

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

## 1.0 Introduction

The London Borough of Haringey (“Haringey Council” or “the Council”) has worked with *adam* to introduce a web-based system, AdamProcure.co.uk, to manage the Council’s Dynamic Purchasing System (DPS). The Council will use this system for the procurement of Sports Coaching Services for the Council’s Parks and Leisure department.

**Sports Coaching Services refers to:**

**Sports Coaching/Training for Individuals**

**Sports Coaching/Training for Groups**

**Physical Education Services and Sports Coaching for Schools**

This DPS Entry and Operation Guide, which consists of 2 Parts, will give you as a potential supplier an overview of what a DPS is and will outline the Entry Criteria you must meet to join the DPS and the evaluation methodology the Council will use to assess your capability to deliver Sports Coaching Services to the Council. It will also explain how the Council 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. It is governed by Regulation 34 of the Public Contract Regulations.

A DPS does not operate in the same way as a contract/framework 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 the 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 contract (called an Agreement) to provide the services.

## **2.1 How the DPS works**

A supplier that wishes to provide Sports Coaching Services to Haringey Council will have to join the DPS by registering and by submitting Accreditation and Enrolment information (an Entry Submission) online via [www.adamProcure.co.uk](http://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 shown in section 4 below it is able to provide services.

The Supplier's Entry Submission will then 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 encompass the evaluation of suppliers' capability (financial and technical) to provide the services described in Haringey Council's Specification (the Services), which can be viewed at <http://demand.sproc.net/Clients>, against the Entry Criteria which will be evaluated on a pass / fail basis or such other basis as is explained further below.

All successful and unsuccessful suppliers will be notified of the outcome of the evaluation of their Entry Submissions applying for Accreditation and Enrolment. 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 manner below.

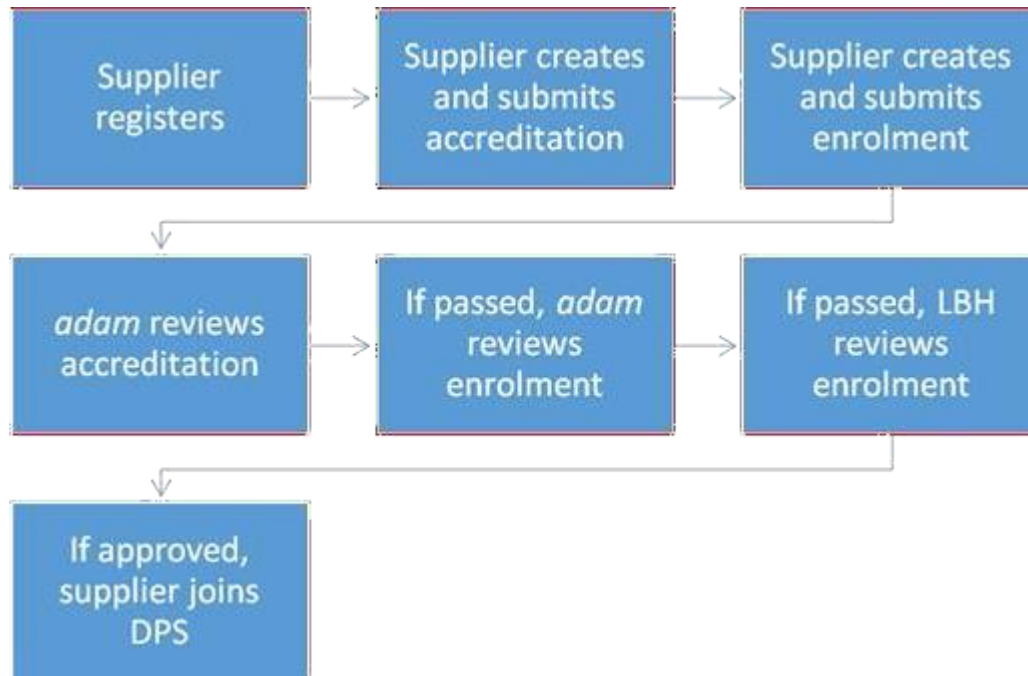
From time to time, when Haringey Council requires specific Sports Coaching Services it will notify suppliers accepted onto the DPS of the opportunity and will run a tender over AdamProcure.co.uk, during which interested suppliers will be able to submit Offers to provide the Services required. At the end of the tender, Haringey Council will normally award an Agreement for provision of the Services. The award will be to the supplier that best meets Haringey Council's 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 Haringey Council's DPS for supply of Sports Coaching Services will need to show that they meet the Council's Entry Criteria by applying online at [www.adamProcure.co.uk](http://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](http://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)
- Unique Taxpayer Reference (UTR) Number (if a sole tenderer)
- SME status
- 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](http://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 Haringey Council's Entry Criteria to be admitted onto the DPS as one of the Council's Sports Coaching Services suppliers. 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 documents to provide information about your organisation. The tables in sections 3.1 to 4.5 below set out a copy of the questions that a supplier will have to respond to when completing your Entry Submission on [www.AdamProcure.co.uk](http://www.AdamProcure.co.uk) and they also indicate what documents you need to upload. Some questions will only have to be answered depending on the response to another question. 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 "Council" means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable Suppliers to join this DPS.

