



PRE-QUALIFICATION QUESTIONNAIRE

for

Evaluation of National Citizen Service

To be read in conjunction with the PQQ Sift Guidance

PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

Introduction, Background and Deadlines

“Authority” means the purchasing organisation that is seeking to award a contract.

“Potential Provider” means the bidding organisation.

The purpose of this questionnaire is to assist the Authority in deciding which suppliers to short-list to invite to tender.

In order to simplify this process, you don't need to provide supporting documents, for example, accounts, certificates, statements or policies with this questionnaire. **However, the Authority may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues

Please return this form to:

Mailbox.nationalcitizenservice@education.gsi.gov.uk

Not later than: 12.00 on 13 December 2010

Important: Submitted responses will be acknowledged via email within 48 hours of receipt. If you do not receive an acknowledgement within this time please contact Sarah.Butt@education.gsi.gov.uk to ensure your response has been logged.

We will contact you again by 20 December 2010 to let you know whether you have been successful. If so, you will then be invited to tender for the contract.

If you have any queries about this form please contact:
Rebecca Wyton (rebecca.wyton@cabinet-office.x.gsi.gov.uk) or Sarah Butt (sarah.butt@education.gsi.gov.uk)

Notes on Completing the Form

1. Procurements frequently generate a large amount of interest. Please therefore ensure that you complete the questionnaire as requested. If the question does not apply to you please write N/A; if you don't know the answer please write N/K. Please also ensure that you adhere to the word limits for free text responses. Failure to do so may result in a mark of zero being applied, and your application may be disqualified.
2. Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
3. All answers in the PQQ document should be inserted into the relevant answer box to the right of, or immediately below, the question box. You *may* however submit additional supporting background information to questions 6.5 (one side of A4 for all three references) and 1.17 **only**, provided the additional annexed page is **clearly** referred to within the relevant answer box.

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4. Suppliers should answer all questions as accurately and concisely as possible.
5. Where a YES or NO response is requested, please clearly indicate the intended response.
6. It is the responsibility of the respondent to ensure that their PQQ response has been submitted in the prescribed manner and in accordance with the specified deadline.
7. Late responses may not be considered. The decision on whether to sift late responses is entirely at the discretion of the Cabinet Office.

Notes on Freedom of Information

The Authority is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to a public authority may need to be disclosed in response to a request under the Act. The Authority may also decide to include certain information in the publication scheme, which the Authority maintains under the Act.

If a Potential Provider considers that any of the information included in their PQQ is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. Potential Providers should be aware that, even where they have indicated that information is commercially sensitive, the Authority might be required to disclose it under the Act if a request is received. Potential Providers should also note that the receipt of any material marked 'confidential' or equivalent by the Authority should not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking.

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1	BASIC DETAILS OF YOUR ORGANISATION	
1.1	Name of organisation(s)	
1.2	Are you acting as the lead organisation for a consortium?	Yes/No
1.3	If yes to 1.2, please outline the roles of each organisation in your partnership/consortium and how you propose to manage the relationships between them.	
1.4	Contact name for enquiries about this PQQ:	
1.5	Job Title:	
1.6	Company Address: Post Code:	
1.7	Telephone number:	
1.8	Fax number:	
1.9	E-mail address: (if available)	
1.10	Website address (if any):	
1.11	Company Registration number (if this applies): An electronic company check will be undertaken by the panel as part of this pre-qualification process.	
1.12	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	
1.13	Date of Registration: (if this applies)	
1.14	Registered address if different from the above: Post Code:	

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1.15	Are you registered for VAT? If so, please provide Registration number:	
1.16	Is your organisation:	i) a public limited company?
		ii) a limited company?
		iii) a partnership
		iv) other (please specify)
1.17	If members of your consortium or sub-contractors are likely to deliver a significant (over 50%) proportion of the contract, give their company name(s) and address(es). Please provide this information in a separate annex, and indicate this in the box on the right.	
1.18	Name of (ultimate) parent company (if this applies) (see Sift Guidance):	
1.19	Companies House Registration number of parent company (if this applies):	

