



CONFIDENTIAL

MONMOUTHSHIRE COUNTY COUNCIL

South Monmouthshire Domiciliary Care and Support – Block Contracts

PRE-QUALIFICATION QUESTIONNAIRE GUIDANCE

Tender Return Date: Monday 9th December 2024

Scope of this Procurement

The contract term awarded will be for a period of four (4) years with an option to extend for a period of a further two (2) years, with a further option to extend for a further two (2) years.

It is intended that the Contract will commence on the 28th of April 2025.

Proposed Indicative Timetable

Stage	Date
Issue Contract Notice	Monday 21 st October 2024
Deadline for clarification questions from bidders via Proactis	Monday 11 th November 2024
Council's Responses to Clarification questions deadline	Monday 18 th November 2024
Closing date for submissions	Monday 9 th December 2024
Evaluation Period	Monday 9 th December 2024 – Thursday 30 th January 2025
Intention to Award Date	Friday 31 st January 2025
Contract Award Date (following 10 calendar day standstill)	Monday 10 th February 2025
Implementation Period	Monday 10 th February 2025 – Friday 25 th April 2025
Contract Commencement	Monday 28 th April 2025

Procurement Process

The PQQ represents the first part of a two-stage selection and award tender process.

For each section of the PQQ, evaluation weightings will be as follows:

Section A - Background/Bidder information/Information Concerning the Economic Operator - Pass/ Fail section

Section B - Mandatory Grounds for Exclusion – Pass/Fail section

Section C - Discretionary Grounds for Exclusion – Pass/Fail section

Section D - Economic & Financial Standing - Scored section: 30%

Section E - Capacity & Capability - Pass/ Fail section

Section F - Management – Scored section: 10%

Section G - Equal Opportunities - Pass/ Fail section

Section H – Sustainability – Pass/Fail section

Section I – Health & Safety – Pass/Fail section

Section J - Service Delivery – Scored section: 60%

Please Note that the threshold score for the PQQ stage is 50% in each of the scored sections

Suppliers who fail to meet the threshold score of 50% in each section, will not have their Method Statement questions evaluated

Suppliers who fail a 'Pass/ Fail' question, will not have their Method Statement questions evaluated

It is the applicant's responsibility to ensure that all information required is supplied and accurate. Any changes that could affect any of the answers contained within this questionnaire must be notified to Monmouthshire Council as soon as reasonably practicable.

In the event that Monmouthshire Council enters into an Agreement, the answers contained in this questionnaire will be binding upon the applicant and any misrepresentation within this questionnaire may lead to termination of the Agreement.

The applicant has no claim against Monmouthshire Council or any other organisation within the Welsh public sector for any cost or expenses incurred in completing this questionnaire.

Confidentiality

By receiving this PQQ, bidders agree to keep confidential the information contained in it or made available in connection with any further enquiries or provided during the course of the procurement process.

Freedom of Information Act 2000

Bidders are requested to specify with reasons if anything contained in its PQQ is confidential. Monmouthshire Council will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000.

Sub-Contracting, Partnership and Consortia Arrangements

Monmouthshire Council is willing to consider proposals from providers wishing to enter consortia, partnership, or sub-contracting arrangements to meet the requirements of their bid. The Council does, in consideration of such arrangements, reserve the right to approve any partner or sub-contracting organisation prior to the award of contracts.

The Council in approving any consortia, sub-contracting or partnership arrangement confirms that:

- a) Payments from the Council for all services delivered will be made to the lead provider only.
- b) It will remain the responsibility of the lead provider to reimburse any consortia, partner or subcontracted organisation for services provided within this contract.
- c) It will remain the responsibility of the lead provider to monitor the performance of any consortia, sub-contracting or partner organisation and be responsible for ensuring compliance with the requirements of the Council.
- d) The Council reserves the right to monitor and make recommendations to both the lead provider, consortia member, sub-contracted or partner organisations concerning any required improvements in service delivery, or areas of identified good practice.
- e) It remains the responsibility of the lead contracted provider to ensure that any consortia member, sub-contracted or partner organisation complies with all aspect of the requirements of the Council.

Question Set & Scoring Guidance:

Question Number	Section A – Background/Bidder information/Information Concerning the Economic Operator	Answer Type	Guidance
2.01	Name:	Text	
2.02	Are you Vat Registered?	Yes/No	
2.03	Vat -number if applicable: If no VAT- number is applicable, please indicate another national identification number, if required and applicable "	Text	This information is for verification only but Monmouthshire Council may exclude you if you provide incorrect information. If you are not registered for VAT this will not necessarily, preclude you from bidding. If you are bidding as, or on behalf of, a consortium, you should either provide the lead member's details here, or state that, if selected, the body will register and comply with relevant VAT legislation.
2.04	Postal Address:	Text	
2.05	Contact person or persons: Job Title/s: Telephone: E-mail Internet address (web address) (If applicable):	Text	Please repeat the information concerning contact persons as many times as needed.
2.06	Are you registered with the Care Inspectorate Wales (CIW) or any subsequent body or regulatory body that regulates and inspects this service type?	Yes/No	

2.07	If yes, please provide Care Inspectorate Wales (CIW) registration number.	Text	The Provider must be registered with the CIW or work towards registration before the commencement of the contract and for the duration of the contract and be fully compliant with the Regulations and Inspection of Social Care (Wales) Act 2016 (RISCA) and all other relevant legislation, regulations and amendments. If for any reason the Provider is not able to register with the CIW or loses their registration, then the Provider will not be able to hold a contract with Monmouthshire Council.
2.08	Are you a Small, Medium or Micro Enterprise (SME)?	Yes/No	For Information only
2.09	Please state whether you fall within one of these relevant classifications, and if so which one: a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual		See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ Sheltered workshops can also be known as Supported Businesses.