2.3.2 In these notes for completing the Entry Submission, "You"/ "Your" or "Supplier" means the body completing the Entry Submission i.e. the legal entity seeking to join the DPS and be invited to submit Offers to provide Services required and which is responsible for the information provided. The 'Supplier' is intended to cover any economic operator as defined by the Public Contracts Regulations and could be a registered company; charitable

organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

2.3.3. The Entry Submission to be completed has been designed to assess the suitability of a Supplier to deliver the Council's contract requirement(s). If you are successful at this Accreditation and Enrolment stage of the DPS 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. Failure to do so may result in your Entry Submission being disqualified. If a question does not apply to you, please state clearly 'N/A'.

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.

#### **Verification of Information Provided**

2.3.6. Whilst reserving the right to request information at any time throughout the DPS process, the Council may enable the Supplier to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet specified requirements the Council may only obtain such evidence after the decision on final evaluation of Offers i.e. from the winning Supplier only.

#### **Sub-contracting arrangements**

2.3.7. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, the supplier will be required to provide, in the relevant space for this on AdamProcure.co.uk, details of the proposed bidding model that include members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

2.3.8. The Council recognises that arrangements in relation to sub-contracting may be subject to future change and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Council indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the DPS procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the Council immediately of any change in the proposed sub-contractor

arrangements. The Council reserves the right to withdraw its acceptance of the Supplier onto the DPS prior to any award of an Agreement, based on an assessment of the updated information.

### **Consortia arrangements**

2.3.9. If the Supplier completing the Entry Submission is doing so as part of a proposed consortium, the following information must be provided:

- names of all consortium members.
- the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
- if the consortium is not proposing to form a legal entity, full details of proposed arrangements must be detailed in response to the question in AdamProcure.co.uk.

2.3.10. Please note that the Council may require the consortium to assume a specific legal form if awarded an Agreement, to the extent that a specific legal form is deemed by the Council as being necessary for the satisfactory performance of the Agreement.

2.3.11. All members of the consortium will be required to provide the information required in all sections of the Entry Submission as part of a single composite response to the Council i.e. each member of the consortium is required to complete the Entry Submission.

2.3.12. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), suppliers will be required to provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in the relevant space for this on AdamProcure.co.uk.

2.3.13. The Council recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the Council must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the Entry Criteria to the new information provided. The Council reserves the right to withdraw its acceptance of the Supplier onto the DPS prior to the award of an Agreement, based on an assessment of the updated information.

## Confidentiality

2.3.14. When providing details of contracts in answering question 32 in the Enrolment section of the Entry Submission (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

2.3.15. The Council reserves the right to contact the named customer contact in section 4.4 regarding the contracts included in question 32. The named customer contact does not owe the Council any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

2.3.16. The Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Crown Commercial Service and/or contracting authorities defined by the Public Contracts Regulations.

### 3.0 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: Supplier Information; Insurances; and 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, that can be found at <http://demand.SProc.net>.

The Supplier Agreement signs you up to the terms and conditions of transacting business with Haringey Council through the DPS and to delivering any Services required in accordance with the Council's Specification in the event that you are successful in being awarded work through the DPS.

The Supplier Agreement includes Self-Billing Procedure terms in Schedule 2. By accepting the Supplier Agreement, you will be agreeing to these terms including that you will submit weekly invoices (Receipts) to the Council via AdamProcure.co.uk in relation to each Agreement you are awarded and to being paid by *adam* on behalf of Haringey Council.

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

These questions are for Haringey Council's information only. Your responses to these questions will not be scored and therefore do not impact on your ability as an organisation to become an approved supplier to the Council:

	Question	Question Trigger
1	Can your organisation confirm that it has read and understood the DPS Entry and Operation Guide Parts 1 and 2 which are located at <a href="http://demand.SProc.net">http://demand.SProc.net</a> ? These are very important documents to read prior to applying to join the DPS as a supplier.	
2	If applicable, please enter the name of your organisation's immediate parent company. If this is not applicable, please enter N/A.	
3	If applicable, please enter the name of your organisation's ultimate parent company. If this is not applicable, please enter N/A.	
4	Please specify what legal entity your organisation is.	
5	Is your organisation a Voluntary, Community and Social Enterprise (VCSE)?	
6	Does your organisation consider itself to be a small and medium-sized enterprise (SME), based on the European Union definition - <a href="http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm">http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm</a> ?	
7	Is your organisation a Sheltered Workshop ?	
8	Is your organisation a Public Service Mutual?	
9	Is your organisation bidding as a Prime Contractor and will deliver 100% of the key contract deliverables itself?	
10	Is your organisation bidding as a Prime Contractor and will use third parties to deliver some of the services?	Dependent on your response to Q9
11	Please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	Dependent on your response to Q10
12	Is your organisation bidding as a Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services?	Dependent on your response to Q10



13	Please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	Dependent on your response to Q12
14	Is your organisation bidding as a consortium but not proposing to create a new legal entity?	Dependent on your response to Q12
15	Please include details of your consortium including the consortium Members and Lead Member.	Dependent on your response to Q14
16	Please explain the consortium's alternative arrangements, i.e. why a new legal entity is not being created.  Note that the Council may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.	Dependent on your response to Q14
17	Is your organisation bidding as a consortium and does it intend to create a Special Purpose Vehicle (SPV)?	Dependent on your response to Q14
18	Please include details of your consortium (including Consortium Members and current lead member) and of the intended Special Purpose Vehicle (including its name).	Dependent on your response to Q17
19	Please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	Dependent on your response to Q17
20	Is your organisation registered with a professional body?	
21	If applicable, is your organisation registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state.	
22	Is it a legal requirement in the state where your organisation is established for your organisation to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?	

