



Application and Award Criteria Guidance

The London Borough of Merton

Non-Maintained and Independent Special Schools

November 2022

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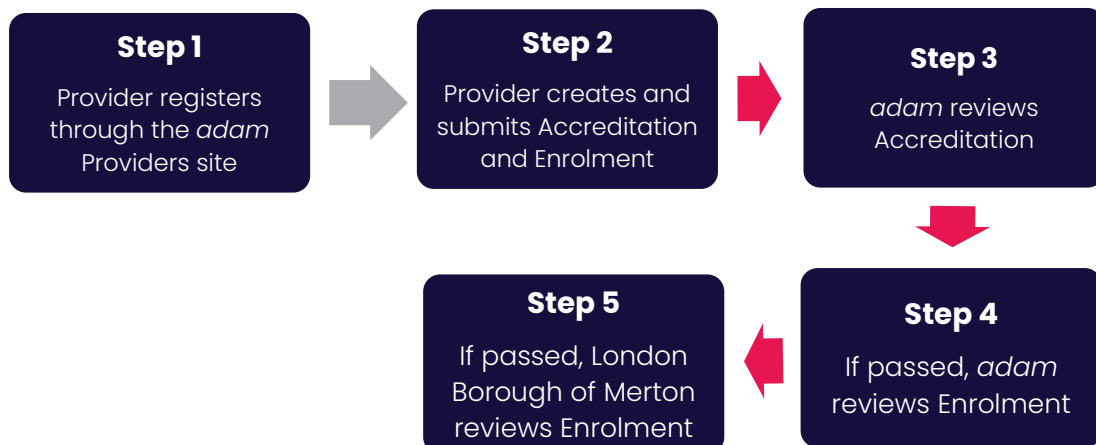
London Borough of Merton – Application Guide

The London Borough of Merton will be working with *adam* HTT Ltd to implement a new DPS for Non-Maintained and Independent Special Schools. All providers wishing to join this DPS will need to complete an Accreditation and Enrolment (A&E) on the new DPS to receive Requirements through *adam* Procure.

- This document will cover the following:
 - Registration – applicable for providers new to *adam* Procure
 - Adding users
- Adding locations
- Accreditation – information required
- Enrolment – information required
- Next steps

How to join *adam* Procure

The step-by-step process to be completed online is as follows:



Please note that if either the Accreditation or the Enrolment is failed, the provider will receive feedback from *adam* so amendments can be made (where possible). Equally if the Enrolment is Rejected by the London Borough of Merton, the provider will receive feedback so amendments can be made (where possible). Typically, the cycle of these steps will take a maximum of 10 working days.

Registration

Register

You must register your school on the system ([Adam HTT | Human Touch Technology \(adamproviders.co.uk\)](http://adamproviders.co.uk)). If your school is part of a larger parent group, then head office should register on *adam* Procure. The below shows what is required:

- Business name
- Registered trading name (if different from the above)
- Business tax/VAT number
- Charity registration number (charities only)
- Company registration number (companies only)
- SME status
- Registered business address (Address line 1, City, Postcode etc.)
- Telephone number
- Email address

Add a system user

Once the company details have been filled in, you will be taken to a page to create a system User for head office which will require the following:

- First name
- Last name
- Job title
- Email address

Once the above fields have been completed and the first User has been created, they will receive a username and temporary password. Upon logging into *adam* Procure the User will be prompted to change their password. The User will have the ability to create other Users for their organisation.

Add a location

If your organisation has multiple locations or offices, it is possible to add these additional locations once the company has been registered.

To add a location, go to the Admin tab > My Company > Locations > New, and then follow the steps to fill in the details for the location. This will include:



- Location display name
- Address

Accreditation & Enrolment

The Accreditation and Enrolment are the two phases of the application criteria to join the DPS. The tables below show the questions which the Provider will have to respond to. Some questions will only have to be answered depending on the response to another question.

1. Accreditation

To start a new Accreditation, you will need to select the following:

Client: London Borough of Merton

Category: Non-Maintained and Independent Special Schools

This table shows the questions which will need to be completed as part of your Accreditation. If the question is not applicable to your organisation you must insert N/A.

