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**Tender for the provision of support for the regional coordination of English for Speakers of Other Languages (ESOL)**

**Application Form**

**Issue Date:** 22/08/2025

**Return Date:** 15/09/2025 (1700)

**East Midlands Councils**

**First Floor Offices**

**Pera Business Park**

**Nottingham Road**

**Melton Mowbray**

**Leicestershire**

**LE13 0PB**

1. **Introduction**

This Questionnaire will be used by East Midlands Councils to evaluate bids for the provision of support for regional ESOL coordination.

Applicants must be explicit and comprehensive in their responses to this Questionnaire, as this will be the single source of information upon which their proposal will be evaluated.

Please complete all sections included in the Questionnaire, as accurately as possible. Where questions are inapplicable to your organisation, please indicate this with an explanation.

Please also ensure you complete and sign the declarations at page 13.

If you have any queries about completion of this Questionnaire, please contact: Noel Oxford via [smp@emcouncils.gov.uk](mailto:smp@emcouncils.gov.uk).

1. **Evaluation Principles**

The Questionnaire at section 3 will be used to assess the bidder’s proposal against the minimum standards required in regard to compliance with relevant legislation, technical ability and professional ability.

Yes/No questions leading to potential failure are marked in red. If you select a red answer, please provide additional explanation in the template at Appendix One, including a summary of the circumstances, and remedial action taken.

Professional Ability will be evaluated using the following marking scheme:

|  |  |
| --- | --- |
| **UNWEIGHTED SCORE** | **DESCRIPTION** |
| **0** | **poor or unsatisfactory** response giving rise to serious concerns about meeting the specification |
| **1** | **weak** response suggesting there are shortcomings of a less serious nature in meeting the specification |
| **2** | **adequate** response suggesting that the specification is likely to be met, albeit only just, or with minor shortcomings that will not be critical to delivery of the service |
| **3** | **good** response giving confidence that the specification will be satisfactorily met in all relevant respects |
| **4** | **very good** response giving a high level of confidence that the specification will be fully met, offering added value and further improved outcomes |

Bidders’ responses to questions 4.1 to 4.4 will be evaluated by a panel of officers and scored.

A weighted score for each question will be calculated according to the formula below:

| **Evaluation** | | | |
| --- | --- | --- | --- |
| **Question** | **Weighting** | **Maximum Evaluator Score** | **Maximum Score available** |
| 4.1 | 25% | 4 | 100 |
| 4.2 | 30% | 4 | 120 |
| 4.3 | 15% | 4 | 60 |
| 4.4 | 20% | 4 | 80 |
| **Maximum Professional Ability Score Available** | | | **360** |
| **Total Professional Ability Score out of 90**  Tender Score divided by Question Responses  = Final score used for evaluation | | | **90** |

10% of total marks will be awarded based on overall value for money and budget allocation outlined at Part 4 of this Questionnaire.

1. **Questionnaire**

**Part 1: Potential Supplier Information**

Please answer the following questions in full, including both sections.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 1** | | **Potential Supplier information** | | | |
| Question number | | Question | | | Response |
| 1.1(a) | | Full name of the potential supplier submitting the information | | |  |
| 1.1(b) – (i) | | Registered office address (if applicable) | | |  |
| 1.1(b) – (ii) | | Registered website address (if applicable) | | |  |
| 1.1I | | Trading status  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) | | |  |
| 1.1(d) | | Date of registration in country of origin | | |  |
| 1.1I | | Company registration number (if applicable) | | |  |
| 1.1(f) | | Charity registration number (if applicable) | | |  |
| 1.1(g) | | Head office DUNS number (if applicable) | | |  |
| 1.1(h) | | Registered VAT number | | |  |
| 1.1(i) – (i) | | If applicable, is your organisation registered with the appropriate professional or trade register(s)? | | | Yes ☐ No ☐ N/A ☐ |
| 1.1(i) – (ii) | | If you responded yes to 1.1(i) – (i), please provide the relevant details, including the registration number(s). | | |  |
| 1.1(j) – (i) | | 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? | | | Yes ☐ No ☐ |
| 1.1(j) – (ii) | | If you responded yes to 1.1(j) – (i) please provide additional details of what is required and confirmation that you have complied with this. | | |  |
| 1.1(k) | | Trading name(s) that will be used if successful in this procurement. | | |  |
| 1.1(l) | | Relevant classifications (state whether you fall within one of these, and if so which one)  - Voluntary Community Social Enterprise (VCSE)  - Sheltered Workshop  - Public service mutual | | |  |
| 1.1(m) | | Are you a Small, Medium or Micro Enterprise (SME)?  The Government defines an SME as an enterprise which employs fewer than 250 persons and which has an annual turnover not exceeding EUR 50million. | | | Yes ☐ No ☐ |
| 1.1(n) | | Details of immediate parent company:  - 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)  (Please enter N/A if not applicable) | | |  |
| **Contact details of the person we may contact with regard to this procurement exercise.** | | | | | |
| 1.2(a) | | Contact name |  | | |
| 1.2(b) | | Name of organisation |  | | |
| 1.2(c) | | Role in organisation |  | | |
| 1.2(d) | | Phone number |  | | |
| 1.2(e) | | E-mail address |  | | |
| 1.2(f) | | Postal address |  | | |
| 1.2(g) | | Signature (electronic is acceptable) |  | | |
| 1.2(h) | | Date |  | | |

A criminal record check may be undertaken on potential providers and persons in significant control of them.