### 3.2 Insurances

In order to supply 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 of the Accreditation, but if you do not you must commit to having the correct levels once you begin delivering services to the Council. If you have the required cover, you must upload the insurance schedule as part of your application. If you do not have the required levels of cover, you must upload a document committing to obtain the right level before being awarded an Agreement.

	Question	Question Trigger
23	Does your organisation have at least 1 employee (but is not a limited company which has just 1 employee owning 50% or more of the shareholding)?	
24	Please self-certify whether your organisation already has Employer's Liability Insurance to the level of £10million?	Dependent on your response to Q23
25	Please confirm that your organisation will commit to obtain, prior to the commencement of the contract, Employer's Liability Insurance to the level of £10m?	Dependent on your response to Q24
26	Please self-certify whether your organisation already has Public Liability Insurance to the level of £5m?	
27	Please confirm that your organisation will commit to obtain, prior to the commencement of the contract, Public Liability Insurance to the level of £5m?	Dependent on your response to Q26

### 3.4 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?
1	Evidence of Employer's Liability	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.
2	Evidence of Public Liability	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.

### 3.5 Evaluation Methodology - Accreditation

Your Accreditation submission on the questions in Section 3.3 (Insurances) and the document upload requirement in Section 3.4 (Document Upload – Accreditation) will be assessed on a Pass / Fail basis.

Once you have done your Accreditation submission, you should move straight onto completing the Enrolment part of your application. However, moving onto the Enrolment part does not mean that you have passed the Accreditation stage.

In due course all suppliers will receive an email notification confirming whether or not your application has been approved.

If your application has been failed at the Accreditation stage, you will be notified by *adam* who will provide feedback to allow you to rectify any issues and reapply if appropriate.

Self-Certification – All organisations who have self-certified will be required to upload all supporting documentation upon request by the Council 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 Park Maintenance Services to the Council.

Upon commencement of the Enrolment section you will be required to select which of the following service categories you can provide services for and you will want to receive requirements for:

Training/Coaching	Sports Coaching/Training for Groups
	Sports Coaching/Training for Individuals
	Physical Education Services and Sports Coaching for Schools

Once you have selected from the above service categories, you will then need to submit answers to questions and documents under the following sections: Grounds for Mandatory Exclusion, Grounds for Discretionary Exclusion, Economic and Financial Standing, Project Specific Questions on Technical and Professional Ability (Trade Registration, Compliance with Legislation, Method Statements and Document Upload - Enrolment.)

#### **4.1 Grounds for Mandatory 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).

Any supplier that answers 'Yes' to questions 2, 4, 6, 8 10 or 12 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 actions that it has taken which are 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 considering 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 question 12 below on the non-payment of taxes or social security contributions, 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.

## European Single Procurement Document (ESPD)

The Council is required under EU procurement rules to accept an ESPD from a supplier in relation to the procurement of any contract that is over the threshold for EU tendering, currently £164,176 for service contracts.

As the Council will not, at least within the initial six months after the establishment of this DPS, be awarding any contracts / Agreements under the DPS that are above that threshold, the Council does not propose to accept ESPDs from Suppliers during that initial period.

The Council will review the position on the acceptance of ESPDs by the end of that period and will, as necessary, update this document to clarify what further Accreditation and Enrolment information, if any, Suppliers wishing to submit an ESPD will be required to submit.

	Enrolment Question	Question Trigger
1	Has your organisation completed the European Single Procurement Document?	
	Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), or a member of the administrative, management or supervisory body of your organisation, such as a Director or partner or any other person who has powers of representation, decision, or control been convicted of any of the following offences? (a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; (b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906. (c) the common law offence of bribery. (d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983.	Dependent on your response to Q1
3	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q2

4	<p>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), or a member of the administrative, management or supervisory body of your organisation, such as a Director or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</p> <p>(e) any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:</p> <ul style="list-style-type: none"> <li>(i) the offence of cheating the Revenue.</li> <li>(ii) the offence of conspiracy to defraud.</li> <li>(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978.</li> <li>(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006.</li> <li>(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994.</li> <li>(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993.</li> <li>(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or</li> <li>(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying, or offering to supply articles for use in frauds within the meaning of section 7 of that Act;</li> </ul>	Dependent on your response to Q1
5	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q4
6	<p>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), or a member of the administrative, management or supervisory body of your organisation, such as a Director or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? (f) any offence listed—</p> <ul style="list-style-type: none"> <li>(i) in section 41 of the Counter Terrorism Act 2008; or</li> <li>(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;</li> </ul>	Dependent on your response to Q1
7	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q6

8	<p>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), or a member of the administrative, management or supervisory body of your organisation, such as a Director or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</p> <p>(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f).</p> <p>(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002.</p> <p>(i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.</p> <p>(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004.</p> <p>(k) an offence under section 59A of the Sexual Offences Act 2003.</p> <p>(l) an offence under section 71 of the Coroners and Justice Act 2009</p> <p>(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or</p>	Dependent on your response to Q1
9	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q8
10	<p>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), or a member of the administrative, management or supervisory body of your organisation, such as a Director or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</p> <p>(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—</p> <p>(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or</p> <p>(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.</p>	Dependent on your response to Q1
11	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q10
12	<p>Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	
13	Please provide further details and confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?	Dependent on your response to Q12

## 4.2 Grounds for Discretionary Exclusion

The Council may exclude any supplier who answers 'Yes' to questions 14, 16, 18 or 20 below.

Any supplier that answers 'Yes' to questions 14, 16, 18 or 20 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 self-cleaning measures that it has taken which are sufficient to demonstrate its reliability as a supplier despite the situation 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 considering 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.