Q	Company Information	Trigger
1	Name of legal entity or sole-trader	Always appears
2	Registered office address (if applicable)	Always appears
3	Registered website address (if applicable)	Always appears
4	What is the legal entity type of your organisation	Always appears
5	If Other, please specify the legal entity type of your organisation	If answered 'Other' to Q4
6	Date of registration in country of origin	Always appears
7	Company registration number (if applicable)	Always appears
8	Charity registration number (if applicable)	Always appears
9	Head office DUNS number (if applicable)	Always appears
10	Registered VAT number	Always appears

11	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Always appears
12	Please provide the relevant details, including the registration number(s)	If answered 'Yes' to Q11
13	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?	Always appears
14	Please provide additional details of what is required and confirmation that you have complied with this.	If answered 'Yes' to Q13
15	Trading name(s) that will be used if successful in this procurement	Always appears
16	Relevant classifications (state whether you fall within one of these, and if so which one)	Always appears
17	Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: https://ec.europa.eu/growth/smes/sme-definition_en	Always appears
18	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> - Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives - Service address - The date that they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used) - Which of the following conditions for being a PSC are met <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. <p>(Please enter N/A if not applicable)</p> <p>UK companies, Societas Europaea (SEs) and Limited Liability Partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance.</p>	Always appears
19	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	Always appears
20	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company 	Always appears

	<ul style="list-style-type: none"> - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
21	Are you bidding as the lead contact for a group of economic operators?	Always appears
22	What is the name of the group of economic operators? Please enter N/A if not applicable.	Always appears
23	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.	If answered 'Yes' to Q21
24	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Always appears
25	Please confirm you have uploaded additional details for each sub-contractor in the downloadable template.	If answered 'Yes' to Q24

This table shows the documents which will need to be uploaded as part of your Accreditation.

Documents	Instructional text
Admission Agreement (Mandatory)	Please Download, sign and upload to confirm your agreement
Declaration Statement (Mandatory)	Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
Sub-Contractor Information (Optional)	If you have selected 'Yes' to Q24, you will need to upload the Sub-Contractor document, complete, and then reupload in the documents field. If you have selected No to Q24 you will need to upload a document stating that no subcontractors are to be used.



2. Enrolment

Once the Accreditation is complete, the Enrolment can be started immediately. You do not have to wait for the Accreditation to be approved, however your Enrolment can only be reviewed by *adam* after you have an Approved Accreditation.

This table shows the questions which will need to be completed as part of your Enrolment. If the question is not applicable to your organisation you must insert N/A.

Q	Company information	Trigger
1	<p>Has your organisation completed the Single Procurement Document?</p> <p>(This is an electronic self-declaration document to be submitted by suppliers interested in tendering for contracts to public bodies. The SPD is intended to simplify the process of qualification for tendering by permitting businesses to self-declare that they meet the necessary regulatory criteria or commercial capability requirements of the public authority concerned, without needing to submit proof unless subsequently selected as the appointed contractor. The supplier must state that they are able, upon request and without delay, to provide the supporting documents necessary to prove compliance.)</p>	<p>If answered 'Yes' go straight to Q13</p>
2	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this web page: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/956764/Annex_C_Exclusion_Grounds.pdf</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 webpage.</p> <ul style="list-style-type: none"> - Participation in a criminal organisation - Corruption - Fraud - Terrorist offences or offences linked to terrorist activities - Money laundering or terrorist financing - Child labour and other forms of trafficking in human beings 	<p>Please respond to this question if answered 'No' to Q1</p>
3	<p>If you have answered 'yes' to the question above, please provide further details;</p> <ul style="list-style-type: none"> - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, - Identity of who has been convicted - If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents. 	<p>If answered 'Yes' to Q2, provide details</p>
4	<p>If you have answered Yes to any of the questions above. Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleaning)</p>	<p>Pass - If answered 'Yes' to Q2 Fail - Review response and resubmit</p>
5	<p>Regulation 57(3)</p>	<p>Please respond to</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?	this question if answered 'No' to Q1
6	<p>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>Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.</p>	Please respond to this question if answered 'Yes' to Q5
7	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this web page, which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision, or control in the organisation.</p> <ul style="list-style-type: none"> - Breach of environmental obligations - Breach of social obligations - Breach of labour law obligations - Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended, or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state - Guilty of grave professional misconduct - Entered into agreements with other economic operators aimed at distorting competition - Aware of any conflict of interest within the meaning of Regulation 24 due to the participation in the procurement procedure - Been involved in the preparation of the procurement procedure - 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 	Please respond to this question if answered 'No' to Q1
8	<p>Please provide further details.</p> <ul style="list-style-type: none"> - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. - Identity of who has been convicted. - If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents. 	Please respond to this question if answered 'Yes' to Q7
9	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleaning)	<p>Pass - If answered 'Yes' to Q7</p> <p>Fail - Review respond and resubmit</p>

