



**UK Research
and Innovation**

Above Threshold

**Invitation to Tender – Selection and Award
Questionnaires.**

Tender Subject: AI Skills Hub

Tender Reference Number: UKRI-3797

Selection Questionnaire

Introduction

There are Three Parts within the Selection Questionnaire which must be completed by all Potential Suppliers who are bidding for the work within the e-sourcing tool:

- Part 1 Supplier Information
- Part 2 Exclusion Grounds
- Part 3 Further Selection Questions

General guidance notes are detailed below and there is further specific guidance included in each question on how they should be answered.

General Supplier Guidance Notes:

The 'Authority' means UKRI or anyone acting on behalf of UKRI.

'You/your' refers to the Potential Supplier completing this standard Selection Questionnaire. This is the legal entity responsible for the information provided within the Selection Questionnaire. The term 'Potential Supplier' is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (as amended) (referred to as the 'Regulations') and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

Potential Suppliers are to ensure that all questions are completed in full, and in the format specified in the questions. If the question does not apply to you, please state 'N/A'.

The Authority recognises that arrangements set out in Part 1, Question Number 1.12 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contractor should notify the Authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Authority will make a revised assessment of the Response based on the updated information.

For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration and the Authority reserve the right to carry out due diligence on self-declarations, that can be tested against the evidence required under PPN 08/16.

For answers to Part 3 - If you are responding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, all questions should be completed on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration. The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained through the completion of this questionnaire, other than to the Cabinet Office and/or Contracting Authorities defined by the Regulations, or pursuant to an order of the court or demand made by any competent Authority or body where the Authority is under a legal or regulatory obligation to make such a disclosure. The Authority will reserve the right to carry out due diligence on preferred suppliers and individuals who are in positions of significant control of them.

PART 1 – Supplier Information

It is mandatory for the Potential Suppliers to answer questions in detail in Part 1 in full and on the e-sourcing portal. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Supplier Information	
Q 1.1	<p>Please provide the following information:</p> <ul style="list-style-type: none"> • Full name of the Potential Supplier submitting the Tender Response. • The registered office address (if applicable) • The registered website for the Supplier (if applicable)
Guidance	Suppliers are to complete the text box.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Text Box

Supplier Trading Status	
Q 1.2	<p>Please confirm your trading status:</p> <ul style="list-style-type: none"> a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)
Guidance	Select which best describes your trading status.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Selection

Supplier DUNS Number and VAT Information	
Q 1.3	<p>Please provide the following information:</p> <ul style="list-style-type: none"> • Date of registration in country of origin • Company registration number (if applicable) • Charity registration number (if applicable) • Head office DUNS number (if applicable) • Registered VAT number (if applicable)
Guidance	If any of the requested information does not apply to you, please state 'N/A'.

Scoring Criteria	This is a mandatory question, for information only.
Question Format	Text Box

Supplier Registration Information

Q 1.4	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?
Guidance	Potential Suppliers are to answer Yes or No. If you respond yes to this question, please provide the relevant details, including the registration number(s) as an attachment.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Yes/No Attachment

Authorisation to Respond

Q 1.5	Is it a legal requirement in the state where you are established for you to possess a particular authorisation? Or be a member of a particular organisation in order to provide the services specified in this procurement?
Guidance	Potential Suppliers are to answer Yes or No If you respond yes to this question, please provide additional details of what is required and confirmation that you have complied with this.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Yes/No Attachment

Additional Trading Names

Q 1.6	Please confirm any trading name(s) that will be used if successful in this procurement.
Guidance	Suppliers are to enter their other trading name or enter 'N/A'.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Text Box

Classifications	
Q 1.7	Please confirm the relevant classifications and state whether you fall within one of these, and if so which one. a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual d) None of the above
Guidance	Confirm which best describes your relevant classification and which category.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Text Box

SME Confirmation	
Q 1.8	Please confirm whether you are a Small, Medium or Micro Enterprise (SME)?
Guidance	Potential Suppliers are to answer Yes or No Further guidance on SME's is found here: https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Yes/No

Persons of Significant Control	
Q 1.9	Please provide details of Persons of Significant Control (PSC), where appropriate: Name; Date of birth; Nationality; Country, state or part of the UK where the PSC usually lives; Service address; The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); Which conditions for being a PSC are met; Over 25% up to (and including) 50%, More than 50% and less than 75%, 75% or more
Guidance	If this question does not apply to your organisation, please state 'N/A'
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Text Box

