



Rail Executive

Rail Executive

Specialist Technical Advice for Rail
Framework

Pre-Qualification Questionnaire

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Department for Transport
Great Minster House
33 Horseferry Road
London SW1P 4DR
Telephone 0300 330 3000
Website www.gov.uk/dft

General email enquiries star-framework@railexecutive.gsi.gov.uk

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Foreword

Welcome to this procurement and thank you for your initial interest in tendering for the provision of Specialist Technical Advice for Rail (STAR) Framework for the Department for Transport (Authority).

The DfT's Rail Executive seek to procure the very best expertise available within the marketplace to offer specialist railway technical and commercial advisory services that support the DfT's rail contracting, major rail projects and other rail-related activities. We have developed this framework to support the delivery of the DfT's rail aims which will be structured to reflect the full range of advisory and specialist requirements that will be called upon from time to time in terms of specialist experience and professional expertise. We wish to develop depth and breadth in capability within our supply chain and to support that objective we have designed the framework so as to attract a variety of differing sized organisations, including small and medium enterprises. This STAR Framework Pre-Qualification Questionnaire (PQQ) and the supporting Pre-Qualification Process Document (PPD) (together the "Document") is issued by the Authority pursuant to its functions and duties under the Railways Act 1993 as amended (the "Railways Act").

Should you wish to pre-qualify as a Bidder, please complete this PQQ in full and before the stated response deadline. Instructions for completing the PQQ are contained in the supporting PPD.

The questionnaire is the first stage in the Authority's process of evaluating all Applicants who have expressed interest, to determine their capability and suitability to provide these services. The information you provide in response to the questionnaire will be used for this exercise and for the purpose of cross Government reporting. The information will not be shared with any competitor or any other party, subject to the requirements of the Freedom of Information Act 2000 and other applicable law.

Applicants should note that the information given at this stage will be subject to verification at later stages of the tendering process. If any error, omission or misrepresentation is discovered, the Authority reserves the right to disqualify the Applicant from participation in the tendering exercise no matter what stage in the process has been reached when the error, omission or mistake is discovered.

Applicants should note that, should they be successful in being awarded a framework agreement with the Authority, the Authority reserves the right to terminate the contract if at any time it is discovered that an Applicant has made any material misrepresentation in this PQQ.

All costs and expenses associated with the completion and submission of this PQQ shall be borne solely by the Applicant.

Introduction

This Pre-Qualification Questionnaire (PQQ) sets out the information which is required by the Authority in order to assess the suitability of Applicants, including in terms of legal, financial and economic standing and technical and professional ability, to submit a bid for the STAR Framework.

This PQQ forms part of the PQQ Pack and should be read in conjunction with the Pre-Qualification Process Document (PPD). Full details on the pre-qualification process, terms and definitions, instructions on how to compete this questionnaire and how to respond are contained in the PPD.

Supporting the SME Agenda

The DfT Rail Executive is committed to not only meeting Cabinet Office's SME agenda target of 25% of Government's spend going to SMEs by 2015, but significantly improving upon this by setting our objective target at 40%.

PQQ Applicants should note that support of this objective is a core requirement that will be tested throughout the procurement competition and applied in future STAR Framework post-award work package competitions. PRIME Grade Suppliers will be required to ensure that at least 25% of any future work package services are carried out by SMEs where the work package competition is limited to PRIME Grade Suppliers only.

PRIME Grade Bidders will be required to provide the following information as part of their response to the ITT:

- Details of any SME organisations that are included as Sub-Suppliers within their response to the PQQ and ITT.
- Details of how Bidders will meet the DfT's objective of ensuring that SMEs will undertake at least 25% of future work package services where the work package competition is limited to PRIME Grade Suppliers only.
- Details of how Bidders will provide open book access to accounts that substantiate work package commitments made in respect of the use of SMEs in the delivery of future work package services.
- Details of the circumstances in which Bidders will augment their teams using resources drawn from the STAR Framework community where they are unable to satisfy all requirements requested in future work packages.

