

Application Guide

London Borough of Waltham Forest &
Redbridge

Specialist Professional Services
Dynamic Purchasing System(DPS)

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Specialist Professional Services – DPS

Application Guide

London Borough of Waltham Forest & Redbridge (“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 Specialist Professional Services.

Specialist Professional Services refers to:

- Business Strategy & Transformation
- Governance & Policy
- Finance & Audit
- Procurement & Sourcing
- Human Resources & Organisational Development
- Legal Services
- Information & Communication Technologies
- Project & Programme Management
- Social Care: Adults & Children
- Education
- Health & Wellbeing
- Environmental & Waste
- Sustainability & Regeneration
- Leisure, Culture & Heritage
- Highways, Transport & Infrastructure
- Community & Engagement
- Marketing, Media, Advertising & Research
- Property, Asset & Facilities Management
- Housing
- Construction & Capital Projects

This DPS Application Guide, along with the DPS Operational Guide, will give you an overview of:

- What is a Dynamic Purchasing System (DPS)?
- The Entry Criteria you must meet to join the DPS
- The Evaluation Methodology the Council will use to assess your capability to deliver Specialist Professional Services
- How will the Council manage the procurement and invoicing process using AdamProcure.co.uk?

What is a Dynamic Purchasing System (DPS)?

A DPS is a completely electronic system established by the Council to purchase commonly used goods, works or services. A DPS is governed by Regulation 34 of the Public Contract Regulations.

A DPS operates differently to a traditional contract/framework in that it is an 'open market' product allowing suppliers to apply to join at any time and is designed to provide the Council with access to a pool of suppliers or supply base which can be constantly refreshed. Any interested suppliers will have to apply to join the DPS.

When the Council needs to procure a specific Specialist Professional Service, it will publish the Requirement via the DPS and invite bids from suppliers who have been admitted to the DPS in order to award a contract (called an Agreement) to provide the service.

How will the Council use AdamProcure.co.uk?

A supplier that wishes to provide Specialist Professional Services to the Council will have to join the DPS by Registering and 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. You will be able to opt in and out of these Service Categories at any point if required.

The Supplier's Entry Submission will then be evaluated to establish the supplier's capability to deliver the services against a number of pre-set selection criteria, the Entry Criteria.

The Accreditation and Enrolment process will incorporate the evaluation of suppliers' capability to provide the services described in the Council's Service Specification which can be viewed at <http://demand.sproc.net>. The Entry Criteria which will be evaluated on a pass / fail basis. Please note, the council also reserve the right to perform an Experian Credit check on Providers during the Accreditation and Enrolment stage, this will also be evaluated on a pass / fail basis.