Immediate Parent Company Details	
Q 1.10 (a)	<p>Please provide details of immediate parent company:</p> <ul style="list-style-type: none"> • Full name of the immediate parent company • Registered office address (if applicable) • Registration number (if applicable) • Head office DUNS number (if applicable) • Head office VAT number (if applicable)
Guidance	If this question does not apply to your organisation, please state 'N/A'.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Text Box

Ultimate Parent Company Details	
Q 1.10 (b)	<p>Please provide details of ultimate parent company:</p> <ul style="list-style-type: none"> • Full name of the immediate parent company • Registered office address (if applicable) • Registration number (if applicable) • Head office DUNS number (if applicable) • Head office VAT number (if applicable)
Guidance	If this question does not apply to your organisation, please state 'N/A'.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Text Box

Economic Operators	
Q 1.11	Are you responding as the lead contact for a group of economic operators?
Guidance	<p>Potential Suppliers are to answer Yes or No.</p> <p>If yes, please provide details listed in questions 1.12(A and B), question 1.13, and Part 2 for each economic operator.</p> <p>If no, and you are a supporting supplier please provide the name of your group at 1.12 (a) for reference purposes, Question 1.3 and Part 2.</p>
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Yes/No

Legal Structure of Economic Operators	
Q 1.12 (a)	Name of group of economic operators (if applicable) Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.
Guidance	Potential Suppliers are to complete this question by providing all the relevant and required information.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Text Box

Economic Operators use of Subcontractors	
Q 1.12 (b)	Are you or, if applicable, the group of economic operators proposing to use subcontractors? If you intend to respond yes to this question, please provide additional details for each tier 1 and tier 2 sub-contractor: (The Authority may ask them to complete these details as well.) Name Registered address Trading status Company registration number Head Office DUNS number (if applicable) Registered VAT number Type of organisation SME (Yes/No) The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables The approximate % of contractual obligations assigned to each subcontractor
Guidance	Potential Suppliers are to complete this question by providing all the relevant and required information.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Text Box

Declaration	
Q 1.13	Contact details and declaration 1) I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate. 2) I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document. 3) I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement. 4) I understand that the Authority may reject this Response in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

	5) I am aware of the consequences of serious misrepresentation.
Guidance	Please provide the following information to complete the declaration Contact name Name of organisation Role in organisation Phone number E-mail address Postal address Signature (electronic is acceptable) Date
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Text Box

PART 2 – Exclusion Grounds

Please answer the following questions in full.

The detailed grounds for discretionary exclusion of a potential supplier are set out on the below webpage, which should be referred to before completing these questions.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

Note that every potential supplier that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Note: The Authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Participation in a Criminal Organisation	
Q 2.1	<p>Regulations 57(1) and (2)</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage:</p> <p>Participation in a criminal organisation. Corruption Fraud Terrorist offences or offences linked to terrorist events Money laundering or terrorist financing Child labour and other forms of trafficking in human beings</p>
Guidance	<p>Potential Suppliers are to answer Yes or No.</p> <p>If your answer to this question is yes, please provide the following documents:</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted. If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p> <p>If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p>
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes, with applicable supporting documentation – This may be considered a Pass Yes, with no or insufficient supporting documentation - Fail No – Pass</p>

Question Format	Yes/No Attachment
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Payment of Tax or Social Security	
Q 2.2	<p>Regulation 57(3)</p> <p>Has it been established for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>
Guidance	<p>Potential Suppliers are to answer Yes or No</p> <p>If you have answered yes to this question, provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p>
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes, with applicable supporting documentation – This may be considered a Pass Yes, with no supporting documentation - Fail No – Pass</p>
Question Format	Yes/No Attachment

Breach of Environmental Obligations	
Q 2.3	<p>Regulation 57 (8)</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation:</p> <ul style="list-style-type: none"> • Breach of environmental obligations • Breach of social obligations • Breach of labour law obligations • Bankruptcy or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? • Guilty of grave professional misconduct? • Entered into agreements with other economic operators aimed at distorting competition?

	<ul style="list-style-type: none"> • Aware of any conflict of interest within the meaning of regulation 24 due to the participation of the procurement procedure? • Been involved in the preparation of the procurement procedure? • Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? <ul style="list-style-type: none"> ○ The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. ○ The organisation has withheld such information. ○ The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.
Guidance	<p>Potential Suppliers are to answer Yes or No</p> <p>If you have answered yes to this question, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self-Cleaning)</p>
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes, with applicable supporting documentation – This may be considered a Pass</p> <p>Yes, with no or insufficient supporting documentation - Fail</p> <p>No – Pass</p>
Question Format	<p>Yes/No</p> <p>Attachment</p>