Identification of Grade and Category Participation

Applicants will be required to satisfy themselves that they are able to meet the following minimum compliance requirements for participation in any one of the three designated Grades of PRIME GRADE, MEDIUM GRADE and EXPERT GRADE advisors. The compliance requirements for each Grade are set out below

PRIME GRADE	MEDIUM GRADE	EXPERT GRADE
Is able to provide a team of 40 personnel at any one time to meet all the stated requirements for all of the Categories (as stated in Section 8 - Schedule 2 Required Services).	Is able to provide a team of 10 personnel at any one time to meet all the stated requirements for up to two Categories (as stated in Section 8 - Schedule 2 Required Services).	Is able to provide at least one person to meet all of the stated requirements for up to two Categories (as stated in Section 8 - Schedule 2 - Required Services) and thereby provide isolated specialist advice.
5 years Transport Experience 2 years Rail Specific experience	5 years Transport Experience 2 years Rail Specific experience	5 years Transport Experience 2 years Rail Specific experience
Minimum of £10m Professional Indemnity Insurance	Minimum of £5m Professional Indemnity Insurance	Minimum of £1m Professional Indemnity Insurance
Must have capability across all Categories of service with a minimum of 5 personnel per Category at Senior Consultant or above	Must have capability across no more than two Categories of service with a minimum of 5 personnel per Category Senior Consultant or above	Must have capability across no more than two Categories of service with a minimum of 1 resource per Category at Senior Consultant or above

PRIME Grade Participation

It is expected that participants in this Grade will provide sufficient supporting evidence that they could be called upon to provide most, if not all, resources required to deliver a lead technical advisory role for a franchise, programme or project. In addition to the provision of end-to-end technical and commercial advisory services successful PRIME Grade Applicants may be considered for

future mini-competitions for smaller packages of work and isolated expert advice.

PRIME Grade Applicants must be capable of providing stand-alone technical teams that include a full range of management, technical specialist and support resources that are able to fully and seamlessly integrate with the Department's client/ project team and adequately interface with key stakeholders.

MEDIUM Grade Participation

MEDIUM Grade Applicants will provide sufficient supporting evidence that they could be called upon to provide most, if not all resources that could successfully deliver a Category package of technical and commercial advisory service requirements. In addition to the provision of technical and commercial advisory services for a maximum of two nominated Categories successful MEDIUM Grade Applicants will be considered for future mini-competitions for isolated expert advice in the same nominated Categories.

MEDIUM Grade Applicants must be capable of providing stand-alone technical package teams that include a full range of management, technical specialist and support resources that are able to fully and seamlessly integrate with the Department's client/ project team and adequately interface with key stakeholders.

EXPERT Grade Participation

The EXPERT Grade is designed to attract smaller organisations including individuals who are specialist rail technical experts. It is expected that Applicants in this Grade will provide sufficient supporting evidence that they could be called upon to provide all resources that could successfully deliver isolated technical and commercial advice to meet specific service requirements for a maximum of two nominated Categories. In addition Applicants must be capable of evidencing that they are able to provide resource(s) that can fully and seamlessly integrate with the Department's client/ project team and adequately interface with key stakeholders.

Applicants are to identify the Grade that they wish to be considered for, subject to their own assessment using the terms of participation criteria in Schedule 1 – Terms of Participation of the PPD document by completing Table 1 – Supplier Grade Selection.

Applicants that have identified themselves as potential PRIME Grade Applicants are to note that if they so choose, then they may also select a maximum of two Categories within the MEDIUM Grade that they would wish to be considered for in the event that they are not shortlisted for participation in the PRIME Grade at PQQ or ITT stages of the procurement process.

Applicants that have identified themselves as potential MEDIUM Grade Applicants may select a maximum of two Categories that they would wish to be

considered for at PQQ and ITT stages of the procurement process.

Applicants that have identified themselves as potential EXPERT Grade Applicants may select a maximum of two Categories that they would wish to be considered for at PQQ and ITT stages of the procurement process.

