

Standard Selection Questionnaire (SQ)
University of Leeds – New Student Hub Competition

Architectural Services for the University of Leeds

Potential Suppliers are required to complete a registration form at:

<https://ribacompetitions.wufoo.eu/forms/leedsstudenthub/>

Once registered; Potential Suppliers will receive a unique link and unique registration number (URN).

Submissions to be sent electronically using the unique link via the RIBA Competitions' digital submission portal and quoting the URN, no later than 14:00 hours on Monday 15 July 2019.

RIBA Competitions

No 1 Aire Street

Leeds

LS1 4PR

On behalf of the University of Leeds

SELECTION QUESTIONNAIRE (SQ)

Architectural Design & Related Services for: The University of Leeds – New Student Hub

OJEU Contract Notice 2019 - 082619

Restricted Procedure

1. GENERAL

- 1.1 The “**Authority**” means the public sector Contracting Authority, or anyone acting on behalf of the Contracting Authority, that is seeking to invite “**Potential Suppliers**” to participate in this procurement process.
- 1.2 “**You**” / “**Your**” refers to the Potential Supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “Potential Supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as “**PCR 2015**”) 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.
- 1.3 The University of Leeds (the “**Authority**”) is seeking Expressions of Interest through the completion and submission of this Selection Questionnaire (“**SQ**”) from suitably qualified and experienced architect design teams (“**Potential Suppliers**”) in relation to entering into a form of appointment (the “**Appointment**”) to provide architectural design and related services (the “**Services**”) for a new prestigious student hub on the Wester Campus for the University of Leeds.

This SQ should be read in conjunction with the **Briefing Information** available from www.ribacompetitions.com/leedsstudenthub which provides further details about the project and the procurement process.

- 1.5 Responses to this SQ will be used to select five Potential Suppliers to be invited to tender. The Authority is undertaking this procurement under the Restricted Procedure (incorporating a clarification interview as part of the process) as set out in the EU Directive 2014/24/EU, as implemented by the UK Public Contracts Regulations 2015 (SI 2015 No 2) (the **EU Regulations**).
- 1.6 No information in this SQ, or in any communication made between the Authority and Potential Supplier in connection with this SQ, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered. In the event that none of the responses are deemed satisfactory, the Authority reserves the right to consider alternative procurement options.

1.7 The Authority expressly reserves the right to require Potential Suppliers to provide additional information supplementing or clarifying any of the information provided in responses to the requests set out in this SQ.

2. SELECTION QUESTIONNAIRE

2.1. The Selection Questionnaire has 3 parts:

- Part 1: Information about Potential Suppliers
- Part 2: Self-declarations regarding whether, or not any exclusion grounds apply; and
- Part 3: Selection Questions

If any of the information requested in this SQ is available in a relevant national database, free of charge, please state precisely where the requested evidence can be found - i.e. the name of the repository, website, identification of file and any other details needed in order to access the information.

Minimum Requirements

Potential Suppliers' attention is drawn to the following minimum requirements as set out below.

Section	Minimum Requirement
8.1	<p>Registration with Architects Registration Board (or equivalent regulatory body) The Potential Supplier (Lead Consultant) must include an architect who has the right to practice in the country where he/she is qualified or in the country where he/she currently resides or practices. UK-based Candidates should therefore be registered with the Architects Registration Board (ARB) with overseas-based Candidates registered with an equivalent regulatory body.</p> <p>Insurance Requirements On appointment, the successful Supplier will be required to have or make available:</p> <ul style="list-style-type: none"> ▪ Minimum professional indemnity cover of not less than GBP £10m; ▪ Third party / public liability insurance of not less than GBP £10m for each and every claim, and; ▪ Employers Liability Cover of not less than £5m

3. INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE SQ RETURN

3.1. Potential Suppliers who intend to submit an application must first obtain a Unique Reference Number (URN) from RIBA Competitions. RIBA Competitions will issue a URN and a unique submission link to those who have registered an interest within two (2) working days of submitting the online request form which is available at:

<https://ribacompetitions.wufoo.eu/forms/leedsstudenthub/>

- 3.2.** The deadline for receipt of SQ returns is **14.00hrs (GMT) on Monday 15 July 2019**. Late submissions will not be accepted.

Potential Suppliers MUST submit an electronic version (PDF format) of the completed SQ return via RIBA Competitions' digital submission portal (RIBASubmit). A total upload limit of 20Mb will be available, but Potential Suppliers are requested to keep file sizes as small as practicable whilst ensuring that the information presented is readily legible. A secure link for this purpose will have been sent to the email address entered into the Wufoo online form used to request the SQ and Unique Reference Number [UL#]. The file name of the completed SQ return should consist of the URN [UL#] assigned to the Potential Supplier by RIBA Competitions, together with the name of the Lead Architect firm:

- URN#_Lead Architect Firm Name_SQ.pdf

Any other appended files should follow a similar file-naming protocol.