Enforcement/Remedial orders/Complaints

Q 2.4	<p>Has your organisation or any of its Directors or Executive Officers:</p> <ul style="list-style-type: none"> • Been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? • Had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than UK) on grounds of alleged unlawful discrimination in the last 3 years? • Had any finding of unlawful discrimination made and upheld by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or comparable proceedings in any jurisdiction other than the UK) in the last 3 years? • Been convicted of breaching environmental legislation, or had any notice served in the last three years by any environmental regulator or authority (including local authority)?
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Guidance	<p>Potential Suppliers are to answer Yes or No.</p> <p>If your answer to this question is “Yes”, please provide details in a separate document attachment to this question of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select any Potential Supplier(s) that have been prosecuted or served notice under any Health and Safety legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p> <p>Any Supplier declaring enforcement or remedial action within this question but does not provide evidence may not be considered.</p>
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes, with applicable supporting documentation – This may be considered a Pass Yes, with no or insufficient supporting documentation - Fail No – Pass</p>
Question Format	<p>Yes/No Attachment</p>

Sub-Contractor Check

Q 2.5	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them in the last three years for the circumstances specified in Q2.4?</p>
Guidance	<p>Potential Suppliers are to answer Yes, No or Not Applicable.</p>
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes – Pass No – Fail Not Applicable – Pass</p>
Question Format	<p>Yes/No/Not Applicable</p>

Sub-Contractor Enforcement/Remedial orders/Complaints

Q 2.6	<p>If you use sub-contractors, and you have processes in place to check where any of the circumstances specified in Q2.4 apply to them, have they:</p> <ul style="list-style-type: none"> • Been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? • Had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body)
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	<p>in any jurisdiction other than UK) on grounds of alleged unlawful discrimination in the last 3 years?</p> <ul style="list-style-type: none"> • Had any finding of unlawful discrimination made and upheld by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or comparable proceedings in any jurisdiction other than the UK) in the last 3 years? • Been convicted of breaching environmental legislation, or had any notice served in the last three years by any environmental regulator or authority (including local authority)?
<p>Guidance</p>	<p>Potential Suppliers are to answer Yes or No.</p> <p>If your answer to this question is “Yes”, please provide supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your subcontractor, please use the attachment to explain what action (if any) your subcontractor or your organisation has taken to prevent unlawful discrimination from reoccurring.</p> <p>If it is your organisation’s unequivocal intention to use the same subcontractor and should you be successful in being awarded this procurement opportunity, you may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring. This information should be provided as an attachment to this question.</p> <p>Any Supplier declaring unlawful discrimination within this question but not providing evidence may not be considered.</p>
<p>Scoring Criteria</p>	<p>This is a mandatory pass/fail question.</p> <p>Yes, with applicable supporting documentation – This may be considered a Pass</p> <p>Yes, with no supporting documentation - Fail</p> <p>No – Pass</p>
<p>Question Format</p>	<p>Yes/No Attachment</p>

PART 3 – Selection Questions

Economic and Financial Standing	
Q 3.1	Are you able to provide a copy of your audited accounts for the last two years, if requested?
Guidance	<p>Potential Suppliers are to answer Yes or No.</p> <p>If no, can you provide one of the following if requested:</p> <p>(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet / Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.</p> <p>(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p>
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes – Pass No – Fail No, but can provide (a), (b) or (c) if requested – Pass</p>
Question Format	Yes/No Attachment

Wider Group	
Q 3.3	<p>If you have indicated in Part 1 of the Selection Questionnaire that you are part of a wider group, please provide further details below:</p> <ul style="list-style-type: none"> • Name of organisation • Relationship to the Supplier completing these questions: <p>Are you able to provide parent company accounts if requested to at a later stage? If yes, would the parent company be willing to provide a guarantee if necessary? If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?</p>
Guidance	Please complete the text box provided
Scoring Criteria	This is a mandatory question, for information only
Question Format	Text box

Technical and Professional Ability/References	

Q 3.4	<p>Relevant experience and contract examples</p> <p>Please provide details of contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Responses from consortia should provide relevant examples of where the consortium 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 Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples, see question 3.5</p>																																				
Guidance	<p>Please complete the table:</p> <table border="1" data-bbox="360 1077 1383 1697"> <thead> <tr> <th></th> <th>Contract 1</th> <th>Contract 2</th> <th>Contract 3</th> </tr> </thead> <tbody> <tr> <td>Name of Customer organisation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Point of contact in the organisation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Position in the organisation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Email address</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Description of Contract</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contract start date</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contract completion date</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Estimated contract value</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Contract 1	Contract 2	Contract 3	Name of Customer organisation				Point of contact in the organisation				Position in the organisation				Email address				Description of Contract				Contract start date				Contract completion date				Estimated contract value			
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Scoring Criteria	This is a mandatory pass/fail question,																																				
Question Format	Table																																				

