

Occupational Therapy Services Framework 2025-2028
Project Reference: VOG/RB/13/2/2025

Procurement Specific Questionnaire Guidance Document

Part 1 – Procurement Specific Questionnaire
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GUIDANCE DOCUMENT

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PSQ Sub-sections and criteria

Please refer to the table below for details of the PSQ evaluation process.

The Authority reserves the right to reject Tenderers that fail to achieve required quality thresholds or fail any mandatory question.

Failure to complete the PSQ fully may result in exclusion.

Section	Sub-section Description	Criteria	Scored Questions	Maximum Score Available	% of Total PSQ Score	Required Quality Threshold
	Preliminary Questions	Information Only				
	Confirmation of core supplier information	Pass/Fail				
Part 2 - Additional exclusions information						
	Associated/ Connected Persons	Pass/Fail				
	List of all intended sub-contractors	Pass/Fail				
Part 3A - Procurement specific questions relating to conditions of participation						
	Financial Capacity	Pass/Fail & Scored	15 16	10	67%	6
	Insurance	Pass/Fail				
	Legal Capacity	Pass/Fail				
	Technical ability	Pass/Fail & Scored	20	5	33	2
	Health and Safety	Pass/Fail				
	Environmental Management	Pass/Fail				

	Quality Management	Pass/Fail				
	Additional information	Pass/Fail				
Part 3B - Requirements for central government departments, their executive agencies and non-departmental public bodies.						
	Carbon Reduction - WPPN 06/21	Pass/Fail				
	Confirmations	Information Only				

Preliminary Questions

Wales Procurement Specific Questionnaire – Goods & Services

No	Question	Answer	Guidance	Scoring
1	What is your name? (supplier name)	<i>Enter Response</i> <i>Insert name</i>	Insert Supplier Name	For Information Only
2	What is your Central Digital Platform unique identifier?	<i>Enter Response</i> <i>Insert unique identifier</i>	You must be registered on the Central Digital Platform (CDP). Insert Unique Identifier	Pass = Unique Identifier Provided Fail = No Unique Identifier Provided
3a	Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.	Drop down list: <i>- a single supplier (with or without sub-contractors)</i> <i>- part of a group or consortium</i>	Choose one of the following: - a single supplier (with or without sub-contractors) - part of a group or consortium	For Information Only
3b	If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide: a. the name of the group/consortium b. the proposed structure of the group/consortium, including the legal structure where applicable c. the name of the lead member in the group/consortium d. your role in the group/consortium (e.g.	<i>Enter Response</i>	If you selected "part of a group or consortium" for Q3a you are required to provide a response for each of the points stated in a-d .	For Information Only This information is for identification only, but the Contracting Authorities may exclude you from this procurement process if you provide incorrect information

	lead member, consortium member, sub-contractor)			
4	Are you on the debarment list?	<i>Yes/No</i> <i>Enter Response</i>		Pass = No Pass = Yes, but satisfactory response to 5 Fail = Yes, subject to unsatisfactory response to 5
5	If your response to Q4 is yes, please provide details	<i>Enter Response</i>	Response required if you selected "yes" to question 5a.	Response considered as part of pass/fail of Q4 (if applicable)

Part 1 - Confirmation of core supplier information

6a	<p>You must submit up-to-date core supplier information on the CDP and share this information with us via the CDP (either a share code or PDF download). 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 	<i>Yes/No</i> <i>Enter Response</i>	<p>Suppliers participating in procurements must register on the central digital platform (CDP). Suppliers can submit their core supplier information and, where a procurement opportunity arises, share this information with the contracting authority via the CDP. It is free to use and will mean suppliers should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared.</p>	<p>Pass = Yes Fail = No</p>
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	exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies) d. exclusion grounds information Please confirm that you have shared this information with us.		The CDP is available at https://www.gov.uk/find-tender . This section of the PSQ provides confirmation that suppliers have taken these steps.	
6b	If your response to previous question is yes, please upload your CDP PDF download	<i>File Attachment</i>		Response considered as part of pass/fail of 6a

