

DPS Entry and Operation Guide Part 1 - DPS Overview, Entry Criteria and Evaluation Methodology

1.0 Introduction

London Borough of Haringey Council ("the Council") as the lead authority is inviting applications from suitably qualified and experienced Suppliers to be appointed under a DPS for the Works to be utilised by members of the LCP and other contracting authorities referred to within the Additional Information section of the Contract Notice. For the avoidance of doubt, for the purposes of calling-off under the DPS those other contracting authorities shall become LCP Members (as that term is defined below).

The Council hosts the LCP, which was established in 2012 and currently has a total membership of 43 public sector organisations, (the "LCP Members"). The primary purpose of the LCP is to design, create and maintain construction related frameworks and dynamic purchasing systems to support the delivery of works and infrastructure projects for the LCP Members.

The DPS is divided into twenty nine main Service Categories as detailed below:

1. Adaptations
2. Asbestos
3. Brickwork
4. Carpentry & joinery
5. Cleaning & Clearance
6. Demolition
7. Drainage
8. Electrical
9. Energy Efficiency
10. Fencing & Gates
11. Fire
12. Foundations
13. General Construction Multi Trade
14. Glazing
15. Groundworks
16. Heating, gas appliances & installations
17. Highways
18. Landscaping
19. Lifts

- 20. Masonry
- 21. Modern Methods of Construction
- 22. Painting & decorating
- 23. Plasterwork & other finishes
- 24. Plumbing
- 25. Principal Contractor
- 26. Roofing
- 27. Scaffolding
- 28. Specialist treatment
- 29. Wall, floor, tile & sheet finishes

Agreements will be commissioned for discrete pieces of work under each Service Category. Please note that some Service Categories will require Suppliers to provide evidence of licenses, accreditations or professional body memberships as part of the Call-Off procedure. Further details will be provided by an LCP Member as part of its Requirements.

When applying for membership of the DPS, potential Suppliers will be invited to select which Service Category they wish to apply for. There is no limit on the number of Service Categories that a Supplier may choose – this is entirely at the discretion of the Supplier. Suppliers that are appointed to the DPS will be appointed to the Service Categories as determined by their selections. The DPS is further divided into five London regions and by value. This is further detailed at Appendix 2. When choosing their preferred Service Categories, Suppliers can also stipulate both the regions and the values of any Agreements that they wish to be considered for. Each Service Category has been further subdivided into Service Templates. These can be found in Appendix 1.

When a Agreement is being awarded under the DPS, the LCP Member shall select which Service Category applies to that Agreement and all the Suppliers that are registered to the relevant Service Category shall be invited to submit an Offer in response to a Tender unless the LCP Member exercises its option to apply a further geographical/contract value banding filter.

This DPS Entry and Operation Guide (Part 1) will give you as a potential Supplier an overview of what a DPS is. It will outline the Entry Criteria you must meet to join the DPS and the evaluation methodology used to assess your capability to deliver the Services to any LCP Member. Part 2 will explain how the Council will operate the DPS and how the LCP Members will manage their procurement and invoicing processes using AdamProcure.co.uk.

2.0 What is a DPS?

A DPS is a completely electronic system established by a contracting authority to purchase commonly used goods, works or services.

A DPS does not operate in the same way as a public contract and/or framework agreement in that it is an 'open market' product designed to provide access to a pool of Suppliers or supply base, which can be constantly refreshed. Interested Suppliers will have to apply to be admitted to the DPS.

When a contracting authority needs to procure specific Services, it will then follow a further bidding process amongst the Suppliers admitted to the DPS in order to award a Agreement to provide the Services.

2.1 How the DPS works

A Supplier that wishes to provide Services to LCP Members will have to join the DPS by registering and by submitting Accreditation and Enrolment information (an "Entry Submission") online via www.adamProcure.co.uk.

As part of the Accreditation and Enrolment process, the Supplier will be required to indicate for which of the Service Categories it is able to provide Services (please see section 1.0 above for further information regarding the selection of Service Categories).

The Supplier's Entry Submission will be evaluated to establish the Supplier's general capability offering against a number of pre-set selection criteria (the "Entry Criteria").

The Accreditation and Enrolment process will also encompass the evaluation of Suppliers' financial capability to provide the Services as outlined in the scope of works which can be found at Appendix 1 of this document.

All successful and unsuccessful Suppliers will be notified of the outcome of the evaluation of their Entry Submissions. A Supplier will either be accepted onto the DPS or rejected and provided with feedback in order to enable it to re-apply at a later date should it wish to do so.

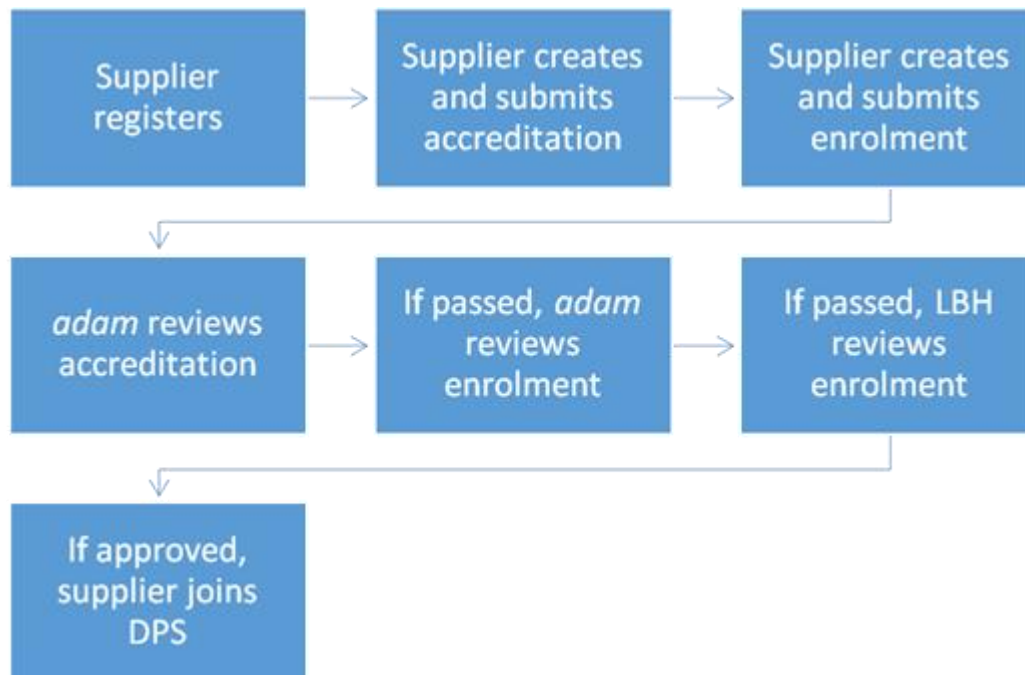
The feedback to unsuccessful Suppliers will outline the areas in which they need to make improvements in order to submit a successful Entry Submission in the future. The process of applying to join the DPS is explained further in a step-by-step process flow chart below.

From time to time, when an LCP Member requires specific Services it shall notify Suppliers accepted onto the DPS of the opportunity and will run a Tender over AdamProcure.co.uk, during which interested Suppliers will be able to submit an Offer to provide the required Services. At the end of the Tender process, the LCP Member will normally award a Agreement for provision of the Services. The award will be to the Supplier that best meets the LCP Members Requirements based on an evaluation of the Offers submitted. This process is more fully explained in the DPS Entry and Operation Guide – Part 2 (Requirements Process and DPS Management).

2.2 How to join the DPS

Suppliers who wish to join the DPS for the Services will need to show that they meet the Entry Criteria by applying online at www.adamProcure.co.uk. It is a simple two-step application process consisting firstly of Registration and secondly of Accreditation and Enrolment.

Step-by-step process to be completed online:



Step 1: Registration

You must register your business on the system (www.adamProcure.co.uk). An email will then be sent to you with a username and password to access the system and complete the remaining two stages. To complete your Registration, you will need to provide, at an absolute minimum, the following information:

- Full Business Name
- Trading Name (if different from above)
- Business Tax/VAT Number
- Charity Registration Number (Charities only)
- Company Registration Number (Companies only)
- SME status
- Unique Taxpayer Reference (UTR) Number (if a sole tenderer)
- Registered Business Address: line 1, City, County, Post Code
- Trading business address (if different from above)
- Telephone Number
- Email address

The business name you register will be the name shown on the system. You must then create your first administrative user by providing:

- First Name
- Last Name
- Job Title
- Email address

This user will be an administrator on the system and have the ability to create other users for your business at all additional locations you may have. For further details on how to complete this Registration process, please see the Registration, Accreditation and Enrolment User Guide available at www.adamProcure.co.uk in the 'Help Library'.

The administrator will then receive a username and temporary password. Upon logging into AdamProcure.co.uk, the administrator will be prompted to change the password.

Step 2: Accreditation and Enrolment

At the Accreditation and Enrolment stages, your business must show that you meet the Entry Criteria to be admitted onto the DPS as one of the Suppliers of the Services. You must do so by completing an Entry Submission (your application) by providing responses on AdamProcure.co.uk to a series of questions and uploading all requested documents to provide all necessary information about your organisation. The tables in sections 3.1 to 4.13 below set out a copy of the questions that a Supplier will have to respond to when completing its Entry Submission on www.AdamProcure.co.uk. The portal will also indicate what documents you need to upload as part of your Entry Submission. The Entry Criteria you have to meet and how they are evaluated are also explained below in sections 3 and 4.

2.3 Entry Submission – notes for completion

- 2.3.1 In these notes for completing the Entry Submission, the 'LCP' means the London Construction Programme.
- 2.3.2 "You" / "Your" refers to the potential supplier completing the Entry Submission i.e. the legal entity seeking to join the DPS and to be invited to submit Offers to provide the Services and who shall be responsible for the information provided as part of that Entry Submission. The term "potential supplier" is intended to cover any economic operator as defined by the Public Contracts Regulations.
- 2.3.3 The Entry Submission to be completed has been designed to assess the suitability of a potential supplier to deliver the Services. If you are successful at this Accreditation and Enrolment stage of the procurement process, you will be selected for the subsequent Requirements stage of the process.
- 2.3.4 Please ensure that all questions are completed in full on AdamProcure.co.uk by creating and submitting an Accreditation and Enrolment via the tabs on the system and in the format requested. If the question does not apply to you, please state 'N/A'. Should you be required to provide additional information in response to the

questions, please submit a clearly identified document. Please see "Enrolment Documents" in terms of the scope of additional information to be provided as part of your Entry Submission. Failure to ensure that all questions are completed may result in your Entry Submission being disqualified.

- 2.3.5 Where you are required to upload documents, this should be done to the location and/or in the manner indicated further on in this document.
- 2.3.6 Where a section specifically relates to legislation or practices applicable to the United Kingdom and this jurisdiction does not apply to your organisation, then you should answer the section based on the legislative requirements of the country in which your organisation resides.
- 2.3.7 Haringey Council reserves the right at its absolute discretion to discontinue or cancel this selection process at any point and shall not be liable for any costs resulting from the cancellation of the process nor for any other costs incurred by tenderers and their consultants as a result of their participation in the process.