2.10	<p>Is your organisation (please indicate the option that applies):</p> <ul style="list-style-type: none"> i) a public limited company ii) a limited company iii) a limited liability partnership (LLP) iv) other partnership v) a sole trader vi) a consortium/consortium vii) other (please specify). 	Text	<p>This information will be used for identification purposes only Monmouthshire Council may exclude you if you provide incorrect information. If you are bidding as, or on behalf of, a consortium/consortium, please select this option and describe your organisation as requested.</p>
2.11	Please provide your company or LLP registration number (if applicable).	Text	<p>This information will be used for identification purposes only but Monmouthshire Council may exclude you if you provide incorrect information. If you are bidding as, or on behalf of, a consortium/consortium, please select this option and describe your organisation as requested.</p>
2.12	Are you bidding as the lead contact for a group of economic operators?	Yes/No	<p>This information will be used for identification purposes only but Monmouthshire Council may exclude you if you provide incorrect information. If you are bidding as, or on behalf of, a consortium, please select this option and describe your organisation as requested. Notably as part of a group, consortium, joint venture, similar.</p> <p>If yes, please ensure that the others economic operators provide a completed ESPD form (Excel format) which is available upon request. "</p>

2.13	<p>If you have answered "Yes" to the previous question and your organisation is a consortium/consortium please provide the following information (if not, please state Not Applicable):</p> <p>i) Company names and registration numbers (if applicable), of all consortium/consortium members</p> <p>ii) The lead member of the consortium/consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created)</p> <p>iii) If the consortium/consortium is not proposing to form a legal entity please give details of the proposed arrangements.</p>	Text	<p>This information will be used for identification purposes only but Monmouthshire Council may exclude you if you provide incorrect information if you are bidding as, or on behalf of, a consortium.</p>
2.14	<p>What are the main business activities of your organisation or consortium? Please limit your answer to a brief summary.</p>	Text	<p>This answer will not be evaluated but will be used by Monmouthshire Council to understand what goods and services your organisation provides. The answer to this question will not be used by buyers as part of a procurement exercise. Any evidence demonstrating your suitability to tender should be covered in your answers to other questions.</p>
2.15	<p>Are you or, if applicable, the group of economic operators proposing to use sub-contractors?</p>	Yes/No/N/A	<p>If yes, please provide information about the consortiums procedures and policies about vetting sub-contracts along with term and conditions you will enforce with the subcontractor i.e. payment terms etc.</p> <p>Monmouthshire Council may only select a bidding organisation to tender if all relevant personnel are registered or able to prove their competence in some form of appropriate way.</p>

	Section B – Mandatory Grounds for Exclusion		
3.01	<p>Has the economic operator been found guilty of:</p> <p>(a) serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.</p> <p>(b) It has withheld such information</p> <p>(c) It has been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and</p> <p>(d) It has unduly influenced the decision making process of the contracting authority or contracting entity, to obtain confidential information that may consider upon it undue advantages in the procurement procedure or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection, or award?</p>	Yes/ No	<p>Monmouthshire Council will not select you to tender if any of the mandatory grounds for exclusion apply. Monmouthshire Council may make its own checks and will require you to provide a record of convictions by responding to question.</p>
3.02	<p>Has the bidder been found to be guilty of a participation offence as defined by section 45 of the Serious Crime Act 2015</p> <p>Conspiracy within the meaning of</p> <ul style="list-style-type: none"> - 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 <p>where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime?</p>	Yes/ No	<p>Monmouthshire Council will not select you to tender if any of the mandatory grounds for exclusion are applicable. You should check the full text of the Serious Crime Act 2015 and take legal advice where appropriate. Monmouthshire Council may make its own checks and will require you to provide a record of convictions by responding to question. http://www.legislation.gov.uk/ukpga/2015/9/contents/enacted . If "Yes", please provide further details. These details will be used to decide whether the conviction disclosed is one of the types listed in which requires you to be excluded. If such a conviction exists, your organisation will be automatically excluded. The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.</p>

3.03	<p>Has the bidder been found guilty 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;</p> <p>The common law offence of bribery;</p> <p>Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983.</p>	Yes/ No	<p>Monmouthshire Council will not select you to tender if any of the mandatory grounds for exclusion apply. You should check the full text of the Public Bodies Corrupt Practices Act 1889 and section 1 of the Prevention of Corruption Act 1906 and take legal advice where appropriate. Monmouthshire Council may make its own checks and will require you to provide a record of convictions by responding to question.</p> <p>Public Bodies Corrupt Practices Act 1889 http://www.legislation.gov.uk/ukpga/Vict/52-53/69/contents/enacted</p> <p>Prevention of Corruption Act 1906 http://www.legislation.gov.uk/ukpga/Edw7/6/34/introduction</p> <p>Bribery Act 2010 http://www.legislation.gov.uk/ukpga/2010/23/contents</p> <p>Representation of the People Act 1983 http://www.legislation.gov.uk/ukpga/1983/2</p>
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3.04	<p>Has the bidder been found guilty of any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:</p> <ul style="list-style-type: none"> ● the common law offence of cheating the Revenue; ● the common law offence of conspiracy to defraud; ● 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; ● 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; ● 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; ● an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; ● 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; ● fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; ● the possession of articles for use in frauds 	Yes/ No	<p>Monmouthshire Council will not select you to tender if any of the mandatory grounds for exclusion apply. You should check the full text of the acts/laws and take legal advice where appropriate. Monmouthshire Council may make its own checks and will require you to provide a record of convictions by responding to question.</p> <p>If "Yes" Please provide further details. These details will be used to decide whether the conviction disclosed is one of the types listed which requires you to be excluded. If such a conviction exists, your organisation will be automatically excluded. The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.</p>
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	<p>within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;</p>		
3.05	<p>Has the bidder been found guilty of any offence:</p> <ul style="list-style-type: none"> - listed in section 41 of the Counter Terrorism Act 2008; - listed in schedule 2 to that Act where the court has determined that there is a terrorist connection; - under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points; 	Yes/ No	<p>Monmouthshire Council will not select you to tender if any of the mandatory grounds for exclusion apply. You should check the full text of the acts/laws and take legal advice where appropriate. Monmouthshire Council may make its own checks and will require you to provide a record of convictions by responding to question.</p>

3.06	<p>Has the bidder been found guilty of money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;</p> <p>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</p>	Yes/ No	<p>Monmouthshire Council will not select you to tender if any of the mandatory grounds for exclusion apply. You should check the full text of the acts/laws and take legal advice where appropriate. Monmouthshire Council may make its own checks and will require you to provide a record of convictions by responding to question.</p> <p>If "Yes Please provide further details. These details will be used to decide whether the conviction disclosed is one of the types listed which requires you to be excluded. If such a conviction exists, your organisation will be automatically excluded unless you can demonstrate evidence of your acceptability despite the existence of these grounds for exclusion. The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.</p>
3.07	<p>Has the bidder been found guilty of:</p> <ul style="list-style-type: none"> - An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; - An offence under section 59A of the Sexual Offences Act 2003 - An offence under section 71 of the Coroners and Justice Act 2009; - 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 - An offence under section 2 or section 4 of the Modern Slavery Act 2015" 	Yes/ No	<p>Monmouthshire Council will not select you to tender if any of the mandatory grounds for exclusion apply. You should check the full text of the acts/laws and take legal advice where appropriate. Monmouthshire Council may make its own checks and will require you to provide a record of convictions by responding to question.</p> <p>If "Yes"" Please provide further details. These details will be used to decide whether the conviction disclosed is one of the types listed which requires you to be excluded. If such a conviction exists, your organisation will be automatically excluded. The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.</p>

