

PROCUREMENT SPECIFIC QUESTIONNAIRE

Part A - Confirmation of Central Digital Platform

Question No.	Question	Response Type
1	What is your name? (supplier name)	Free text
Note	You must be registered on the Central Digital Platform (CDP)) which can be found at https://www.gov.uk/find-tender	
2	What is your CDP unique identifier?	Free text
Note	<p>You must submit up-to-date Core Supplier Information (CSI) on the CDP and share this information with the LAA with a share code.</p> <p>This includes:</p> <ul style="list-style-type: none"> a. basic information b. economic and financial standing information c. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies) d. exclusion grounds information <p>Please confirm you have shared this information with us.</p>	
3.1	Please provide your share code to share your CSI	Free text
4	Are you on the debarment list?	Yes/No
4.1	If you answered yes to Q4 please provide further details	Free text
5. Correspondence Address – Pass/fail	<p>Please provide your business correspondence address to which documents can be received.</p> <p>If you don't currently have an address please answer 'tbc'. An address must be provided no later than the Service Commencement Date.</p>	Text

Part B - Conditions of Participation

Section		Question	Response Type
Part B – Financial Assessment	Financial Assessment	<p>Please attach your completed Financial Viability Risk Assessment (FVRA) Pro Forma</p> <p>Section 4 of the FVRA must be completed where any of the FVRA scores are RED or AMBER. Explain the reason that the risk has occurred (section 3 will show the figures affecting that ratio) and explain what mitigations have taken or are being taken to mitigate the risk in the FVRA</p>	Attachment
Part B - Insurance	Insurance	<p>Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below:</p> <p>a. Employer's (Compulsory) Liability Insurance* = £5 million</p> <p>*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: www.hse.gov.uk/pubns/hse39.pdf.</p>	Yes / No
Part B – Modern Slavery Statement (i)	Modern Slavery Statement (or equivalent statement/document)	<p>Please select one of the following options</p> <p>A: Supplier is 'a relevant commercial organisation' and is compliant with the requirements contained within section 54 of the Modern Slavery Act 2015 and associated</p>	Options: A B C

		<p>guidance and their statement includes information relating to:</p> <ul style="list-style-type: none"> a. the organisation's structure, its business and its supply chains b. its policies in relation to slavery and human trafficking c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate f. the training and capacity building about slavery and human trafficking available to its staff; <p>B: Supplier is not 'a relevant commercial organisation' but has a turnover of more than £36 million and has provided a link to an equivalent statement or document which demonstrates information relating to a to f above.</p>	
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		C Supplier is not 'a relevant commercial organisation' and does not have a turnover of more than £36 million	
Part B – Modern Slavery Statement (ii)	Modern Slavery Statement (or equivalent statement/document)	If you have answered option A or B please detail your modern slavery statement or provide a link to the statement on your company website.	Text
1	Ability to deliver the CDD Service	The Applicant is willing and able to deliver the CDD Service 24 hours a day, seven days a week from the Service Commencement Date in accordance with CDD Service Specification and provide evidence of this by Service Commencement Date	Options list: Yes No
2	Quality Standard	Does the Applicant commit to holding a relevant Quality Standard by Contract Start Date?	Options list: Yes No
3	Appropriate authorisation from a Relevant Professional Body	Does the Applicant commit to having appropriate authorisation from a Relevant Professional Body to deliver legal services and provide evidence of this by Contract Start Date	Options list: Yes No
4	Cyber Essentials Certification	Hold Cyber Essentials Certification and provide evidence of this by Contract Start Date	Options list: Yes No
5	Business address	Does the Applicant commit to having a business address to which correspondence	Options list: Yes

		can be received and provide evidence of this by Service Commencement Date	No
6	Telephony and IT	Does the Applicant commit to having telephony and IT which meets the CDD Contract requirements which meets the CDD Contract requirements in place and operational by Service Commencement Date	Options list: Yes No
7	CLAS Accreditation	CDD Supervisors must hold a valid CLAS Accreditation and provide evidence of this by Service Commencement Date	Options list: Yes No
8	Staff to deliver the CDD Service	The Applicant will have all the necessary Supervisors and Advisers to deliver the CDD Service in accordance with the requirements as set out at CDD Service Specification and provide evidence of this 4 weeks before Service Commencement Date	Options list: Yes No
9	Employment of at least one Full-Time Equivalent CDD Supervisor	Does the Applicant commit to employing at least one Full-Time Equivalent Supervisor who meets the Supervisor Standard and provide evidence of this 4 weeks before Service Commencement Date	Options list: Yes No

Part C – Declaration

I confirm that:

- to the best of my knowledge the answers submitted, and information contained in this document are complete, accurate and not misleading
- upon request and without delay I will provide any additional information requested of us

- I understand that the response to this section of the questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement
- I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow-up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement

Question No.	Question	Response
1	Name of the individual making this declaration on behalf of the Applicant	Free text
2	Role within the Applicant	Free text
3	Contact telephone number	Free text
4	Contact email address	Free text