10	<p>Regulation 57 (8)</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision, or control in the organisation.</p> <ul style="list-style-type: none"> - The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria - The organisation has withheld such information - The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 - The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection, or award 	<p>Please respond to this question if answered 'No' to Q1</p>
11	<p>Please provide further details.</p> <ul style="list-style-type: none"> - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. - Identity of who has been convicted. - If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents. 	<p>Please respond to this question if answered 'Yes' to Q10</p>
12	<p>Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleansing)</p>	<p>Pass - If answered 'Yes' to Q10 Fail - Review response and resubmit</p>
13	<p>Are you able to provide a copy of your audited accounts for the last two years, if requested?</p>	<p>Please respond to this question if answered 'No' to Q1</p>
14	<p>If no, can you provide one of the following: answer with Y/N in the relevant box.</p> <p>A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation</p> <p>or</p> <p>A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>or</p> <p>Alternative means of demonstrating financial status if any of the above are not available (e.g., forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p>	<p>Pass - If answered 'Yes' to Q13 Fail - Review response and resubmit</p>
15	<p>Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.</p>	<p>Please respond to this question if answered 'No' to Q1</p>

16	Are you able to provide parent company accounts if requested to at a later stage?	Please respond to this question if answered 'No' to Q15
17	If yes, would the parent company be willing to provide a guarantee if necessary?	Please respond to this question if answered 'Yes' to Q16
18	If no, would you be able to obtain a guarantee elsewhere (e.g., from a bank)?	Please respond to this question if answered 'No' to Q16
19	<p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g., the consortium is newly formed, or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.</p> <p>Please confirm you will complete the template attached</p>	Always appears
20	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p> <p>Please enter N/A if you do not sub-contract.</p>	Always appears
21	If you cannot provide at least one example for questions 19, in no more than 500 words please provide an explanation for this e.g., your organisation is a new start-up, or you have provided services in the past but not under a contract.	Please respond to this question if

		answered 'No to Q19
22	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Always appears
23	If you have answered yes to question 22 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? Please provide the relevant URL to view the statement. If no, please provide an explanation	Please respond to this question if answered 'Yes' to Q22
24	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £10m *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	Always appears Pass – Yes Fail – No
25	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Public Liability Insurance = £10m	Always appears Pass – Yes Fail – No
26	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Professional Indemnity Insurance = £2m	Always appears Pass – Yes Fail – No
27	On 10 July 2019, LBM passed a motion to declare a climate emergency and set a carbon reduction target to make Merton carbon neutral by 2050. Any commercial organisation supplying goods, works or services to LBM must not operate in a way that acts contrary to this commitment. Please confirm that you have read and understand this commitment.	Always appears Pass – Yes Fail – No
28	Please confirm that you have uploaded a Business Continuity Plan	Always appears Pass – Yes Fail – No
29	Please confirm you have uploaded a copy of your organisation's Health and Safety Policy that complies with current legislative requirements. Please note, it is a legislative requirement for Organisations with 5 or more permanent employees to have a Health & Safety Policy.	Always appears Pass – Yes Fail – No
30	Please upload your Safeguarding Policy and confirm that the Policy as a minimum, includes reference to all of the following: i. How your organisation deals with allegations against staff. ii. Safe spaces within buildings, use of cameras, phones etc. iii Guidance around physical contact and professional boundaries, including expectations of staff around personal relationships with clients.	Always appears Pass – Yes Fail – No
31	Please confirm that you have a safeguarding training programme in place which ensures each person that may come into contact with children or vulnerable adults undertakes relevant Child Protection / Safeguarding training at least every 2 years and include behaviour management strategies; and to possess a Certificate to that effect.	Always appears Pass – Yes Fail – No

32	Please confirm that each person that may come into contact with children or vulnerable adults has undergone an Enhanced Disclosure & Barring Service check and that a record to that effect is available for inspection if required.	Always appears Pass – Yes Fail – No
33	Please confirm that you will upload the following policies: 1.) Behaviour policy 2.) Attendance policy	Always appears Pass – Yes Fail – No
34	Is your provision registered as appropriate for the education provision offered?	Always appears
35	If yes, please state your registered status and the Primary Needs groups you cater for	Please respond to this question if answered 'Yes' to Q34
36	Please state what Body you are registered with and provide your Registration Number	Always appears
37	Have you had an Inspection from your Regulatory Body?	Always appears
38	What was your last inspection rating? Please upload your latest Inspection Report and any Action Plan	Please respond to this question if answered 'Yes' to Q37
39	If you have not had a full Regulatory inspection yet, please state whether your Initial Registration Report states that you are likely or unlikely to meet the standards.	Please respond to this question if answered 'No' to Q37
40	Do you use third parties to offer services? (services refers to the curriculum, therapies and supporting activities)	Always appears
41	If yes, please confirm that you will upload details of: - third party company details; - services provided; - service levels; and - how the School monitors the service(s) provided by third parties and ensures the third parties meet the same standards the School is required to and the School's policies.	Pass – If answered 'Yes' to Q40 Fail – Review response and resubmit
42	Are you a residential school?	Please respond to this question if answered 'No' to Q1
43	If yes, please confirm that you will upload details of - type(s) and terms of residential provision; and - additional services offered.	Pass – If answered 'Yes' to Q42 Fail – Review response and resubmit