3.08	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes/ No	Please provide further detail in relation to the response you have selected. For further details see: https://www.gov.uk/government/publications/transparency-in-supply-chains-a-practical-guide http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted
3.09	The Modern Slavery Act 2015 only applies to suppliers who have over £36m. For companies below this threshold please confirm that you are aware of your obligation under the Code of Practice: Ethical Employment in Supply Chains, and if successful would you be willing to sign up to the Ethical Code of Practice.	Yes/ No	Monmouthshire Council will only select you if you are aware of your obligations under the Code of Practice: Ethical Employment in Supply Chains. If you are bidding on behalf of a consortium, please include data from all consortium members. Only select "Yes" if this applies to all consortium members Code of Practice: Ethical Employment in Supply Chains: https://gov.wales/topics/improvementservices/bettervmf/code-of-practice/?lang=en
3.10	Are you subject to the following: Any ongoing investigations or charges in relation to modern slavery and/or human rights abuses. Aware of any ongoing investigations or charges within your supply chain in relation to modern slavery and/or human rights abuses.	Yes/ No	Monmouthshire Council will only select you if you confirm that you are not subject to any ongoing investigations or charges in relation to modern slavery and/or human rights abuses. If you are bidding on behalf of a consortium, please include data from all consortium members. Pass = No Fail = Yes
3.11	If you have answered "Yes" to any of the previous questions, please provide further details. These details will be used to decide whether the conviction disclosed is one of the	Text	

	<p>types listed in which requires you to be excluded. If such a conviction exists, your organisation will be automatically excluded. The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.</p> <p>If you have answered "No" to the above questions please mark N/A</p>		
3.12	<p>Regulation 57(3) - Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of the following:</p> <p>Its obligations related to the payment of social security contributions.</p> <p>Its obligations related to the payment of tax.</p>	Yes/ No	<p>Monmouthshire Council will use this information to determine whether the mandatory grounds for exclusion apply to your organisation. If such grounds apply, your organisation will be automatically excluded. This would include adequate evidence of 'self-cleaning' (see Regulation 57 (13)- (17)). The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. These details will be used to decide whether the conviction disclosed is one of the types listed in Regulation 57 which requires you to be excluded. If such a conviction exists, your organisation will be automatically excluded.</p>
3.13	If 'Yes' please provide further details.	Text	

3.14	Regulation 57(3) - Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of social security contributions?	Yes/ No	Monmouthshire Council will use this information to determine whether the mandatory grounds for exclusion apply to your organisation. If such grounds apply, your organisation will be automatically excluded . This would include adequate evidence of 'self-cleaning' (see Regulation 57 (13)- (17)). The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. These details will be used to decide whether the conviction disclosed is one of the types listed in Regulation 57 which requires you to be excluded. If such a conviction exists, your organisation will be automatically excluded.
3.15	If 'Yes' please provide further details.	Text	
3.16	Have any of your organisation's tax returns submitted on or after 1 October 2015 a) Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; or b) Been found to be incorrect as a result of: • HMRC successfully challenging your organisation under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or • a tax authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or • the failure of an avoidance scheme in which your organisation was involved and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which your organisation is established.	Yes/ No	Monmouthshire Council may deem you ineligible to tender if any of these grounds for exclusion apply. If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion apply. Select "Yes" if these grounds apply to any consortium member.

3.17	<p>If you have answered "yes" to the above question, please provide details of any mitigating factors that you consider relevant and that you wish the Authority to take into consideration. This could include, for example:</p> <ul style="list-style-type: none"> • Corrective action undertaken to date; • Planned corrective action to be taken; • Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or • Changes in financial, accounting, audit or management procedures since the OONC. 	Text	<p>In order that Monmouthshire Council can consider any factors raised, the following information should be provided:</p> <ul style="list-style-type: none"> • A brief description of the occasion, the tax to which it applied, and the type of "non-compliance" e.g. whether HMRC or the foreign tax authority has challenged pursuant to the GAAR, the "Halifax" abuse principle etc. • Where the OONC relates to a DOTAS, the number of the relevant scheme. • The date of the original "non-compliance" and the date of any judgement, or date when the return was amended. • The level of any penalty or criminal conviction applied.
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	Section C – Discretionary Grounds for Exclusion		
4.01	Has your organisation had a contract cancelled, or not renewed, for breach of contract or failure to meet requirements within the last three years?	Yes/ No	Monmouthshire Council may use this information to determine whether you have a record of successful delivery of contracts. If you answer "yes" to this question and fail to provide convincing evidence that you have taken appropriate action to ensure the problems will not be repeated you may not be selected to tender. If you are bidding as, or on behalf of, a consortium, you should provide details for all consortium members. Select "Yes" if this applies to any consortium member.
4.02	Has the bidder, to its knowledge, breached its obligations in the following fields: Environmental law Social law Labour law	Yes/ No	Monmouthshire Council may exclude you from participation in a procurement procedure if, having investigated the circumstances, any of these grounds for exclusion is found to apply. For further details see: http://www.legislation.gov.uk/ukxi/2015/102/pdfs/ukxi_20150102_en.pdf If your response to the question is yes, within the Text provided please provide additional information.
4.03	Is the bidder in any of the following situations: <ul style="list-style-type: none"> • Bankrupt • Subject of insolvency or winding-up proceedings • In a situation that its assets are being administered by a liquidator or by the court • In an arrangement with creditors • In a situation that its business activities are suspended • In any analogous situation arising from a similar procedure under national laws and regulations • Guilty of grave professional misconduct 	Yes/ No	Monmouthshire Council may exclude you from participation in a procurement procedure if, having investigated the circumstances, any of these grounds for exclusion is found to apply. For further details see: http://www.legislation.gov.uk/ukxi/2015/102/pdfs/ukxi_20150102_en.pdf