3 Part 1 - Accreditation

At the Accreditation stage, the questions you will be required to provide responses to and documents you need to upload are grouped into the following sections: Potential Supplier Information; Document Upload - Accreditation.

At the Accreditation stage, you will also be required to download and confirm your business's acceptance of a contractual document, the Supplier Agreement, this can be found at <http://demand.sproc.net>.

The Supplier Agreement signs you up to the terms and conditions of transacting business with the LCP Members through the DPS, for Services required in accordance with the any Specification. In the event that you are successful in being awarded work through the DPS you will be bound by the terms and conditions set out in any Services Agreement.

The Supplier Agreement includes a Self-Billing Procedure terms in Schedule 2. By accepting the Supplier Agreement, you will agree for any LCP Member who chooses to use Adam~~7~~ as a third~~2~~-party payment agent, to the terms set out in the Self Billing Procedure.

You will need to accept the Supplier Agreement electronically via AdamProcure.co.uk, by ticking the relevant box on the application in order to proceed.

3.1 Supplier Information

This section is used to gather the necessary details to understand the nature of the organisation and legal entity participating in the procurement exercise and, where appropriate the composition of its supply chain. It is not scored as the answers to the questions are for information only~~2~~, but a potential Supplier may be excluded on the grounds of providing insufficient or false information.

Please read, complete and sign the declaration which is available electronically via AdamProcure.co.uk. Please note that the declaration should be signed by you, if you are the Supplier, or by a partner or authorised representative in his or her own name on behalf of the Supplier where this is an organisation. If you are relying on other organisations in order to meet the Entry Criteria then please refer back to paragraph 2.3.7 in terms of the relevant completion requirements.

	Accreditation question	Question trigger
1	What is the name of legal entity or sole trader?	
2	What is the registered office address?	
3	What is the contact name, telephone number and address for enquiries?	
4	What is your Company Registration number if registered with Companies House or equivalent? Please enter N/A if not applicable.	
5	What is your Charity registration number? Please enter N/A if not applicable.	
6	What is your VAT registration number? Please enter N/A if not applicable.	
7	What is the name of your immediate parent company? Please enter N/A if not applicable	
8	What is the name of your ultimate parent company? Please enter N/A if not applicable	
9	What is your organisation type?	
10	Please specify your trading status	Dependent on response to Q9
11	Are you a micro, a small or a medium-sized enterprise?	
12	Is your organisation a sheltered workshop, a "social business" or will it provide for the performance of the contract in the context of sheltered employment programmes?	
13	What is the corresponding percentage of disabled or disadvantaged workers?	Dependent on response to Q12
14	Please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to.	Dependent on response to Q12
15	If applicable, is your organisation registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?	
16	Please provide the name of the list or certificate and the relevant registration or certification number, if applicable	Dependent on response to Q15
17	If the certificate of registration or certification is available electronically, please state the web address, issuing authority or body and precise reference of the documentation.	Dependent on response to Q15
18	Please state the references on which the registration or certification is based, and where applicable, the classification obtained in the official list.	Dependent on response to Q15

19	Does the registration or certification cover all of the required criteria in this SQ document?	Dependent on response to Q15
20	Will your organisation be able to provide a certificate with regard to the payment of social security contributions and taxes, or provide information enabling the contracting authority or contracting entity to obtaining it directly by accessing a national database in any Member State that is available free of charge?	Dependent on response to Q15
21	If the relevant documentation is available electronically, please state the web address, issuing authority or body and precise reference of the documentation.	Dependent on response to Q20
22	Are you participating in the procurement procedure together with others? Please ensure that the others concerned each provide a separate questionnaire.	
23	Please indicate your organisation's role i.e. sole supplier/lead entity, group member, other entity (relied upon), other entity (not relied upon).	Dependent on response to Q22
24	To enable the collation of the group's responses, please identify the other organisations participating in the procurement procedure together.	Dependent on response to Q22
25	Where applicable, please provide the name of the group.	Dependent on response to Q22

3.2 Document Upload - Accreditation

The below documents must be uploaded onto AdamProcure.co.uk as part of your Accreditation submission:

	Document	What is required to pass review?	
	Declaration Statement	Signed Declaration Statement uploaded to AdamProcure.co.uk	Mandatory

3.3 Completion - Accreditation

Once you have completed the Accreditation stage, you should move straight onto completing the Enrolment stage of your application.

In due course, all Suppliers will receive an email notification confirming whether or not your application has been approved on the basis that you have uploaded the documents referred to at paragraph 3.2. If you do not upload the documentation required as stipulated above at 3.2, your Accreditation will be rejected on the grounds that the correct documents have not been uploaded.

If your application is rejected at the Accreditation stage, you will be notified by *adam* who will provide feedback to allow you to rectify any issues and re-apply if appropriate.

All organisations that have self-certified that they meet the Entry Criteria will be required upon request by the Council, to upload all supporting documentation which will be reviewed prior to any Agreement/s being awarded for any Services through the DPS.

4.0 Part 2 – Enrolment

At the Enrolment stage, you will need to provide responses to a series of questions and upload documents in AdamProcure.co.uk relating to the Supplier's capabilities. The Council will use the responses and documents provided to assess the capability of your organisation to provide the Services.

At the start of the Enrolment stage, you will need to submit answers to questions and upload documents under the following sections: PAS91, Financial Standing, Insurances, Business and Professional Standing, Grounds for Mandatory Exclusion, Grounds for Discretionary Exclusion, Health and Safety Policy and Capability, Equal Opportunity and Diversity Policy and Capability, Environmental Management Policy and Capability, Quality Management Policy and Capability, Building Information Modelling Policy and Capability, Technical and Professional Ability, Bribery and Legal Working in the UK.

Once you have completed these questions you will be required to select which of the Service Categories you can provide Services for and you will want to receive Requirements for.

4.1 PAS 91

If you hold a valid Constructionline Gold or Platinum membership and can provide evidence of this you will not need to complete the enrolment questions 18 – 164. You will be required to answer the questions below and provide the evidence requested.

	Enrolment Question	Question Trigger
1	Please confirm whether you hold a valid Constructionline Gold or Platinum membership and can evidence this?	
2	Please self-certify that you have uploaded evidence of your gold or platinum membership and ensure that your membership number is included.	Dependent on response to Q1

4.2 Economic and Financial Standing

For the purpose of assessing your organisation's financial viability you are required to provide the information requested in the questions set out below.

If you have indicated that you are part of a wider group, you will also be required to provide further details regarding the parent company as detailed below:

	Enrolment Question	Question Trigger
3	Please confirm your organisation type.	
4	Please confirm you have uploaded your forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, or an alternative means of demonstrating financial status.	Dependent on response to Q3
5	Please confirm you have uploaded a copy of the most recent accounts that contain turnover, profit before tax, and balance sheet (if prepared) covering either the most recent two year period of trading or if trading for less than two years, the period that is available. If accounts are not prepared, provide the relevant pages from the latest tax returns (self employment pages for sole traders, partnership pages for partnerships) together with the tax assessment.	Dependent on response to Q3
6	Please confirm you have uploaded a copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two year period of trading or if trading for less than two years, the period that is available. Abbreviated accounts are not acceptable.	Dependent on response to Q3
7	Please confirm you have uploaded a copy of the most recent audited accounts for your organisation covering either the most recent three year period of trading, or if trading for less than three years, the period that is available.	Dependent on response to Q3
8	In most cases it is likely that the audited accounts will have been prepared and the accounts required at Q7 above will suffice. Where this is not the case, an unaudited copy of the most recent accounts as described in Q5 above should be provided. Please confirm you have uploaded a copy of these documents in the space provided.	Dependent on response to Q3
9	Is your company part of a wider group?	
10	Are you able to provide parent company accounts if requested to at a later stage?	Dependent on response to Q9
11	If you have answered "Yes" to the above, would the parent company be willing to provide a guarantee if necessary?	Dependent on response to Q10
12	If you have answered "No" to the above, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)	Dependent on response to Q10

4.3 Insurances

In order to provide the Services to the Council, the Council requires you to have particular insurance cover. The questions below are arranged in such a way that you do not need to have the required level of insurance at the time of your submission, but if you do not you must commit to having the correct levels once you begin delivering Services under the DPS. If you have the required cover, you must upload the insurance schedule as part of your application. If at the

time of your Enrolment you do not have the required cover, you must upload a single page document stating the name of your business and committing to obtaining the required level of insurance and that you will upload a copy of a valid policy schedule prior to starting delivery of any Agreement.

	Enrolment Question	Question Trigger
13	<p>Please self-certify whether you already have, or can commit to obtain prior to commencement of the contract, the levels of insurance indicated below:</p> <p>Public Liability: £5m Employer's Liability: £5m Professional Indemnity: £5m (where consultancy input to be involved) Product Liability: £2m (where product to be supplied)</p>	
14	<p>Please self-certify that you have uploaded a copy of your Employers' liability insurance (to be as minimum £5 million).</p> <p>Please upload, in the space provided in this Enrolment section, your valid insurance schedule or a statement committing to upload one as described in Section 4.3 above.</p>	
15	<p>Please self-certify that you have uploaded a copy of your Public liability insurance (to be as minimum £5million).</p> <p>Please upload, in the space provided in this Enrolment section, your valid insurance schedule or a statement committing to upload one as described in Section 4.3 above.</p>	
16	<p>Please self-certify that you have uploaded a copy of your Professional indemnity insurance (Where consultancy input involved) (to be as minimum £5 million).</p>	
17	<p>Please self-certify that you have uploaded your Product Liability Insurance (Where product is to be supplied) (to be as minimum £2 million).</p>	

4.4 Grounds for Mandatory and Discretionary Exclusion

If you have not previously completed a verified PAS91 but have completed a European Single Procurement Document (ESPD) the ESPD will be accepted in place of Enrolment Questions 19 – 53 (Mandatory and discretionary exclusion).

A Supplier will be excluded from becoming or continuing to be an approved Supplier if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision under the laws of your organisation's country of establishment or of any UK jurisdiction which found a breach of legal obligations to pay tax or social security obligations (except either, on an exceptional basis, for overriding reasons relating to the public interest such as public health or protection of the environment or where an exclusion is

disproportionate e.g. only minor amounts involved) unless it can demonstrate to the satisfaction of the Council that appropriate remedial action has been taken (please see below).

Any Supplier that answers 'Yes' to Enrolment questions 19 - 53 below should provide, in the relevant space for this on AdamProcure.co.uk, sufficient evidence that provides a summary of the circumstances and of any remedial action that it has taken which is sufficient to demonstrate its reliability as a Supplier despite the conviction in question. The Supplier has to demonstrate it has taken such remedial action to the Council's satisfaction in each case.

If such evidence is considered sufficient by the Council (whose decision will be final), the Supplier concerned shall be allowed to continue in the DPS process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has:

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Council to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

If you answer 'Yes' to any questions below on the non-payment of taxes or social security contributions (30 – 38), and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position, please provide details in the relevant section for this on AdamProcure.co.uk.