All Applicants will be required, during the procurement competition, to provide evidence based on the conditions below to support their participation within their identified Grade. If the information provided does not satisfy the terms of participation, subject to the discretion of the Authority the Applicant may be considered for participation at the next available Grade.

PLEASE STATE CLEARLY ON THE TABLE BELOW WHICH CATEGORIES YOU ARE BIDDING FOR BY COMPLETING THE RELEVANT BOXES.

TABLE 1 - SUPPLIER GRADE SELECTION

1. Applicants are to select which Grade they wish to be considered for subject to your own assessment using the terms of participation criteria set out below.
2. For PRIME Applicants, please also select a maximum of two Categories within the MEDIUM Grade that you would wish to be considered for in the event that you are not shortlisted for participation in the PRIME Grade at PQQ or ITT stages of the procurement process.
3. For MEDIUM Applicants, you must select a maximum of two Categories that you would wish to be considered for at PQQ and ITT stages of the procurement process.
4. For EXPERT Applicants, you must select a maximum of two Categories that you would wish to be considered for at PQQ and ITT stages of the procurement process.
5. All Applicants will be required to provide evidence based on the conditions below to support their participation within their chosen Grade within the PQQ.
6. All Applicants are required to complete the following table with the relevant number of personnel by position for each Category they wish to be considered for at PQQ and ITT stages of the procurement process.
7. All Applicants should note that in accordance with the PPD Schedule 1 - Terms of Participation, Suppliers or nominated Sub-Suppliers can be considered in only one application.

STAR FRAMEWORK																										
GRADE	SUPPLIER NAME	CATEGORY A Rail Strategy, Transport Integration and Planning Advice				CATEGORY B Rail Operations and Performance Advice				CATEGORY C Economic and Revenue Forecasting for a Sustainable Railway				CATEGORY D Railway Infrastructure, Rolling Stock and Asset Advice				CATEGORY E Project and Programme Management				TOTAL AVAILABLE RESOURCES <small>(to enable the Authority to understand resource duplications across categories)</small>				NOTES
		Position				Position				Position				Position				Position				Position				
		D	SC	C	JC	D	SC	C	JC	D	SC	C	JC	D	SC	C	JC	D	SC	C	JC	D	SC	C	JC	
PRIME																										
MEDIUM																										
EXPERT																										

Position Key:
D - Director
SC - Senior Consultant
C - Consultant
JC - Junior Consultant

TERMS OF PARTICIPATION

Applicants must meet the minimum criteria below in order to be considered for their selected Grade

PRIME
Is able to provide a team of 40 personnel at any one time to meet all the stated requirements for all of the categories (as stated in Section 8, Schedule 2 Required Services of the PPD)
5 years Transport Experience 2 years Rail Specific experience
Minimum of £10m Professional Indemnity Insurance
Must have capability across all categories of service with a minimum of 5 personnel per category at Senior Consultant Position or above

MEDIUM
Is able to provide a team of 10 personnel at any one time to meet all the stated requirements for up to two categories (as stated in Section 8, Schedule 2 Required Services of the PPD)
5 years Transport Experience 2 years Rail Specific experience
Minimum of £5m Professional Indemnity Insurance
Must have capability across no more than two categories of service with a minimum of 5 personnel per category at Senior Consultant Position or above

EXPERT
Is able to provide at least one person to meet most, if not all the stated requirements for up to two categories (as stated in Section 8, Schedule 2 Required Services of the PPD) and thereby provide specialist advice
5 years Transport Experience 2 years Rail Specific experience
Minimum of £1m Professional Indemnity Insurance
Must have capability across no more than two categories of service with a minimum of 1 personnel per category at Senior Consultant Position or above

PART A: ORGANISATION AND CONTACT DETAILS

Where the Applicant is an alliance, partnership, joint venture or a consortium, the information requested in Part A (except Part A.2) should be provided for each of the members of that joint venture or consortium.

