



**Northern Ambition Academies Trust**

**QUALIFYING QUESTIONNAIRE**  
**Find a Tender Service (FTS)**

**V4.0**

**Managed Service Procurement**

**To be completed and returned with supporting documents by  
Midday on the 6<sup>th</sup> June 2022**

To: Mrs Anastasia Byard

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To: Mr Geoff Chandler

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Electronic Submission will be acceptable at this Stage

## **BASIS AND CRITERIA FOR ACCEPTANCE**

### **Managed Service** **SHORT- LISTING PROCESS**

**This qualification questionnaire is divided into three sections.**

**Section A** requires you to provide background information about your company.

**Section B** requires you to provide evidence that you satisfy the Trust's requirements to be considered for inviting to tender. Any items where the Trust at its sole discretion considers that you do not meet its requirements will preclude your company from being invited to tender.

**Section C** requires you to provide references that match as closely as possible the services to be provided under this contract. Referees will be asked to provide information about your performance and your delivery of the service to the contract standard.

These responses will be ranked by the Trust and a minimum of the top 5 companies shall form the basis of the shortlist of companies invited to tender for a 5-year Trust-wide Managed service, provided that they continue to express an interest to do so.

Should applicants have any questions regarding this pre-qualification process or the information provided please submit them to Mr Geoff Chandler via e-mail, [Geoff.chandler@moxton-education.com](mailto:Geoff.chandler@moxton-education.com) CC [abyard@northernambition.org.uk](mailto:abyard@northernambition.org.uk) or by telephone 07970 661087. The closing date for applicants to submit questions is Midday on the 20<sup>th</sup> May 2022. The Trust will provide an electronic response to any questions and to all applicants who have expressed an interest by 5pm on the 25<sup>th</sup> May 2022 **or before**.

Completed Qualification Questionnaires, with all relevant additional information, must be submitted to the Trust by **Midday on the 6<sup>th</sup> June 2022**. Submissions received after this date and time may not be accepted.

**Companies are advised that failure to respond to all the questions within the Qualification Questionnaire and / or failure to submit the necessary supporting documents and / or failure of referees to respond to reference requests may render their submission non-compliant and as such they may not be invited to receive the ITT from the Northern Ambition Academies Trust.**

## Background

The Northern Ambition Academies Trust (NAAT) is a Trust of 4 Academies encompassing c.2,093 pupils in and around Castleford.

The Trust Website is <https://www.northernambition.org.uk>

The current schools are as follows.

Academy	Approximate NoR	Provision
Airedale Academy	1024	Secondary 11-18
Airedale Infants Academy	252	Primary
Airedale Juniors Academy	418	Primary
Oyster Park Primary Academy	399	Primary

Northern Ambition Academies Trust (NAAT) was established in 2014. In tandem with the national strategy the Trust is intending to grow. The aspiration of the Trust is to ensure its' growth plans align with the ambition set out in the recent Government White Paper, with the Trust aiming to serve a minimum of 7500 pupils or to run at least 10 schools by 2030. The current aim would be for these schools to be in broadly the same geographical area. Bidders should make the assumption that this growth could be in the basis of an average of one school per annum or a small group of schools.

Central to NAAT strategy is purposeful collaboration. Our local schools believe that school to school support and purposeful collaboration will enhance educational opportunities and bring about improvements in the quality of learning for all our children.

Our vision is of a world where all children and young people are given the opportunity to thrive, succeed and aspire. As a Trust:

- We believe that every child, whatever their background or circumstances, should be given the opportunity to flourish, succeed and dream.
- We believe that our schools have a duty to contribute to the improvement of our local communities and wider society.
- We believe that all schools within our Trust, irrespective of their starting points, bring something valuable to contribute to our success and the achievement of our collective goals.
- We believe in the importance of working together in the best interests of the children in our communities.

The ICT Support at the Trust is currently a mix of 2 outsourced support organisations who provide a mix of scheduled onsite and remote support. In terms of the onsite element, the schools have the following provision.

<b>Academy</b>	<b>Provision</b>
Airedale Academy	1 FTE Term time only on site
Airedale Infants Academy	Half a Day per fortnight Term Time only
Airedale Juniors Academy	1 Day per week Term time only
Oyster Park Primary Academy	1 Day per week Term time only

This arrangement will come to an end on the 31<sup>st</sup> October 2022 as these contracts expire.