	Enrolment Question	Question Trigger
18	<p>Have you submitted a completed European Single Procurement Document (ESPD)?</p> <p>The questions in this module need not be completed if you have provided a completed and signed European Single Procurement Document (ESPD).</p>	Dependent on response to Q1

19	<p>In respect of Regulations 57(1 and 2) of the Public Contracts Regulations 2015 the detailed grounds for mandatory exclusion of an organization are set out on the webpage – https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf which should be referred to before completing these questions.</p> <p>Within the past five years, anywhere in the world, have you, your organization or any person who has powers of representation, decision or control in the organization been convicted of any of the offences within the summary below (Q20 to Q27) below, and listed on the above referenced webpage?</p>	Dependent on response to Q18
20	Participation in a criminal organisation	Dependent on response to Q19
21	Corruption	Dependent on response to Q19
22	Fraud	Dependent on response to Q19
23	Terrorist offences or offences linked to terrorist activities	Dependent on response to Q19
24	Money laundering or terrorist financing	Dependent on response to Q19
25	Child labour and other forms of trafficking human beings	Dependent on response to Q19
26	Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland	Dependent on response to Q19
27	Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.	Dependent on response to Q19
28	<p>If you have answered yes to any of questions Q20 to Q27, provide further details for each such question, including:</p> <ul style="list-style-type: none"> - date of conviction and the jurisdiction; - which of the grounds listed the conviction was for; - the reasons for conviction; - the identity of who has been convicted. <p>If the relevant documentation is available electronically, provide:</p> <ul style="list-style-type: none"> - the web address; - issuing authority; - precise reference of the documents 	Dependent on response to Q19

29	If you have answered Yes to any of the questions Q20 to Q27, explain, for each such question, what measures have been taken to demonstrate the reliability of the organisation despite the existence of relevant grounds for exclusion (self-cleaning - see Regulation 57 (13 to 17) of the Public Contracts Regulations 2015).	Dependent on response to Q19
30	<p>In respect of Regulations 57(3) and (4) of the Public Contracts Regulations 2015, the detailed grounds for mandatory and discretionary exclusion of an organisation are set out on the webpage:</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</p> <p>which should be referred to before completing these questions.</p> <p>Has your organisation met all its obligations relating to the payment of taxes or social security contributions, both in the UK and in the country in which the organisation is established (if outside the UK)?</p>	Dependent on response to Q18
31	If you have responded "No", was this through a judicial or administrative decision having final and binding effect?	Dependent on response to Q30
32	<p>Provide further details for each instance, including:</p> <ul style="list-style-type: none"> - whether you believe there to be any overriding reasons for non-payment; - the country or state concerned; - the amount concerned; - details of the means for a No response - the date of the conviction or decision (if applicable); - in case of a conviction, insofar as established directly therein, the length of the period of exclusion; - whether you have paid, or have entered into a binding arrangement with a view to paying, "the taxes or social security contributions due" including where applicable any interest accrued and/or fines; and - if the relevant documentation is available electronically indicate the web address, issuing authority or body and precise reference of the document. 	Dependent on response to Q30
33	<p>Have any tax returns submitted on or after 1 October 2012 been found to be incorrect as a result of:</p> <ul style="list-style-type: none"> - HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the "Halifax" abuse principle; 	Dependent on response to Q18

34	<p>Provide further details for each instance, including:</p> <ul style="list-style-type: none"> - whether you believe there to be any overriding reasons for non-payment; - the country or state concerned; - the amount concerned; - details of the means for a No response - the date of the conviction or decision (if applicable); - in case of a conviction, insofar as established directly therein, the length of the period of exclusion; - whether you have paid, or have entered into a binding arrangement with a view to paying, "the taxes or social security contributions due" including where applicable any interest accrued and/or fines; and - if the relevant documentation is available electronically indicate the web address, issuing authority or body and precise reference of the document. 	Dependent on response to Q33
35	<p>Have any tax returns submitted on or after 1 October 2012 been found to be incorrect as a result of:</p> <ul style="list-style-type: none"> - a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or "Halifax" abuse principle; 	Dependent on response to Q18
36	<p>Provide further details for each instance, including:</p> <ul style="list-style-type: none"> - whether you believe there to be any overriding reasons for non-payment; - the country or state concerned; - the amount concerned; - details of the means for a No response - the date of the conviction or decision (if applicable); - in case of a conviction, insofar as established directly therein, the length of the period of exclusion; - whether you have paid, or have entered into a binding arrangement with a view to paying, "the taxes or social security contributions due" including where applicable any interest accrued and/or fines; and - if the relevant documentation is available electronically indicate the web address, issuing authority or body and precise reference of the document. 	Dependent on response to Q35
37	<p>Have any tax returns submitted on or after 1 October 2012 been found to be incorrect as a result of:</p> <ul style="list-style-type: none"> - a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS), VADR (Schedule 11A to the Value Added Tax Act 1994 (as amended by Schedule 1 to the Finance (no. 2) Act 2005) or any equivalent or similar regime in a jurisdiction in which the supplier is established 	Dependent on response to Q18

38	<p>Provide further details for each instance, including:</p> <ul style="list-style-type: none"> - whether you believe there to be any overriding reasons for non-payment; - the country or state concerned; - the amount concerned; - details of the means for a No response - the date of the conviction or decision (if applicable); - in case of a conviction, insofar as established directly therein, the length of the period of exclusion; - whether you have paid, or have entered into a binding arrangement with a view to paying, "the taxes or social security contributions due" including where applicable any interest accrued and/or fines; and - if the relevant documentation is available electronically indicate the web address, issuing authority or body and precise reference of the document. 	Dependent on response to Q37
39	<p>Regulation 57 (8) of the Public Contracts Regulations 2015</p> <p>The detailed grounds for discretionary exclusion of an organization are set out on the webpage:</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</p> <p>which should be referred to before completing these questions.</p> <p>Within the past three years, anywhere in the world, have any of the situations identified in Q40 to Q46 below applied, to you or your organization.</p>	Dependent on response to Q18
40	Breach of obligations in the field of environment, social and/or labour law	Dependent on response to Q39
41	Bankruptcy, insolvency	Dependent on response to Q39
42	Guilty of grave professional misconduct	Dependent on response to Q39
43	Distortion of competition	Dependent on response to Q39
44	Aware of any conflict of interest	Dependent on response to Q39
45	Been involved in the preparation of the procurement procedure	Dependent on response to Q39
46	Performance deficiencies on a previous contract leading to early termination, damages or other sanctions	Dependent on response to Q39
47	<p>Misrepresentation and undue influence</p> <p>Do any of the following statements (Q48 to Q52) apply to your organisation?</p>	Dependent on response to Q39

48	The organisation is guilty or serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Dependent on response to Q39
49	The organisation has withheld such information	Dependent on response to Q39
50	The organisation is not able to submit supporting documents required under Regulation 59 of the Public Contracts Regulations 2015.	Dependent on response to Q39
51	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.	Dependent on response to Q39
52	The organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Dependent on response to Q39
53	<p>If you have answered "Yes" to any of questions Q40 to Q52, provide</p> <ul style="list-style-type: none"> - details of the circumstances; - explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self cleaning - see Regulation 57 (13 to 17) of the Public Contracts Regulations 2015); - if relevant documentation is available electronically, indicate the web address, issuing authority or body and precise reference of the document. 	Dependent on response to Q39

4.5 Health and Safety Policy and Capability

	Enrolment Question	Question Trigger
54	<p>If your organisation meets the criteria identified in one of Q55 to Q57 below and you can provide the supporting evidence required, you do not need to complete Q58 to Q114 of this question module. If exemption is not claimed, please move to Q58.</p> <p>Are you claiming an exemption?</p>	Dependent on response to Q1
55	You have within the last twelve months successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gather process confirms to PAS 91.	Dependent on response to Q54
56	You have within the last twelve months , successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.	Dependent on response to Q54
57	You hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001.	Dependent on response to Q54
58	Are you able to demonstrate that you have a policy and organisation for health and safety (H&S) management?	Dependent on response to Q54

59	Please provide evidence of a periodically reviewed H&S policy, endorsed by the chief executive officer. The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organisation.	Dependent on response to Q58
60	Are you able to describe your arrangements for ensuring that your H&S measures are effective in reducing/ preventing incidents, occupational ill-health and accidents?	Dependent on response to Q54
61	Please provide details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce.	Dependent on response to Q60
62	Do you have access to competent H&S advice/assistance – both general and construction/sector related?	Dependent on response to Q54
63	<p>Please provide evidence of how your organisation obtains access to competent H&S advice.</p> <p>NOTE Access to competent in-house advice, in whole or part, is preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that (from the same source or elsewhere) advice relating to construction H&S issues is accessible as required.</p>	Dependent on response to Q62
64	Do you have a policy and process for providing your staff/ workforce with training and information appropriate to the types of activity that your organisation is likely to undertake?	Dependent on response to Q54
65	Please provide evidence that your organisation has in place and implements, training arrangements to ensure that its staff/ workforce has sufficient skills and understanding to discharge their various duties. This should include refresher training (e.g. a CPD programme) that will keep the workforce updated on good H&S practice applicable throughout the company.	Dependent on response to Q64
66	Does your staff/ workforce have H&S or other relevant qualifications and experience, sufficient to implement your H&S policy to a standard appropriate to the activity that your organisation is likely to undertake.	Dependent on response to Q54
67	<p>You will be expected to demonstrate and provide evidence on request, that your staff/ workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g. trainees.</p> <p>Please confirm that you are willing to provide this upon request.</p>	Dependent on response to Q66
68	Do you check, review and where necessary improve your H&S performance?	Dependent on response to Q54
69	Please provide evidence that your organisation has in place and implements, an ongoing system for monitoring H&S procedures on an ongoing basis and for periodically reviewing and updating that system as necessary.	Dependent on response to Q68
70	Do you have procedures in place to involve your staff/ workforce in the planning and implementation of H&S measures?	Dependent on response to Q54

71	Please provide evidence that your organisation has in place and implements a means of consulting with its staff/ workforce on H&S matters and show how staff/ workforce comments, including complaints are taken into account.	Dependent on response to Q70
72	Do you routinely record and review accidents/incidents and undertake follow-up action?	Dependent on response to Q54
73	Please provide access to records of accident rates and frequency for all RIDDOR reportable events for at least the last three years. Demonstrate that your organisation has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to any enforcement.	Dependent on response to Q72
74	Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the activity for which they are being engaged?	Dependent on response to Q54
75	You will be expected to demonstrate and provide evidence on request that your organisation has and implements, arrangements for ensuring that H&S performance throughout the whole of your organisation's supply chain is appropriate to the work likely to be undertaken. Please confirm that you are willing to provide this upon request.	Dependent on response to Q74
76	Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?	Dependent on response to Q54
77	You will be expected to demonstrate and provide evidence on request that your organisation has in place and implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work ('method statements'). You should be able to provide indicative examples. The identification and control of any significant occupational health (not just safety) issues should be prominent. NOTE Risk assessments should focus on the needs of the particular job and should be proportionate to the risks arising from the work to be undertaken. In addition to ensuring risk management, the need to reduce documentary requirements on micro-businesses in particular should be taken into account by buyers and assessment providers. Excessive bureaucracy associated with competency assessment can obscure the real risk issues and divert effort away from them. Please confirm that you are willing to provide this upon request.	Dependent on response to Q76
78	CDM DUTY HOLDER ROLE(S) IDENTIFIED Please indicate below which duty (or duties) best describes your organization's activity and then only provide responses to the respective questions to the duty (or duties) you have selected. Please respond "yes" or "no" to each role identified below. Have you identified any CDM Duty Holder Roles?	Dependent on response to Q54
79	Contractor/principal contractor	Dependent on response to Q78