Lack of Experience and References

Q 3.5	If you cannot provide at least one example for question 3.4 (Previous Question), please provide an explanation for this.
Guidance	Response is to be no more than 500 words, For example, your organisation is a new start-up, or you have provided services in the past but not under a contract.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Text Box

Management of Supply Chains with Sub-Contractors

Q 3.6	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)
Guidance	Evidence should include, but is not limited to, details of your supply chain management tracking systems and contract management governance to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)
Scoring Criteria	This is a mandatory question,
Question Format	Text Box

Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015

Q 3.7	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? Please answer Yes or Not Applicable
Guidance	Potential Suppliers are to answer Yes or Not Applicable. If your answer is Yes, please complete Question 3.8.
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Yes/Not Applicable

Annual Reporting contained within Section 54 of the Act 2015

Q 3.8	If you have answered Yes to question 3.7, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?
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Guidance	<p>Potential Suppliers are to answer Yes or No.</p> <p>If you answer Yes to this question, please provide the relevant URL or supporting documentation.</p> <p>If your response is No to this question, please provide an explanation as to why.</p>
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes, with applicable supporting documentation – This may be considered a Pass</p> <p>Yes, with no supporting documentation - Fail</p> <p>No with applicable explanation - This may be considered a Pass</p> <p>No – Fail</p>
Question Format	<p>Yes/No</p> <p>Attachment</p>

Insurance Levels

Q 3.9	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer’s (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p> <p>Loss, Damage or destruction of any UKRI property under the custody & control of the Supplier = £5 Million</p> <p>Professional Indemnity Insurance = £2 Million</p>
Guidance	<p>Potential Suppliers are to answer Yes or No.</p> <p>Please note: It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes – Pass</p> <p>No – Fail</p>
Question Format	<p>Yes/No</p>

Cyber Essentials

Q 3.12	<p>Cyber Essentials is required for all Government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services.</p> <p>Details on Cyber Essentials are available at: https://www.cyberstreetwise.com/cyberessentials/</p> <p>Please confirm that an up to date and valid Cyber Essentials Certificate is in place.</p>
Guidance	<p>Potential Suppliers are to demonstrate that they meet the technical requirements prescribed by Cyber Essentials in this question and the link provided.</p> <p>Please answer: Yes – Cyber Essentials Certificate is currently in place No – Cyber Essentials Certificate is not in place</p>
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes – Pass No – Fail</p>
Question Format	<p>Yes/No Attachment</p>

Data Storage

Q 3.13	<p>Potential Suppliers are to confirm where GDPR data will be stored for the duration of this Contract, including any additional Countries that data may be transferred to throughout the life of this Contract.</p> <p>Further details about GDPR and compliance can be found here: https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation</p>
Guidance	<p>Potential Suppliers are required to confirm where GDPR data will be stored for the duration of this Contract by answering Yes or No.</p> <p>They are to include any additional Countries that data may be transferred to throughout the life of this Contract.</p> <p>Please note, where Suppliers confirm that data may be stored or transferred outside of the UK, there may be a requirement to include additional Contract Clauses to ensure GDPR Compliance.</p>
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes – Pass No – Fail</p>
Question Format	<p>Yes/No Attachment</p>

	Text Box
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Health and Safety Policy	
Q3.14	Please self-certify that your organisation has a formal Health and Safety Policy and how it complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.
Guidance	Potential Suppliers are to answer Yes, No or No with Justification
Scoring Criteria	This is a mandatory pass/fail question. Yes – Pass No – Fail No with Justification – This may be considered a pass if the Potential Supplier provides relevant supporting justification as to why no Health & Safety Policy that complies with current legislative requirements is in place.
Question Format	Yes/No/No with Justification Attachment

ISO27001 and ISO 27017 Certification	
Q3.15	The information security requirement may include conducting a security assessment based on the Cloud Security Principles on suppliers who access, process or store Personally Identifiable Information (PII), sensitive or confidential data. Please confirm that you hold a valid ISO 27001 certificate (international standard on how to manage information security) and ISO 27017 (international standard on Information technology -Security techniques) (or that you are willing to complete the UKRI Cloud Security Principles document.
Guidance	UKRI are looking for evidence of compliance against the NCSCs Cloud Security Principles (https://www.ncsc.gov.uk/collection/cloud/the-cloud-security-principles/responses-to-the-cloud-security-principles) by either ISO 27001 and ISO 27017 certification or agreement to the completion of the UKRI Cloud Security Principles document Potential Suppliers are to answer: Yes – attached evidence of certificates - Pass