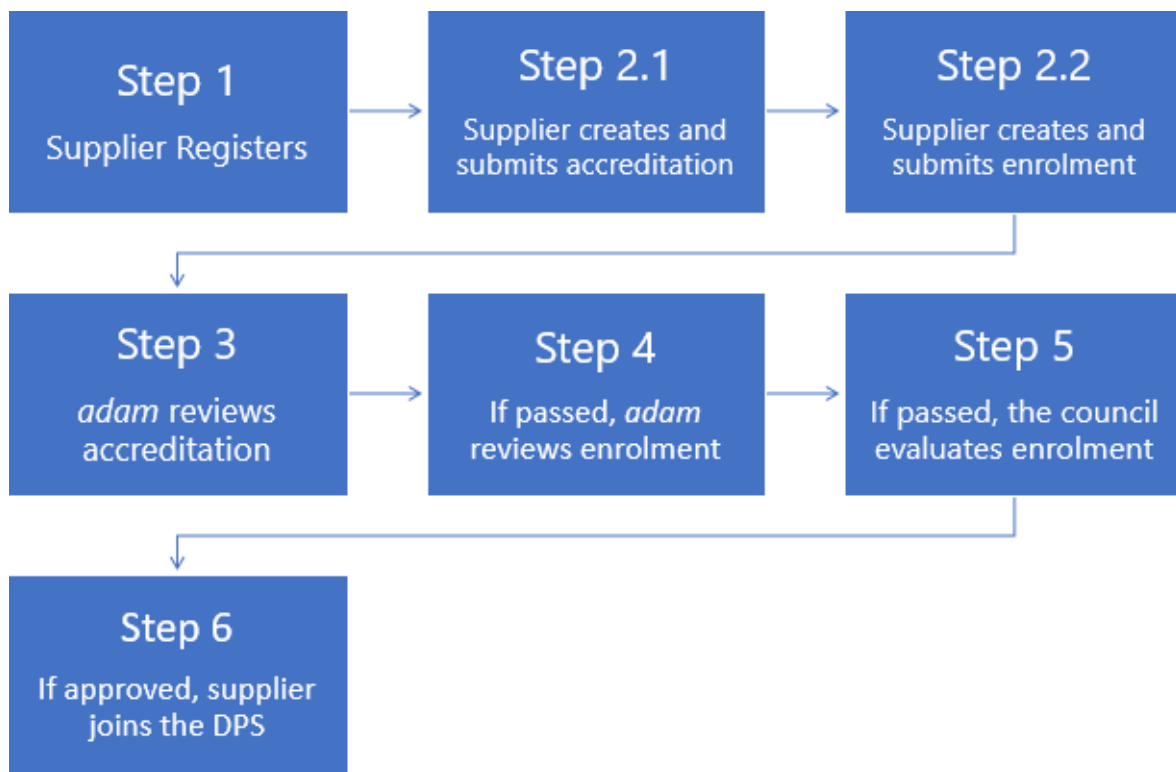
All successful and unsuccessful suppliers will be notified of the outcome of the evaluation on their Entry Submissions. A supplier will either be accepted onto the DPS or rejected and provided with feedback to enable the supplier to improve where necessary and to re-apply at a later date should they wish to do so. The process of applying to join the DPS is explained further in a step by step manner below (How to join the DPS).

When the Council requires a specific Specialist Professional Service, it will notify suppliers who have been accepted onto the DPS of the opportunity, and will run a tender (known as a Requirement) through AdamProcure.co.uk, during which interested suppliers will be able to submit Offers to provide the Services required. At the end of the Open for Offers period, the Council will normally award a contract and enter into an Agreement for provision of the Services. This process is more fully explained in the DPS OperationalGuide.

How to join the DPS?

Suppliers who wish to join the Council's DPS for the supply of Specialist Professional Services will need to show that they meet the Council's 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:



Please note that if not approved, the supplier will receive feedback from the Councils and can re-apply from Step 2.1 or 2.2. Typically, the cycle of these steps will take a maximum of 7 days.

Step 1: Registration

You must register your business on the system (www.AdamProcure.co.uk). For this, you will need to provide, 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
- Telephone Number
- Email address

The business name you register with, 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

Once the above fields have been complete and the first administrative user has been created, they will receive a username and temporary password. Upon logging into AdamProcure.co.uk, the administrative user will be prompted to change their password. After this you can proceed to the Accreditation and Enrolment. The administrative user will have the ability to create other users for their organisation.

For further details and support on how to complete this registration process, please visit the 'Contact us' page at <http://demand.sproc.net> / or email our supplier engagement team directly at supplier.engagement@useadam.co.uk.

Step 2: Accreditation and Enrolment

At the Accreditation and Enrolment stages, your business must show that you meet the Councils' Entry Criteria to be admitted to the DPS

You must do so by completing an Entry Submission (your application). This is completed 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 1 to 2 below set out the questions the supplier will have to respond to and documents the supplier will have to upload. Some questions will only have to be answered depending on the response to another question.

1. Accreditation

At Accreditation, you will be required to provide responses to questions and upload documents. You will also be required to confirm your business's acceptance of the Supplier Agreement, Declaration Statement and Self Bill Agreement.

The Supplier Agreement confirms that you agree to the terms and conditions required to supply services for the Council through the DPS and to delivering any Services required in accordance with the Council's Service Specification, the Agreement and any other documents which form part of the contract. You will need to confirm your acceptance of the Supplier Agreement by electronically signing via the system by clicking the tick box and clicking that you are authorised to do so.