### **Going forward - This procurement**

This procurement encompasses the items noted below. In essence, this procurement is all about identifying a single supplier to provide a fully outsourced managed service. At the sole discretion of the Trust any future schools that the Trust may incorporate into the Trust will also be added to the ICT contract. Any additional schools will co-terminate to the end same end date of the initial contract.

Further details regarding timescales are noted below but in summary this is advertised as a 60 month contract with a maximum 5 year managed service with start and end dates as follows:

- Service start date – 1<sup>st</sup> November 2022
- Service end date – 31<sup>st</sup> October 2027

The new Managed service provider will also deliver a range of technology and change management projects to go ahead as soon as possible. The main focus of these projects is to address technology issues in schools and 'join up' the schools into a single network provision.

A full technical analysis of each school will be provided to shortlisted bidders at the ITT Stage but to provide an idea of the size of the device estate the following table provides a summary.

	Pupils	Student Laptops	Student Ipads	Student Desktops	Staff laptops	Staff desktops	Total Student Devices	Ratio
Airedale Juniors	418		69		27		69	6.06
Airedale Infants	252	32	7		28	4	39	6.46
Airedale Academy	1024	224		62	65	77	286	3.58
Oyster Park	399		90	16	22	8	106	3.76
<b>Total Devices</b>		<b>256</b>	<b>166</b>	<b>78</b>	<b>142</b>	<b>89</b>		
<b>Total Estate of Devices</b>	<b>731</b>							
<b>Total Pupil Devices</b>	<b>500</b>							

The companies identified from these shortlisting questions to receive the ITT for the Managed service will then receive a detailed set of requirements. For the purposes of this shortlisting stage bidders should assume that the ITT will include, but not be limited to;

- strategic advice and direction to the Trust regarding ICT
- a term time onsite service
- service desk
- local staffing that bidders deem necessary to deliver the SLA. The SLA will apply 24x7x365
- responsibility for design, specification, installation and management of all ICT infrastructure
- supply of goods and services based on an agreed Best Value (BV) approach
- management of all ICT against an agreed SLA
- management of 3<sup>rd</sup> parties
- relevant monitoring, management, patching and reporting
- training – technical and curriculum as necessary
- expectation that the provider will drive innovation
- risk registers and inventory management
- collective partnership targets aligned to the Trusts objectives
- in school support for the integration and upgrade of the communications and security infrastructure

Bidders should note the following;

- The Trust will provide a standard contract as part of the ITT Pack
- There is expected to be a requirement for TUPE

Further details about the solution requirements will be provided to those bidders who are shortlisted to receive the ITT pack.

The value of this procurement has been set with an upper limit of **£1.2m** over a maximum 60 month period.

## **Selection Criteria**

The objective of the evaluation process is to assess the responses to this questionnaire and select potential contractors to proceed to the next stage of the procurement. Shortlisting will be based on the matters set out below.

- a. Economic and Financial Standing – contractors must be in a sound financial position and able to demonstrate appropriate financial viability to perform the service to participate in a procurement of this size. (Please answer questions as the bidding company, but if the bidding company is part of a Group please provide 3 years of Group accounts in addition).
- b. Contractor Track Record - contractors must be able to demonstrate a successful track record of providing similar works to those envisaged
- c. Supplier technical capacity and capability – assessment of the technical ability and core competences of contractors.

## **Stage 1**

The information supplied by applicants will first be checked for completeness and compliance with eligibility requirements before responses are evaluated. The Trust reserves the right to reject/disqualify any application that is incomplete or non-compliant.

## **Stage 2**

Selection for inclusion within the tender list will be based on evaluation of the SQ questions on the following criteria.

### *Technical capacity*

1. Evidence of at least 5 years' experience in the provision of Managed Services to the Education sector along with appropriate in-house systems, technical capability and key personnel with good technical knowledge. This includes evidence of ability to deliver to contract standards drawn from references.

### *Economic and financial standing*

2. Evidence of economic and financial standing in respect of viability to perform the services including the submission and evaluation of three year's detailed financial accounts, the latest not more than 18 months old. **Pass/Fail**
3. Suitable insurance cover. Public Liability to a minimum of £5,000,000 per occurrence, Employer's Liability to a minimum of £10,000,000 and professional indemnity to a minimum of £10,000,000 per occurrence (or statements that these will be obtained if awarded the relevant contract(s). **Pass/Fail**
4. A sound record of and clear policies of quality standards including, health & safety, e-safety, GDPR and equality. **Pass/Fail**

The Trust reserves the right not to select a potential contractor who has been assessed as having material weaknesses in one particular area covered by these Initial selection questions, notwithstanding acceptable or even strong responses in all other areas.