4.04	Has the bidder entered into agreements with other economic operators aimed at distorting competition?	Yes/ No	Monmouthshire Council may exclude you from participation in a procurement procedure if, having investigated the circumstances, any of these grounds for exclusion is found to apply. For further details see: http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf
4.05	Is the bidder aware of any conflict of interest within the meaning of Regulation 24 due to the participation in the procurement procedure?	Yes/ No	Monmouthshire Council may not select a bidding organisation to tender without first having taken steps to avoid or mitigate any conflicts of interest. NOTE: In the event that you fail to declare a potential conflict of interest Monmouthshire Council may cancel any contract awarded. For further details see: http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf
4.06	Has the bidder or an undertaking related to it advised the organisation or contracting entity or otherwise been involved in the preparation of the procurement procedure?	Yes/ No	Monmouthshire Council may not select a bidding organisation to tender without first having taken steps to avoid or mitigate any conflicts of interest. NOTE: In the event that you fail to declare a potential conflict of interest Monmouthshire Council may cancel any contract awarded. For further details see: http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf
4.07	Has the bidder shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes/ No	Monmouthshire Council may exclude you from participation in a procurement procedure if, having investigated the circumstances, any of these grounds for exclusion is found to apply. For further details see: http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf

4.08	Have you, or has your organisation, been found to have employed the practice of 'blacklisting' in the last three years?	Yes/ No	If you or your organisation has used or run prohibited lists within the last 3 years, as defined in The Employment Relations Act 1999 (Blacklists) Regulations 2010, you must disclose this. Monmouthshire Council may deem you ineligible to tender unless you can demonstrate adequate evidence of 'self-cleaning' (see Regulation 57 (13)- (17)). The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the misconduct.
4.09	Is the bidder or has the bidder done the following: 1) Guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. 2) Withheld such information. 3) Cannot submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. 4) Influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes/ No	Monmouthshire Council may exclude you from participation in a procurement procedure if, having investigated the circumstances, any of these grounds for exclusion is found to apply. For further details see: http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf
4.10	If you have responded "Yes" to any of the questions above, within the textbox provided please provide additional information. (For more information please see the guidance provided). If you have responded "No" to all the questions above please input "N/A"	Text	

	Section D - Economic & Financial Standing	Criteria Weighting 30%	
5.01	If you have indicated in the questionnaire that you are part of a wider group or your organisation is a consortium/economic group, please provide further details. If you are not part of a wider group please response "N/A"	Text	If “Yes” please provide details of all known parties involved along with highlighting any financial or economic issues that may affect this tender procurement.

5.02	<p>Please provide your Dun & Bradstreet (DUNS) registration number. If you are not currently registered you must obtain a free DUNS number for your business by visiting http://www.dnb.co.uk/Forms/DUNS_Request.asp.</p>	Text	<p>Your DUNS number to be used by Monmouthshire Council to obtain a Dun & Bradstreet Financial Risk Indicator, the level of which will be scored as follows.</p> <p>Risk Rating of: Approved rating 1-2 – 10% Approved rating 3-4 – 7% Approved rating 5-6 - 5% Approved rating 7-9 – 2%</p> <p>This question is weighted 10%</p>
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5.03	<p>If you do not have a DUNS number already, please confirm that you have requested one.</p>	Text	<p>You must either have a DUNS number or have requested a DUNS number in order to bid. If the Contracting Authority intends to use the DUNS number to obtain a "failure score", or use a different credit reference agency to obtain a third-party analysis of your financial strength this will be made clear, along with any thresholds set.</p>
5.04	<p>Has your organisation been *profitable in each of the last two financial years?</p> <p>* Your profitability is defined as Earnings Before Interest and Tax (EBIT).</p> <p>Please note if you are successful you must be in a position to provide evidence if required, without delay, to confirm this prior to contract award. If you are bidding as, or on behalf of a consortium your profitability should take account of all consortium/consortium members and if successful you will be required to explain how you have arrived at your answer.</p>	<p>Select Options</p> <p>Profit both years</p> <p>Profit one year</p> <p>No profit</p>	<p>Monmouthshire Council may not select you to tender if you have not been profitable in any of the last two financial years. Monmouthshire Council may make an exception if you can explain why these losses should not be seen as representing a significant risk to your financial stability.</p> <p>This question is weighted 10%</p> <p>Profit both years – 10%</p> <p>Profit one year - 5%</p> <p>No profit - 0</p>
5.05	<p>If your organisation was not profitable in either of the last two financial years (i.e. reported a negative EBIT) please explain why, and provide evidence of how your organisation will be able to continue trading.</p> <p>Details you may like to provide include:</p> <ul style="list-style-type: none"> • Explanation of why the reported EBIT is affected by exceptional items e.g. changes to accounting practice • Projected profit / loss 	File Upload	

	<ul style="list-style-type: none"> • Availability of assets to meet continued loss • Projected cash flow 		
5.06	<p>Please provide your acid test ratio for each of the last two financial years. This ratio must be calculated from your last two sets of audited accounts. If you do not have audited accounts provide the ratio from your last two sets of year end accounts. The ratio is defined as:</p> $\text{Acid Ratio} = \frac{\text{Cash} + \text{Accounts Receivable} + \text{Short Term Investments}}{\text{Current Liabilities}}$ <p>If you are bidding on behalf of a consortium your answer should comprise an aggregate figure (sum of current assets divided by sum of liabilities) from all consortium members.</p>	Text	<p>Monmouthshire Council may only select a bidding organisation to tender if it has an acceptable Acid-test ratio. NB: If your organisation is a charity or third sector organisation where funds are divided into Restricted and Unrestricted categories you may need to omit Restricted assets from your calculation.</p> <p>Acid Ratio of 1 or above = 10% Acid Ratio of 0.90 - 0.99 = 8% Acid Ratio of 0.80 - 0.89 = 6% Acid Ratio of 0.70 - 0.79 = 4% Acid Ratio of 0.60 - 0.69 = 2% Acid Ratio below 0.59 = 0</p> <p>This question is weighted 10%</p>
5.07	Please also identify the data source for the Acid-test ratio calculation so that your calculation can be validated from publicly-available data where possible.	Text	