	Question	Question Trigger
14	Have any of the following situations applied to your organisation within the past three years or do they currently apply: (a) your organisation has violated applicable obligations referred to in	Dependent on your response to Q1



	<p>regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; (b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;</p> <p>(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable.</p> <p>(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;</p>	
15	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q14
<b>Conflicts of Interest</b>		
16	<p>Please note that the Council may exclude the Supplier, if it has a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic, or other personal interest which might be perceived to compromise their impartiality and independence in the context of the DPS procurement procedure.</p> <p>Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Council, detailing the conflict in the relevant space for this on AdamProcure.co.uk.</p> <p>Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Supplier.</p> <p>Have any of the following situations applied to your organisation within the past three years or do they currently apply:</p> <p>(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures.</p> <p>(f) the prior involvement of your organisation in the preparation of the DPS procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;</p>	Dependent on your response to Q1
17	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q16

**Taking into Account of Suppliers' Past Performance**

18	<p>In relation to question 16(g) below, the Council may assess the past performance of a Supplier (through a Certificate of Performance provided by a customer or other means of evidence). The Council may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this Entry Submission. The Council may also assess whether specified minimum standards of reliability for such contracts are met.</p> <p>In addition, the Council may re-assess reliability based on past performance at key stages in the DPS procurement process (i.e. Supplier Accreditation and Enrolment, Offer evaluation, Agreement award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed). Have any of the following situations applied to your organisation within the past three years or do they currently apply:</p> <p>(g) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages, or other comparable sanctions.</p> <p>(h) your organisation—</p> <p>(i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or</p> <p>(ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or</p>	Dependent on your response to Q1
19	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q18
20	<p>Have any of the following situations applied to your organisation within the past three years or do they currently apply:</p> <p>(i) your organisation has undertaken to</p> <p>(aa) unduly influence the decision-making process of the contracting authority, or</p> <p>(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or</p> <p>(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p> <p>(k) your organisation is in breach of obligations related to the payment of tax or social security contributions.</p>	Dependent on your response to Q1
21	Please provide a summary of the circumstances and any remedial action that has taken place subsequently.	Dependent on your response to Q20

### 4.3 Economic and Financial Standing

This section has a separate evaluation system which will result in either a pass or fail as detailed in the Evaluation Methodology section 4.6.2.

For the purpose of assessing your organisation's financial viability a credit report will be used.

However, if a credit check cannot be obtained or for any reason it can't be used to determine your organisation's financial viability, the Council will undertake a risk based analysis for which you are required to provide the financial documentation outlined below.

	Enrolment Question	Question Trigger
22	Has your organisation been operating for more than three years?	
23	Please confirm that you have uploaded audited or independently examined financial accounts that provide figures for at least the past two years of trading.	Dependent on your response to Q22
24	Has your organisation been operating for between one and three years?	Dependent on your response to Q22
25	Please confirm that you have uploaded audited or independently examined financial accounts that provide figures for at least the past two years of trading.	Dependent on your response to Q22
26	If you are unable to upload the information required above, please confirm that you have uploaded audited or independently examined financial accounts that provide figures for at least the past one year of trading. AND Cash flow forecast for next 3-5 years and projected profit and loss; AND Projected year-end balance sheet position for the current year of trading, both of which must have been certified by a qualified accountant or independent auditor.	Dependent on your response to Q25
27	Has your organisation been operating for less than one year?	Dependent on your response to Q25
28	A statement of the turnover, profit and loss and cash flow position for the most recent full year (or part year, if the full year not applicable) trading and a year-end balance sheet, which must have been certified by a qualified accountant or independent auditor.	Dependent on your response to Q28
29	If no audited accounts, then:	Dependent on your response to Q28

	<p>A statement of the turnover, profit and loss and cash flow position for the most recent full year (or part year if full year not applicable) trading and year-end balance sheet.</p> <p>(i) Cash flow forecast for the next 3-5 years; and</p> <p>(ii) A bank letter outlining the current cash and credit facility position available to the Company.</p> <p>The statements in (i) and (ii) must be certified by a qualified accountant or independent auditor.</p>	
30	In instances where a supplier is unable to provide the above, alternative means of demonstrating financial status (e.g., forecast of the turnover for the current year and the statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status) will be permitted.	Dependent on your response to Q28
31	Please self-certify whether your organisation is part of a wider group (e.g. a subsidiary of a holding/parent company)?	
32	What is the relationship of the organisation to your organisation?	Dependent on your response to Q32
33	Please confirm that, if necessary, your organisation's ultimate / parent company would be willing to provide a guarantee.	Dependent on your response to Q32
34	Would your organisation be able to obtain a guarantee elsewhere (e.g. from a bank)?	Dependent on your response to Q33

#### 4.4 Technical and Professional Ability

Haringey Council wants to ensure the capability of all suppliers admitted onto the DPS. Your response to these questions will be used to determine whether your organisation will be selected to join the DPS.