Part 2 – Additional Exclusions Information

Associated/ connected persons

7	Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor). The conditions of participation are in guidance outlined in Part 3	<i>Yes/No</i> <i>Enter Response</i>	Procurement legislation provides for an 'exclusion regime' and a published 'debarment' list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). Suppliers must submit their own (and their connected persons) exclusions information via the Central Digital Platform (CDP). This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again. If your response to Q7 is yes, please	For Information Only
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			complete Q8, Q9 & Q10 (otherwise Q8, Q9 & Q10 are not applicable).	
8	For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy.	<i>Enter Response</i>	Provide the names of each supplier/associated person and a brief description regarding condition(s) of participation you are relying on them to satisfy.	For Information Only This information is for identification only, but the Contracting Authorities may exclude you from this procurement process if you provide incorrect information.
9	For each associated person, please confirm they are registered on the CDP and have shared with us their information (PDF download): a. basic information b. economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity) c. connected person information d. exclusion grounds information Insert name(s) of supplier(s) and reference(s) / file name(s) or state N/A	<i>Yes/No</i> <i>Enter Response</i>	A supplier will need to share additional exclusions information for any suppliers that they are relying on to meet the procurement's conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are 'associated persons' and their exclusions information must be shared with the contracting authority. Please upload any CDP PDFs within a zip folder.	Pass = Yes Fail = No
10a	If your response to previous question is yes, please upload associated persons CDP PDF download.	<i>File Attachment</i>	Response required if you selected "yes" to question 10a.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided

10b	Are any of your associated persons on the debarment list?	<i>Yes/No Enter Response</i>		Pass = No Pass = Yes, but satisfactory response provided for 10c Fail = Yes, subject to unsatisfactory response to 10c
10c	If your response to the question above is yes, please provide details	<i>Enter Response</i>	Response required if you selected "yes" to question 10a.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided

List of all intended sub-contractors

11	<p>Please provide:</p> <ul style="list-style-type: none"> a. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain); b. their unique identifier (if they are registered on the Central Digital Platform), or otherwise, a Companies House number charity number, VAT registration number, or equivalent; and, c. a brief description of their intended role in the performance of the contract. 	<i>Enter Response</i>	<p>If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders.</p> <p>Note: If you are not intending to sub-contract the performance of all or part of the contract then Q11 is not applicable.</p>	<p>Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided N/A = Pass</p>
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12a	Please confirm if any intended sub-contractor is on the debarment list.	<i>Yes/No Enter Response</i>	The debarment list can be found here [insert link] Note: If you are not intending to sub-contract the performance of all or part of the contract then Q12a and b is not applicable.	Pass = No Fail = Yes, subject to unsatisfactory response to 12b
12b	If your response to Q12a is yes, please provide the sub-contractor(s) name and provide details.	<i>Enter Response</i>		Response considered as part of pass/fail of 12a (if applicable)

Part 3A - Procurement Specific Questions Relating to Conditions of Participation

Financial capacity

13a	PLEASE NOTE: The Contracting Authority will use Credit Safe Report to undertake a credit risk check of all completed and submitted PSQs. The following table below will be used when determining a Pass or Fail.		<table><tr><th>Score</th><th>Rating</th><th>Result</th></tr><tr><td>0-19</td><td>F-</td><td>FAIL</td></tr><tr><td>20-100</td><td>A-F</td><td>PASS</td></tr></table>	Score	Rating	Result	0-19	F-	FAIL	20-100	A-F	PASS	Response considered as part of pass/fail of 13b
Score	Rating	Result											
0-19	F-	FAIL											
20-100	A-F	PASS											
13b	If your Credit Safe score is below 19, please provide a justification explaining why your organisation should still be considered for this opportunity. Include any supporting		Response required if your score is below 19.	Response considered as part of pass/fail of 13a									