5.08	If your organisation is a wholly-owned subsidiary or a larger trading or holding company provide the registration number of the parent company. Provide this information for all members of a consortium where you are bidding as a consortium.	Text	This information may be used by Monmouthshire Council or a third party in order to analyse your financial strength. Monmouthshire Councils should give as much information as possible about the sources of information used and methodology applied. Accounts should be provided in English unless Monmouthshire Council has stipulated that they can be submitted in Welsh. Please ZIP documents together where necessary. NOTE: you will be notified of any thresholds or tests to be applied to the accounts. Monmouthshire Council reserve the right to decide which member to examine.
5.09	If your organisation is a wholly-owned subsidiary or a larger trading or holding company provide accounts for the parent company for the two most recently-completed financial years. If possible, submit audited accounts. Provide this information for all members of a consortium where you are bidding as a consortium.	File Upload	This information may be used by Monmouthshire Council or a third party in order to analyse your financial strength. Monmouthshire Council should give as much information as possible about the sources of information used and methodology applied. Accounts should be provided in English unless Monmouthshire Council has stipulated that they can be submitted in Welsh. Please ZIP documents together where necessary. NOTE: you will be notified of any thresholds or tests to be applied to the accounts.
5.10	Please provide accounts for the most recently completed two financial years. If possible, submit audited accounts. Provide this information for all members of a consortium where you are bidding as a consortium.	File Upload	This information may be used by Monmouthshire Council or a third party in order to analyse your financial strength. Monmouthshire Council should give as much information as possible about the sources of information used and methodology applied. Accounts should be provided in English unless Monmouthshire Council has stipulated that they can be submitted in Welsh. Please ZIP documents together where necessary. NOTE: you will be notified of any thresholds or tests to be applied to the accounts. If you are unable to submit audited accounts, please explain why audited accounts are not available.

5.11	If you are unable to submit audited accounts, please explain why audited accounts are not available.	Text	This information may be used by Monmouthshire Council or a third party in order to analyse your financial strength. The buyers should give as much information as possible about the sources of information used and methodology applied. Accounts should be provided in English unless Monmouthshire Council has stipulated that they can be submitted in Welsh. Please ZIP documents together where necessary. NOTE: you will be notified of any thresholds or tests to be applied to the accounts.
5.12	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of Employer's (Compulsory) Liability Insurance cover indicated below: £10,000,000.00	Yes/No	It is a condition of contract / framework participation that if successful you must have insurance at the following levels. Public liability £10m, Employers liability £10m, Professional Indemnity £5m. NB. It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £10 million as a minimum. Please note this requirement is not applicable to Sole Traders. Failure to evidence that these insurances are in place at the point of award will result in the immediate termination of the contract / framework. Failure to maintain the required insurance through the life of the framework / contract will also result in immediate termination of the contract / framework.

5.13	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of Public Liability Insurance cover indicated below: £10,000,000.00	Yes/No	It is a condition of contract / framework participation that if successful you must have insurance at the following levels. Public liability £10m, Employers liability £10m, Professional Indemnity £5m. NB. It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £10 million as a minimum. Please note this requirement is not applicable to Sole Traders. Failure to evidence that these insurances are in place at the point of award will result in the immediate termination of the contract / framework. Failure to maintain the required insurance through the life of the framework / contract will also result in immediate termination of the contract / framework.
5.14	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of Professional Indemnity Insurance cover indicated below: £5,000,000.00	Yes/No	It is a condition of contract / framework participation that if successful you must have insurance at the following levels. Public liability £10m, Employers liability £10m, Professional Indemnity £5m. NB. It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £10 million as a minimum. Please note this requirement is not applicable to Sole Traders. Failure to evidence that these insurances are in place at the point of award will result in the immediate termination of the contract / framework. Failure to maintain the required insurance through the life of the framework / contract will also result in immediate termination of the contract / framework.

5.15	<p>If analysis of your financial position shows that further measures are necessary to provide adequate assurance of your financial strength, could you provide at least one of the following?</p> <ul style="list-style-type: none"> • A parent company guarantee • A performance guarantee bond • Bank guarantee • Advance payment bond 	Yes/No	<p>If you answer "no" to this question and it is determined that your financial strength is not adequate you may not qualify to tender. If you answer "yes" Monmouthshire Council may need to explore these options with you before determining whether you will qualify to tender.</p>
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	Section E - Capacity & Capability		
6.01	<p>Have you had to pay any damages (whether liquidated (LADs) or unliquidated) for a failure to complete a contract on time or to requirements in the last three years?</p> <p>If you have not had to pay damages please response "N/A"</p> <p>If you have had to pay damages then please provide details including name of customer, type of damages, reasons for damages and any action taken to avoid this happening again. NB. If liquidated damages were agreed as part of a commercial settlement and the details are confidential please state as much, and explain your subsequent actions taken (as above).</p>	Text	<p>Monmouthshire Council may use this information to determine whether you have a record of successful delivery of contracts. If you answer "yes" to this question and fail to provide convincing evidence that you have taken appropriate action to ensure the problems will not be repeated you may not be selected to tender. If you are bidding as, or on behalf of, a consortium, you should provide details for all consortium members.</p>
6.02	Please confirm that you currently meet, or will meet if you are successful, the requirements of the Welsh language measure.	Yes/No	<p>Monmouthshire Council may only select you to tender if you confirm that you will comply with requirements to deliver services in the Welsh language. If you are successful Monmouthshire Council may require you to provide evidence to support your answer.</p>
6.03	Please confirm that you currently meet, or will meet if you are successful, the requirements of the Cyber Essentials Certification Scheme or equivalent. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Yes/No	<p>Monmouthshire Council may require you to meet the requirements of the Cyber Essentials Certification Scheme, or equivalent. http://www.cyberstreetwise.com/cyberessentials.</p>

	Section F – Management	Criteria Weighting 10%	
7.01	Please confirm that you, the provider, will in accordance with the Social Care Wales (SCW) registration requirements ensure that you will have a manager who is registered with the SCW by contract commencement date. NB. With effect of 2020, all domiciliary care workers will be registered with SCW as per requirements.	Yes/No	Monmouthshire Council will only select you to tender if you confirm that you are or will be compliant with the Social Care Wales (SCW) registration requirements.
7.02	<p>Please confirm that your organisation has a Quality Management System that focuses on areas of your business to ensure quality processes and procedures are in place for the delivery of services based on the following 7 (seven) quality management principles for organisational improvement:</p> <ul style="list-style-type: none"> • Customer focus. • Leadership. • Engagement of people. • Process approach. • Improvement. • Evidence-based decision-making. • Relationship management 	<p>Yes</p> <p>Willing to work towards a system</p> <p>No</p>	<p>Monmouthshire Council will only select you to tender if you have an appropriate system for making sure that the quality of the product or service you deliver is consistent. If you do not have an appropriate system in place you must be willing to do ensure that you have one in place prior to contract start date.</p> <p>10% = Yes - proof can be provided if requested 5% = Willing to work towards a system - if agree to work towards a system, willing to meet requirements set out and provide proof by contract start date 0% - No = Fail if do not agree to work towards a quality system</p> <p>If you are bidding as a consortium or as a lead contractor organisation it may be adequate for one consortium member/ organisation to hold certification on behalf of the consortium/ group of organisations, provided that this covers all the goods, services or works to be delivered by the consortium/ group of organisations.</p> <p>This question is weighted 10%</p>