A1. APPLICANT ORGANISATION DETAILS			
A1.1	Full name of Applicant		
A1.2	Registered office address		
A1.3	Company or charity registration number		
A1.4	VAT registration number		
A1.5	Country of registration		
A1.6	Year of incorporation		
A1.7	Principal place of business		
A1.8	Type of organisation (tick one)	i) a public limited company	
		ii) a limited company	
		iii) a limited liability partnership	
		iv) other partnership	
		v) sole trader	
		vi) other (please specify)	

A2. APPLICANT CONTACT DETAILS FOR THIS PQQ		
	Provide details of the contact person who will act as the single point of contact for all queries and correspondence relating to this PQQ response and any subsequent ITT response.	
A2.1	Name	
A2.2	Position	
A2.3	Role in Bid Team	
A2.4	Full Postal Address	
A2.5	Phone	
A2.6	Mobile	
A2.7	Email	

A3. APPLICANT'S JOINT VENTURE OR CONSORTIUM DETAILS		
	Please provide the following details for each Member of the joint venture or consortium and their respective parent company	
	Organisation Details	
	Country of registration	
	Year of incorporation	
	Company or charity registration number	
	VAT registration number	
A3.1	Registered address	
	Principal place of business	
	Nature of existing business	
	Amount of issued share capital	
	Name of immediate parent company	
	Name of ultimate parent company	
	Type of organisation: (Yes/No)	
	i) a public limited company	

	ii) a limited company	
	iii) a limited liability partnership	
	iii) other partnership	
	iv) sole trader	
	v) other (please specify)	
A3.2	Member Details	
	Please provide the following details for each Member of the joint venture or consortium	
	Name of Member	
	1 / 2 / 3 etc.	
	Role(s) within Consortium or Joint Venture (e.g. equity provider, Lead Operator)	
	Percentage shareholding and type of share	
	Joint Venture, Consortia and Sub-Contracting (Yes/No)	
	a) Your organisation is bidding to provide the services required itself	
	b) Your organisation is bidding in the role of Lead Supplier and intends to use third parties to provide some services	
	c) The Applicant is a joint venture or consortium	
If your answer to (b) or (c) is 'Yes' please indicate below (by inserting the relevant company/organisation name) the composition of the joint venture or consortium and/or any supply chain, indicating which member (which may include the Applicant solely or together with other providers) will be responsible for the elements of the requirement.		

A4. MANAGEMENT AND GOVERNANCE		
	Please confirm that you have supplied the following information, state 'Yes' or 'No' to each question.	
A4.1	An organisation chart depicting the Applicant's management structure;	
A4.2	Where applicable a copy of the Applicant's memorandum and articles of association or other constitutional documents (in English);	

A5. FOR COMPLETION BY NON-UK BUSINESSES ONLY		
	If the Applicant is a non-UK business then please confirm that you have supplied the following information, state 'Yes' or 'No' to each question.	
A5.1	Is the Applicant registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC) under the conditions laid down by that member state). If yes, please provide evidence of such registration.	
A5.2	Is it a legal requirement in the state where the Applicant is established for it to be licensed or be a member of a relevant organisation in order to fulfil the requirements of this procurement? If yes, please provide details of what is required and confirm that the Applicant has complied with this.	

PART B: GROUNDS FOR MANDATORY REJECTION

If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

B1.	GROUNDS FOR MANDATORY REJECTION	
	Has the Applicant (including, where the Applicant is an alliance, partnership, joint venture or consortium, any of the members of that alliance, partnership, joint venture or consortium), or any other person (including any director or partner) who has powers of representation or decision in relation to the Applicant (including, where the Applicant is an alliance, partnership, joint venture or consortium, any of the members of that alliance, partnership, joint venture or consortium) been convicted of any of the following offences? Please state 'Yes' or 'No' to each question.	
B1.1	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;	
B1.2	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; where the offence relates to active corruption;	
B1.3	The offence of bribery, where the offence relates to active corruption;	
B1.4	Bribery within the meaning of section 1 or 6 of the Bribery Act 2010;	
B1.5	Fraud, 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, within the meaning of:	
	(i) the offence of cheating the Revenue;	
	(ii) the offence of conspiracy to defraud;	
	(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;	

	(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;	
	(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;	
	(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	
	(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	
	(ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;	
B1.6	Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;	
B1.7	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;	
B1.8	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;	
B1.9	any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any EU Member State, Iceland, Lichtenstein or Norway.	