	<p>No - we do not hold ISO 27001 and ISO 27017 but agree (if you are the successful supplier), to complete UKRI Cloud Security Principles document prior to contract award – Pass*</p> <p>No we do not hold ISO 27001and ISO 27017 or are not willing to complete UKRI Cloud Security Principles document prior to contract award -Fail</p> <p>*Please note that if upon review of the UKRI Cloud Security Principles document, you do not meet the necessary standards, UKRI reserve the right to disqualify and proceed to the next highest scoring bidder .</p>
Scoring Criteria	This is a mandatory pass/fail question.
Question Format	Attachment of ISO Certification for ISO 27001 and ISO 27017

Information Security

Q3.16	<p>Information Security</p> <p>Please state if you have any of the following accreditations:</p> <ol style="list-style-type: none"> 1. IASME Governance standard certification 2. SOC 2 Type 2 report 3. CSA STAR certification <p>In the absence of any of the above certifications, suppliers should attach, for review a copy of their information Security policy, that has been approved by their organisation and which is in use internally, demonstrating the effective management of risks to the confidentiality, integrity and availability of information.</p>
Bidder Guidance	<p>Bidders an answer</p> <p>Yes – the requirements are currently in place and attached evidence of them or an approved information Security Policy.</p> <p>Intend – the requirements are not in place and we intend to have them in place for commencement of the contract.</p>

	<p>No – the requirements are not in place and we have no intention of having them in place for commencement of the contract</p> <p>Pass/ fail</p>
Scoring Criteria	<p>Mandatory Yes/Intend – Pass</p> <p>No - fail.</p>
Answer Type	<p>Yes – the requirements are currently in place and attached evidence of them or an approved information Security Policy.</p> <p>Intend – the requirements are not in place, and we intend to have them in place for commencement of the contract.</p> <p>No – the requirements are not in place and we will not have them in place for commencement of the contract.</p>

Award Questionnaire

There are three more parts which follow on from the Selection Questionnaire which must be completed by all Potential Suppliers who are responding for the work within the e-sourcing tool:

- Part 4 Commercial Information
- Part 5 Pricing Elements
- Part 6 Technical and Quality Elements

Part 4 – Commercial Information

Form of Response	
Q 4.1	<p>Potential Suppliers are to confirm that by submitting a response to this tender they understand and comply to the following statements:</p> <ul style="list-style-type: none"> • The answers submitted in this ITT are correct and information will be used in the process to assess the potential supplier's suitability to be invited to respond to UKRIs requirement and sign on behalf of their organisation. • The Authority may reject responses if there is a failure to answer all relevant questions fully or include false/misleading information. • Government's transparency agenda requires that all sourcing documents, are published on a designated, publicly searchable web site, and, that the same applies to any contract entered into by UKRI and its preferred supplier once the procurement is complete. • Participation may be made public and that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR). • Agree and accept the justification for the evaluation criteria. • Nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. • UKRI is not liable for any costs resulting from cancellation of this process nor any costs incurred by Suppliers taking part in this procurement process. • Where Sourcing documents or contracts issued by UKRI require disclosure, UKRI will redact them as it thinks necessary, having regard to the exemptions/exceptions in the FOIA or EIR. • The Response offer shall be binding for a period of 90 days from the closing date for receipt of Responses. Unless and until a formal agreement is prepared and executed this Response and a written acceptance thereof shall constitute a binding contract between Supplier and UKRI. • Having reviewed the contents of the ITT and all appendices, Potential Supplier confirm that they offer to carry out the requirement in conformity with the said conditions for the price(s) detailed in the schedule attached in response to Q5.1.
Guidance	The Supplier shall answer Yes or No.
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes – Pass No – Fail</p>
Question Format	Yes/No

Certificate of Bone Fide Response	
Q 4.2	<p>The essence of procurement is that the customer shall receive bona fide competitive Responses, from all those responding. In recognition of this principle, we certify that this is a bona fide Response, intended to be competitive and that we have not fixed or adjusted the amount of Response by or under or in accordance with any agreement with any other person. We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this Response any of the following:</p> <p style="padding-left: 40px;">(a) Communicate to a person other than the UKRI Buyer (through the compliant Response submission process) the amount or approximate amount of the proposed Response, except where the disclosure, in confidence, of the approximate amount of the Response was necessary to obtain insurance premium quotations for the preparation of the Response;</p> <p style="padding-left: 40px;">(b) Enter into any agreement with any other person that restricts that person from Responding or influences the Response Price submitted.</p> <p style="padding-left: 40px;">(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Response or proposed Response for the said supply / service any act or thing of the sort described above. In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in bidding for this contract or any other contract with the Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Authority.</p> <p>We agree that the Authority may disclose the Suppliers information / documentation (submitted to the Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Guidance	The Supplier shall answer Yes or No.
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes – Pass No – Fail</p>
Question Format	Yes/No