7.03	If you are bidding on behalf of a consortium, please confirm that you have documented processes in place to adequately manage relationships with your members (e.g. any systems used to ensure prompt communication, accountability and swift resolution of disputes). If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Yes/No/NA	Monmouthshire Council may not select you to tender unless you can confirm that (if relevant) you have consortium management arrangements in place to ensure that your products or services continue to meet the buyer's needs. Please see www.wales.gov.uk/jointbidding for more details.
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	Section G - Equal Opportunities		
8.01	<p>Please confirm that if in the last three years</p> <ul style="list-style-type: none"> • there has been any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK) and/or • has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination? 	Yes/No	Monmouthshire Council may not select you to tender if you have been found to have unlawfully discriminated in the last three years, unless you have provided adequate evidence that you have taken appropriate action to stop it happening again. If you are bidding on behalf of a consortium please include data from all consortium members. Select "Yes" if this applies to any consortium member.
8.02	If you answered "yes" to 8.01, please provide a summary of the nature of the investigation and an explanation of the outcome to date. If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.	Text	

8.03	<p>If you use subcontractor(s) or are bidding on behalf of a consortium, do you have processes in place to check whether any of the below circumstances apply to these other organisations?</p> <p>In the last three years:</p> <ul style="list-style-type: none"> • has any finding of unlawful discrimination been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK) and/or • has the organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination? 	Yes/No/NA	<p>Monmouthshire Council may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors' and consortium members' record on compliance with equalities legislation.</p>
8.04	<p>Do all employees (including those from your consortium members where relevant) that come into contact with the public, or with a client's staff members, receive equalities training?</p>	Yes/No	<p>If equalities and diversity awareness/training are a core part of the tender requirement, Monmouthshire Council may only select you to tender if you train relevant staff appropriately. If you are bidding on behalf of a consortium please include data from all consortium members. Only select "Yes" if this applies to all consortium members. If you are successful you may be required to provide evidence to support this answer.</p>

8.05	Do all of your workers have employment contracts in place?	Yes/No	<p>Monmouthshire Council may only select you if all of your workers have employment contracts in place. If you are bidding on behalf of a consortium, please include data from all consortium members.</p> <p>Only select “Yes” if this applies to all consortium members If you are successful, you may be required to provide evidence to support this answer. Pass = Yes Fail = No</p>
8.06	Can you confirm that all workers are paid in line with relevant national pay rates (National Minimum Wage rates in the UK, and that all relevant workers are paid at least real Living Wage)?	Yes/No	<p>Monmouthshire Council will only select you can confirm that all works are paid in line with relevant national pay rates. If you are bidding as, or on behalf of, a consortium or as a lead contractor organisation working alongside sub-contractors please include data from all.</p> <p>If you are successful, you may be required to provide evidence to support this answer. Pass = Yes Fail = No</p>

8.07	Please confirm that your Organisation's Safeguarding Policy is in line with or will be line with the All-Wales Adult and Child Protection Procedures or UK equivalent by contract commencement.	Yes/No	<p>Please note that this is a mandatory requirement. Monmouthshire Council will not pass you at this stage of the process if you select No. If you are bidding as, or on behalf of, a consortium or as a lead contractor organisation working alongside sub-contractors please include data from all</p> <p>Pass = Yes Fail = No</p>
8.08	Please confirm your organisations Safeguarding Policy ensures your workforce is made aware of possible risks to people in receipt of services, to themselves and others when providing the Domiciliary Care service.	Yes/No	<p>Please note that this is a mandatory requirement. Monmouthshire Council will not pass you at this stage of the process if you select No. If you are bidding as, or on behalf of, a consortium or as a lead contractor organisation working alongside sub-contractors please include data from all</p> <p>Pass = Yes Fail = No</p>
8.09	Please confirm that all staff are aware of the Lead Person within the organisation responsible for Safeguarding?	Yes/No	<p>Please note that this is a mandatory requirement. Monmouthshire Council will not pass you at this stage of the process if you select No. If you are bidding as, or on behalf of, a consortium or as a lead contractor organisation working alongside sub-contractors please include data from all</p> <p>Pass = Yes Fail = No</p>

	Section H - Sustainability		
9.01	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	Yes/No	Monmouthshire Council may not select you to tender if you have been convicted or served notice under environmental legislation in the last three years unless you provide adequate evidence of action taken to stop similar incidences from happening again. If you are bidding on behalf of a consortium please include data from all consortium members. Select "Yes" if this applies to any consortium member.
9.02	If your answer to 9.01 is "yes" please provide details of any of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.	Text	Monmouthshire Council may not select you to tender if you have been convicted or served notice under environmental legislation in the last three years unless you provide adequate evidence of action taken to stop similar incidences from happening again. If you are bidding on behalf of a consortium please include data from all consortium members. Select "Yes" if this applies to any consortium member.
9.03	If you use subcontractor(s), or are bidding on behalf of a consortium, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	Yes/No/NA	Monmouthshire Council may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors' and/or consortium members' record on compliance with environmental legislation. Select "Yes" if this applies to any consortium member. In some cases this may include the need for your suppliers to have an externally-accredited environmental management system in place.
9.04	Do you have an environmental policy statement committing your organisation to a programme of improvement?	Yes/No	Monmouthshire Council may only select you to tender if you can demonstrate your commitment to managing your environmental impact by identifying, reviewing and improving your performance. If you are bidding as a consortium please ensure that, in answering this question, your system covers all consortium members.