	information or assurances that would give the contracting authority confidence in your financial stability and ability to deliver the contract successfully.			
14a	Are you relying on another supplier to act as a guarantor?	Yes/No <i>Enter Response</i>		Pass = No Pass = Yes, Satisfactory Details Provided in 14b Fail = Yes, Unsatisfactory Details Provided in 14b
14b	If your response to Q14a is yes, please provide their name and evidence of their economic and financial standing.	<i>File attachment</i>	Response required if you selected "yes" to question 14a.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided
15	Please provide your Dun & Bradstreet (DUNS) registration number. PLEASE NOTE: The Council will use Dun and Bradstreet to undertake a credit risk of all completed and submitted PSQs. In order to achieve a "Score and Pass", you must have a Dun and Bradstreet risk rating and you must also have a Dun and Bradstreet rating of 3 or lower. Exceptionally, the Council may accept a candidate with a risk rating no higher than 3, provided that it considers, at its sole discretion and	<i>Enter Response</i>	If you are not currently registered, you must obtain a free DUNS number for your business by visiting https://www.dnb.co.uk/duns-number/lookup/request-a-duns-number.html Please note: DUNS Threshold of 3 to pass. Acid Ratio Threshold of 3 to pass. Financial Capacity Threshold of 6 to pass.	Risk Rating of: Risk Rating of 1 = 5 points Risk Rating of 2 = 4 points Risk Rating of 3 with satisfactory justification = 3 points Risk Rating of 3 with no justification, or unsatisfactory justification = 0 Risk rating of 4 = 0 points Fail to submit = FAIL SCORED Threshold of 3 points to pass.

	<p>acting reasonably that there is compelling evidence provided as to why the risk rating does not represent a significant risk to the bidders ability to perform the Contract.</p> <p>NB. If you are bidding on behalf of a consortium, the average D&B risk rating will be used to arrive at a score unless you have indicated that in respect of economic and financial standing the capacity of certain members of the consortium are to be relied upon.</p>			
16	Please provide your acid test ratio figure.	<i>Enter Response</i>	<p>This ratio must be calculated from your last set of audited accounts. If you do not have audited accounts provide the ratio from your last set of year end accounts. The ratio is defined as:=(Cash + Accounts Receivable + Short Term Investments) divided by (Current Liabilities)</p> <p>Note: If you are successful, you must be in a position to provide your acid test ratio prior to contract award, if required, and without delay, and to describe how you have arrived at this figure. If you are bidding on behalf of a consortium your answer should</p>	<p>It is advantageous if the candidate can demonstrate an acid test ratio of 1 or more.</p> <p>Note: If your organisation is a charity or third sector organisation where funds are divided into Restricted and Unrestricted categories you may need to omit Restricted assets from your calculation.</p> <p>Acid Test Ratio of 1 or above = 5 points Acid Test Ratio of 0.90 - 0.99 = 4 points Acid Test Ratio of 0.80 - 0.89 = 3 points Acid Test Ratio of 0.70 - 0.79 = 2 Points</p>

			comprise an aggregate figure (sum of current assets divided by sum of liabilities) from all consortium members and explain how you have arrived at your figure. Please note: DUNS Threshold of 3 to pass. Acid Ratio Threshold of 3 to pass.	Acid Test Ratio of 0.60 - 0.69 = 1 point Acid Test Ratio below 0.59 = 0 points SCORED Threshold of 3 points to pass
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Insurance

17a	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: Employer's (Compulsory) Liability Insurance = £10,000,000 Public Liability Insurance = £10,000,000 Professional Indemnity Insurance = £1,000,000	<i>Yes/No</i> <i>Enter Response</i>	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: http://www.hse.gov.uk/pubns/hse39.pdf If you are successful you must be in a position to provide evidence of the required levels of insurance cover, prior to contract award and without delay.	Pass = Yes Fail = No
17b	Provide details of your insurance already in place.	<i>Enter Response</i>	If you are successful you must be in a position to provide evidence of the required levels of insurance cover, prior to contract award and without delay.	For Information Only. If certificates are not provided at this stage, they will be required prior to contractual close if the Applicant is selected as the Preferred Bidder.
17c	Provide details of your insurance, which would be obtained following contract	<i>Enter Response</i>	If you are successful you must be in a position to provide evidence of the	For Information Only.