The Self-Bill Agreement states that the payment for each Agreement awarded through the DPS will be managed through Receipting via AdamProcure.co.uk. For more information on Receipting, please see the DPS Operational Guide which can be found at <http://demand.sproc.net>. You will need to download the provided Self-Bill Agreement template, complete it and re-upload it onto AdamProcure.co.uk.

1.1 Company Information

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

The following is a complete list of all questions which require completion. Some of the questions featured below are supplementary; the answers that you provide will determine which of these questions require a response.

	Company Information	Trigger Question Number
1	Full name of the potential supplier submitting the information.	
2	Registered office address (if applicable)	
3	Registered website address (if applicable)	
4	Trading Status?	
5	Please specify your trading status.	4
6	Date of registration in country of origin	
7	Company registration number (if applicable) Please enter N/A if not applicable	
8	Charity registration number (if applicable) Please enter N/A if not applicable	
9	What is your head office DUNS number? (if applicable) Please enter N/A if not applicable	
10	Registered VAT number?	
11	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	
12	Please provide the relevant details, including the registration number(s).	11
13	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	
14	Please provide additional details of what is required and confirmation that you have complied with this.	13
15	Trading name(s) that will be used if successful in this procurement	
16	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
17	Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/	

18	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. <p>(Please enter N/A if not applicable)</p>	
19	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> -Full name of the immediate parent company -Registered office address (if applicable) -Registration number (if applicable) -Head office DUNS number (if applicable) -Head office VAT number (if applicable) <p>Please enter N/A if not applicable</p>	
20	<p>Details of the ultimate parent company:</p> <ul style="list-style-type: none"> -Full name of the ultimate parent company -Registered office address (if applicable) -Registration number (if applicable) -Head office DUNS number (if applicable) - Head office VAT number (if applicable) Please <p>enter N/A if not applicable</p> <p>Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.</p>	
21	Are you bidding as the lead contact for a group of economic operators?	
22	What is the name of group of economic operators. Please enter N/A if not applicable.	
23	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	21
24	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	
25	Please confirm you have uploaded additional details for each sub-contractor in the downloadable template.	24

1.2 Accreditation - Document Upload

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

	Document Type	Description
1	Declaration Statement	Please download the Declaration Statement, fill this in and upload.
2	Self-Bill Agreement	Please download the Self-Bill Agreement document, fill this in and upload.

Additional documentation will need to be uploaded onto AdamProcure.co.uk as part of your Accreditation submission, dependent on your answer to question 24 of the Accreditation in regard to Sub contracting (See section 1.1):

	Document Type	Description
1	Sub-Contractor Information	If you have responded 'Yes' to Q16, please download the Sub-contractor Information document and reupload.

1.3 Accreditation - Evaluation

Once you have completed your Accreditation submission, you should move straight onto completing the Enrolment 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 to join the DPS has been approved. If your application has not been successful 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.

2. Enrolment

You can begin your Enrolment as soon as you have submitted your Accreditation. You do not need to wait for the Accreditation to be approved; however, your Enrolment can only be reviewed by *adam* and the Council after you pass the Accreditation. At the Enrolment stage, you will need to provide responses to a series of questions and upload documents relating to the supplier's capabilities. The Council will use the responses and documents provided to assess the capability of your organisation to provide Specialist Professional Services to the Council.

Within the Enrolment section you will be required to select which of the Service Categories you can provide services for. You will only be invited to bid on the Requirements for the Service Categories you have selected.

2.1 Grounds for Mandatory and Discretionary Exclusion

Mandatory

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, Child labour and other forms of trafficking in human beings 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).

Discretionary

A supplier may be excluded from becoming or continuing to be an approved supplier if they have violated applicable obligations in the field of environment, social and labour law; are or have been bankrupt or the subject of insolvency or winding-up proceedings; have been guilty of grave professional misconduct or distortion of competition; if there is a conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure, if there have been 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; has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure; or has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

Any supplier that answers 'Yes' to questions 2, 5, 7 or 10 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 insufficient by the Council (whose decision will be final), the supplier concerned will not be admitted to the DPS

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 by the Council, 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.