2	FINANCIAL INFORMATION	
2.1	What was your turnover in each of the last two financial years (if you are a consortium please state aggregated turnover)	£..... for year ended --/--/-- £..... for year ended --/--/----
2.2	Please indicate which of the following you would you be able to provide (please tick a minimum of one)	
	<i>A copy of your audited accounts for the most recent two years (if this applies)</i>	
	<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>	
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	
	<i>Alternative means of demonstrating financial status if trading for less than a year</i>	
2.3	If requested, would you be able to provide a banker's reference?	Yes / No

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3	BUSINESS ACTIVITIES	
3.1	<p>Please set out your experience and track record of conducting evaluation projects of the type outlined in the specification over the past four years. Please cover both quantitative and qualitative research projects, in addition to any experience in recruiting control groups, conducting longitudinal follow ups, and economic analysis.</p>	
	Max 1000 words	
3.2	<p>Please set out an example of how your organisation or consortium has delivered an evaluation on the same scale as the NCS project, demonstrating the infrastructure, capacity and support in place to:</p> <ul style="list-style-type: none"> i) deliver a research project to this scale; and, ii) successfully set up such an evaluation project within a short timescale. 	
	Max 1000 words	
3.3	<p>Please set out the experience of your organisation or consortium in conducting research and evaluation projects with young people, including examples of:</p> <ul style="list-style-type: none"> i) recruiting and working with a socially mixed group of young people; ii) working with the range of organisations involved in NCS (particularly schools and voluntary organisations); and <p>developing robust and appropriate measures to assess outcomes for young people.</p>	
	Max 1000 words	
3.4	<p>How many staff does your organisation employ (including consortia members or sub-contractors where appropriate) in total and how many work in areas relevant to delivery of this contract?</p>	

4	QUALITY ASSURANCE	
4.1	<p>Does your organisation hold a recognised quality management certification; for example BS/EN/ISO 9000 or equivalent?</p>	Yes / No
4.2	<p>If not, does your organisation have a quality management</p>	Yes / No

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	system (i.e. processes and procedures to ensure that the quality is properly managed. This includes making sure that legal requirements are met)?	
4.3	If you do not have quality certification or a quality management system, please explain why: (max 100 words)	

5	EQUALITIES	
5.1	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	Yes / No
5.2	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?	Yes / No
5.3	In the last three years has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?	Yes / No
5.4	If the answer to question 2 and / or 3 is “ Yes ”, what steps did your organisation take as a result of that finding or investigation? (max 100 words)	

6	EXPERIENCE AND REFERENCES			
	Please provide details of up to three contracts public or private, in the last three years that are relevant to the Authority’s requirement. (The customer contact should be prepared to speak to the purchasing organisation if we wish to contact them).			
		Contract 1	Contract 2	Contract 3
6.1	Customer Organisation (name): Website (if available)			

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6.2	Customer contact name, phone number and email			
6.3	Date contract awarded:			
6.4	Date contract completed:			
6.5	Brief description of contract (If covered in Business Activities then please refer to relevant question)			
6.6	Value:			
6.7	If you cannot provide three references, please briefly explain why (max 100 words):			

7	PROFESSIONAL AND BUSINESS STANDING	
	Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?	
7.1	Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
7.2	A conviction (or convictions) for a criminal offence related to business or professional conduct	Yes / No
7.3	Legal or administrative finding of commission of an act of grave misconduct in the course of business	Yes / No
7.4	Failure to fulfil obligations related to payment of social security contributions	Yes / No
7.5	Failure to fulfil obligations related to the payment of taxes	Yes / No

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7.6	Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise	Yes / No
7.7	Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law	Yes / No
7.8	If the answer to any of these is “ Yes ” please give brief details below, including what has been done to put things right: (max 100 words)	

8	I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to tender for the Authority’s requirement. I understand that the Authority may reject this PQQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.	
	FORM COMPLETED BY	
8.1	Name:	
8.2	Position (Job Title):	
8.3	Date:	
8.4	Telephone number:	
8.5	Signature: (for electronic submissions, please type name)	