	award (including information on how you will obtain this insurance - e.g. a quote)		required levels of insurance cover, prior to contract award and without delay.	If certificates are not provided at this stage, they will be required prior to contractual close if the Applicant is selected as the Preferred Bidder.
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Legal Capacity

18a	Please confirm that you have in place, or that you will have in place by the award of the contract, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects.	<i>Yes/No</i> <i>Enter Response</i>		Pass = Yes Fail = No, subject to unsatisfactory response to 18b
18b	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: a. to ensure ongoing confidentiality, integrity, availability and resilience of	<i>Enter Response</i>	Response required if you selected "yes" to question 18a for each of the points stated in a-f.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided

	<p>processing systems and services</p> <p>b. to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data</p> <p>c. to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable</p> <p>d. to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)</p> <p>e. to maintain records of personal data processing activities</p> <p>f. to regularly test, assess and evaluate the effectiveness of the above measures</p>			
19	<p>Cyber Essentials Certification Scheme</p> <p>Please confirm that you currently meet, or will meet if you are successful, the requirements of the Cyber Essentials Certification Scheme or equivalent. http://www.cyberstreetwise.com/cyberessentials.</p>	<p><i>Yes/No</i> <i>Enter Response</i></p>	<p>The buyer may require you to meet the requirements of the Cyber Essentials Certification Scheme, or equivalent.</p> <p>If you are successful you must be in a position to provide evidence, if required, prior to contract award, and without delay.</p>	<p>Pass = Yes Fail = No</p>

Technical Ability

20	<p>Relevant experience and contract examples.</p> <p>Please provide details of up to three contracts to meet conditions of</p>	<p><i>Enter Response</i></p>	<p>Where this procurement is for goods or services, the examples must be from the past three years.</p> <p>The named contact provided should be able</p>	<p>Scoring Matrix</p> <p>5 points - Three recent and relevant examples given which clearly</p>
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	<p>participation relating to technical ability set out in the relevant notice or procurement documents, in any combination from either the public or private sectors (which may include samples of grant-funded work).</p> <p>Please include the following for each contract:</p> <p>Name of customer organisation who signed the contract Name of supplier who signed the contract Point of contact in the customer's organisation Position in the customer's organisation Email address of contact in the customer's organisation Description of contract Contract start date Contract completion date Estimated contract value</p>		<p>to provide written evidence to confirm the accuracy of the information provided. For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person 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 members of the special purpose vehicle or sub-contractors (three examples are not required from each member).</p> <p>If you cannot provide at least one example of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>	<p>demonstrates experience of meeting conditions of participation relating to technical ability set out in the ITT and Specification</p> <p>4 points - Three recent and relevant examples given which demonstrates experience of meeting conditions of participation relating to technical ability set out in the ITT and Specification</p> <p>3 points - Three examples provided but only two are recent and relevant examples given which demonstrates experience of meeting conditions of participation relating to technical ability set out in the ITT and Specification</p> <p>2 points - Less than two examples provided that are recent and relevant examples given which demonstrates experience of meeting conditions of participation relating to technical</p>
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				<p>ability set out in the ITT and Specification If no examples are available, then a satisfactory explanation has been provided detailing instilling confidence in the buyer that the supplier will meet the conditions of participation relating to the technical ability.</p> <p>1 point – Examples provided but are not recent or relevant examples which fail to demonstrate experience of meeting conditions of participation relating to technical ability set out in the ITT and Specification. If no examples are available, then an explanation has been provided for, but this does not instil confidence in the buyer that the supplier is able to meet the conditions of participation relating to the technical ability.</p>
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				<p>0 points - No recent or relevant examples provided or failed to answer the question in line with the methodology to score 1 or more points. No explanation given for lack of examples.</p> <p>Threshold of 2 points to pass</p>
21	<p>Experience of sub-contractor management</p> <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) (which may be the intended sub-contractor(s) for this procurement or any others used previously).</p> <p>The description should include the procedures you use to ensure performance of the contract.</p>	Enter Response	<p>Response required if you intend to sub-contract a proportion of the contract.</p> <p>Provide details or state N/A</p> <p>This question will be formally evaluated as part of the scoring process if you intend to sub-contract a proportion of the contract.</p>	<p>Pass = Satisfactory Details Provided</p> <p>Fail = Unsatisfactory Details Provided</p> <p>N/A = Pass</p>
22	<p>Organisational Standards</p> <p>Where conditions of participation have specified organisational qualifications or standards, please provide details of how these are met, or other equivalent standards that equal or exceed what has been requested.</p>	Enter Response	Please provide details.	For Information Only

