

Appendix A – Questionnaire

A1. Business details

Name of the organisation (or individual) in whose name the contract would be agreed:	
Principal contact name:	
Contact address:	
Telephone number:	
Mobile number:	
E-mail address:	
Company Registration number:	
Date of Registration:	
Registered address (if different from above):	
VAT Registration number:	
Website address:	
Sole trader or partnership: HMRC UTR (only required where company is unregistered)	
Does the business offer any additional services which may be appropriate to the client base:	

A2. Legal Information

Are there any court actions and/ or tribunal hearings outstanding or threatened against your organisation or your sub-contractors?	NO	YES
If Yes, please provide details:		
Has your organisation or your sub-contractors been involved in any court action and/ or significant tribunals over the last three years?	NO	YES
If Yes, please provide details:		
During the last three years, has your organisation had a contract terminated, failed to complete a contract to timescales, or had financial penalties imposed as a result of failure to meet deliverables.	NO	YES
If Yes, please provide details:		
Have you or any of your employees or subcontractors been convicted of any of the following legal offences:		
• participation in a criminal organisation;	NO	YES
• corruption;	NO	YES
• fraud;	NO	YES
• terrorism;	NO	YES
• money laundering;	NO	YES
• child labour or human trafficking.	NO	YES
• non-payment of taxes and social security contributions	NO	YES
If Yes, please provide details:		

A3. Financial Information

What was your turnover in the last two years?	£..... for year ending/...../.....	£..... for year ending/...../.....
Has your organisation or your subcontractors met all of its obligations to pay its creditors and staff during the past year?	NO	YES
If "No" please explain why not?		

A4. Equal Opportunities

Pass/Fail question – applicant must answer 'Yes' to pass

Can you confirm that your organisation fully complies with the Equality Act 2010?	NO	YES
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A5. Insurance

Pass/Fail question – applicant must have appropriate insurance in place, or confirm that it will be in place before contracting commences.

If currently available please provide copies of your public liability, employer's liability and professional indemnity insurance. If currently unavailable please confirm this will be in place prior to contracting; applicants will be unable to commence any work until copies have been provided.

	Please provide details of your organisation's insurance protection. Please note the minimum requirements stated on page 6.				
	Policy number	Insurer	Expiry date	Limit (£)	Will have in place prior to contract
Public liability					NO YES
Employers liability					NO YES
Professional Indemnity					NO YES

A6. Pricing Schedule

It is mandatory to complete the table below. Failure to complete this question or making a bid in excess of £70.00, the highest rate permissible under this contract, will result in disqualification from consideration.

Fees are scored with a weighting of 10%.

The lowest cost bid will be given the maximum percentage weighting for the cost element (10%). All other bids will be evaluated against the lowest cost bid on a pro-rata basis.

The formula that will be used to do the evaluation is: -

$$(Lowest\ bid\ price / Applicant\ bid\ price) \times 10$$

Fees for specialist services (hourly rate)	£
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This fee element shall include the cost of all labour, equipment, materials and travel.

All Prices submitted must be **exclusive of VAT**

Signed

On behalf of

Date

A7. Growth Specialist (please complete for each specialist/specialism):

Name:
Does the specialist belong to any relevant professional or trade bodies? Please list
Does the specialist hold any relevant qualifications? Please list
Please detail the Growth Specialist's relevant experience. (Please provide no more than 500 words).
Capacity and Availability Please indicate the maximum available days/hours per month and if available at short notice and/or offering flexible hours:

Are there any potential conflicts of interest that may arise from other existing contracts and/or relationships should the specialist be selected?	NO	YES		
If Yes, please provide details:				
Availability for presentation and interview on 10 Jun, 11 Jun, 12 Jun or 13 Jun 2019. Please indicate morning (AM) or afternoon (PM) preference (delete if unavailable).	10 Jun AM	11 Jun AM	12 Jun AM	13 Jun AM
	10 Jun PM	11 Jun PM	12 Jun PM	13 Jun PM
Availability for induction day	2 Jul Binley	5 Jul Warwick		

A8. References

Please include **three references/testimonials** from clients for each growth specialist, ensuring you have the client's permission. These can be on letter headed paper, or an email from a registered company domain name. UWSP retains the right to contact a referee.