	Relevant experience and contract examples	
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35	<p>Please confirm that your organisation has provided details of up to three contracts, in any combination from either the public or private sector, that are relevant to the authority's requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years, and VCSEs may include samples of grant funded work.</p> <p>The named customer contact provided should be prepared to provide written evidence to the authority to confirm the accuracy of the information.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p>	
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#### 4.5. Project Specific Questions on Technical and Professional Ability

##### 4.5.1 Trade Registrations

Not Used

##### 4.5.2 Compliance with legislation

	Equalities	
36	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal, or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Dependent on your response to Q1
37	Please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.	Dependent on your response to Q36
38	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?	Dependent on your response to Q1
39	Please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are	Dependent on your response to Q38

	unable to demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.	
40	Will your organisation be using sub-contractors to deliver any element of any Agreement awarded to you?	
41	Do you have processes in place to check whether these organisations have had any findings of unlawful discrimination made against them by an Employment Tribunal, an Employment Tribunal or any court (or in comparable proceedings in any jurisdiction other than the UK), or had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable proceedings in any jurisdiction other than the UK)?	Dependent on your response to Q40
42	Please provide a summary of the processes you have in place for checking any such findings against these organisations.  You may be excluded if you are unable to demonstrate to the authority's satisfaction that you have appropriate processes for monitoring and preventing these types of occurrences from reoccurring.	Dependent on your response to Q40
	<b>Environmental Management</b>	
43	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	Dependent on your response to Q1
44	Please provide details of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.	Dependent on your response to Q43
	<b>Health and Safety</b>	
45	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years?	Dependent on your response to Q1
46	Please provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.	Dependent on your response to Q45

47	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements including:</p> <p><b>Organisations with 5 or more employees (including managers)</b></p> <ul style="list-style-type: none"> <li>- Clear details of organisational delegation or responsibilities</li> <li>- Description/Evidence of how health and safety is communicated within the organisation</li> <li>- Evidence of commitment to review policies and supporting details showing how this is done</li> <li>- Demonstrate requirement for sub- contractors to evidence their Health &amp; Safety policies including the requirement to undergo training in Health &amp; Safety</li> </ul> <p><b>Organisations with 5 or less employees (including managers)</b></p> <ul style="list-style-type: none"> <li>- How your company identifies hazards, assesses &amp; removes, or minimises the risk relevant to the services/works provided</li> <li>- Who within the company is responsible for health &amp; safety provision and how health &amp; safety issues are communicated within the company?</li> <li>- Who is responsible for ensuring that the company operatives are trained in relation to health &amp; safety</li> <li>- Evidence of risk/health safety assessments, safe practises, training records</li> </ul>	
48	<p>If your organisation does not have a policy that complies with the requirements set out in question 55 is your organisation willing to sign up to adhering to the Council’s Health and Safety Policy? This can be found at <a href="https://demand.SProc.net">https://demand.SProc.net</a> under the London Borough of Haringey – Parks and Leisure page.</p>	<p>Dependent on your response to Q47</p>
	<p><b>Safeguarding</b></p>	
49	<p>Please self-certify that your organisation has a Safeguarding Policy that complies with the following:</p> <p>How your organisation intends to keep service users safe</p> <ul style="list-style-type: none"> <li>- Whom the policy applies and relates to (e.g. all staff and volunteers, service users)</li> <li>- Brief definitions of abuse categories and how they might manifest in the service users your organisation works with</li> <li>- Brief outline of the main law and guidance that relates to the policy</li> <li>- Acknowledgement of difference in needs and a commitment to anti-discriminatory practice</li> <li>- Clear practical steps showing how your organisation will respond to concerns</li> <li>- What procedures are in place for referrals including allegations against professionals</li> <li>- How the policy links to other relevant policies (e.g. use of electronic media, Information sharing and recording keeping protocol, whistle blowing, Prevent etc.)</li> </ul>	

	<ul style="list-style-type: none"> <li>- Policy includes name and position of the senior manager operationally responsible for safeguarding within the organisation</li> <li>- Procedures are in place for safer recruitment?</li> </ul>	
50	<p>Please self-certify that your organisation has an Equalities Policy / Statement that details your organisation approach to the following:</p> <ul style="list-style-type: none"> <li>• Delivery of service provision</li> <li>• Recruitment: guidance around job advertisements, selection, training, promotion, discipline, and dismissal</li> <li>• Monitoring: of job applicants, successful applicants, trainees, grievances, promotion, dismissal etc.</li> <li>• Policies: around victimisation, discrimination, and harassment. Ensure that these are linked to your disciplinary and grievance procedures</li> <li>• Who is responsible for the Equal Opportunities Policy, its implementation, review, communication, and staff consultation</li> </ul>	

#### 4.5.3 Method Statements

The Council requires Method Statements in response to the following questions that will be assessed and awarded a score using the Evaluation Methodology set out in section 4.6.3.3.

	Method Statements	Question Trigger	Question Weighting	Maximum Question Score
	Group, Individual and School Programme Service Categories			
51	<p>Please upload a method statement detailing your organisation's operating procedure demonstrating how you will operate in:</p> <ul style="list-style-type: none"> <li>a. Outdoors,</li> <li>b. Schools,</li> <li>c. Leisure Centres, Community Centres and other indoor facilities</li> </ul>		5	20



52	Please upload a method statement detailing your organisation's operating procedures for dealing with emergency situations in different working environments e.g. a. Outdoors, b. Schools, c. Leisure Centres and Community Centres.		5	20
53	Please provide a method statement outlining your organisation's procedures for working with children and/or vulnerable adults and describe your procedures for ensuring their safety. This answer should include your procedure for ensuring that all staff working for Haringey will have a DBS validity of 3 years.		5	5
54	Please provide a method statement outlining how your organisation will ensure continuous professional development for its employees including: a. Keeping up to date of legislation, b. Up to date with new techniques and ways of delivering the sports you will be providing c. Keeping abreast of new technologies.		3	15
55	Please provide a method statement outlining your organisation's procedure for monitoring and measuring progress against agreed KPIs. Including procedures for registration and for collecting qualitative monitoring information.		3	5
56	Please provide a method statement outlining your organisation's ability to replace staff / coaches in the event of emergency ensuring that the replacement cover has the following: a. same or equivalent qualification, b. DBS Check in line with Council policy, c. Experience of delivering same services.		5	15
57	Please provide a method statement describing your procedures for registration of participants, the collecting and general administration of monitoring data and other qualitative monitoring information		3	5
	Schools Programme Service Category Only			
58	Is your organisation applying to deliver schools programmes for the Council?			