80	Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?	Dependent on response to Q79
81	Describe how co-operation and co-ordination of the work is achieved in practice, and how any other organizations are involved in drawing up method statements, etc. including response to emergency situations. This should include how input from your suppliers will be taken into account, and how external comments, including any concerns or complaints, will be responded to. This may include CPPs.	Dependent on response to Q80
82	Do you have arrangements for ensuring on-site welfare for your employees/other workforce?	Dependent on response to Q79
83	Describe how you ensure suitable welfare facilities for your employees/other workforce are in place before starting work on site, whether provided by a site-specific arrangement with others, or your own measures. This may include CPPs.	Dependent on response to Q82
84	Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organization?	Dependent on response to Q79
85	Please provide examples of actual knowledge, skills and experience within your organization. This may include: NEBOSH Construction Certificate; membership of Association for Project Safety; membership of Institution of Construction Safety; SSSTS; SMSTS (e.g. provided in a skills matrix for key personnel)	Dependent on response to Q84
86	Do you review and develop your effectiveness in the contractor/principal contractor role?	Dependent on response to Q79
87	Please provide evidence that your organization implements an ongoing system for monitoring performance, including post-project review.	Dependent on your response to Q86
88	Principal contractor	Dependent on response to Q78
89	Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?	Dependent on response to Q88
90	Describe how co-operation and co-ordination of the work is achieved in practice, and how any other organizations are involved in drawing up method statements, etc. including response to emergency situations. This should include how input from your suppliers will be taken into account, and how external comments, including any concerns or complaints, will be responded to. This may include CPPs.	Dependent on response to Q89
91	Do you have arrangements for ensuring on-site welfare for your employees/other workforce?	Dependent on response to Q88
92	Describe how you ensure suitable welfare facilities for your employees/other workforce are in place before starting work on site, whether provided by a site-specific arrangement with others, or your own measures. This may include CPPs.	Dependent on response to Q91

93	Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organization?	Dependent on response to Q88
94	Please provide examples of actual knowledge, skills and experience within your organization. This may include: NEBOSH Construction Certificate; membership of Association for Project Safety; membership of Institution of Construction Safety; SSSTS; SMSTS (e.g. provided in a skills matrix for key personnel)	Dependent on response to Q93
95	Do you review and develop your effectiveness in the contractor/principal contractor role?	Dependent on response to Q88
96	Please provide evidence that your organization Implements an ongoing system for monitoring performance, including post-project review.	Dependent on response to Q95
97	Do you implement arrangements to meet the 'principal contractor' duties under the Construction (Design and Management) Regulations 2015?	Dependent on response to Q88
98	Please provide concise, practical examples, relevant and proportionate to the type of activity likely to be carried out, of how your organization meets the requirements of principal contractor. In particular, provide evidence of how you: 1 Plan, manage, monitor and coordinate H&S in the construction phase, including communication with the client, principal designer and contractors; 2 Prepare, review and maintain CPPs; 3 Organize co-operation between contractors and others, and coordinate the work; 4 Ensure relevant and suitable site inductions; 5 Provide information for the H&S file.	Dependent on response to Q97
99	Designer/principal designer	Dependent on response to Q78
100	Do you implement arrangements to meet the 'designer' duties under the construction (Design and Management) Regulations 2015?	Dependent on response to Q99

101	<p>Please provide evidence showing how you address questions 1 to 4 below. Provide relevant examples showing how risk was reduced through design. NOTE Emphasis should be on practical, proportionate measures that address significant risks arising from designs for relevant construction, not on lengthy documentation about generic risks.</p> <p>1 Check that the client is aware of their duties</p> <p>2 Ensure that you and your workforce have the necessary skills, knowledge and experience to discharge their legal duties under CDM 2015?</p> <p>Provide relevant evidence of:</p> <ul style="list-style-type: none"> - your CPD programme and/or examples of training and development plans (which may include in-house training). - your relevant qualifications, e.g. membership of a professional institution such as CIAT; CIBSE; ICE or RIBA. - how you maintain your technical knowledge and understanding of construction design. <p>3 Ensure significant risks are eliminated by design, taking account of the principles of prevention and show how construction and lifecycle risks are eliminated or controlled (with reference to buildability, maintainability and use).</p> <p>4 Effectively manage design changes, with regard to ensuring H&S during and post-completion.</p>	Dependent on response to Q100
102	Do you review and monitor your design performance, notably in relation to H&S?	Dependent on response to Q99
103	Please provide evidence that your organization implements an ongoing system for monitoring H&S design procedures and for reviewing and updating that system as necessary, e.g. through project design review (during and post-completion).	Dependent on response to Q102
104	Principal Designer	Dependent on response to Q78
105	Do you implement arrangements to meet the 'designer' duties under the Construction (Design and Management) Regulations 2015?	Dependent on response to Q104

106	<p>Please provide evidence showing how you address questions 1 to 4 below. Provide relevant examples showing how risk was reduced through design. NOTE Emphasis should be on practical, proportionate measures that address significant risks arising from designs for relevant construction, not on lengthy documentation about generic risks.</p> <p>1 Check that the client is aware of their duties</p> <p>2 Ensure that you and your workforce have the necessary skills, knowledge and experience to discharge their legal duties under CDM 2015?</p> <p>Provide relevant evidence of:</p> <ul style="list-style-type: none"> - your CPD programme and/or examples of training and development plans (which may include in-house training). - your relevant qualifications, e.g. membership of a professional institution such as CIAT; CIBSE; ICE or RIBA. - how you maintain your technical knowledge and understanding of construction design. <p>3 Ensure significant risks are eliminated by design, taking account of the principles of prevention and show how construction and lifecycle risks are eliminated or controlled (with reference to buildability, maintainability and use).</p> <p>4 Effectively manage design changes, with regard to ensuring H&S during and post-completion.</p>	Dependent on response to Q105
107	Do you review and monitor your design performance, notably in relation to H&S?	Dependent on response to Q104
108	Please provide evidence that your organization implements an ongoing system for monitoring H&S design procedures and for reviewing and updating that system as necessary, e.g. through project design review (during and post-completion).	Dependent on response to Q107
109	Do you implement arrangements to meet the “principal designer” duties under the Construction (Design and Management) Regulations 2015?	Dependent on response to Q104
110	<p>Please provide concise practical examples, relevant and proportionate to the type of activity likely to be carried out, of how your organization meets the requirements of principal designer. In particular, evidence of how you:</p> <p>1 Help the client to meet its duties under CDM 2015</p> <p>2 Gather, prepare, communicate and coordinate information, including design information, with other duty holders during the pre-construction phase</p> <p>3 Plan, manage and monitor health and safety-related information, including design information, in the pre-construction phase of a project, with the aim of identifying, eliminating or controlling foreseeable risks;</p> <p>4 Ensure designers carry out their duties, including oversight and co-ordination within the design team and with other designers/contractors;</p> <p>5 Liaise with the principal contractor;</p> <p>6 Prepare and provide relevant information to other duty holders, including the H&S file.</p>	Dependent on response to Q109
111	Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organization?	Dependent on response to Q104

112	Please provide examples of actual skills, knowledge and experience. This may include validated CPD, and typical additional qualifications. For example, a member of the registers administered by the Association for Project Safety or the Institution of Construction Safety (formerly known as the CDM co-ordinator's register), or the ICE construction health and safety register.	Dependent on response to Q111
113	Do you review and develop your effectiveness in the principal designer role?	Dependent on response to Q104
114	Please provide evidence that your organization implements, an ongoing system for monitoring performance, including post-project review.	Dependent on response to Q113

4.6 Equal opportunity and diversity policy and capability.

	Enrolment Question	Question Trigger
115	As an Employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010? Applies to both public and private procurement.	Dependent on response to Q1
116	Please provide copies of: 1 relevant instructions or written statement/evidence of relevant actions 2 relevant guidance or written statement/evidence of relevant actions 3 relevant policies/literature or written statement/evidence of relevant actions 4 evidence of where you believe these policies have made a difference Please confirm that you have uploaded the relevant evidence in the space provided.	Dependent on response to Q115
117	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	Dependent on response to Q1
118	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?	Dependent on response to Q1
119	Please provide details of any findings	Dependent on response to Q118
120	What steps did your organisation take as a result of that finding or investigation?	Dependent on response to Q118
121	In the last three years has your organisation been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?	Dependent on response to Q1
122	Please provide details of any investigations	Dependent on response to Q121

123	What steps did your organisation take as a result of that finding or investigation?	Dependent on response to Q121
124	What does your organisation do to ensure that equality and diversity is embedded within your organisation? Please provide copies of any relevant policies or written statement/evidence of relevant actions. Please confirm you have uploaded any evidence in the space provided.	Dependent on response to Q1
125	Do you actively promote good practice in terms of eliminating discrimination in all forms through: guidance to your employees/ suppliers concerned with recruitment, training and promotion?	Dependent on response to Q1
126	Please provide copies of any relevant instructions or written statement/evidence of relevant actions. Please confirm you have uploaded these in the space provided.	Dependent on response to Q125
127	Do you actively promote good practice in terms of eliminating discrimination in all forms through: making guidance or policy documents concerning how the organisation embeds equality and diversity available to employees/ sub-contractors, recognised trade unions or other representative groups of employees?	Dependent on response to Q1
128	Please provide copies of any relevant guidance or written statement/evidence of relevant actions. Please confirm you have uploaded these in the space provided.	Dependent on response to Q127
129	Do you actively promote good practice in terms of eliminating discrimination in all forms through: appropriate recruitment advertisements or other literature?	Dependent on response to Q1
130	Please provide copies of any relevant policies/literature or written statement/evidence of relevant actions. Please confirm you have uploaded these in the space provided.	Dependent on response to Q129

4.7 Environmental management policy and capability

	Enrolment Question	Question Trigger
131	Questions 133 to 142 need not be completed if your organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 or a valid EMAS certificate, and can provide the supporting evidence requested. Are you claiming an exemption on this basis?	Dependent on response to Q1
132	Please confirm you have uploaded a copy of your certificate in the space provided.	Dependent on response to Q131
133	Do you have a documented policy and organisation for the management of construction-related environmental issues?	Dependent on response to Q131