	Grounds for Mandatory and Discretionary Exclusion	Trigger Question No.
1	<p>Has your organisation completed the European Single Procurement Document? https://ec.europa.eu/tools/espdc/filter?lang=en</p> <p>(This is an electronic self-declaration document to be submitted by suppliers interested in tendering for contracts to public bodies located anywhere within the European Union. Created under the EU's 2014 Directive on Procurement the ESPD is intended to simplify the process of qualification for tendering by permitting businesses to self-declare that they meet the necessary regulatory criteria or commercial capability requirements of the public authority concerned, without needing to submit proof unless subsequently selected as the appointed contractor. The supplier must state that they are able, upon request and without delay, to provide the supporting documents necessary to prove compliance.</p>	
2	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on the following webpage: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf.</p> <p>These should be referred to before completing these questions.</p> <ul style="list-style-type: none"> - Participation in a criminal organisation. - Corruption - Fraud - Terrorist offences or offences linked to terrorist activities - Money laundering or terrorist financing - Child labour and other forms of trafficking in human beings <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of any of the offences within the summary below and listed on the above webpage.</p>	
3	<p>Please provide further details.</p> <ul style="list-style-type: none"> -Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. -Identity of who has been convicted. 	2

	-If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
4	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	2
5	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	
6	Please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.	5
7	"Regulations 57(8) The detailed grounds for mandatory exclusion of an organisation are set out on the following webpage: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf . These should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation: -" - Breach of environmental obligations? - Breach of social obligations? - Breach of labour law obligations? - Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? - Guilty of grave professional misconduct? - Entered into agreements with other economic operators aimed at distorting competition? - Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? - Been involved in the preparation of the procurement procedure? - Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a	

	contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	
8	<p>Please provide further details.</p> <ul style="list-style-type: none"> -Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. -Identity of who has been convicted. -If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. 	7
9	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	7
10	<p>"Regulations 57(8)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on the following webpage: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf. These should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation: -"</p> <ul style="list-style-type: none"> - The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria - The organisation has withheld such information - The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 - The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award 	
11	<p>Please provide further details.</p> <ul style="list-style-type: none"> -Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. -Identity of who has been convicted. -If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. 	10
12	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	10

2.2 Economic and Financial Standing

For the purpose of assessing your organisation's financial viability you are required to provide the information 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:

	Economic and Financial Standing	Trigger Question No.
13	Please confirm that your organisation will provide one of the following to demonstrate its economic/financial standing; (a) A copy of the audited accounts for the most recent two years (b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation (c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position (d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
14	Please say if your organisation is part of a wider group (e.g. a subsidiary of a holding/parent company)?	
15	What is the relationship of the organisation to your organisation?	14
16	Are you able to provide parent company accounts if requested to at a later stage?	14
17	Please confirm that if necessary, your organisation's parent company would be willing to provide a guarantee. (A parent company guarantee is a form of financial support provided by a holding company). It is a guarantee of your obligations and typically a financial guarantee that, in the event that you do not pay any obligations under your contractual arrangements then the entity providing the guarantee will pay instead.	14
18	Would your organisation be able to obtain a guarantee elsewhere (e.g. from a bank)?	17

2.3 Quality Questions

The Council wants to ensure they are contracting with Suppliers who sustain a high level of quality. Therefore, your responses to the questions below will be evaluated in order to assess the quality of your services.

	Technical & Professional Ability – Quality	Trigger Question No.
19	<p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>Please can you confirm that you have downloaded the contract example template, filled it in and uploaded it in the documents section.</p>	
20	<p>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.</p>	19
21	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p> <p>Please enter N/A if you do not sub-contract.</p>	

2.4 Modern Slavery Act 2015.

The Council wants to ensure compliance of all suppliers admitted onto the DPS. These questions relate to the Modern Slavery Act 2015.

	Modern Slavery Act 2015	Trigger Question No.
22	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
23	Are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	22
24	Please provide an explanation if the answer is NO.	22

2.5 Insurances

In order to supply services to the Council, the Council requires you to have insurance cover as specified below. You are not required to have the required level of insurance at the time of your submission. However, you must commit to having the correct levels prior to delivering services on behalf of the Council. If you already have the required cover, please upload the insurance schedule as part of your application.