59	Provide a method statement detailing how your organisation when delivering in schools will contribute to achieving the national vision and national objectives leading to a sustained and measurable improvement in school PE and sport.	Dependent on your response to Q59	5	5
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#### 4.5.4 Document Upload - Enrolment

Subject to the explanation in section 4.1 above about the position on whether or when Suppliers may submit an ESPD, the following document/s should be uploaded to support your responses to the questions in sections 4.1 – 4.5.3.

Document Type	What is required to pass review?
European Single Procurement Document (ESPD)	A completed ESPD document (only applicable once the Council updates this document as indicated in section 4.1)
Declaration Statement	Please sign and upload
Self-Cleaning – Mandatory (a) – (d)	Q3 response – evidence of circumstances & satisfactory remedial action
Self-Cleaning – Mandatory (e)	Q5 response – evidence of circumstances & satisfactory remedial action
Self-Cleaning – Mandatory (f)	Q7 response – evidence of circumstances & satisfactory remedial action
Self-Cleaning – Mandatory (g) – (m)	Q9 response – evidence of circumstances & satisfactory remedial action
Self-Cleaning – Mandatory (n)	Q11 response – evidence of circumstances & satisfactory remedial action
Self-Cleaning – Mandatory (Q12)	Q13 response – details of decision of non-payment breach & confirmation of payment or binding arrangement
Self-Cleaning – Discretionary (a) – (d)	Q15 response – evidence of circumstances & satisfactory remedial action
Self-Cleaning – Discretionary (e) – (f)	Q17 response – evidence of circumstances & satisfactory remedial action
Self-Cleaning – Discretionary (g) - (h)	Q19 response – evidence of circumstances & satisfactory remedial action
Self-Cleaning – Discretionary (i) – (k)	Q21 response – evidence of circumstances & satisfactory remedial action

Financial Documentation	Upload the required information as set out in questions 22 – 28, as applicable
Contract Details	Upload the completed contract reference document
Self-Cleaning – Discretionary – (Q36)	Q36 response – summary of nature & outcome of investigation & of satisfactory preventive action
Self-Cleaning – Discretionary – (Q38)	Q38 response – summary of nature & outcome of investigation & of satisfactory remedial action
Self-Cleaning – Discretionary – (Q40)	Q40 response – summary of processes in place
Self-Cleaning – Discretionary – (Q43)	Q43 response – details of conviction / notice & satisfactory remedial action
Self-Cleaning – Discretionary – (Q45)	Q45 response – details of enforcement / remedial orders & satisfactory remedial action
Health and Safety Policy	Either your Health and Safety Policy or confirmation that you will adhere to the Council’s Policy.
Method Statement 1	Please upload your Method Statement in response to Q51
Method Statement 2	Please upload your Method Statement in response to Q52
Method Statement 3	Please upload your Method Statement in response to Q53
Method Statement 4	Please upload your Method Statement in response to Q54
Method Statement 5	Please upload your Method Statement in response to Q55
Method Statement 6	Please upload your Method Statement in response to Q56
Method Statement 7	Please upload your Method Statement in response to Q57
Method Statement 8	Please upload your Method Statement in response to Q59

#### 4.6 EVALUATION METHODOLOGY – ENROLMENT

##### 4.6.1 Grounds for Mandatory and Discretionary Exclusion

This area is assessed on a Pass / Fail basis in accordance with the evaluation approach set out in sections 4.1 and 4.2. Essentially 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 they give explanations that satisfy the Council that they have taken adequate remedial action.

#### **4.6.2 Finance**

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.

4.6.2.1 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 Service Agreements with your organisation.

#### **4.6.2.2 Assessment of Financial Documentation**

This section has a separate evaluation system which will result in either a pass or fail.

If a credit check cannot be obtained or used to determine your organisation's financial viability, an assessment will be done based on a risk analysis of financial information provided by the supplier.

Where a supplier is a subsidiary of a parent company (and will be providing a parent company guarantee) or is applying as a member of a consortium, then all of the information requested in this section is required from both the supplier and the parent company or from each consortium member. Please note that the financial information of the supplier company, parent company and all consortium members, as applicable must therefore be provided.

If you are applying as a consortium, the financial information of each consortium member will then be assessed in line with the evaluation criteria set out below. If any individual member within the consortium fails the financial assessment, the Council will take into account the combined financial assessments of the whole consortium.

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.

The scores for financial information will be converted as set out in the table below. There is a total possible score of 20 for this section. A score of 15 or less will result in your business being eliminated from the process.

Score	Outcome
0-15	Fail
16-20	Pass

#### **4.6.2.2.1 Established Businesses (including Sole Traders, Partnerships or Companies, except Not For Profit organisations) set up for longer than 3 years**

Established businesses set up for longer than 3 years must provide audited or independently examined financial accounts that provide figures for at least the past two years of trading.