134	Please provide evidence that you or your organisation has an environmental management policy authorised by the Chief Executive or equivalent and regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organisation.	Dependent on response to Q133
135	Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?	Dependent on response to Q131
136	Please provide evidence that your organisation's environmental policy implementation plan provides information as to how the company aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce, in relation to environmental matters including: - sustainable materials procurement; - waste management; - energy management. This should include the arrangements for responding to, monitoring and recording environmental incidents and emergencies and complaints.	Dependent on response to Q135
137	Do you have arrangements for providing employees who will engage in construction, with training and information on construction-related environmental issues?	Dependent on response to Q131
138	Please provide evidence that your organisation has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties. This should include a programme of refresher training that will keep the workforce updated on relevant legal requirements and good environmental management practice.	Dependent on response to Q137
139	Do you check, review and where necessary improve your environmental management performance?	Dependent on response to Q131
140	Please provide evidence that your organisation has a system for monitoring environmental management procedures on an ongoing basis and for updating them at periodic interval.	Dependent on response to Q139
141	Do you have arrangements for ensuring that any suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged?	Dependent on response to Q131
142	Please provide evidence that your organisation has procedures for monitoring supplier's environmental management arrangements and ensuring that environmental performance appropriate for the activity to be undertaken is delivered throughout the whole of your organisations supply chain.	Dependent on response to Q141

4.8 Quality management policy and capability

	Enrolment Question	Question Trigger
143	<p>Questions 145 to 154, need not be completed if your organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 9001 and can provide the supporting evidence requested.</p> <p>Are you claiming an exemption on this basis?</p>	Dependent on response to Q1
144	Please confirm you have uploaded a copy of your certificate in the space provided.	Dependent on response to Q143
145	Do you have a policy and organisation for quality management?	Dependent on response to Q143
146	Please provide evidence that your organisation has and implements a quality management policy that is authorised by the Chief Executive or equivalent and periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.	Dependent on response to Q145
147	Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing/ preventing incidents of sub-standard delivery?	Dependent on response to Q143
148	Please provide evidence that your organisation keeps copies of documentation setting out quality management organisation and procedures that meet currently agreed good practice. These should include the arrangements for quality management throughout the organisation. They should set out how the company will carry out its policy, with a clear indication of how the arrangements are communicated to the workforce.	Dependent on response to Q147
149	Do you have arrangements for providing your workforce with quality-related training and information appropriate to the type of work for which your organisation is likely to bid?	Dependent on response to Q143
150	Please provide evidence that your organisation has in place and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to discharge their various responsibilities. These arrangements should include a programme of training that will keep the workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and training records.	Dependent on response to Q149
151	Do you have procedures for periodically reviewing, correcting and improving quality performance?	Dependent on response to Q143

152	Please provide evidence that your organisation has a system for monitoring quality management procedures on an on-going basis. Your organisation should be able to provide evidence of systematic, periodic review and improvement of quality in respect of construction output and general performance.	Dependent on response to Q151
153	Do you have arrangements for ensuring that your own suppliers apply quality management measures that are appropriate to the work for which they are being engaged?	Dependent on response to Q143
154	Please provide evidence that your organisation has arrangements for monitoring supplier's quality management arrangements and ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your organisations supply chain.	Dependent on response to Q153

4.9 Building information modelling (BIM), policy and capability

	Enrolment Question	Question Trigger
155	Questions 157 to 164 need not be completed if your organization holds a third-party certificate of compliance with PAS 1192-2:2013 *(or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard ¹ e.g. accredited by UKAS, and can provide information to evidence this. Are you claiming an exemption on this basis?	Dependent on response to Q1
156	Please confirm you have uploaded a copy of your certificate in the space provided.	Dependent on response to Q155
157	Do you have the capability of working with a project using a "Common Data Environment" as described in PAS 1192-2:2013?	Dependent on response to Q155
158	Please provide evidence that your organization understands the concept of a "Common Data Environment" as described in PAS 1192-2:2013 and is able to exchange information between supply chain members in an efficient and collaborative manner. If you have delivered a project in this way, you may use this to demonstrate your capability. Your explanation should be clear and concise.	Dependent on response to Q157
159	Do you have documented policy, systems and procedures to achieve "Level 2 BIM" maturity as defined in the government's BIM Strategy?	Dependent on response to Q155
160	Please provide evidence that you or your organization has a policy authorized by the chief executive or equivalent, that is regularly reviewed. The policy and procedures should be relevant to the nature and scale of the work to be undertaken.	Dependent on response to Q159

161	Do you have the capability of developing and delivering or working to (depending upon the role(s) that this PQQ covers) a BIM Execution Plan (BEP) as described in PAS 1192-2:2013?	Dependent on response to Q155
162	Please provide evidence that your organization understands the requirements of PAS 1192-2:2013, in particular with respect to BEP. This will include how to create reliable information and exchange it between supply chain members in an efficient and collaborative manner, and where appropriate, to the client, in the form specified (e.g. in accordance with the COBie UK 2012 standard and other typical client's information requirements). If you have delivered a project in this way, you may present an example BEP.	Dependent on response to Q161
163	Do you have arrangements for training employees in BIM-related skills and do you assess their capabilities?	Dependent on response to Q155
164	<p>Please provide evidence that your organization has in place training arrangements to ensure that its staff/workforce have sufficient skills and understanding to implement and deliver projects in accordance with the policy and procedures established to achieve "Level 2 BIM" maturity. Completed Construction Project Information Exchange (CPIx) templates referred to in the Project Implementation Plan (PIP), part of the BEP defined in PAS 1192-2:2013 would be considered.</p> <p>If this PQQ is for the first such project that you have considered undertaking, a training plan and evidence of how prior training outcomes in other areas have been assessed, would be considered.</p>	Dependent on response to Q163

4.10 Technical and Professional Ability

	Enrolment Question	Question Trigger
165	Have you and/or your company carried out works of the same or similar nature to that which is the subject of this prequalification questionnaire?	
166	Are you able to provide a list of up to three (3) relevant contracts, in any combination from either the public or private sector that are relevant to our requirement over the past 5 years together with evidence of satisfactory completion of those works/services?	
167	Please confirm you will complete and upload the contracts examples template in the space provided.	Dependent on response to Q166
168	If you cannot provide the three (3) examples, 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.	Dependent on response to Q166
169	Do you intend to sub-contract any part of the requirement?	
170	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). Please use the "Additional Information template" to complete this requirement. Please confirm you have uploaded this document in the space provided.	Dependent on response to Q169

4.11 Additional Bribery Questions

	Enrolment Question	Question Trigger
171	Have you carried out a risk assessment to consider whether your organisation is at risk of bribery?	
172	If "Yes", please provide details.	Dependent on response to Q171
173	Do you have a bribery prevention policy/procedure in line with the Bribery Act 2010? (You do not need to do this if there is no risk of bribery on your behalf).	
174	If "Yes", please provide details.	Dependent on response to Q173
175	Have you a procedure for communicating this policy throughout your organisation 'from the top down' and also to others who will perform services for you?	
176	If "Yes", please provide details.	Dependent on response to Q175
177	Does your policy/procedure include staff training regarding the requirements of the Bribery Act?	
178	If "Yes", please provide details.	Dependent on response to Q177
179	Does your policy/procedure include monitoring and review of bribery risk?	

4.12 Legal working in the UK

	Enrolment Question	Question Trigger
180	Has your company or your subcontractors been the subject of court action under the Immigration, Asylum and Nationality Act 2006 (amendment 2008)?	
181	If "Yes", please provide details.	Dependent on response to Q180
182	Do you make checks to verify all workers are entitled to work in the UK?	
183	If "Yes", please provide details.	Dependent on response to Q182
184	Do you have a policy/statement that sets out the steps your organisation has taken during the financial year to ensure that slavery and human trafficking is not taking place in any of your supply chains or in any part of your own business?	

185	If "Yes", please provide details.	Dependent on response to Q184
186	Do you have a criminal record checking procedure in place for your employees and sub-contractors?	

4.13 Distribution Group Filters

	Enrolment Question	Question Trigger
187	Please specify in which of the following London regions you are able to provide services: North, South, East, West and Central London. If you are able to provide services in all regions, please specify "All".	
188	<p>Please specify which two of the four contract value bands below you wish to be allocated to (filters are applied at the discretion of LCP members. If no filter is applied all active suppliers in the relevant service category will receive the Requirement).</p> <ol style="list-style-type: none"> 1. £0 – 250K 2. £250k - £500k 3. £500k to £1m 4. £1m+ <p>You can only choose adjacent bands ie 1&2, 2&3 or 3&4 not 1&4.</p> <p>Selection of contract value bands is optional. If you do not select any bands please state N/A. In this case you will only receive Requirements that have no value filter applied.</p>	

4.14 Enrolment Documents

	Document Type	Required Documentation	
	Evidence of Constructionline membership	Your company name, membership number, membership level and issue date must be visible within the uploaded document. When inputting the expiry date use the date 12 months from the issue date ie if the issue date is 01/01/2021 the expiry date should be entered as 31/12/2021	Optional
	Financial Documentation	Upload the required information as set out in questions 3 -12.	Mandatory
	Employer's Liability Insurance	Your company name, level of cover and the insurance	Mandatory

		expiry date must be visible within the uploaded document.	
	Public Liability Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.	Mandatory
	Professional Indemnity Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.	Optional
	Product Liability Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.	Optional
	European Single Procurement Document (ESPD)	If you have answered yes to Q18 please upload a copy of this document.	Optional
	Health and safety exemption	If you have answered "Yes" to Q54, please upload evidence of your exemption as outlined in Q55, Q56 or Q57.	Optional
	Equal opportunity diversity policy and capability	Your equality and diversity policy ensuring that it addresses Q115 - 130	Optional
	Environmental management exemption	If you have answered "Yes" to Q131, please upload evidence of your exemption	Optional
	Quality Management Exemption	If you have answered "Yes" to Q143, please upload evidence of your exemption	Optional
	Building Information Modelling (BIM) exemption	If you have answered "Yes" to Q155, please upload evidence of your exemption	Optional
	Contact Examples	Please upload a completed contract reference document	Optional
	Sub-contractor Additional Information	Please upload a completed sub-contractor additional information template.	Optional

4.15 Evaluation Methodology – Enrolment

4.15.1 PAS91

This part of the evaluation is for information only. If you answer 'yes' to question 1 and can upload the evidence requested in question 2 you will not need to answer enrolment questions 18 – 164. Questions 3 – 17 and 165 to 188 must be answered.

4.15.2 Financial Standing

To assess your organisations financial viability a credit check will be undertaken. This will be used in conjunction with additional financial documentation to undertake a full financial assessment which will be carried out in accordance with the criteria below.

Financial Assessments will also be carried out during the life of the DPS in the following instances:

- A. A significant change is highlighted via our credit alert monitoring process which impacts an organisations financial standing;
- B. On the anniversary of the approval of the Suppliers Enrolment.

4.15.2.1 The full financial assessment will be completed based on a risk analysis of financial information provided by the Supplier.

The financial information provided will be evaluated in a number of ways. It will be used to calculate a number of financial ratios for evaluating the financial well-being of your organisation and of the organisations seeking to be involved in tendering for Agreements with your organisation.

4.15.2.2 Your submitted information will be assessed using the following criteria:

4.15.2.2.1 Where the preferred Supplier is a subsidiary of a parent company (and will be providing a parent company guarantee) or is a member of a consortium, then all of the information requested in, this section is required from both the bidder and the parent company or from each consortium member. Please note that the Financial Statements of the bidder company, parent company and all consortium members are to be provided where applicable.