9.05	<p>Do you do the following:</p> <p>Identify and review your organisation's environmental impacts?</p> <p>Set environmental objectives and targets against which your performance is measured or audited?</p>	Yes/No	<p>Monmouthshire Council may only select you to tender if you can demonstrate your commitment to managing your environmental impact by identifying, reviewing and improving your performance. If you are bidding as a consortium please ensure that, in answering this question, your system covers all consortium members.</p>
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	Section I - Health & Safety		
10.01	<p>Are you, or is your company, registered with an industrial or occupational safety group, for example a member of the Safety Schemes in Procurement (www.SSIP.org.uk) or equivalent? If you are bidding as, or on behalf of a consortium, or as a lead contractor organisation working alongside sub-contractors, please answer in respect of all consortium members / organisations who are included in your bid, please indicate which of your consortium members are registered.</p>	Yes/No	<p>Whilst this procurement, does not require you (and possibly also your sub-contractors and/or consortium members as relevant) to be certified by a member of the SSIP group or equivalent, if you are, please select 'Yes' as this will determine the mandatory required questions to be answered within this section.</p> <p>Certification by a member of the SSIP group or equivalent may mean that you do not need to complete some of the other Health and Safety questions below. Monmouthshire Council will make clear which further questions must be completed.</p>
10.02	<p>If your answer was "yes" please state the organisation concerned, provide your membership number, your membership level, and other details of what your registration covers.</p>	Text	<p>Whilst this procurement, does not require you (and possibly also your sub-contractors and/or consortium members as relevant) to be certified by a member of the SSIP group or equivalent, if you are, please select 'Yes' as this will determine the mandatory required questions to be answered within this section.</p> <p>Certification by a member of the SSIP group or equivalent may mean that you do not need to complete some of the other Health and Safety questions below. Monmouthshire Council will make clear which further questions must be completed.</p>

10.03	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	Yes/No	The Contracting Authority will not select you to tender if your company has been prosecuted or served notice under health and safety legislation unless there is clear evidence that decisive and comprehensive action has been taken to remedy the situation. The Contracting Authority may check the HSE database to confirm the accuracy of the information provided. Failure to provide accurate information may result in you not being selected to tender. If you are bidding on behalf of a economic group please include data from all economic group members. Select "Yes" if this applies to any economic group member.
10.04	If your answer to the above question is "yes", provide details of the enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.	Text	The Contracting Authority will not select you to tender if your company has been prosecuted or served notice under health and safety legislation unless there is clear evidence that decisive and comprehensive action has been taken to remedy the situation. The Contracting Authority may check the HSE database to confirm the accuracy of the information provided. Failure to provide accurate information may result in you not being selected to tender. If you are bidding on behalf of a economic group please include data from all economic group members. Select "Yes" if this applies to any economic group member.
10.05	Do you use subcontractors to carry out work on your behalf?	Yes/No	If relevant, Monmouthshire Council may only select a bidding organisation to tender if it ensures that all staff (and those of subcontractors) receive induction and / or safety training before undertaking work. Monmouthshire Council may also ask to see training records as evidence of compliance. If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay. If you are bidding on behalf of a consortium please include data from all consortium members.

10.06	If your answer to 10.06 is yes, do you ensure that all staff of any subcontractors receive induction and / or safety training before undertaking work?	Yes/No	<p>If relevant, Monmouthshire Council may only select a bidding organisation to tender if it ensures that all staff (and those of subcontractors) receive induction and / or safety training before undertaking work. Monmouthshire Council may also ask to see training records as evidence of compliance. If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay.</p> <p>If you are bidding on behalf of a consortium please include data from all consortium members.</p>
10.07	Has your organisation or any of its directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	Yes/No	<p>Monmouthshire Council will not select you to tender if your company has been prosecuted or served notice under health and safety legislation unless there is clear evidence that decisive and comprehensive action has been taken to remedy the situation. Monmouthshire Council may check the HSE database to confirm the accuracy of the information provided. Failure to provide accurate information may result in you not being selected to tender. If you are bidding on behalf of a consortium please include data from all consortium members. Select "Yes" if this applies to any consortium member.</p>
10.08	If your answer to the above question is "yes" provide details of the enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.	Text	<p>Monmouthshire Council will not select you to tender if your company has been prosecuted or served notice under health and safety legislation unless there is clear evidence that decisive and comprehensive action has been taken to remedy the situation. Monmouthshire Council may check the HSE database to confirm the accuracy of the information provided. Failure to provide accurate information may result in you not being selected to tender. If you are bidding on behalf of a consortium please include data from all consortium members. Select "Yes" if this applies to any consortium member.</p>

10.09	Please confirm that your company has a Health and Safety Policy? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Yes/No	<p>All companies with more than five employees must have a Health and Safety Policy. Monmouthshire Council may also require you to include a copy of your Health and Safety policy to ensure that you adequately cover your statutory obligations. If your company has fewer than five employees, Monmouthshire Council may also require you to have a Health and Safety Policy. A completed example, and template, can be obtained from the Health and Safety Executive website at: www.hse.gov.uk/risk/health-and-safety-policy-example.doc www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc or by calling 01787 881165. Monmouthshire Council may require you to confirm that you have reviewed your Health and Safety Policy within the past two years. Failure to provide the adequate information may result in you not being selected to tender. If you are bidding on behalf of a consortium please include data from all consortium members. Only select "Yes" if this applies to all consortium members.</p>
10.10	Is your Health and Safety policy reviewed/ amended periodically (at least bi-annually)?	Yes/No	
10.11	Do your staff receive induction and / or safety training before undertaking work?	Yes/No	<p>If relevant, Monmouthshire Council may only select a bidding organisation to tender if it ensures that all staff (and those of subcontractors) receive induction and / or safety training before undertaking work. Monmouthshire Council may also ask to see training records as evidence of compliance. If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay.</p> <p>If you are bidding on behalf of a consortium please include data from all consortium members.</p>

10.12	Do you have a nominated competent person responsible for Health & Safety advice?	Yes/No	Monmouthshire Council may not select a bidding organisation to tender unless it has a nominated competent person who is responsible for Health & Safety. You may also be asked to ensure that you can provide evidence in support of your answer, for example CVs and copies of qualification certificates relevant to the role of H&S advisor. If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay. If you are bidding on behalf of a consortium please include data from all consortium members.
10.13	If your answer to 10.12 is "yes" please provide the name and contact details of this person.	Text	Monmouthshire Council may not select a bidding organisation to tender unless it has a nominated competent person who is responsible for Health & Safety. You may also be asked to ensure that you can provide evidence in support of your answer, for example CVs and copies of qualification certificates relevant to the role of H&S advisor. If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay. If you are bidding on behalf of a consortium please include data from all consortium members.
10.14	Please confirm that you have arrangements in place to manage chemicals used under the Control of Substances Hazardous to Health (COSHH) Regulations? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	Yes/No	Monmouthshire Council may not select a bidding organisation to tender unless it provides evidence of suitable arrangements for the management of chemicals under the COSHH regulations. Failure to do so may mean that you are not selected to tender. If you are bidding on behalf of a consortium please include data from all consortium members.
10.15	Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate	Text	Please detail what steps and measures you have implemented to mitigate these incidences occurring again.
10.16	Do you have means of recording and reporting accidents and dangerous occurrences (e.g. accident book)?	Yes/No	Monmouthshire Council may not select a bidding organisation to tender unless it has means of recording and reporting accidents and dangerous occurrences.