Terms and Conditions	
Q 4.3	Please confirm your acceptance of the attached Contract Terms and Conditions. (UKRI-3797 Appendix C Contract Terms and conditions), a copy of which is in the document repository .
Guidance	The Supplier shall answer Yes or No.
Scoring Criteria	This is a mandatory pass/fail question Yes – Pass No – Fail
Question Format	Yes/No

Part 5 – Pricing Elements

Price Schedule	
Q 5.1	Suppliers are required to complete the attached Pricing Schedule in which: <ul style="list-style-type: none"> • All prices shall be exclusive of VAT. • All costs appearing elsewhere in the Response but not mentioned in this Pricing Schedule shall be presumed waived. • The price shall remain firm and fixed for the agreed term of the Contract. Thereafter prices may be subject to change in accordance with the terms of the contract.
Guidance	The Supplier shall download the Pricing Schedule template and upload their completed version of the same document as the response to this question.
Scoring Criteria	Question Weighting - 15%
Question Format	Attachment

E-Invoicing	
Q 5.2	UKRI is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intends to embrace e-invoicing. Please confirm if you intend to utilise e-invoicing and if so (and are successfully awarded the contract), you will work with UKRI to ensure that e-invoicing is established within 28 days of Contract award.
Guidance	The Supplier will answer: Yes, we will utilise an e-invoicing option No, we will not utilise an e-invoicing option, we will submit hard copy invoices to your Finance department
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Yes/No

Profile Payments

Q 5.3	Profile payments
Guidance	The Supplier may suggest profile payments for delivered aspects of the requirement by completing Appendix B(ii) These must be based on: <ul style="list-style-type: none"> • The proposed identified achieved milestones, • the timetable for deliveries • actual amounts relative to the deliverables



	<p>As a UK Government funded body, the UKRI is <u>not permitted</u> to make any advance or “time of order” payments.</p> <p>Any proposed stage payments will be discussed and agreed with the successful supplier prior to contract award.</p>
Scoring Criteria	This is a mandatory question, for information only.
Question Format	Attachment

Part 6 – Technical and Quality Elements

Compliance to the Specification	
Q 6.1	Suppliers are to confirm their compliance to the requirements stated within the Specification, while including an executive summary outlining the key features of their Response.
Guidance	<p>The Supplier shall confirm their compliance to the Specification by answering Yes or No.</p> <p>The Authority will not accept variable Responses</p> <p>The objective of the Executive Summary is to:</p> <ul style="list-style-type: none"> • Provide the Authority with a clear, concise and complete summary of the Supplier’s Response together with an insight into the reasoning and rationale behind the Response. • Should provide a useful introduction to the Response for evaluators, as well as senior stakeholders who may not be involved in the detailed evaluation. • Must only contain information drawn from other areas of the Response and must not contain any new material. Whilst diagrams and photographs may be used, they should be high level and should not be used to support other parts of the Response where more detailed information is required. • To be scrutinised for consistency with the Response provided.
Scoring Criteria	<p>This is a mandatory pass/fail question.</p> <p>Yes – Pass No – Fail</p>
Question Format	Yes/No Attachment

Approach and Methodology -Delivery	
Q 6.2a	<p><u>Sector Specific Approach and methodology - Delivery</u></p> <p>Explain and give reasoning for your proposed approach to delivering the outputs required by the specification for an AI Skills Hub with consideration given to key sector requirements.</p>
Guidance	<p>Please explain how you intend to deliver a national AI Skills Hub, including the reasoning behind this, to meet the specific needs of UK businesses within our key sectors:</p> <p>The following must be included as a minimum:</p> <ul style="list-style-type: none"> • how you will ensure that the provision will equip end users with the relevant information to navigate the reskilling and upskilling landscape in a rapidly changing technical environment in the key sectors of;