4.15.2.2.2 If you are applying as a consortium and/or propose to sub-contract any material part of the provision of the services under the Contract, each consortium member (in the case of a consortium bid) and material sub-contractor (in addition to the potential supplier, in the case of a prime contractor/sub-contractor arrangement) will be required to submit its financial information, which will then be assessed in line with the evaluation criteria set out below. The LCP reserves the right to exclude the Potential supplier (and so exclude all members of the relevant consortium/both the prime contractor and its sub-contractors) from further participation in this procurement process where (in the case of a consortium bid) any consortium member fails the financial assessment or (in the case of any prime contractor/sub-contractor arrangement) either the Potential supplier as prime contractor or any material sub-contractor fails the financial assessment.

A financial assessment that results in a score of 15 or below will be referred for further review at which your organisation may be required to submit supplementary information.

A decision as to whether your organisation Pass or Fail will be at the sole discretion of the LCP. A fail will result in your organisation being eliminated from the process.

Score	Outcome
0-15	Fail
16-40	Pass

Note: Potential suppliers are advised to check their credit report with Experian UK for any inaccuracies that can be rectified before the LCP obtains the report for financial evaluation.

If a credit report is unavailable, an assessment based on risk analysis of overall financial statements supplied by the potential suppliers will be carried out and the scores will be applied accordingly.

4.15.2.3 Financial information for a start up business that has not reported accounts to the Revenue or Companies House: enrolment question 4

Forecast turnover for the current year and a statement of funding provided by the owners and/or bank, or an alternative means of demonstrating financial status.

4.15.2.4 Accounts for an unincorporated business (sole traders and partnerships): enrolment question 5

Copy of the most recent accounts that contain turnover profit before tax, and balance sheet (if prepared) covering either the most recent two-year period of trading or, if trading for less than two years, the period that is available. If accounts are not prepared, provide the relevant pages from the latest tax returns (self-employment pages for sole traders, partnership pages for partnerships), together with the tax assessment.

4.15.2.5 Accounts for a small company or limited liability partnership with a turnover of below the audit threshold at which the preparation of audited accounts is not required: enrolment question 6

Copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two-year period of trading or if trading for less than two years, the period that is available. Abbreviated accounts are **not** acceptable.

4.15.2.6 Accounts for a medium to large incorporated entity and all other organisations that are required to prepare audited: enrolment question 7

Copy of the most recent audited accounts for your organisation covering within the most recent three-year period of trading or if trading for less than three years, the period that is available

4.15.2.7 Accounts for other organisation types (e.g. not for profit entities, local authorities, housing associations, charities): enrolment question 8

In most cases it is likely that audited accounts will have been prepared and the accounts required at section 4.15.2.6 will suffice. Where this is not the case, an unaudited copy of the most recent accounts as described in section 4.15.2.4 above should be provided.

4.15.2.8 The following methodology will be used to calculate the scores for organisations covered by sections 4.15.2.3 - 4.15.2.6

1. Net Profit Margin %

Range	Score
> 10	5
9 - 10	4
7 - 8	3
5 - 6	2
3 - 4	1
0 - 2	0

2. Current Asset Ratio %

Range	Score
> 2.5	5
2.1 - 2.5	4
1.8 - 2.0	3
1.5 - 1.7	2
1.1 - 1.4	1
0 - 1.0	0

3. Return on Capital Employed (ROCE) %

Range	Score
> 20	5
> 16 - 20	4
> 11 - 15	3
> 6 - 10	2
> 0 - 5	1
0	0

4. Gearing %		
	Range	Score
	0	5
	1 - 5	4
	6 - 15	3
	16 - 25	2
	26 – 40	1
	> 40	0
5. Credit Rating / Risk Analysis		
	Range	Score
	Minimum, low or very low risk	20
	Lower than average risk	15
	Higher than average risk	10
	High, maximum or undetermined risk	0
Definitions		
1.	Net profit margin PBIT / Turnover as a %	
2.	Current ratio	Current Assets / Current Liabilities
3.	ROCE	Profit before Interest & Tax / Total Assets less Current Liabilities
4.	Gearing	Total long term debt / Capital Employed
5.	Credit Rating	Based on Experian UK credit report if available; if, unavailable assessed by the LCP's Finance Team based on risk analysis of overall financial statements supplied.

4.15.2.9 The following methodology will be used be to calculate the scores for organisations covered by sections 4.15.2.7

1 Current Asset Ratio		
	Range	Score
	>2.5	5

	2.1-2.5	4
	1.8-2.0	3
	1.5-1.7	2
	1.1-1.4	1
	1-1.0	0
2	Gearing	
	Range	Score
	0	5
	1 to 5	4
	6 to 15	3
	16 to 25	2
	26 to 40	1
	>40	0
3	Defensive Interval, also known as 'Expenses Ratio' Cash+Marketable Securities+Recievables Average Monthly Expenses	
	Range	Score
	12	5
	9 to 11	4
	6 to 8	3
	3 to 5	2
	1 to 2	1
	0	0
4	Turnover to Net Assets ratio (%) Turnover Net Assets	
	Range	Score
	>20	5
	16 to 20	4
	11 to 15	3
	6 to 10	2
	1 to 5	1
	0	0
5	Credit Rating / Risk Analysis	
	Range	Score
	Minimum or very low risk	20
	Lower than average risk	15
	Higher than average risk	10

High, maximum or undetermined risk	0
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4.15.2.10 Economical and Financial standing of those organisations involved in your Tender and/or any Guarantor(s).

4.15.2.10.1 The LCP will use the information that you provide in this section, to evaluate the economic and financial standing of those organisations involved in your Tender and/or any Guarantor(s).

4.15.2.10.2 Pass – If you have answered ‘Yes’ to question 10. The preferred provider may be required to submit a guarantee, if requested by the LCP.

4.15.2.8.3 If you have answered ‘Yes’ to 11, the LCP may require you to submit the guarantee.

4.15.2.8.4 The LCP will carry out financial risk assessment of the parent company or Guarantor(s) and reserve the right to exclude the potential supplier from further participating in this procurement process where parent company or Guarantor(s) fails the financial risk assessment. Please refer to paragraph 4.15.2.3 to 4.15.2.6 for the evaluation methodology.

4.15.2.8.5 Fail - The potential supplier states 'Yes' in response to question 10 or question 11 but fails to provide the relevant information, upon request by the LCP;

Or the potential supplier states ‘Yes’ in response to question 10 but states ‘No’ in response to question 11 or vice versa and has not provided a sufficient explanation.

4.15.3 Insurances

Your response to questions 13, 14, and 15, will be evaluated using a Pass/Fail criterion.

- Pass – The potential Supplier answered ‘Yes’ to self-certify that either it has the necessary insurance levels in place at the time of completing the SQ or it can commit to obtain the required levels if successful prior to contract commencement.
- Fail – The potential Supplier self certifies that it does not already have the required levels of insurance and cannot commit to obtaining them in time. Or the potential supplier does not answer the question

Your response to questions 16 and 17 is for information only.

4.15.4 Grounds for Mandatory and Discretionary Exclusion

This section is assessed on a Pass/Fail basis in accordance with the evaluation approach set out in sections 4.4. Suppliers will be excluded where they answer yes to the questions under the section setting out the grounds for mandatory exclusion and they may be excluded where they answer yes to the questions under the section setting out the grounds for discretionary exclusion unless, in both cases, they provide evidence that satisfies the Council that they have taken adequate remedial action.

4.15.5 Health and Safety Policy and Capability

If you answer 'yes' to question 54 and either question 55, 56 or 57 (and upload the requested evidence) you will pass this section and will not need to answer questions 58 to 114. If you answer no to question 54 you will not need to answer questions 55 – 57 but will need to answer questions 58 – 114.

Your response to questions 58 - 114 is not scored. However, the Council reserves the right to request additional information and a supplier may be excluded on the grounds of providing insufficient or false information. The right to exclude will be at the sole discretion of the Council.

If a supplier has fewer than five employees it is not legally required to write down its general policy, organisation or arrangements. However, it does need to be able to show that its arrangements are adequate in relation to the type of activity likely to be undertaken.

4.15.6 Equal Opportunities and Diversity Policy and Capability

Your response to questions 115 – 130 is not scored. However, the Council reserves the right to request additional information and a Supplier may be excluded on the grounds of providing insufficient or false information. The right to exclude will be at the sole discretion of the Council.

4.15.7 Environmental Management Policy and Capability

Your response to questions 131 – 142 is not scored. However, the Council reserves the right to request additional information and a Supplier may be excluded on the grounds of providing insufficient or false information. The right to exclude will be at the sole discretion of the Council.

4.15.8 Quality Management Policy and Capability

Your response to questions 143 – 154 is not scored. However, the Council reserves the right to request additional information and a Supplier may be excluded on the grounds of providing insufficient or false information. The right to exclude will be at the sole discretion of the Council.

4.15.9 Building Information Modelling Policy and Capability

Your response to questions 155 – 164 is not scored. However, the Council reserves the right to request additional information and a Supplier may be excluded on the grounds of providing insufficient or false information. The right to exclude will be at the sole discretion of the Council.

4.15.10 Technical and Professional Capability

The Council has requested details of up to three contract examples demonstrating experience that are relevant to its requirements. Potential Suppliers are asked to submit details of contracts

where the named customer contact is prepared to provide written evidence to the Council to confirm the accuracy of the information provided.

By providing the contract details requested, the potential Supplier is agreeing to waive, for the purposes of this selection process, any contractual or other confidentiality rights and obligations associated with the contract details provided. The Council reserves the right to contact the named customer contact in Q166 Section 4.10 regarding the contract examples.

This section will be evaluated using a Pass/Fail criterion.

Pass – The potential Supplier has provided the requested details for up to 3 relevant contracts in response to question 166 or provided a satisfactory explanation in response to question 168 that demonstrates that the potential supplier has the technical and professional ability to perform in some other way that still shows relevance to the Council's requirements.

If the potential supplier does not intend to use Sub-contractor(s) and stated 'no' in response to question 169; or provided a satisfactory explanation and sufficient evidence to demonstrate their ability to maintain healthy supply chains with sub-contractor in response to question 170.

Fail - The potential Supplier has not provided any relevant contract details in response to question 166 and has not provided a satisfactory response to question 168 or has provided limited evidence to demonstrate experience relevant to the Council's requirements; Or

In response to question 169, the potential Supplier has indicated that Sub-contractor will be used in delivering the requirement services specified in this procurement and have provided insufficient explanation and supporting evidence to demonstrate their ability to maintain healthy supply chains with sub-contractor.

4.15.11 Additional Bribery Questions

The Council reserves the right to 'Fail' any Supplier who answers 'no' to questions:

171, 173, 175, 177 and 179.

4.15.12 Legal Working in the UK

The Council reserves the right to 'Fail' any Supplier who answers 'yes' to question:

180

or

'no' to questions:

182, 184 and 186

4.15.13 Geographic Regions

Your response to question 187 is for information only.