23	What qualifications does your workforce hold to enable them to carry out Occupational Therapy Services?	<i>Enter Response</i>	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided. Fail = N/A
24	Please provide details of any quality assurance accreditation, including environmental, that your organisation holds. If no accreditation is held, please attach an outline of your quality assurance policy.	<i>Enter Response</i>	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided. Fail = N/A

Health & Safety

25a	Health and Safety Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the contract (including risks from the use of contractors, where relevant).	<i>Enter Response</i>	Please provide details.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided
25b	If you wish to provide evidence of the procedures you use to monitor subcontractors' or consortium members' Health and Safety arrangements, you can do so here.	<i>File Attachment</i>	Provide details or state N/A	For Information Only
26a	Health and Safety Enforcement Orders Has your organisation or any connected person been in receipt of enforcement/remedial orders in relation to	<i>Yes/No</i> <i>Enter Response</i>	The contracting Authority will not select you to tender if your company has been prosecuted or served notice under health and safety legislation unless there is clear	Pass = No

	the Health and Safety Executive (or equivalent body) in the last 3 years?		evidence that decisive and comprehensive action has been taken to remedy the situation. The contracting Authority may check the HSE database to confirm the accuracy of the information provided. Failure to provide accurate information may result in you not being selected to tender. If you are bidding on behalf of a consortium please include data from all consortium members. Select "Yes" if this applies to any consortium member.	Pass = Yes, subject to satisfactory response to 26b Fail = Yes, subject to unsatisfactory response to 26b
26b	If your response to Q26a is yes, please provide details of the enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.	<i>Enter Response)</i>	Response required if you selected "yes" to question 26a.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided
27a	Health & Safety Policy Please confirm that your organisation has a Health and Safety Policy that includes the following? <ul style="list-style-type: none"> • A Policy Statement - signed and dated. • The Organisation and Responsibilities - how Health and Safety requirements are implemented. • The Arrangements – standards and procedures adopted in practice. 	<i>Yes/No</i> <i>Enter Response</i>	If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay.	Pass = Yes Fail = No
27b	Please confirm that your Health and Safety Policy has been reviewed within the past two years.	<i>Yes/No</i> <i>Enter Response</i>	Response required if you selected "yes" to question 27a.	Pass = Yes Fail = No

27c	If you wish to attach a copy of your Health and Safety Policy, you can do so here.	<i>File Attachment</i>	Response required if you selected "yes" to question 27a and wish to upload a copy of your Health and Safety Policy.	For Information Only
28a	Do you have a nominated competent person responsible for Health & Safety advice?	<i>Yes/No</i> <i>Enter Response</i>	If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay e.g. CVs and copies of qualification certificates relevant to the role of H&S advisor. (If you are bidding on behalf of a consortium, you will be required to provide requested information from all consortium members).	Pass = Yes Fail = No
28b	If your response to Q28a is yes, please provide their name and contact details.	<i>Enter Response</i>	Response required if you selected "yes" to question 28a.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided
30a	Health & Safety Training Do your staff receive induction and / or safety training before undertaking any work?	<i>Yes/No</i> <i>Enter Response</i>	If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided N/A = Pass
30b	Where you intend to sub-contract a proportion of the contract, please confirm if their staff will receive induction and / or safety training before undertaking any work?	Check Box <i>Yes / No / N/A</i>	If you are successful, you must be in a position to provide evidence, if required, prior to contract award, and without delay.	Pass = Yes Pass = No, subject to satisfactory response to 31