	<ul style="list-style-type: none"> ○ Construction, ○ Agriculture and Food Processing, ○ Transport and Logistics ○ Creative Industries <ul style="list-style-type: none"> ● how you are able to outreach to the intended audience. ● articulate your approach to engage with the sectors to ensure a fit for purpose approach. ● your understanding of key sector skills requirements and capability gaps. ● The reasoning behind your proposed approach. <p>Your response must include the minimum listed above and should be uploaded as a PDF document which must not exceed 8 sides of A4 Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> <p>Any additional content provided beyond this will not be considered or scored during the evaluation process.</p>
Scoring criteria	<p>Scoring shall be based on 0-5 scoring methodology.</p> <p>Maximum Marks = 15%</p>

Approach and Methodology - Outputs	
Q 6.2b	<p><u>Approach and methodology - Outputs</u></p> <p>Explain and give reasoning for your proposed approach to delivering the outputs required by the specification for an AI Skills Hub</p>
Guidance	<p>Please explain and give reasoning of how you intend to meet the required outputs of a national AI Skills Hub:</p> <p>The following must be included as a minimum:</p> <ul style="list-style-type: none"> ● Examples of the AI Skills Hub portal format. ● How you are able to undertake training and skills gap analyses. ● Your proposed approach to data collection, including an overview of the types of data you deem necessary and relevant ethical considerations. ● Capacity of your proposed approach to become a self-sustaining provision beyond the lifetime of the current funded programme, whilst providing inclusive and diverse access to the community. <p>Your response must include the minimum listed above and should be uploaded as a PDF document which must not exceed 8 sides of A4 Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>

	Any additional content provided beyond this will not be considered or scored during the evaluation process.
Scoring criteria	Scoring shall be based on 0-5 scoring methodology. Maximum Marks = 10%

Understanding of the Project and the Skills Ecosystem - Environment

Q 6.3a	<u>AI Skills Hub Project Environment</u> -Demonstrate your understanding of the project and research environment, detailing any knowledge relevant to the AI Skills Hub project and the UK Skills ecosystem, including any data sources or research relevant to the project.
Guidance	Suppliers are asked to demonstrate their understanding of the goals of the contract and the AI Skills Hub as part of the wider BridgeAI programme. As a minimum your response must include: <ul style="list-style-type: none"> • Interpretation of AI Skills Hub aims and objectives. • A demonstrable, in-depth understanding of the broader UK AI Skills ecosystem • Clear understanding of the role of the AI Skills Hub and the evaluation in shaping policy, including future UKRI programmes, and informing decisions by industry around reskilling and upskilling • Your approach to connection and alignment with regional activities in the AI space to maximise impact and reach. Your response must include the minimum listed above and should be uploaded as a PDF document which must not exceed 4 sides of A4 Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm. Any additional content provided beyond this will not be considered or scored during the evaluation process.
Scoring criteria	Scoring shall be based on 0-5 scoring methodology. Maximum Mark: 10%
Question Format	Attachment

Understanding of the Project and Skills Ecosystem – Implementation

Q 6.3b	<u>AI Skills Hub Project and Skills Ecosystem, Implementation</u>
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	-Describe in detail your technical approach to the web development of a functional AI Skills Hub and reasoning behind this.
Guidance	<p>As a minimum, your response must include your proposed approach and reasoning to:</p> <ul style="list-style-type: none"> • delivery of the Skills Hub to ensure accessibility on a range of devices, mobile friendly and cross browser compatibility. • how you will ensure usable speed of interaction • appropriate uptime for a large number of users • content hosting to maximise impact with the stakeholder community. <p>Your response must include the minimum listed above and should be uploaded as a PDF document which must not exceed 4 sides of A4 Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> <p>Any additional content provided beyond this will not be considered or scored during the evaluation process.</p>
Scoring criteria	<p>Scoring shall be based on 0-5 scoring methodology.</p> <p>Maximum Mark: 5%</p>
Question Format	Attachment

Understanding of the Project and Skills Ecosystem - Impact

Q 6.3c	<p><u>AI Skills Hub Project Environment, Impact assessment</u></p> <p>Describe in detail your approach and reasoning to measuring impact of the AI Skills Hub</p>
Guidance	<p>Suppliers are asked to describe their approach and reasoning to impact and performance assessment.</p> <p>As a minimum your response must include your approach and reasoning to:</p> <ul style="list-style-type: none"> • Impact assessment for the AI Skills Hub in providing a single comprehensive point of access for the community. <p>Your response must include the minimum listed above and should be uploaded as a PDF document which must not exceed 4 sides of A4 Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> <p>Any additional content provided beyond this will not be considered or scored during the evaluation process.</p>

Scoring criteria	Scoring shall be based on 0-5 scoring methodology. Maximum Mark: 5%
Question Format	Attachment