4.15.14 Value Bands

Your response to question 188 is for information only.

4.15.15 Construction Industry Scheme (CIS)

The Council require you to enter your Construction Industry Scheme UTR number. This will be used to verify your CIS deduction rate.

4.9 Next Steps

For further details on how to create and submit your Enrolment information, please see the Registration, Accreditation and Enrolment User Guide available at www.adamProcure.co.uk in the Help Library and at <http://demand.sproc.net>.

Once your Enrolment submission has been reviewed by the Council against the Enrolment evaluation criteria set out in the valuation methodology above, you will receive an email notification confirming whether or not your application has been approved.

If you are rejected at the Enrolment stage, you will be able to resubmit your enrolment a further two times, on the second time of applying the Council will contact the Supplier. Should the 3rd attempt fail a Supplier will have to wait at least 6 months before they can re apply.

Draft Accreditation Enrolment

Any suppliers with a draft Accreditation or Enrolment longer than 6 months will have their Accreditation or Enrolment removed and they will be required to submit a fresh application.

GLOSSARY

Accreditation – the first part of the second step (selection) of the process that a Supplier is required to complete in order to join the DPS. It involves a responding to a series of objective questions and uploading documents.

Adam – adam HTT Limited trading as adam as the provider of AdamProcure.co.uk.

Call-Off - the issue of a Requirement in relation to any Agreement to be awarded under the DPS.

Construction Industry Scheme (or “CIS”) – the Construction Industry Scheme which sets out the rules for how payments to subcontractors for construction work must be handled by contractors in the construction industry and certain other businesses. Under the scheme, all payments made from contractors to subcontractors must take account of the subcontractor’s tax status as determined by HM Revenue and Customs (HMRC). This may require the contractor to make a deduction, which they then pay to HMRC, from that part of the payment that does not represent the cost of materials incurred by the subcontractor.

DPS – Dynamic Purchasing System used for the procurement of Services.

Enrolment – the second part of the second step (selection) of the process that a Supplier needs to complete in order to join the DPS which will involve submitting further information based on which the LCP makes an evaluation of the capability of the Supplier's organisation to deliver Services to the LCP Members.

Entry Criteria – the criteria that a Supplier must meet and maintain throughout the duration of the DPS in order to successfully complete and to retain their Accreditation and Enrolment in the DPS.

Entry Submission - the Accreditation and Enrolment information and documents, which the Council requires a Supplier to submit via AdamProcure.co.uk as part of the Accreditation and Enrolment process.

Experian UK – A credit checking service.

LCP – the London Construction Programme.

Offer – a Tender submitted against a Requirement confirming that a Supplier is able to deliver the Services required and at what price.

Public Contracts Regulations – The Public Contracts Regulations 2015, as amended from time to time.

Price Banding - the banding that a supplier will be placed into based on their annual turnover which can be used as an additional filter by an LCP member when creating their requirement;

Regional Banding - the regions a Supplier will select at the point of submitting their enrolment that stipulates the regional location that a supplier will want to work.

Registration – the first step of the process that a Supplier is required to complete when joining the DPS (which involves certain basic information about the Supplier’s organisation).

Requirement – a request issued by an LCP Member from time to time on the DPS describing the specific Services that a LCP Member requires and for which it is seeking to award a Agreement.

Self-Billing Procedure – arrangements that a Supplier will sign up to as part of the Supplier Agreement in order for Adam to generate invoices.

Agreement – the contract to deliver a Requirement issued by the LCP Member accepting the Supplier's Offer and confirming agreement on the Services to be delivered and at what price.

Services - the services which form the basis of this procurement exercise (particulars of which are set out within in the OJEU Notice) and which shall be further specified by an LCP Member in the Requirement.

Service Category - a category of service, as described in section 1.0 of DPS Entry and Operation Guide Part 1.

Service Template – a filter applied to a Service Category to define the Services

Supplier(s) - the person, firm or company who are admitted to the DPS following evaluation of its response to the Accreditation and Enrolment.

Supplier Agreement – the overarching agreement between an LCP Member and a Supplier setting out how the LCP Member will award Agreements via the DPS for the delivery of specific Services.

Specification – the outline description of the Services an LCP Member may require from time to time via the DPS.

AdamProcure.co.uk – an internet based technology platform through which the LCP will be operating the DPS to procure Services (web link is www.adamProcure.co.uk).

Tender - means a Supplier response to the Requirement issued by an LCP Member at a Call-Off stage.

**London Construction Programme on
behalf of the London Borough of Haringey**

**Dynamic Purchasing System for Minor
Works (DPS)**

Service Category Disciplines and Summaries

Version Control

Version	Description	Date Issued
V1	Draft	

Introduction

This document forms part of the Invitation to Participate and must be read in conjunction with all other documents.

This Procurement is for the establishment of a Dynamic Purchasing System for Minor Works for use by the London Construction Programmes current and future members and other Public Sector Contracting Bodies across the UK as set out in the OJEU notice. This document outlines the scope of the Requirements that Suppliers appointed to the DPS must be able to provide.

The DPS is divided into twenty nine main Service Categories as detailed below:

1. Adaptations
2. Asbestos
3. Brickwork
4. Carpentry & joinery
5. Cleaning & Clearance
6. Demolition
7. Drainage
8. Electrical
9. Energy Efficiency
10. Fencing & Gates
11. Fire
12. Foundations
13. General Construction Multi Trade
14. Glazing
15. Groundworks
16. Heating, gas appliances & installations
17. Highways
18. Landscaping
19. Lifts
20. Masonry
21. Modern Methods of Construction
22. Painting & decorating
23. Plasterwork & other finishes
24. Plumbing
25. Principal Contractor
26. Roofing
27. Scaffolding

28. Specialist treatment

29. Wall, floor, tile & sheet finishes

This DPS is being established to provide public sector organisations with a compliant procurement route for their Minor Works needs. The DPS is intended to provide for Minor Works for any size of project from small discrete works through to large-scale developments and therefore all Construction Related Service Organisations from SME's through to large Companies are encouraged to participate.

The DPS is divided into Service Categories which outline the basis of characteristics of procurements that may be undertaken under the appropriate category.

When a Contracting Body has a specific requirement, it will issue a Call for Competition to all Suppliers admitted to the DPS within the relevant category, detailing the precise requirements. Suppliers are under no obligation to respond and can decide whether they wish to participate in each call for competition.

There is no guarantee that any Call-off Contracts will be placed under the DPS Supplier Agreement by any of the Contracting Bodies.

Scope of Works – All Service Categories

General Requirements

Best Practice

Suppliers admitted to the DPS are expected to demonstrate Best Practice at all times when appointed by members following a DPS call for competition (“Further Competition”).

Health and Safety

The Suppliers and all persons (including sub-Contractors) employed by them on the provision of construction related multi-disciplinary service shall comply fully with the Health and Safety at Work Act 1974 and all relevant Health and Safety legislation.

Construction (Design and Management) Regulations 2015 (CDMC 2015)

The Construction (Design & Management) Regulations (CDMC 2015) are the main set of regulations for managing the health, safety and welfare of construction projects. Suppliers are required to comply with the relevant legal Duties under CDMC 2015 as appropriate to their role and responsibilities within any Call-off Contract.

CDMC applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

Suppliers providing services on **all projects** must:

- Make sure the client is aware of the client duties under Construction (Design and Management) Regulations 2015 before any work starts.
- Plan, manage and monitor all work carried out by themselves and their workers, considering the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them.
- Check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them.
- Make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principle Contractors.
- Provide appropriate supervision, information and instructions to workers under their control.
- Ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access.
- Ensure suitable welfare facilities are provided from the start for workers under their control and maintain them throughout the work.
- Carry out regular health and safety audits/inspections. Reports detailing the findings shall be forwarded electronically to the CDMC and/or Principal Designer and shall be included within the Contractors monthly report for discussion at project meetings.

In addition to the above responsibilities, Suppliers working on **projects involving multiple disciplines** must:

- Coordinate their work with the work of others in the project team.
- Comply with directions given by the principal designer or principal Contractor.
- Comply with parts of the construction phase plan relevant to their work.

Risk Management

Suppliers need to manage the risks associated with carrying out the construction related services for works described in the scope of requirements effectively. Suppliers need to integrate good practice into their day-to-day operations. BS ISO 31000 is the international standard for Risk Management providing comprehensive principles and guidelines to help organisations with their risk analysis and risk assessments.

Minimum Qualifications

Suppliers must ensure that their work force have the necessary qualifications and holds any relevant certification that demonstrates their ability to undertake tasks in their profession.

Equivalent qualifications are acceptable, but the Suppliers must be able to provide justification and evidence that the alternative proposed qualification and experience meets the requirement detailed.

Note that contracting bodies may choose to validate during Further Competition the minimum qualifications of directly employed employees (and where appropriate Sub-Contractors) identified to provide services on specific call off contracts.

Suppliers are encouraged to hold certification, trade body membership and/or third-party accreditations that demonstrates the capability of the work they are undertaking.

Regulations and Standards

Suppliers must comply with all Legislation and any other general or specific regulations and/or law that applies to the construction industry or trade as may be updated from time to time.

It is desirable that Suppliers hold accreditations to the relevant standards appropriate to the Service Categories including but not limited to:

- ISO 9000 family - Quality Management Systems
- ISO 14000 family - Environmental management
- OHSAS 18001 - Health & Safety Management
- ISO 45001 – Occupational health & safety

However, LCP Members can ask for additional certifications applicable to the scope of works at the Call Off stage.

Planning Requirements

Ensure all Planning requirements are met and complied with as required.

Standard Forms of Contract

Standard forms of appointment for contractors are available and can be used by the LCP Member, a range of which are listed below but which may be substituted for an LCP Members own depending of the Service of Requirements of the public sector body.

- JCT Minor Works
- NEC3/4
- Federation of Master Builders

Adaptations

This Service Category provides for all skills related to adaptations projects. Work under this service category may include but is not limited to: Exterior adaptations, internal adaptations, multi-disciplinary adaptations.

Bathroom adaptations
Exterior adaptations
Kitchen adaptations
Miscellaneous adaptations
Multi-disciplinary adaptations
Stairlift adaptations

Asbestos

This Service Category provides for all skills related to asbestos surveys, for both existing buildings and sites. Work under this service category may include but is not limited to: Asbestos assessment services, asbestos abatement advice, asbestos removal works.

Inspection
Full Management Survey
R&D Survey
Removal
Sample Testing
Site Sample Testing

Brickwork

This Service Category provides for all skills related to Brickwork, including but not limited to the Service Templates below:

Airbricks & vents
Brick/Block walling
Chimneys
External wall cladding system
Fireplaces

Carpentry and Joinery

This Service Category provides for all skills related to Carpentry and Joinery, including but not limited to the Service Templates below

Canopies & porches
External cladding
External doors
Fascias, soffits & bargeboards
Flooring
Floors, roofs partitions
Garage doors and frames
Internal joinery
Internal timber doors
Ironmongery
Kitchen units and worktops
Miscellaneous fixtures & fittings
Miscellaneous works
Security & controlled door entry works
Shelving, skirting & architraves
Windows

Cleaning and Clearance

This Service Category provides for all skills related to Cleaning and Clearing, including but not limited to the Service Templates below.