PART C: GROUNDS FOR DISCRETIONARY REJECTION

The Authority can exclude Applicants from consideration if any of the following apply but may at their sole discretion decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

C1	GENERAL GROUNDS FOR DISCRETIONARY REJECTION	
	<p>Are any of the following true of the Applicant (including, where the Applicant is a joint venture or consortium, any of the members of that joint venture or consortium)?</p> <p>Please state 'Yes' or 'No' to each question.</p> <p>In the event that any of the following do apply, please set out full details of the relevant incident and any remedial action taken subsequently.</p>	
C1.1	<p>Being an individual - is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;</p>	
C1.2	<p>Being a partnership constituted under Scots law – has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or</p>	
C1.3	<p>Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 - has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?</p>	

C1.4	Been convicted of a criminal offence relating to the conduct of its business or profession;	
C1.5	Committed an act of grave misconduct in the course of its business or profession;	
C1.6	Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the country in which it is established;	
C1.7	Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the country in which it is established;	

C2	TAX COMPLIANCE	
C2.1	Please state whether the tax affairs of the Applicant (including, where the Applicant is a joint venture or consortium, the members of that joint venture or consortium) have given rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date, or to a penalty for civil fraud or evasion.	
C2.2	<p>Please state whether any tax return submitted to a Relevant Tax Authority on or after 1 October 2012 by the Applicant (including, where the Applicant is a joint venture or consortium, the members of that joint venture or consortium) has been found to be incorrect as a result of:</p> <ul style="list-style-type: none"> • a Relevant Tax Authority successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax abuse principle; or • the failure of an avoidance scheme which the Applicant (or, where the Applicant is a joint venture or consortium, the relevant member of that joint venture or consortium) was involved in and which was, or should have been, notified to a Relevant Tax Authority under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime. 	
C2.3	If answering “yes” to either C3.1 or C3.2 above, the Applicant (or, where the Applicant is a joint venture or consortium, the relevant member of that joint venture or consortium) may provide details of any mitigating factors that it considers relevant and that it wishes the Authority to	

	<p>take into consideration. This could include, for example:</p> <ul style="list-style-type: none">• Corrective action undertaken by the Applicant (or, where the Applicant is a joint venture or consortium, the relevant member of that joint venture or consortium) to date;• Planned corrective action to be taken;• Changes in personnel or ownership since the Occasion of Tax Non-Compliance (OONC); or• Changes in financial, accounting, audit or management procedures since the OONC.	
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PART D: ECONOMIC AND FINANCIAL STANDING

Responses to Part D will be used to undertake an assessment of your economic and financial standing.

Please state 'Yes' or 'No' to each question.

D1 FINANCIAL INFORMATION		
D1.1	<p>Please provide one of the following set out below:</p> <p>OR</p> <p>Please indicate which one of the following you would be willing to provide:</p> <p>(please indicate which one by ticking the relevant box)</p>	Yes/No
	<i>A copy of your audited accounts for the most recent two years</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>	
D1.2	Insurance	
	<p>Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members). Please confirm that you have this in place and provide a copy of the insurance certificate.</p>	Yes/No
	<p>Public liability insurance is a legal requirement.</p> <p>Please confirm that you have this in place and provide a copy of the insurance certificate.</p>	Yes/No
	<p>Professional Indemnity (PI) liability insurance is a requirement and this should be at least:</p> <p>PRIME - £10million</p> <p>MEDIUM - £5million</p> <p>EXPERT - £1million</p> <p>Please confirm that you have this in place and provide a copy of the insurance certificate.</p>	Yes/No

PART E: TECHNICAL AND PROFESSIONAL ABILITY

Responses to Part E will be used to undertake an assessment of the Applicant's technical and professional ability to provide the contract.