				Fail = No, subject to unsatisfactory response to 31
31	Safety Schemes in Procurement (SSIP) Are you, or is your organisation (or consortium member, if applicable), registered with an industrial or occupational safety group, for example a member of the Safety Schemes in Procurement (www.SSIP.org.uk) or equivalent?	<i>Yes/No</i> <i>Enter Response</i>	<p>If you responded "yes" to question 30 you must (if requested) provide your membership number, your membership level, and other details of what your registration covers.</p> <p>If you are bidding as, or on behalf of a consortium you will need to provide, if requested, these details for your consortium members (if registered).</p> <p>NOTE: If you do not currently hold an SSIP (Safety Schemes in Procurement) accreditation, you may instead complete our Health & Safety Questionnaire. Please note that this will be assessed on a Pass/Fail basis.</p>	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided N/A = Pass

Environmental Management

32	Environmental Management System Do you operate in accordance with an Environmental Management System (EMS) that is certified by a UKAS-accredited (or national equivalent) organisation?	<i>Yes/No</i> <i>Enter Response</i>	<p>If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.</p> <p>If you are bidding as a consortium, you will be required to explain which of the</p>	Pass = Yes Pass = No, subject to satisfactory response to 33
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			members has the certification in place, and how this covers the work of the consortium. If you do not operate in accordance with an Environmental Management System, please respond to Q33.	Fail = No, subject to unsatisfactory response to 33
33	Environmental Policy Do you have an environmental policy statement committing your organisation to a programme of improvement?	<i>Yes/No</i> <i>Enter Response</i>	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay. If you are bidding as a consortium, you will be required to explain how this covers the work of the consortium.	Pass = Yes Fail = No

Quality Management

34	Quality Management Policy Do you operate in accordance with a Quality Management System that is certified by a UKAS-accredited (or national equivalent) third party against ISO 9001 or an equivalent standard?	<i>Yes/No</i> <i>Enter Response</i>	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.	Pass = Yes Pass = No, subject to satisfactory response to 35 Fail = No, subject to unsatisfactory response to 35
35	Do you have a documented process designed to ensure that the quality of your products or services is consistent?	<i>Yes/No</i> <i>Enter Response</i>	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.	Pass = Yes Fail = No
36	If you are bidding on behalf of a consortium, please confirm that you have documented processes in place to adequately manage relationships	<i>Yes/No or N/A</i> <i>Enter Response</i>	If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided

	with your members (e.g. any systems used to ensure prompt communication, accountability and swift resolution of disputes).			N/A = Pass
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Part 3 – Additional Information

37a	Conflicts of interest: duty to identify Are you aware of any conflict of interest within the meaning of section 81 of the Procurement Act?	<i>Yes/No</i> <i>Enter Response</i>	You must notify the contracting authority of any conflict of interest or potential conflict of interest e.g. if you, or a connected person has advised the contracting authority or otherwise been involved in the preparation of the procurement procedure.	Pass = No Pass = Yes, subject to satisfactory response to 38b Fail = Yes, subject to unsatisfactory response to 38b
38b	If your response to Q38a is yes, please provide details	<i>Enter Response</i>	Response required if you selected "yes" to question 38a.	Pass = Satisfactory Details Provided Fail = Unsatisfactory Details Provided
39a	Blacklisting Have you, or any connected person been found to have employed the practice of 'blacklisting' in the last three years?	<i>Yes/No</i> <i>Enter Response</i>		Pass = No Pass = Subject to satisfactory response to 39b self-cleaning Fail = Yes
39b	If your response to Q39a is yes, please confirm: a. when the breach occurred b. if this has been established by a judicial decision having final and binding effect; and c. the measures you have taken to demonstrate your reliability e.g. self-cleaning.	<i>Enter Response</i>	If you selected "yes" to question 39a you must provide details of the points stated in a - c.	Response considered as part of pass/fail of 39a (if applicable)

