 7 - Mobile Application Solutions covering two or more of the following elements:

- mobile solution identification,
- design,
- deployment,
- development,
- testing,
- implementation,
- data take-on,
- migration,
- integration and security,
- user training,
- maintenance,

—solution hosting and support for a range of deployments in delivering customer's mobile application requirements to a variety of mobile devices.~~The Authority shall assess your organisation's technical and professional ability to provide mobile application solutions.~~

—You must populate the tables and text boxes in questions SQL7E1a-d within the e-Sourcing Suite with up to two contracts from the public or private sector within the past three years that fall within the scope of Lot 7 – Mobile Application Solutions covering one or more of the following elements:

- mobile solution identification, design, deployment, development, testing, implementation, data take-on, migration, integration and security;
- user training, maintenance and solution hosting and support for a range of deployments in delivering customer's mobile application requirements to a variety of mobile devices.

[SQL7E1a - d] Lot 7 – Mobile Application Solutions - First Contract (Compulsory)

[SQL7E1a] Please provide the following information for your first mobile application solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;
- Contract start date; and
- Contract completion date.

[SQL7E1b] Please provide a brief description of your first mobile application solutions contract, relating your technical capability to provide the mobile application solution.

Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

[SQL7E1a - d] Lot 7 – Mobile Application Solutions - Second Contract (Optional)

[SQL7E1c] Please provide the following information for your second mobile application solution contract:

- Customer contact name;
- Customer email or telephone number;
- Name of customer organisation;

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- Contract start date; and
 - Contract completion date.

[SQL7E1d] Please provide a brief description of your second mobile application solution contract, relating your technical capability to provide the mobile application solution.
 Your response must include details of the following:

- role you undertook in delivery of the solution including any relationships with third parties;
- scope of the contract (meaning subject, extent and focus); and
- scale of the contract (meaning size and value).

The level of resource allocated to the contract (including dedicated staff and roles and estimates for % time of shared resource).

Response Guidance

You must populate the table and text boxes within the e-Sourcing Suite with up to two contracts (at least one contract must be provided and one further, optional contract may be provided) from the public or private sector that falls within the scope of Lot 7 – Mobile Application Solutions and provide all of the information required in each part of the question to be deemed compliant.

The contract examples must cover one or more of the following elements of the requirements under Lot 7:

- mobile solution identification, design, deployment, development, testing, implementation, data take-on, migration, integration and security;
- user training, maintenance and solution hosting and support for a range of deployments in delivering customer’s mobile application requirements to a variety of mobile devices.

The contracts provided must have been performed within the past three years prior to the publication of the OJEU Notice to be valid.

The customer contact provided must be on notice that they may be contacted by the Authority, as the Authority reserves the right to verify the accuracy of the contract details provided.

The contracts provided must clearly and unambiguously fall within the scope of the requirement.

Contracts awarded under framework agreements through the call-off contracts will be considered valid, but framework agreements themselves will NOT be considered valid.

The customer contact provided must not be employed or appointed by your organisation or from within your associated group of companies within the past 3 years prior to the publication of the OJEU notice.

Your contracts may cover situations where your organisation was acting as a prime contractor, a sub-contractor or part of a consortium.

If both of your contract examples fail to achieve a “PASS” you will be excluded from this Procurement.

Marking Scheme	Evaluation Guidance
Pass	You have provided a contract which fully complies with the response guidance.
Fail	You have not provided a contract which fully complies with the response guidance. OR This question has not been answered.