Where the Potential Provider is a special purpose vehicle and not intending to be the main provider of the services, the information requested should be provided in respect of the principal intended provider of the goods or services.

Scoring methodology

The overall scores for Part E will contribute a maximum of 50% weighting towards the Applicant's total score for PRIME Participants.

The overall scores for MEDIUM and EXPERT participants will contribute a maximum of 50% weighting towards each Category that they have identified that they would wish to be considered for.

E1	CORE BUSINESS	
E1.1	What are the Core areas of your business activity? Limit 250 words	

E2	EXPERIENCE AND CONTRACT EXPERIENCE		
E2.1	Please provide details of up to three contracts from either, or both the public or private sector, that are relevant to the services required by the Authority. Contracts for the supply of services should have been performed during the past three years. (The customer contact should be prepared to speak to the Authority to confirm the accuracy of the information provided below if it wishes to contact them). Bidders are to note that the scores for E2.1 will be aggregated across all the three examples		
		Contract 1	Contract 2
	Customer Organisation (name)		
	Customer contact name, phone number and email		
	Contract start date		

	Contract completion date			
	Contract Value			
	Brief description of contract including evidence as to your technical capability in this market Limit 250 words for each Contract example provided			
E.2.2	Please state whether or not you have had a contract terminated for poor performance or non-compliance with the contract terms within the last five years?			Yes/No If Yes please provide details

E3	COMPETENCE			
E3.1	Briefly describe the range and scale of experience and knowledge of the transport industry that your company has gained over the past five years and of the rail industry that your company has gained over the past three years. Limit 250 words			
E3.2	Describe your company's approach and methodology in providing services similar to those required by the Authority to large and complex organisations similar to the Authority to ensure:- a. Required Services are delivered to the required time, cost and quality and that defined performance levels are achieved; b. Optimal resourcing, efficient and effective working, consistency of approach and a philosophy of continuous improvement; c. Confidentiality, d. Risk Assessment and mitigation management; d. Stakeholder Engagement; e. Collegiate and collaborative working and seamless integration within client teams f. Monitoring performance and assurance of service provision Limit of 1000 words in total			

E3.3	<p>Where applicable, describe your company's approach and methodology towards collaborative working, whether you work to the principles of, have gained, or are working towards, certification to the collaborative business relationships standard BS 11000 and provide details of how you have used this in relation to the provision of services similar to those required by the Authority to large and complex organisations similar to the Authority.</p> <p>Limit 250 words</p>	
E3.4	<p>Where applicable, please describe what documented Quality Management System you have in place and indicate if they are ISO 9001 or equivalent?</p> <p>Limit 250 words</p>	
E3.5	<p>Where applicable, please describe what documented Health and Safety Management Systems you have in place and indicate if they are OHSAS 18001 or equivalent?</p> <p>Limit 250 words</p>	
E3.6	<p>Where applicable, please describe what documented Environmental Management System you have in place and indicate if they are ISO 14001 or equivalent?</p> <p>Limit 250 words</p>	

PART F: CATEGORY SPECIFIC QUESTIONS

Scoring methodology

In the case of MEDIUM and EXPERT participants Part F Category scores will be individually marked and will contribute a maximum of 50% weighting towards the Applicant's total score for each Category that they have identified that they would wish to be considered for.

In the case of PRIME participants Part F Category scores will be individually marked and then averaged across all five Categories, the average score will contribute a maximum of 50% weighting towards the Applicant's total score.

F1	CATEGORY A - RAIL STRATEGY, TRANSPORT INTEGRATION AND PLANNING ADVICE - RELEVANT CONTRACT EXPERIENCE	
F1.1	<p>Please describe your experience in terms of the provision of Specialist Technical Advice for this Category of services or similar such services to large and complex organisations similar to the Authority. Using examples to substantiate your answer please explain all aspects of your service delivery including the scale of your provision, key dates and deliverables.</p> <p>Limit 250 words</p>	
F1.2	<p>Please provide a list with a brief explanation of any relevant Accreditations that your company holds (that have not already been provided as part of your response to questions E3.3 to E3.6) and any relevant Professional or Trade Bodies to which your company belongs. Please provide dates / length of membership etc. where possible. As part of your response please provide examples of relevant industry awards won in the last three years.</p> <p>Limit 250 words</p>	
F1.3	<p>Please describe any recent work experience (particularly within the past three years) in terms of the provision of this Category of services or similar such services in the rail transport sector.</p> <p>Limit 250 words</p>	
F1.4	<p>Please describe how you have successfully integrated within and worked collegiately with a client team in the provision of this Category of services or similar such services to large and complex organisations similar to the Authority.</p> <p>Limit 250 words</p>	