Carpet cleaning
Cleaning & clearance miscellaneous
Construction waste
Disinfestation
Dwelling, garden cleaning and clearance
External communal clearance
Site clearance

Demolition

This Service Category provides for all skills related to Demolition, including but not limited to the Service Templates below.

Demolition - Capital projects
Demolition - Commercial
Demolition - Education
Demolition - Heritage
Demolition - Highways & public realm
Demolition - Housing & residential

Drainage

This Service Category provides for all skills related to Drainage, including but not limited to the Service Templates below.

Clearing blockage, CCTV & testing
Drainage below ground
Drainage miscellaneous
Land drainages and soakaways

Electrical

This Service Category provides for all skills related to Electrical work, including but not limited to the Service Templates below.

Accessories
Air conditioning
Burglar alarm installation
Carbon monoxide detectors
Control equipment
Door bell/door entry installation
Earthing and testing
Electrical appliances
Electrical miscellaneous
Electrical Testing
Electrical work in connection with central heating
Fire alarm installation
General lighting & power
Heat detectors
Luminaires
Rewiring to dwellings
Smoke detectors
Space, point & water heating installations
TV aerial installation
Ventilation
Warden call installation

Energy Efficiency

This Service Category provides for all skills related Energy Efficiency, including but not limited to the Service Templates below.

Energy efficiency miscellaneous
Fabric
Heating
Renewables

Fencing and Gates

This Service Category provides for all skills related to Fencing and Gates, including but not limited to the Service Templates below:

Fencing
Fencing – perimeter and security fencing, site/ property hoarding, window boarding
Fencing miscellaneous
Railings
Sundry repairs

Fire

This Service Category provides for all skills related to Fire, including but not limited to the Service Templates below:

Fire Alarms
Fire doors
Fire miscellaneous
Fire Prevention
Fire Protection (Sprinklers)
Fire Protection-Smoke Vents (Automatic)
Fire Risk Assessment
Lightning services

Foundations

This Service Category provides for all skills related to Foundations, including but not limited to the Service Templates below:

Concrete floor renewals
Foundations miscellaneous
Internal floor renewals

General Construction Multi Trade

This Service Category provides for all skills related to General Construction Multi Trade projects, including but not limited to the Service Templates below:

GCMT - Capital projects
GCMT - Commercial
GCMT - Education
GCMT - Heritage
GCMT - Highways & public realm
GCMT - Housing & residential

Glazing

This Service Category provides for all skills related to Glazing, including but not limited to the Service Templates below:

Convert single to double glazing
Domelights
Double glazed units - Clear float low emissivity (low E) glass
Double glazed units - obscure low emissivity (low E) glass
Double glazed units - Safety Low emissivity (Low E) glass
Glass - clear & obscured
Glass - Laminated
Glass - Polycarbonate
Glass - wired cast
Glazing miscellaneous
Mirrors
Reglaze doors & windows
Secondary glazing
Shower screens
Sundries

Groundworks

This Service Category provides for all skills related to Groundworks, including but not limited to the Service Templates below:

Builders work in connection with incoming services to new external meter positions
Groundworks miscellaneous
Kerbs, channels & edging
Metals stairs, walkways & balustrades
Paths and paving
Steps, stairs and ramps

Heating, gas appliances and installations

This Service Category provides for all skills related to Heating, gas appliances and installations, including but not limited to the Service Templates below:

Gas central heating installation
Gas point, water & heating appliances
Heating boiler controls
Heating, gas appliances & installations miscellaneous
Heating, pumps & valves
Radiators
Solid fuel appliances, flue linings and pipes
Ventilation
Void works
Water tanks

Highways

This Service Category provides for all skills related to Highways, including but not limited to the Service Templates below:

Carriageway works
Drainage
Highways miscellaneous
Illuminated street furniture
Landscaping
Non-Illuminated street furniture
Paving works

Landscaping

This Service Category provides for all skills related to Landscaping, including but not limited to the Service Templates below:

Ductwork, culverts, slow release storage ponds
Ground remediation
Hard landscaping
Horticultural services
Invasive species removal
Landscaping miscellaneous
Minor demolition
Play Equipment
Soft landscaping
Sports Courts
Tree services

Lifts

This Service Category provides for all skills related to Lifts, including but not limited to the Service Templates below:

Installation
Lifts miscellaneous
Planned maintenance
Repairs

Masonry

This Service Category provides for all skills related to Masonry, including but not limited to the Service Templates below:

Masonry miscellaneous
Natural stone
Reconstructed stone
Stone repairs

Modern Methods of Construction

This Service Category provides for all skills related to Modern Methods of Construction, including but not limited to the Service Templates below:

Hybrid construction
Modern methods of construction miscellaneous
Modular buildings
Panellised construction systems
Sub-assemblies & components

Painting and Decorating

This Service Category provides for all skills related to Painting and Decorating, including but not limited to the Service Templates below:

External redecoration
Internal redecoration
Painting & decorating miscellaneous
Preparation - external & internal

Plasterwork and Other Finishes

This Service Category provides for all skills related to Plasterwork and Other Finishes, including but not limited to the Service Templates below:

Plaster coving
Plasterwork miscellaneous
Plasterwork, rendering & screeds

Plumbing

This Service Category provides for all skills related to Plumbing, including but not limited to the Service Templates below:

Condition Surveys
Fittings, equipment, & appliances associated with services
Foul drainage above ground
Hot water cylinders
Pipe insulation
Plumbing miscellaneous
Rainwater gutters
Rainwater pipework
Replumbing hot and cold water installations
Stopcocks and valves
Sundry works
Supply pipework
Underground water mains
Waste pipework and fittings
Water storage tanks
Water treatment

Principal Contractor

This Service Category provides for all skills related to Principal Contractor duties, including but not limited to the Service Templates below. Principal Contractors must comply with the duties and requirements of Construction (Design and Management) Regulations 2015. A Principal Contractor is the contractor with control over the construction phase of a project involving more than one sub-contractor.

Principal contractor - Capital projects
Principal contractor - Commercial
Principal contractor - Education
Principal contractor - Heritage
Principal contractor - Highways & public realm
Principal contractor - Housing & residential

Roofing

This Service Category provides for all skills related to Roofing, including but not limited to the Service Templates below:

Asphalt roofing
Clay/concrete roof tiling
Felt roofing
Remedial works
Roofing miscellaneous
Sheet metal roofing
Slate roofing
Sundry works
Vertical Coverings

Scaffolding

This Service Category provides for all skills related to Scaffolding, including but not limited to the Service Templates below:

Lightweight mobile tower
Scaffolding miscellaneous
System scaffolding
Tube & fitting scaffolding

Specialist Treatment

This Service Category provides for all skills related to Specialist Treatment projects, including but not limited to the Service Templates below:

Artex removal
Fungus & beetle eradication & DPC works
Mastic asphalt work
Specialist treatment miscellaneous
Timber treatment

Wall, Floor, Tile and Sheet Finishes

This Service Category provides for all skills related to Wall, Floor, Tile and Sheet Finishes, including but not limited to the Service Templates below:

Ceramic tiles
Contract grade carpeting
Non-slip flooring
Nosings
Polysafe flooring
Quarry tiles
Sheet flooring
Skirtings
Vinyl
Wall, floor, tile, sheet miscellaneous

Appendix 2 – Distribution Group Filters

The DPS is divided into five London regions (North, East, South, West and Central London) inside of the M25. The postcodes within each region are set out in the table below.

This division has been structured to encourage small businesses (who may have service area limitations) to apply to join the DPS and to best serve the needs of contracting authorities based in London.

The Suppliers who apply to be admitted to the DPS can opt to provide a service throughout London or specific regions in London.

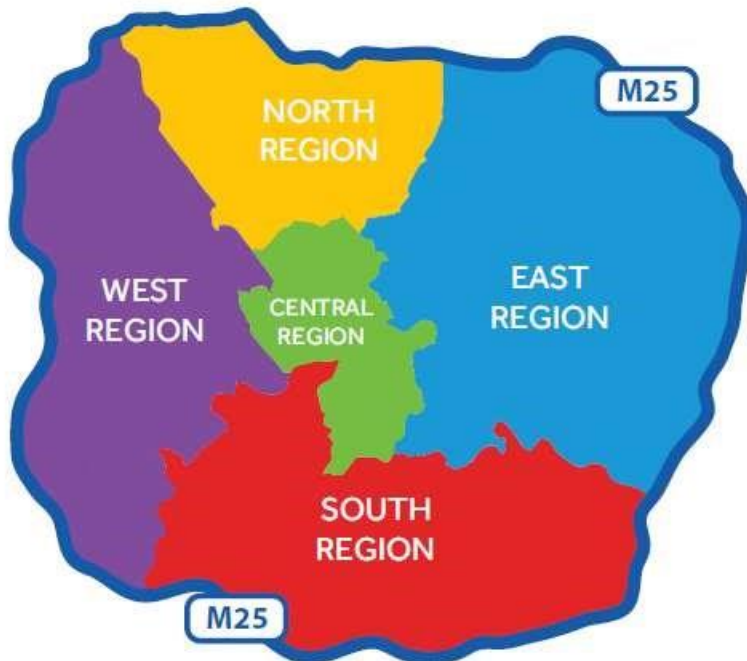
The regional boundaries will be fixed for the duration of the DPS.

It is intended to keep service provision within the M25 but exceptionally it may be necessary for Suppliers to visit and/or work in locations immediately outside of the M25 boundary. Similarly, there may be occasions where contracting authorities require Suppliers to visit and/or undertake work in cross border sites in London. Any such requirements will be set out in the Requirement for the individual Agreement.

London Region	Locations
North	EN1 – EN8, HA8 N1 - N22
East	CM13 – CM14, E1 - E20, IG1 - IG11 RM1 - RM20
South	BR1 – BR8 CR0, CR3 - CR9, CR44, CR90 DA1 - DA8, DA10, DA18 KT3 - KT6, KT17 - KT18, KT22 SE1 - SE28 SW2 - SW24 SM1 - SM7
West	HA0 - HA9 KT1 - KT9 NW1 - NW11 SL0, SL3 SW2 - SW20 TW1 - TW20 UB1 - UB11, UB18 W2 - W14 WD2 - WD25
Central	EC1- EC4 SW1 W1 WC1 WC2A, WC2B, WC2E, WC2H, WC2N, WC2R

All London Regions	Incorporating all of the Locations as above
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The diagram below provides an illustration of the five London regions.



Contract Value Band

Suppliers can select up to two of the four contract value bands detailed below. If choosing two bands, the bands must be adjacent ie 1 & 2, or 2 & 3 but not 1 & 3. The SRM will be used to record the supplier's choice. If LCP members choose to apply the value band filter when creating Requirements only Suppliers in the selected bands will receive Requirement notifications. This is a recommendation for LCP Members and they are not obliged to apply this filter.

Value Band	Lower Value	Upper Value
1	£0	£250,000
2	£250,000	£500,000
3	£500,000	£1,000,000
4	£1,000,000	above