#### **4.6.2.2.2 New businesses (including Sole Traders, Partnerships or Companies, except Not For Profit organisations) trading for 3 years or less**

Businesses trading for 3 years or less are required to provide the following information:

##### Businesses trading 1-3 years:

If an organisation is unable to provide 2 years of audited trading figures, then they should also provide:

- i. a minimum one year's audited accounts
- ii. cash flow forecast for next 3-5 years; projected profit and loss; and
- iii. projected year-end balance sheet position for the current year of trading.

The statements at paras. (i) to (iii) must be certified by a qualified accountant or independent auditor.

##### Businesses trading less than 1 year:

These businesses must submit:

- i. a statement of the turnover, profit and loss and cash flow position for the most recent full year (or part year if full year not applicable) trading and a year-end balance sheet (these statements must be certified by a qualified accountant or independent auditor).

If they cannot provide audited accounts, then they must submit:

- ii. A statement of the turnover, profit and loss and cash flow position and balance sheet for the most recent part year of trading and a yearend balance sheet.
- iii. Cash flow forecast for next 3-5 years; and
- iv. A bank letter outlining the current cash and credit facility position available to the company.

The statements in (i) to (iv) must be certified by a qualified accountant or independent auditor.

In instances where a supplier is unable to provide the above, alternative means of demonstrating financial status (e.g., Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank) can be provided.

The LCP reserve the right to fail any suppliers who are unable to satisfy this requirement.

The following methodology will be used to calculate the scores for established businesses set up for longer than 3 years and new businesses trading for 3 years or less.

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

#### 4.6.2.2.3 Not-For-Profit (NFP) businesses

NFP businesses must submit audited or independently examined financial accounts that provide figures for at least the past two years of trading.

1	<b>Current Asset Ratio</b>	
	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	<b>Gearing</b>	
	<b>Range</b>	<b>Score</b>
	0	5
	1 to 5	4

	6 to 15	3
	16 to 25	2
	26 to 40	1
	>40	0
3	<b>Defensive Interval, also known as 'Expenses Ratio'</b>	
	<b>Cash+Marketable Securities+Receivables</b>	
	<b>Average Monthly Expenses</b>	
	<b>Range</b>	<b>Score</b>
	12	5
	9 to 11	4
	6 to 8	3
	3 to 5	2
	1 to 2	1
	0	0
	<b>Turnover to Net</b>	
4	<b>Assets ratio (%)</b>	
	Turnover Net Assets	
	<b>Range</b>	<b>Score</b>
	>20	5
	16 to 20	4
	11 to 15	3
	6 to 10	2
	1 to 5	1
	0	0
	<b>Credit Rating / Risk</b>	
5	<b>Analysis</b>	
	<b>Range</b>	<b>Score</b>
	Minimum or very low risk	20
	Lower than average risk	15
	Higher than average risk	10
	High, maximum, or undetermined risk	0

#### 4.6.2.3 Assessment of Annual Turnover

Suppliers will only be awarded Agreements for Requirements provided these are valued at no more than 50% of their annual Turnover.

#### 4.6.3 Technical and Professional Ability

This part of the information is for information purpose only.

All contacts supplied will be contacted by the Council to verify the dates of which the contract was held.

If, however, a supplier is unable to provide at least one contact, an explanation of the reasons why i.e. new company, should be provided on a sheet of paper and uploaded.



#### **4.6.4 Project Specific Questions on Technical and Professional Ability**

The details below stipulate the requirements that constitute a Pass / Fail for each of the following subsections.

##### **4.6.4.1 Compliance with Legislation**

This part of the evaluation will be on a Pass/Fail basis.

##### **Equalities Questions**

If you answer 'Yes' to these questions you may be excluded if you are unable to demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent future occurrences/breaches.

##### **Environmental Management Questions**

The Council will not select any supplier(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.

##### **Health and Safety Questions**

The Council will exclude any supplier(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.

##### **Policies and Procedures**

###### **Health and Safety Policy**

If your organisation agrees to adhere to the Council's policy, you will pass this section.

###### **Health and Safety and Safeguarding Policy**

All organisations that have self-certified against the pre-defined criteria will be required to upload all supporting documentation upon request by the Council which will be reviewed prior to any contract/s being awarded for any services via the DPS.

The evaluation matrix set out in section 4.6.3.4 will be used to assess the policy documents, any supplier whose policy scores 2 or below will fail this part of the Enrolment process.

#### 4.6.4.3 Method Statements

The Method Statements supplied will be evaluated using the evaluation matrix set out in section 4.6.5.

A minimum Pass Mark of 70% out of a total 100% is required, Suppliers who do not achieve the minimum Pass Mark will not be admitted onto the DPS

The total weighted scores available for each Service Category are as follows:

Group	370 points	(100%)
Individual	370 points	(100%)
School Programme	395 points	(100%)

The score will be converted to a percentage using the formula below:

Method Statement

Score  $\times 100 = \text{Pass Mark}$

Maximum Score

Example: Total possible score = 355

Tender A obtains a score of 180 out of 355, so receives a Pass Mark of:  $180/355 \times 100 = 51\%$

For the purpose of assessing the Method Statements related to different Service Categories, the respective Method Statements will be reviewed, scored, and assessed by representatives from the Council within the related service areas.

Haringey Council reserves the right to request additional information which may be required as a result of the answers and information provided in the Method Statements.