10.17	Please describe or attach your accident reporting/investigation policies or procedures and your Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) procedure.	File Upload	Monmouthshire Council may not select a bidding organisation to tender unless it provides supplementary information describing its RIDDOR procedure.
10.18	What are the number of RIDDOR reportable accidents that have occurred in the last 3 years?	Text	
10.19	Does your Personal Protective Equipment meet required British/EN Standards?	Yes/No	Monmouthshire Council may not select a bidding organisation to tender unless its Personal Protective Equipment meet required British/EN Standards.
10.20	Do you provide Personal Protective Equipment to employees free of charge & hold updated records of Personal Protective Equipment supplied?	Yes/No	
10.21	Have you carried out risk assessments for the activities you undertake?	Yes/No	Monmouthshire Council may not select a bidding organisation to tender unless it carries out risk assessments.
10.22	Have the risk assessments been formally documented?	Yes/No	This is a legal requirement if you have more than 5 employees
10.23	Please select the following policies/ procedures that you have in place. You may be required to provide copies at a later date.	Understood	Please select Understood to access the below questions.
10.24	Violence and Aggression	Yes/No	

10.25	Control of Infection	Yes/No	
10.26	Medication	Yes/No	
10.27	Clinical Waste	Yes/No	
10.28	Water Analysis / Legionella	Yes/No	
10.29	First Aid	Yes/No	
10.30	Individual care plans/ service plans which cover safe working practices	Yes/No	
10.31	<p>If required, would you be able to provide the latest certificates of inspection for each of the following: (where applicable)</p> <ul style="list-style-type: none"> • Lifting Equipment • Portable appliance testing • Fixed Electrical Installations • Gas Safety 	Yes/No	Monmouthshire Council may not select a bidding organisation to tender unless it's able to provide the latest certificates of inspection.

	Section J - Service Delivery	Weighting 60%	
11.01	<p>Demonstrate how your organisation has delivered domiciliary care services in a way which has actively supported people in a strength based and person-centred way, maximising their independence and enabling them to achieve their outcomes.</p> <p>You must illustrate your response with an example case study that identifies areas of good practice, ensured dignity and choice, and meet individuals' desired outcomes. (20%)</p>	<p>File Upload 4 sides of A4, Size 12, Arial Font</p>	<p>10 = Excellent evidence submitted. Information and/or supplementary documents leave no doubt that all of the outcomes are likely to be exceeded substantially. It is evident that there will be significant added value incorporating aspects that are unique to this service provider</p> <p>7 = Very clear evidence submitted. Information and/or supplementary documents are of a very high calibre indicating that the outcomes are likely to be exceeded. It is evident that there will be some added value</p> <p>5 = Adequate evidence submitted. Information and/or supplementary documents are of an adequate calibre indicating that the outcomes are likely to be achieved</p> <p>2 = Some evidence submitted. Information and/or supplementary documents are of a barely adequate calibre indicating that the outcomes are unlikely to be met</p> <p>0 = No evidence submitted. Information and/or supplementary documents are of an inadequate calibre and do not provide a solution that would lead to the outcomes being achieved</p>

11.02	<p>Demonstrate how your organisation has delivered personalised domiciliary care and support to older people, and people with mental health needs or disabilities.</p> <ul style="list-style-type: none"> • Outline your specialist knowledge of supporting people such as people on the dementia pathway and people with complex needs while living independently in the community. • Demonstrate, how you have supported people to manage their care needs, coproduced support plans and risk assessment, and worked in partnership with Carers, Friends and Families, GP, Community Support Teams, and Community Resources within the locality. <p>You must illustrate your response with an example case study that identifies how your organisation by working in partnership and using co-production has helped to meet individuals' identified support needs. (20%)</p>	<p>File Upload 4 sides of A4, Size 12, Arial Font</p>	<p>10 = Excellent evidence submitted. Information and/or supplementary documents leave no doubt that all of the outcomes are likely to be exceeded substantially. It is evident that there will be significant added value incorporating aspects that are unique to this service provider</p> <p>7 = Very clear evidence submitted. Information and/or supplementary documents are of a very high calibre indicating that the outcomes are likely to be exceeded. It is evident that there will be some added value</p> <p>5 = Adequate evidence submitted. Information and/or supplementary documents are of an adequate calibre indicating that the outcomes are likely to be achieved</p> <p>2 = Some evidence submitted. Information and/or supplementary documents are of a barely adequate calibre indicating that the outcomes are unlikely to be met</p> <p>0 = No evidence submitted. Information and/or supplementary documents are of an inadequate calibre and do not provide a solution that would lead to the outcomes being achieved</p>
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11.03	<p>Demonstrate that your organisation has extensive and relevant experience of successfully operating Domiciliary Care Services for older people, people with disabilities and people with mental health needs.</p> <ul style="list-style-type: none"> Describe how you have worked with agencies, families and support networks when planning and delivering outcomes for an individual. Describe how you have supported and maintained a well-trained and effective workforce. <p>You must illustrate your response with an example case study that identifies how applying positive risk taking and working with support networks has helped to meet individuals' identified support needs. (20%)</p>	<p>File Upload 4 sides of A4, Size 12, Arial Font</p>	<p>10 = Excellent evidence submitted. Information and/or supplementary documents leave no doubt that all of the outcomes are likely to be exceeded substantially. It is evident that there will be significant added value incorporating aspects that are unique to this service provider</p> <p>7 = Very clear evidence submitted. Information and/or supplementary documents are of a very high calibre indicating that the outcomes are likely to be exceeded. It is evident that there will be some added value</p> <p>5 = Adequate evidence submitted. Information and/or supplementary documents are of an adequate calibre indicating that the outcomes are likely to be achieved</p> <p>2 = Some evidence submitted. Information and/or supplementary documents are of a barely adequate calibre indicating that the outcomes are unlikely to be met</p> <p>0 = No evidence submitted. Information and/or supplementary documents are of an inadequate calibre and do not provide a solution that would lead to the outcomes being achieved</p>
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