44	Is your organisation not-for profit?	Always appears
45	Please certify that you have completed and uploaded the Pricing Schedule. For existing providers your pricing schedule should be based on current fees (agreed fees on invoices)	Always appears Pass – Yes Fail – No
46	Please confirm that you have uploaded this downloadable template to highlight any commercially sensitive information that should not be disclosed under Freedom of Information requests.	Always appears Pass – Yes Fail – No
47	Please confirm that you will complete and upload the Data Protection Compliance Questionnaire	Always appears Pass – Yes Fail – No
48	Please confirm that you will sign and upload a copy of the Tender Declaration form from the Downloadable Templates section of this form.	Always appears Pass – Yes Fail – No

This table shows the documents which will need to be uploaded as part of your Enrolment.

Documents	Instructional text
Financial Documentation (Mandatory)	Please upload copies of the required financial documentation, as requested in Q13-18, as applicable.
Employers Liability Insurance (Mandatory)	Please upload your Employers Liability (including volunteers) Insurance Policy (£10m) as stated in Q24.



Public Liability Insurance (Mandatory)	Please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£10m) as stated in Q25
Professional Liability Insurance (Mandatory)	Please upload your Professional Liability Insurance Policy (£2m) as stated in Q26
Contract Examples (Mandatory)	Please download the contract examples template, complete for up to three contracts and reupload as stated in Q19
Single Procurement Document (Optional)	Please upload a copy of the relevant evidence to having already completed a Single Procurement Document, as outlined in Q1
Health and Safety Policy (Mandatory)	Please upload your Health and Safety Policy as requested in Q29.
Safeguarding Policy (Mandatory)	Please upload your Safeguarding Policy as requested in Q30.
Regulatory Inspection (Mandatory)	Please upload your latest Regulatory Report as requested in Q38. If currently rated Requires Improvement, please submit the last inspection rating prior to this. If you have not had a full Regulatory Report, please upload your initial Regulatory Report here.
Action Plan (Optional)	Please upload your action plan if you are currently rated as Requires Improvement, as requested in Q38.
Pricing Schedule (Mandatory)	Please upload your Pricing Schedule using the downloadable template as requested in Q45.
Business Continuity Plan (Mandatory)	Please upload your Business Continuity Plan as requested in Q28.
Behaviour Policy (Mandatory)	Please upload your Behaviour Policy as requested in Q33.
Attendance Policy (Mandatory)	Please upload your Attendance Policy as requested in Q33.
Third Party (Services) (Optional)	Please upload your Third Party (Services) information as requested in Q41.
Residential School Details (Optional)	Please upload your Residential School information as requested in Q43.
Commercially Sensitive Information (Mandatory)	Please download the Commercially Sensitive Information template, complete, and re-upload, even if there is no sensitive information relevant to you, as requested in Q46
GDPR (Mandatory)	Please complete and upload the Data Protection Compliance Questionnaire as requested in Q47
Tender Declaration (Mandatory)	Please download the Tender Declaration template, complete, and re-upload as requested in Q48

3. Scoring

Term	Meaning
Always appears	The question is NOT triggered by answers to other questions. The question does NOT require 'Yes' to pass
Always appears, Pass – Yes, Fail – No	The question is NOT triggered by answers to other questions. The question DOES require 'Yes' to pass

PLEASE NOTE: One failed document on either the Accreditation or the Enrolment will result as a fail and will need to be edited and resubmitted with the correct document uploaded.

4. Adding service categories

The Service Categories below show a breakdown of the services which London Borough of Merton includes under the Non-Maintained and Independent Special Schools category.

You will need to select all the Service Categories which apply to your organisation, so that you can later receive the relevant notifications. These are:

Service Category
Non-Maintained Special Schools
Independent Special Schools
Post 16 Specialist Colleges
Independent Mainstream Schools

Next steps

Following submission, the Accreditation and Enrolment will be vetted by *adam* and then reviewed by the London Borough of Merton. System notifications are issued following each review stage to advise if the application has been Approved.

For more details on how to create and submit your Accreditation and Enrolment information, please see the Accreditation and Enrolment User Guide available at adamproviders.co.uk/london-borough-of-merton-non-maintained-and-independent-special-schools under the 'Supporting Documents' section.

To register and begin your application, visit [Adam HTT | Human Touch Technology \(adamproviders.co.uk\)](https://adamproviders.co.uk)

If you have any questions or concerns which specifically relate to this Accreditation and Enrolment criteria, please email sen@merton.gov.uk

For system/technical support with your application – use the Live-Chat function whilst logged in to *adam* Procure to speak to an *adam* Support Team member.