**Part 2: Exclusion Grounds**

Please answer the following questions in full, including both sections of the self-declaration.

|  |  |  |
| --- | --- | --- |
| **Section 2** | **Grounds for mandatory exclusion** | |
| Question number | Question | Response |
| 2.1(a) | The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  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 [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf) | |
|  | Participation in a criminal organisation. | Yes ☐ No 􀀀  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐ No 􀀀  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐ No 􀀀  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities. | Yes ☐ No 􀀀  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing. | Yes ☐ No 􀀀  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings. | Yes ☐ No 􀀀  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, 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. |  |
| 2.2 | 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) | Yes ☐ No ☐ |
| 2.3(a) | 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 that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐ No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please 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. |  |

EMSMP reserves the right to use discretion in excluding potential providers where it is demonstrable by appropriate means that breaches of obligations relating to payment of taxes or social security contributions have occurred.

|  |  |  |
| --- | --- | --- |
| **Section 3** | **Grounds for discretionary exclusion** | |
| Question number | Question | Response |
| 3.1 | Please indicate if, within the past three years, 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. |  |
| 3.1(a) | Breach of environmental obligations? | Yes ☐ No ☐  If yes please provide details at 3.2 |
| 3.1(b) | Breach of social obligations? | Yes ☐ No ☐  If yes please provide details at 3.2 |
| 3.1(c) | Breach of labour law obligations? | Yes ☐ No ☐  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt 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? | Yes ☐ No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐ No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other suppliers aimed at distorting competition? | Yes ☐ No ☐  If yes please provide details at 3.2 |
| 3.1(g) | To the best of your knowledge, does any owner, director or senior officer of your organisation have any personal or financial connection directly or indirectly with any member or officer of EMSMP which might be perceived to compromise their impartiality and independence in the context of the procurement procedure? | Yes ☐ No ☐  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a public sector body which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐ No ☐  If yes please provide details at 3.2 |
| 3.2 | If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning). |  |

**Part 3: Technical & Professional Ability**

|  |  |
| --- | --- |
| **Section 4** | **Technical & Professional Ability** |
| Question number | Question |
| 4.1 | Please provide below your tender proposal focusing on the specific outputs you intend to deliver in order to meet the requirements and overall aims provided within the ITT documentation, including any knowledge and experience that your organisation and/or proposed delivery team possess which will enable successful delivery of the requirements and overall aims. *(Weight 25% -- 1500 words max)* |
|  |
| 4.2 | Please provide your approach to delivering on the aims and requirements outlined within the ITT documentation, this should include a project plan with timelines and a indication of resource allocation, a description of your approach to project delivery with an explanation of why this is suitable for the fulfilment of this tender, your response should also demonstrate an understanding of the risks to the successful achievement of the overall project aims and include proposed mitigations. *(Weight 30% -- 1500 words max)* |
|  |
| 4.3 | Please provide any relevant organisational qualifications held relevant to this tender, please also provide (where appropriate) the details of your proposed project team giving name, title, relevant qualifications and a description of relevant experience. *(Weight 15% -- 1000 words max)* |
|  |
| 4.4 | Please discuss your understanding of the features, gaps and challenges at play in the ESOL sector in the East Midlands, your specific strategies for prioritising and addressing these, and your approach to collaborating with EMC and relevant partners to ensure a locally-led approach. *(Weight 20% 1500 words max)* |
|  |