Project plan and management

Q 6.4	<u>Project plan and management</u> Outline your proposed project plan and timescales, ensuring the key deadlines outlined in the specification are met.
Guidance	<p>As a minimum, your response must include:</p> <ul style="list-style-type: none"> • A project plan for all phases of the project • A detailed timetable, including a Gantt chart, • How you will ensure that the project runs to time • A detailed description/outline of how effective quality assurance will be embedded throughout the project to ensure effective delivery of the contract • Key Performance indicators that you intend to use to measure and evaluate <p>Your response must include the minimum listed above and should be uploaded as a PDF document which must not exceed 6 sides of A4 not including the Gantt chart. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm. The Gantt chart may be uploaded separately and is not included in the page limit.</p> <p>Any additional content provided beyond this will not be considered or scored during the evaluation process.</p>
Scoring criteria	Scoring shall be based on 0-5 scoring methodology. Maximum Marks = 10%

Assessment & Management of Risk

Q 6.5	<u>Assessment & Management of Risk</u> Outline your proposed approach to anticipating, managing and monitoring risk throughout the duration of the contract. Complete the attached Risk Assessment Matrix (appendix D)
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Guidance	<p>You should also complete the attached Risk Assessment Matrix in Appendix D. Your matrix must include:</p> <ul style="list-style-type: none"> • Area • A list of potential risks • Their potential impact • Probability • Mitigating actions • The party responsible for managing each risk • Any specific tools or processes you will use to track and manage risks. <p>Your response must include the as a minimum listed above in detail and should be uploaded as a completed Appendix D,</p> <p>Any additional content provided beyond this will not be considered or scored during the evaluation process.</p>
Scoring criteria	<p>Scoring shall be based on 0-5 scoring methodology.</p> <p>Maximum Mark: 10%</p>
Question Format	Attachment

Team composition and capability to deliver

Q 6.6	<p><u>Team composition and capability to deliver</u></p> <p>Demonstrate the project team knowledge of the skills and expertise that are essential to the successful delivery of this project.</p>
Guidance	<p>As a minimum your response must:</p> <ul style="list-style-type: none"> • Demonstrate how the project team (this includes any subcontracts, associates, partners etc) have the necessary expertise, and skills to deliver the requirement. • Demonstrate sufficient time has been committed by key individuals in the team to deliver the work proposed, • Provide evidence of the appropriateness and justification of the requested resources, including timelines, and the value for money represented through the programme • Provide assurance that all key personnel will commit the amount of time to the contract as identified in the proposal and costing, with a description of how any necessary changes in staff will be managed to maintain the quality of delivery <p>An attachment is allowed for this question</p>

	<p>Your response must include the minimum listed above and should be uploaded as a PDF document which must not exceed 4 sides of A4 Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> <p>Any additional content provided beyond this will not be considered or scored during the evaluation process.</p>
Scoring criteria	<p>Scoring shall be based on 0-5 scoring methodology.</p> <p>Maximum Mark: 10%</p>
Question Format	Attachment
	<p>Key Personnel table</p> <p>Please completed the attached Appendix E- Key Personnel table This should match the details in your response to the Team composition and capability to deliver.</p> <p>Document exchange</p>

Social Value Model Commitment

Q6.7	Social Value Model Commitment
Guidance	<p>From January 1st, 2021, the UK Government released a new plan for delivering greater social value through its procurement processes. The new approach requires procurements to explicitly evaluate, rather than just consider, social value. The approach has goals including jobs growth, greater prosperity through broad economic growth, and even tackling climate change, more detailed information can be found in https://www.gov.uk/government/news/new-measures-to-deliver-value-to-society-through-public-procurement and Social Value Act: information and resources - GOV.UK (www.gov.uk).</p> <p>Suppliers are required to provide details of how their organisation is adding and/or <u>would add social value with this contract</u>.</p> <p>Please describe the commitment your organisation will make to ensure that opportunities under the contract deliver the following Policy Outcome and Model Award Criteria</p> <p>Theme 2: Tackling economic inequality.</p> <p>Please demonstrate and describe effective measures within the contract to create new businesses, new jobs and new skills through:</p> <ul style="list-style-type: none"> • Create employment and training opportunities, particularly for people in industries with known skills shortages or in high growth sectors. • Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications.

	<ul style="list-style-type: none"> • Influence staff, suppliers, customers and communities through the delivery of the contract to support employment and skills opportunities in high growth sectors. <p>Your response should be uploaded as a PDF document which must not exceed 4 sides of A4 Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> <p>Any additional content provided beyond this will not be considered or scored during the evaluation process.</p>
Scoring criteria	<p>Scoring will be based on the 0-5 scoring methodology</p> <p>Maximum marks: 10.00 %</p>
response	Attachment