40	Equalities training Do all employees (including those from your consortium members where relevant) that come into contact with the public, or with a client's staff members, receive equalities training?	Yes/No Enter Response	If equalities and diversity awareness/training are a core part of the tender requirement, the contracting Authority may only select you to tender if you train relevant staff appropriately. If you are bidding on behalf of a consortium please include data from all consortium members. Only select "Yes" if this applies to all consortium members. If you are successful, you may be required to provide evidence to support this answer.	Pass = Yes Fail = No
41	Welsh Language Please confirm that you currently meet, or will meet if you are successful, the requirements of the Welsh language measure.	Yes/No Enter Response	<p>If you are successful, you must be in a position to provide evidence (if requested), prior to contract award, and without delay.</p>	Yes = Pass No = Fail The Contracting Authorities will only select you if you confirm that you will comply with applicable legal requirements to deliver services in the Welsh language. Please find below a link to a compliance notice which should provide the guidance sought: https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Bilingual-Cardiff/Pages/default.aspx If you are a Consortium Based Provider, you should check with all Consortium Members whether or not this confirmation can be given.

Part 3B

Ethical Employment: WPPN 11/21

42	Ethical Employment Do you pay all your employees the real Living Wage?	<i>Yes/No</i> <i>Enter Response</i>	The Contracting Authority may only select you can confirm that all works are paid in line with relevant national pay rates. If you are bidding on behalf of a consortium, please include data from all consortium members.	Pass = Yes Fail = No
43	Ethical Employment: Supply Chain Please confirm that you are aware of your obligation under the Code of Practice: Ethical Employment in Supply Chains, and if successful you would be willing to sign up to the Code of Practice.	<i>Yes/No</i> <i>Enter Response</i>	The Contracting Authority may only select you if you are aware of your obligations under the Code of Practice: Ethical Employment in Supply Chains. If you are bidding on behalf of a consortium, please include data from all consortium members. Only Select “Yes” if this applies to all consortium members. Code of Practice: Ethical Employment in Supply Chains – https://gov.wales/topics/improvingservices/bettervfm/code-of-practice/?lang=en	Pass = Yes Fail = No
44	Modern Slavery Act Are you a relevant commercial organisation as defined by section 54	<i>Yes/No</i>	If you are successful you must be in a position to provide evidence, if	Pass = Yes

	("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	<i>Enter Response</i>	required, prior to contract award, and without delay.	Fail = No N/A = Pass
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Carbon Reduction: WPPN 006

45	Carbon Reduction Plan Please confirm that your organisation is taking steps to reduce your GHG emissions over time and is publicly committed to achieving Net Zero by 2050	Yes/No <i>Enter Response</i>	<p>The Contracting Authority is looking for organisations that are taking steps to reduce their GHG emissions and publicly committed to achieving Net Zero by 2050.</p> <p>Pass – Yes confirms they are taking steps to reduce their GHG emissions overtime and is publicly committed to achieving Net Zero by 2050. Fail – No does not confirm they are taking steps to reduce their GHG emissions overtime and isn't publicly committed to achieving Net Zero by 2050.</p> <p>If you are bidding as a consortium or have a Significant Sub-Contractor, please provide confirm from all consortium members or Significant Sub-Contractor.</p>	Pass = Yes Fail = No
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Confirmations

46	<p>I confirm that:</p> <p>(a) to the best of my knowledge the answers submitted and information contained in this document are complete, accurate and not misleading;</p> <p>(b) upon request and without delay I will provide any additional information requested of us;</p> <p>(c) I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement; and</p> <p>(d) 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 decisionmaking in this procurement.</p>	<p>Yes/No</p> <p><i>Enter Response</i></p>	For Information Only
47	Full Name	Free text box (single line)	For Information Only
48	Role	Free text box (single line)	For Information Only
49	Phone Number	Numeric Input	For Information Only
50	Email Address	Free text box (single line)	For Information Only
51	Postal Address	Free text box (multiple lines)	For Information Only