F1.5	<p>Please describe how you have developed and implemented best practice, innovation and knowledge transfer in the provision of this Category of services or similar such services to large and complex organisations similar to the Authority.</p> <p>Limit 250 words</p>	
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F2	CATEGORY B - RAIL OPERATIONS AND PERFORMANCE ADVICE	
F2.1	<p>Please describe your experience in terms of the provision of Specialist Technical Advice for this Category of services or similar such services to large and complex organisations similar to the Authority. Using examples to substantiate your answer please explain all aspects of your service delivery including the scale of your provision, key dates and deliverables.</p> <p>Limit 250 words</p>	
F2.2	<p>Please provide a list with a brief explanation of any relevant Accreditations that your company holds and any relevant Professional or Trade Bodies to which your company belongs. Please provide dates / length of membership etc. where possible. As part of your response please provide examples of relevant industry awards won in the last three years.</p> <p>Limit 250 words</p>	
F2.3	<p>Please describe any recent work experience (particularly within the past three years) in terms of the provision of this Category of services or similar such services in the rail transport sector.</p> <p>Limit 250 words</p>	
F2.4	<p>Please describe how you have successfully integrated within and worked collegiately with a client team in the provision of this Category of services or similar such services to large and complex organisations similar to the Authority.</p> <p>Limit 250 words</p>	
F2.5	<p>Please describe how you have developed and implemented best practice, innovation and knowledge transfer in the provision of this Category of services or similar such services to large and complex organisations similar to the Authority.</p> <p>Limit 250 words</p>	

F3	CATEGORY C - ECONOMIC AND REVENUE FORECASTING FOR A SUSTAINABLE RAILWAY	
F3.1	<p>Please describe your experience in terms of the provision of Specialist Technical Advice for this Category of services or similar such services to large and complex organisations similar to the Authority. Using examples to substantiate your answer please explain all aspects of your service delivery including the scale of your provision, key dates and deliverables.</p> <p>Limit 250 words</p>	
F3.2	<p>Please provide a list with a brief explanation of any relevant Accreditations that your company holds and any relevant Professional or Trade Bodies to which your company belongs. Please provide dates / length of membership etc. where possible. As part of your response please provide examples of relevant industry awards won in the last three years.</p> <p>Limit 250 words</p>	
F3.3	<p>Please describe any recent work experience (particularly within the past three years) in terms of the provision of this Category of services or similar such services in the rail transport sector.</p> <p>Limit 250 words</p>	
F3.4	<p>Please describe how you have successfully integrated within and worked collegiately with a client team in the provision of this Category of services or similar such services to large and complex organisations similar to the Authority.</p> <p>Limit 250 words</p>	
F3.5	<p>Please describe how you have developed and implemented best practice, innovation and knowledge transfer in the provision of this Category of services or similar such services to large and complex organisations similar to the Authority.</p> <p>Limit 250 words</p>	