The Trust gives no guarantee of the volume of work to be awarded under the contract and reserves the right to carry out work in-house.

### Timescales

We expect the following timeframes to be adhered to following the submission of the Initial selection questions. These timeframes are provided as indication only to support bidder planning and cannot be guaranteed.

**Update to table below:**

**Please note that SQ submission is now the 6<sup>th</sup> June at Midday to avoid Bank Holidays**

<b>SQ &amp; FTS Advertised</b>	<b>4th May</b>
SQ available	<b>4th May</b>
SQ Clarifications open	4th May
SQ Clarifications close	20th May
Latest date for last clarification responses	25th May
<b>SQ Submission date</b>	<b>3rd June</b>
<b>Indicative Timescales</b>	
<b>ITT Stage meeting for shortlisted bidders</b>	<b>10th June</b>
Issue of ITT	10th June
Clarifications open	10th June
Clarifications close	24th June
Latest date for last clarification responses	1st July
<b>ITT Submission</b>	<b>11th July</b>
Bidder presentations – Management Team (All bidders will be invited to present)	20th July
Trust Authorisation Process	
Award decision notice sent to bidders	
Alcatel Period	10 days. Therefore to c25th July
Contract finalisation with preferred bidder	August
<b>Transition Period inc TUPE</b>	<b>September / October</b>
Service Starts	<b>1st November 2022</b>

**Note:** The Trust reserves the right to award the contract following ITT stage presentations and full review if it deems that no negotiation phase is needed.

**Managed Service Partner  
Initial Selection QUESTIONNAIRE**

Questions should be answered in the name of the applying company, not a parent or holding company (unless indicated to do so in the questions).

**Supporting documents should be included where applicable.**

<b>Section A - Supplier details</b>	
<b>Question</b>	<b>Response</b>
1.1 (a) Full name of the potential supplier submitting the information	Mandatory Response
1.1 (b) - (i) Registered office address (if applicable)	Mandatory Response
1.1 (b) - (ii) Registered website address (if applicable)	
1.1 (c) Please check the relevant box to indicate your trading status	i) a public limited company <span style="float: right;"><input type="checkbox"/> Yes</span>
	ii) a limited company <span style="float: right;"><input type="checkbox"/> Yes</span>
	iii) a limited liability partnership <span style="float: right;"><input type="checkbox"/> Yes</span>
	iv) other partnership <span style="float: right;"><input type="checkbox"/> Yes</span>
	v) sole trader <span style="float: right;"><input type="checkbox"/> Yes</span>
	vi) third sector <span style="float: right;"><input type="checkbox"/> Yes</span>
	vii) other (please specify) <span style="float: right;"><input type="checkbox"/> Yes</span>
1.1 (d) Date of registration in country of origin	Mandatory Response
1.1 (e) Company registration number (if applicable)	Mandatory Response
1.1 (f) Charity registration number (if applicable)	Mandatory Response
1.1 (g) Head office DUNS number (if applicable)	
1.1 (h) Registered VAT number	



1.1 (i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
1.1 (i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	<input type="checkbox"/>	
1.1 (j) - (i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.1 (j) - (ii) If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	<input type="checkbox"/>	
1.1 (k) Trading name(s) that will be used if successful in this procurement	<input type="checkbox"/>	
1.1 (l) Please check the relevant boxes to indicate whether you fall within any of these classifications	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	ii) Sheltered workshop	<input type="checkbox"/> Yes
	iii) Public service mutual	<input type="checkbox"/> Yes
1.1 (m) Are you a Small, Medium or Micro Enterprise (SME) <sup>1</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.1 (n) Details of Persons of Significant Control (PSC), where appropriate <sup>2</sup> :  - Name; - Date of birth; - Nationality; - Country, state or province where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);	<input type="checkbox"/> Not Applicable	