	Insurances	Trigger Question Number
25	Employers Liability (including volunteers) Insurance Policy ((to be as a minimum £5m or in accordance with statutory legislation if higher)): Please confirm you have upload a scanned copy of your organisation's Insurance Certificate for your Employer's Liability indemnity cover, which must be as a minimum in accordance with statutory legislation.	
26	Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£5m): Please confirm you have upload a scanned copy of your organisation's Insurance Certificate for your Public Liability indemnity cover, which must be a minimum of £5m.	
27	Professional Indemnity Insurance Policy (£2m) Please confirm you have upload a scanned copy of your organisation's Insurance Certificate for your Professional Indemnity cover, which must be a minimum of £2m.	

2.6 Additional Company Information and Minimum Requirements

The Council wants to ensure the capability of all suppliers admitted onto the DPS. Some of your response to these questions will be evaluated on pass/fail and will include questions relating to Skills and Apprentices, Suppliers Past Performance and General Data Protection Regulation compliance.

	Additional Questions	Trigger Question No.
28	Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15. Please confirm if you will be supporting apprenticeships and skills development through this contract.	
29	Can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?	27
30	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	
31	Can you provide a list of the Local Authorities that you have provided Professional Specialist services for in the last three years?	
32	Will your organisation confirm that awarded projects are outside of IR35 before commencing work?	
33	Please confirm that your organisation can work to a 'payment by milestone completion' schedule.	
34	Please self-certify that you have uploaded your General Data Protection Policy. And confirm that the document uploaded includes the following; <ul style="list-style-type: none"> - Data protection regulation compliance including right to access and right to be forgotten, - Data Portability, - Privacy by Design, - Confidentiality, - Information asset management, - Information security, - Retention of documents, - Business continuity / disaster recovery, - Staff training. 	
35	If your company is a Construction related supplier, please self certify that you have uploaded the PAS91 (Construction prequalification	

	questionnaire) document in the optional document upload section. (If this does not relate to your service, please select N/A)	
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2.7 Enrolment Documentation

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

	Document Type	Description
1	Employer's Liability Insurance	Please upload your Employers Liability (including volunteers) Insurance Policy (to be as a minimum in accordance with statutory legislation)
2	Public Liability Insurance	Please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£10m)
3	Financial Documentation	Please upload one of the following to demonstrate your organisation's economic/financial standing; (a) A copy of the audited accounts for the most recent two years (b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation (c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position (d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).
4	Contract Examples	Please download the template, fill in and upload. This is to provide details of up to three contracts, in any combination from either the public or private sector.
5	General Data Protection Policy	Please upload your General Data Protection Policy, as per the guidance provided in question 33.
6	General Data Protection Check List	Please download the template, fill in and upload.
7	Professional Indemnity Insurance	Please upload your Professional Indemnity Insurance Policy (£2m)

Additional documentation can be uploaded onto AdamProcure.co.uk as part of your Enrolment submission.

	Document Type	Description
1	European Single Procurement Document	If you have responded 'Yes' to Q1, please upload your completed European Single Procurement Document.
2	Parent Company Financial Information	Please upload your Parent Company Financial Information.
3	Health & Safety Policy	Health & Safety Policy may be uploaded
4	PAS91 Document	Please upload your PAS91 (Construction prequalification questionnaire) if you answered yes to question 34.

Next Steps

For more details on how to create and submit your Enrolment information, please see the Accreditation and Enrolment User Guide available at <http://demand.sproc.net> under the 'Help' section.

Once you have submitted an Accreditation and Enrolment adam will review each submission. You can begin your Enrolment as soon as you have submitted your Accreditation. You do not need to wait for the Accreditation to be approved; however, your Enrolment can only be reviewed once your Accreditation has been approved. After adam has ensured all the relevant documents are uploaded as required on an Enrolment, your application will then go to the Council to be evaluated.

Once your Enrolment submission has been reviewed by the Council, you will receive an email notification confirming whether or not your application has been approved within 10 working days of the date of submission.