#### 4.6.5. Evaluation Matrix

Score	Criterion	Elemental Breakdown
0	<b>Question not answered.</b>	<ul style="list-style-type: none"> <li>No answer or response given or provided to the Question or part of the Question.</li> <li>Inappropriate and irrelevant response.</li> </ul>

1	<p><b>Poor –</b> Falls well short of meeting the requirements of the Question.</p>	<ul style="list-style-type: none"> <li>• Only a minimal response made to the Question or part of the Question being the subject of the response.</li> <li>• Fails to understand all of the requirements of the Question or part of the Question being the subject of the response.</li> </ul>
2	<p><b>Low Expectations -</b> Meets some of the requirements of the Question.</p>	<ul style="list-style-type: none"> <li>• Covers a few of the elements / points set out in the Question or part of the Question being the subject of the response.</li> <li>• Does not however show a full understanding of the Question or part of the Question being the subject of the response.</li> </ul>
3	<p><b>Satisfactory -</b> Largely meets the requirements of the Question.</p>	<ul style="list-style-type: none"> <li>• Indicates a broad understanding of the Question or part of the Question being the subject of the response but does not cover all the points required by the Question.</li> </ul>
4	<p><b>Good –</b> Meets all major requirements of the Question.</p>	<ul style="list-style-type: none"> <li>• Meets most of the points set out in the Question or part of the Question being the subject of the response but is still a comprehensive response.</li> <li>• Provides a robust answer showing how the Supplier will put theory into practice.</li> <li>• Workable and practical methods/ proposals provided in the response.</li> </ul>
5	<p><b>Excellent –</b> Meets and complies with all the requirements of the Question. No Reservations.</p>	<ul style="list-style-type: none"> <li>• Fully complies with the Question or part of the Question being the subject of the response</li> <li>• Response demonstrates that the Supplier has exceptional ability which shows clear potential to provide an exceptional service under the contract</li> </ul>

## 5. Next Steps

For fuller 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](http://www.adamProcure.co.uk) in the Help Library and at <http://demand.SProc.net>.

Once your Enrolment submission has been reviewed by Haringey Council against the Enrolment evaluation criteria set out in the Evaluation 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 not be able to reapply to enter the DPS within a period of 6 months from the date the feedback is given on rejection. This is to ensure that your business has enough time to implement and embed the requirements set out in the feedback for rejection in the first instance.

## **Glossary**

**Accreditation** – this is 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 responding to a series of questions and uploading documents.

**Adam** – adam HTT Ltd trading as *adam*, the provider of **AdamProcure.co.uk**, who will also act as Haringey Council's payment agent.

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

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

**Enrolment** – this is the second part of the second step (selection) of the process that a Supplier needs to complete in order to join the DPS. It involves submitting further information based on which the Council evaluates the capability of your organisation to deliver Services to the Council.

**Entry Criteria** – the selection 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 Haringey Council requires a supplier to submit via AdamProcure.co.uk as part of the Accreditation and Enrolment process.

**Experian UK** – A credit checking service.

**Evaluation Methodology** - the methodology Haringey Council will use to evaluate Entry Submissions against the Council's Entry Criteria as set out in this DPS Entry and Operation Guide Part 1 and to

evaluate Offers to rank suppliers in the process of awarding an Agreement as set out the DPS Entry and Operation Guide Part 2.

**Intermission** – a “hold” on the delivery of Services under an Agreement while the Agreement remains in force.

**Offer** – your tender against a Requirement confirming that you are able to deliver the Services required and your Price for doing so.

**Open for Offers Period** – the period during which you are able to submit an Offer against a Requirement distributed by Haringey Council on the DPS.

**Price** - the Supplier’s proposed costs for carrying out a Requirement as contained in an Offer.

**Public Contract Regulations** – The Public Contract regulations 2015, as amended from time to time, that govern how public-sector procurements must be carried out.

**Method Statements** – submissions put forward by the supplier as part of its Entry Submission to establish that it has the experience and capability to deliver Haringey Council’s Specification

**Registration** – this is the first step of the process that a Supplier is required to complete when joining the supply chain, it involves uploading onto the DPS certain basic information about the supplier’s organisation.

**Requirement** – A request issued by the Council from time to time on the DPS describing the specific Services for which the Council is seeking to award an Agreement, and which may include terms and conditions applicable to the provision of those Services which supplement the terms and conditions set out in the Supplier Agreement.

**Self-Billing Procedure** – Arrangements you sign up to as part of the Supplier Agreement in order for *adam* to generate invoices billing Haringey Council on your behalf and to process payments to you on behalf of Haringey Council.

**Service Agreement** – this is the contract to deliver a Requirement issued by Haringey Council accepting your Offer and confirming agreement on what Services are going to be delivered and at what price.

**Service Category** – a category of service, listed in section 4 of DPS Entry and Operation Guide Part 1 and / or the Specification, in relation to which a supplier may be admitted to the DPS to provide Services

**Receipt** – this is a weekly electronic record you must submit via the DPS to confirm the services you have delivered in the specified week. This is instead of sending Haringey Council a paper invoice.

**Services** – These are the park maintenance services and any ancillary supplies that the Service Provider will provide where required by the Council from time to time in accordance with the Supplier Agreement as more fully described in the Specification and further detailed by a Requirement.

**Specification** – The outline description of the Services Haringey Council may require from time to time via the DPS.

**AdamProcure.co.uk** – this is an internet based technology platform through which Haringey Council will be operating the DPS to procure Services (web link is [www.adamProcure.co.uk](http://www.adamProcure.co.uk)).

**Supplier Agreement** – This is the overarching agreement between Haringey Council and a supplier setting out how Haringey Council will award Agreements via the DPS and the terms and conditions applicable to such Agreements.