<ul style="list-style-type: none"> <li>- Which conditions for being a PSC are met;</li> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more<sup>3</sup>.</li> </ul>	
<p>1.1 (o) Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (<i>if applicable</i>)</li> <li>- Registration number (<i>if applicable</i>)</li> <li>- Head office DUNS number (<i>if applicable</i>)</li> <li>- Head office VAT number (<i>if applicable</i>)</li> </ul>	<div style="background-color: #00FFFF; width: 20px; height: 10px; margin-bottom: 5px;"></div> <input type="checkbox"/> Not Applicable
<p>1.1 (p) Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (<i>if applicable</i>)</li> <li>- Registration number (<i>if applicable</i>)</li> <li>- Head office DUNS number (<i>if applicable</i>)</li> <li>- Head office VAT number (<i>if applicable</i>)</li> </ul>	<div style="background-color: #00FFFF; width: 20px; height: 10px; margin-bottom: 5px;"></div> <input type="checkbox"/> Not Applicable
<p>Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.</p>	

<p><b>Section A - Bidding model</b></p>	
<p><b>Please check the relevant box to indicate whether you are;</b></p>	
<p>1.2 (a) - (i) Are you bidding as the lead contact for a group of economic operators?</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No  <p>If yes, please provide details listed in questions 1.2 (a) (ii), (a) (iii) and to 1.2 (b) (i), (b) (ii), 1.3, Section 2 and 3.</p>

	If no, and you are a supporting bidder please provide the name of your group at 1.2 (a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.
1.2 (a) - (ii) Name of group of economic operators <i>(if applicable)</i>	██████████
1.2 (a) - (iii) Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	██████████
1.2(b) - (i) Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>1.2 (b) - (ii) If you responded “Yes” in 1.2 (b) – (i), please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.</p> <p>Name ██████████</p> <p>Registered Address ██████████</p> <p>Trading status ██████████</p> <p>Company registration number ██████████</p> <p>Head Office DUNS number <i>(if applicable)</i> ██████████</p> <p>Registered VAT number ██████████</p> <p>Type of organisation ██████████</p> <p>SME <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The role each sub-contractor will take in providing the supplies e.g. key deliverables ██████████</p> <p>The approximate % of contractual obligations assigned to each sub-contractor ██████████</p>	

## Exclusion Grounds (Self-certification)

Please answer the following questions in full.

Please check the relevant box to indicate a “Yes” or a “No” response.

Section B - Grounds for Mandatory Exclusion		
<p><b>2.1 (a) Regulations 57(1) and (2)</b></p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">web page</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a>.</p>	<p><b>Please indicate your selection:</b></p>	
<p>(i) Participation in a criminal organisation.</p> <p>If Yes, please provide details at 2.1(b)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>(ii) Corruption.</p> <p>If Yes, please provide details at 2.1(b)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>(iii) Fraud.</p> <p>If Yes, please provide details at 2.1(b)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>(iv) Terrorist offences or offences linked to terrorist activities</p> <p>If Yes, please provide details at 2.1(b)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>(v) Money laundering or terrorist financing</p> <p>If Yes, please provide details at 2.1(b)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>(vi) Child labour and other forms of trafficking in human beings</p> <p>If Yes, please provide details at 2.1(b)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2.1 (b) If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p>		

<p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p> <p>██████████</p>		
<p>2.2 If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>2.3 (a) Regulation 57(3)</b></p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2.3 (b) If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p> <p>██████████</p>		
<p><b>Please Note:</b> The Trust reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.</p>		

### Section 3 - Information about the Wider Group

If you have indicated in this Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:

**Name of organisation** [REDACTED]

**Relationship to the Supplier completing these questions** [REDACTED]

3.1 Are you able to provide parent company accounts if requested to at a later stage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2 If yes, would the parent company be willing to provide a guarantee if necessary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.3 If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Data Protection

#### Requirements under the General Data Protection Regulation and Data Protection Act 2018

4.1 Are you registered with the UK Information Commissioners Office?  
If yes, please provide your registration number –

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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4.2 Please state your overall approach towards the EU General Data Protection Regulation and UK Data Protection Act 2018

[REDACTED]

4.3 What is your data retention policy and rules

[REDACTED]

4.4 Access controls and information – what is your policy on access controls? Can you provide evidence of certification or adopting codes of practice?

[REDACTED]

4.5 Do you use any subcontractors to deliver the service? If so, how do you select them and obtain assurances on the data protection and information security practices?

[REDACTED]

4.6 What contractual measures do you have in place to ensure personal data is processed compliantly and securely by sub-contractors?

??

4.7 Do you have an incident management process that includes effective management of data security incidents? What is the process for managing personal data security incidents?

??

4.8 Training and awareness for staff and contractors – what data protection and information security training and awareness raising is in place?

??