F4	CATEGORY D - RAILWAY INFRASTRUCTURE, ROLLING STOCK AND ASSET ADVICE	
F4.1	<p>Please describe your experience in terms of the provision of Specialist Technical Advice for this Category of services or similar such services to large and complex organisations similar to the Authority. Using examples to substantiate your answer please explain all aspects of your service delivery including the scale of your provision, key dates and deliverables.</p> <p>Limit 250 words</p>	
F4.2	<p>Please provide a list with a brief explanation of any relevant Accreditations that your company holds and any relevant Professional or Trade Bodies to which your company belongs. Please provide dates / length of membership etc. where possible. As part of your response please provide examples of relevant industry awards won in the last three years.</p> <p>Limit 250 words</p>	
F4.3	<p>Please describe any recent work experience (particularly within the past three years) in terms of the provision of this Category of services or similar such services in the rail transport sector.</p> <p>Limit 250 words</p>	
F4.4	<p>Please describe how you have successfully integrated within and worked collegiately with a client team in the provision of this Category of services or similar such services to large and complex organisations similar to the Authority.</p> <p>Limit 250 words</p>	
F4.5	<p>Please describe how you have developed and implemented best practice, innovation and knowledge transfer in the provision of this Category of services or similar such services to large and complex organisations similar to the Authority.</p> <p>Limit 250 words</p>	

F5	CATEGORY E - PROJECT AND PROGRAMME MANAGEMENT	
F5.1	<p>Please describe your experience in terms of the provision of Specialist Technical Advice for this Category of services or similar such services to large and complex organisations similar to the Authority. Using examples to substantiate your answer please explain all aspects of your service delivery including the scale of your provision, key dates and deliverables.</p> <p>Limit 250 words</p>	
F5.2	<p>Please provide a list with a brief explanation of any relevant Accreditations that your company holds and any relevant Professional or Trade Bodies to which your company belongs. Please provide dates / length of membership etc. where possible. As part of your response please provide examples of relevant industry awards won in the last three years.</p> <p>Limit 250 words</p>	
F5.3	<p>Please describe any recent work experience (particularly within the past three years) in terms of the provision of this Category of services or similar such services in the rail transport sector.</p> <p>Limit 250 words</p>	
F5.4	<p>Please describe how you have successfully integrated within and worked collegiately with a client team in the provision of this Category of services or similar such services to large and complex organisations similar to the Authority.</p> <p>Limit 250 words</p>	
F5.5	<p>Please describe how you have developed and implemented best practice, innovation and knowledge transfer in the provision of this Category of services or similar such services to large and complex organisations similar to the Authority.</p> <p>Limit 250 words</p>	

DECLARATIONS AND AUTHORISATIONS

Please ensure that:

You have ticked the appropriate boxes to confirm that you have completed, and returned, all applicable questions in the following sections:

Part A	
Part B	
Part C	
Part D	
Part E	
Part F	
Declaration	

- You have attached all documents requested, identifying appendices by section number;
- Any additional sheets clearly identify the section and questions being answered; and
- You have read and signed the declaration below.

APPLICANT'S DECLARATION

(Where the Applicant is an alliance, partnership, joint venture or a consortium, this declaration should be given by each of the members of that joint venture or consortium)

I make the following declaration without prejudice.

I certify that the information supplied is accurate to the best of my knowledge and I accept the conditions and give the undertakings requested in the PQQ. I understand and accept that false information, or the omission of relevant information, could result in exclusion from the tendering process or rejection of our tender and that the Authority may consult any public register, authority, any other person or its own records to verify the information or answers given. If requested by the Authority, I undertake to provide the Authority with any evidence it may reasonably request to verify the information or answers provided.

I confirm that, where the Applicant has provided any details of a customer organisation (or equivalent) under Part E of this PQQ, the Applicant will take all reasonable steps to assist the Authority to obtain the information it reasonably requires from the customer organisation (or equivalent), and will authorise the

customer organisation (or equivalent) to disclose to the Authority the information the Authority reasonably requires.

I confirm that the Applicant is or will be a single purpose entity formed solely to undertake the Required Services of the STAR Framework.

I also undertake that if at any point following the signing of this declaration there is a change in circumstances such that this declaration may no longer be deemed to be true and accurate in its entirety I shall inform the Authority accordingly without delay.

THIS UNDERTAKING IS TO BE SIGNED BY AN AUTHORISED REPRESENTATIVE ON BEHALF OF THE APPLICANT.

Name of Applicant: _____

Signed on behalf of Applicant: _____

Position/status in Applicant's organisation: _____

Date: _____