|  |  |  |
| --- | --- | --- |
| **Section 5** | **Technical Ability** | |
| 5.1 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| 5.2 | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide  relevant the URL …  No ☐  Please provide an  explanation |
| 5.3 | Does your organisation have in place measures that will enable you to maintain your business activities in the event of an emergency situation or unforeseen event? | Yes  No |
| 5.4 | Does your organisation apply a safeguarding policy? | Yes  No |
| 5.5 | Where work to be undertaken is regulated or controlled under the Safeguarding Vulnerable Groups Act 2006 (SVGA), please confirm:  (a) That you understand and will undertake the relevant responsibilities and duties under the SVGA  (b) That members of your organisation have not been convicted or been the subject of any adverse finding under any offence under the SVGA  (c) That you have policies, procedures and conditions in place as part of the employment of persons in regulated work under SVGA  i. To make appropriate pre-employment checks  ii. To make appropriate checks during employment  iii. To monitor anyone subject to any conditions in the conduct of regulated activity  (d) That you follow the guidance issued by relevant authorities in the management of controlled activity under the SVGA  (e) That you will accept and comply with relevant safeguarding requirements pursuant to the SVGA | Yes  No |
| **5.6** | **Information Security** | |
| 5.6 (a) | **Data Capture:**  Please explain how you deal with the capture and validation of information and data. You should include details of how the system meets GDPR requirements, and how it records and monitors consent for the use of any personal or special category data. | |
|  | |
| 5.6 (b) | **Data Access:**  Please provide details of access level controls. You should include explanations of how individuals, teams or third parties can be assigned differing levels of access to the system as a whole or to individual records or parts of records, as applicable. Please also detail how authorised third parties could gain access to the system remotely – do you use VDI, encrypted laptops etc. to gain access? | |
|  | |
| 5.6 (c) | **Data Extraction:**  Please state what facilities you provide for reporting on and for the extraction of the data held in the system. You should explain how data can be extracted across multiple records and on individual records. Please state in which commonly used formats extracted data can be provided. | |
|  | |
| 5.6 (d) | **Data Storage:**  Please provide details of where information/data will be stored.  Physical – provide details of the location of the data storage and back up servers.  Cloud – provide information on where the cloud servers are hosted.  Paper – please explain how the records will be stored and preserved. | |
|  | |
| 5.6 (e) | **Data Security:**  Please provide details of how you ensure the security of data. This should include any automatic flagging or reporting of breaches or incidents in relation to your systems. Please state what controls for data management and security, monitoring and detection, response and remediation you have. Please consider physical security, such as building security within this response. | |
|  | |
| 5.6 (f) | **Data Transfer:**  Please provide details of how information / data will be transferred to and from EMSMP. Do you use any specific software that will need to be accessed by EMSMP?  Will you be sending information by email? If so, please state how you process sensitive information.  Please answer this for physical files and / or electronic files. | |
|  | |
| 5.6 (g) | **Retention:**  Please provide details of how you handle retention of data or records. This should include any automatic flagging or reporting of records at the start or end of their retention period, and any archiving facilities. | |
|  | |
| 5.6 (h) | **Disposal:**  Please detail how you deal with the disposal and deletion of data. This should include any facilities to delete individual records or parts of records, as well as multiple records, and any associated metadata as required by the current Data Protection Law. You should also detail how this is assured and reported on. | |
|  | |
| 5.6 (i) | **End of Contract:**  Please detail how you will handle data at the end of the contract. If possible, please state how data will be transferred to a new supplier, returned to us or deleted. Please provide assurance of how this will be achieved. | |
|  | |

**Part 4: Pricing**

Bidders must provide their price for provision of the specified service. EMC will pay a maximum of £50,000 for the contract duration of six months. Your quotation must not exceed this amount and must cover all services, including expenses, as detailed in the specification. All prices submitted must be in pounds sterling, with the submission totalled and exclusive of VAT.

To assist in assessing value for money, bidders are required to provide a cost breakdown including elements such as staffing, overheads, and materials.

Evaluation of pricing will account for 10% of the total bid score.

Please provide your price structure in the table below:

|  |  |
| --- | --- |
| **Cost Element** | **Total**  **(£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**Part 5: Payment Details**

Nottingham City Council is the accountable body of EMSMP, therefore all invoices must be submitted via Nottingham City Council’s payment platform, against an agreed Purchase Order, and will be paid provided the supplier has complied with the terms of the contract. Payment terms are 30 days from receipt of a valid invoice.

Payment is by BACS. Please complete your bank and relevant details below:

Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sort Code

Account No

**No invoices will be accepted without an iprocurement order or an official written Purchase Order from Nottingham City Council and the Purchase Order number in full being quoted on all invoices.**

**IMPORTANT** - All invoices should be addressed to:

**Nottingham City Council**

**PO Box 1475**

**Northampton**

**NN2 1EQ**

**Invoices should be submitted in PDF format to** [**smp@emcouncils.gov.uk**](mailto:smp@emcouncils.gov.uk) **for processing, one PDF per invoice.**

**Failure to do so may lead to a delay in payment.**

**Part 6: Declarations**

1 ...............................................……………………………. (Name of bidder) declare that we accept EMC’s terms and conditions as the basis of the contract; and

2 declare that we have not communicated to any other party the amount or approximate amount of the tender price. The tender price has not been fixed nor adjusted in collusion with any third party, and

3 declare that the tender will remain valid for a period of 12 months after the deadline for submissions,and that we are not entitled to claim from EMC any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful.

signed on behalf of the Tenderer ..................................................................................

**Appendix 1 Tender Questionnaire Additional Information Template**

|  |
| --- |
| Explanation Response |
| Section and Question Number: |
| Explanation: |