## Section C - Trust Specific Questions / Evidence

### 5.1 Key Personnel

Please name the key personnel who would be involved in this contract if your company were to be awarded the contract, and outline their technical qualifications and length of relevant experience

??

### 5.2 Accounts

Please submit copies of audited or approved accounts (including group consolidated accounts if the company is part of a group) for the last three financial years,

The Trust will apply its financial tests.

### 5.3 Conflicts of Interest

Please detail what measures are in place to avoid any conflict of interest that could prejudice independence and objectivity during the tendering process and performance of the contract.

??

## 5.4 Insurance

The Trust requires all of its contractors to maintain;

- (a) Employer's Liability insurance to a minimum value of £10,000,000;

Proof of insurance Enclosed? **YES**  **NO**  If not, explain why?

- (b) Public Liability insurance to a minimum of £5,000,000 per claim;

Proof of insurance Enclosed? **YES**  **NO**  If not, explain why?

- (c) Professional Indemnity Insurance to a minimum value of £10,000,000 per claim;

Proof of insurance Enclosed? **YES**  **NO**  If not, explain why?

Please submit copies of cover notes showing that such insurance policies are in place or provide a statement confirming that your company would take out such insurance cover if awarded the contract.

## 5.5 Health & Safety

- (a) Please enclose a copy of your Health and Safety Policy (covering General Policy, Organisation and Arrangements) and any codes of safe work practices issued to employees.

Enclosed? **YES**  **NO**

- (b) Please enclose details of prosecutions or notices served on your firm by the Health and Safety Executive (or otherwise) in the last three years

Enclosed? **YES**  **NO**  **N/A**

## 5.6 Eligibility to Work

Please enclose a copy of your procedures which should include:-

- (a) assurance of checks on the eligibility of prospective employees to work in the UK;
- (b) requirements for employees to disclose criminal convictions; and
- (c) requirement for employees to undertake an Enhanced DBS Check

Enclosed? **YES**  **NO**

## 5.7 Environmental Policy

Please enclose a copy of your environmental policy



Enclosed? **YES**  **NO**

### 5.8 Other Policies

Please enclose a copy of your policies for the following

- (a) Data Protection Policy/GDPR
- (b) E-safety

Enclosed? **YES**  **NO**

### Modern Slavery Act 2015

**5.9** Are you a relevant commercial organisation as defined by section 54 (Transparency in supply chains etc) of the Modern Slavery At 2015

**YES**  **N/A**

**5.10** If you have answered yes to 5.9 is your organisation compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act of 2015

**YES**  **(Please provide URL)** **No**  **(Please explain below)**

### 6.0 Your Company

Please provide an overview of your company including any relevant partnerships and associations

??

**INFORMATION ABOUT CURRENT OR RECENT SIMILAR CONTRACTS PERFORMED  
BY YOUR COMPANY AND REFERENCES**

**OUTLINE OF COMPANY'S EXPERIENCE**

Please provide details of your company's experience in the last three years of providing **Schools focussed Managed Services to the Education sector relating, to the sort of environment that NAAT is tendering for.**

Please use and add extra sheets if required.

**REFERENCES**

Referring to the information provided above, please provide the names, full addresses and telephone numbers of two organisations, for which your company is or have within the last 3 years provided services relevant to the Trust's requirements and to whom reference can be made as to the standards provided by, and the performance of, your company.

**Be aware that it is your company responsibility to ensure that referees respond in a timely fashion as the responses to reference questions will form a material element in the evaluation at this stage**

**Referee 1**

Name of Organisation	Contact name	Nature of contract	Postal & E-mail address	Telephone number
Contract value:				
Length of time contract provided to date:				

**Referee 2**

Name of Organisation	Contact name	Nature of contract	Postal & E-mail address	Telephone number
Contract value:				
Length of time contract provided to date:				

<b>Contact details and Declaration</b>	
<p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.</p> <p>I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.</p> <p>I am aware of the consequences of serious misrepresentation.</p>	
1.3 (a) Contact Name	<b>Mandatory Response</b>
1.3 (b) Name of Organisation	<b>Mandatory Response</b>
1.3 (c) Role in Organisation	<b>Mandatory Response</b>
1.3 (d) Phone Number	<b>Mandatory Response</b>
1.3 (e) E-mail Address	<b>Mandatory Response</b>
1.3 (f) Postal Address	<b>Mandatory Response</b>
1.3 (g) Signature (electronic is acceptable)	<b>Mandatory Response</b>
1.3 (h) Date	<b>Mandatory Response</b>