Potential Suppliers are strongly advised to familiarise themselves with the digital submission portal and allow sufficient time for their SQ return to successfully upload in advance of the deadline for receipt of returns. The portal system will not allow material to upload after the submission deadline has expired. The Authority and RIBA Competitions will not be responsible for any SQ returns delayed, lost or otherwise damaged or corrupted during transmission, however so caused.

- 3.3.** Potential Suppliers should ensure that all questions are completed in full, and in the format requested. Please answer all questions as accurately and concisely as possible within the limitations set. Where a question is not relevant to the Potential Supplier's organisation, this should be indicated, with an explanation. Expressions of Interest may not be considered further if ***all relevant questions are not answered or do not meet the minimum requirements***. All the necessary self-declarations **must** be received for the selection stage evaluation.
- 3.4.** A Potential Supplier that is part of a group should answer the questions specifically for the Supplier itself and not for the whole of the Group.
- 3.5.** Where, however, Group policies, statements etc. are normally used by you, please answer accordingly. Also, you may provide details of capacities/resources of other entities or members of your group or consortium where you can show that you have those capacities/resources available to you. Where applicable, the authority may require an undertaking from those entities to that effect.
- 3.6.** **Parts 1 and 2** of the SQ require Potential Suppliers to declare that they have not breached any of the exclusion grounds. These self-declarations are mandatory. A completed Part 1 and Part 2 declaration is also required for **each** organisation that the Potential Supplier relies on to meet the selection criteria (i.e. all proposed consultant firms from any required design disciplines). These could be parent companies, affiliates, associates, or essential subcontractors. The List of exclusion grounds can be found at:

- 3.7. If your organisation, or any organisation you rely on to meet the selection criteria, has breached any of the exclusion grounds, you have the opportunity to explain the background and any measures you have taken to rectify the situation (self-cleaning).
- 3.8. Please present your information in the Questionnaire as far as possible. Supporting information should be presented in the same order as, and should be referenced to, the relevant question. This is for ease of evaluation. Please do not cross-reference with your own internal identification, as this could potentially lead to errors occurring during the assessment of your application. Questions should be answered in English and all supporting documentation should be in English. All requirements and subsequent contracts shall be subject to English Law.
- 3.9. For answers to **Part 3** of the SQ - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/or any sub-contractors, providing one composite response and declaration.

Potential Suppliers may elect to submit the responses to **Section 8.3A** through to **Section 8.3E** (Project Specific Questions to assess Technical and Professional Ability) as a separate, collated Appendix provided the requested information is presented and numbered in the order set out in the SQ and the responses do not exceed the specified page limits. Potential Suppliers electing to submit a separate Appendix should append a Front cover sheet displaying the URN [UL#] and the name of the lead architect firm, together with the names of proposed firms from the other required design disciplines. The file name should consist of the URN (UL#) assigned to the Potential Supplier by RIBA Competitions, together with the name of the architect firm proposing to act as Lead Consultant for the design team:

- [URN#_Lead Architect Firm Name_Technical & Professional Ability.pdf](#)

- 3.10. Any images featured within the SQ return should be clearly annotated to explain to which projects they refer. A distinction should be clearly made between photographic images of completed projects, and computer-generated visualisations of ongoing projects.
- 3.11. Please do not include general marketing or promotional activity. The inclusion of an executive summary is not required and will not be considered in the evaluation of the SQ return.
- 3.12. The Authority may ask for further information at any point up to the entry into a contract with a Potential Supplier to satisfy itself that the Potential Supplier continues to qualify. Failure to provide any such information either as part of this SQ or at contract award stage may lead to a Potential Supplier being disqualified from further consideration.

- 3.13.** Please ensure that you (and all organisations that you are relying on to meet the selection criteria) read carefully and sign the Declaration at the end of **Part 1**.
- 3.14.** In submitting a completed SQ return, you warrant, represent and undertake an agreement that:
- 3.14.1. You have complied in all respects with these instructions;
 - 3.14.2. All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Authority by you or your employees in connection with or arising out of the SQ are true, complete and accurate in all respects;
 - 3.14.3. You have carried out your own investigations and research, and are satisfied in respect of all matters relating to the SQ;
 - 3.14.4. You are of sound financial standing and you and your partners, directors, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in audited accounts or other financial statements) which may adversely affect your financial standing in the future.
- 3.15.** The Authority reserves the right to disqualify any Potential Supplier who no longer qualifies if it becomes aware that the Potential Supplier did not qualify at the time their SQ return was submitted or if it no longer qualifies, at any point before the formal entry into contract in relation to the services referred to in the Contract Notice.
- 3.16.** Failure to furnish the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that you will not be invited to tender and your SQ return will not be evaluated in full.
- 3.17.** Except where specifically stated in this document, once the SQ submission closing date has passed, you will be unable to issue variations or revised documents to the Authority unless specifically requested by the Authority to clarify the answers given.

4. COMMUNICATIONS

- 4.1.** The Authority has endeavoured to provide all information it considers relevant for this stage of the procurement. Any queries about the procurement procedure should be submitted via email only to: riba.competitions@riba.org with 'University of Leeds New Student Hub Competition' in the 'subject' header line, and the body of the text clearly identifying to which section of the SQ or the Briefing Paper the question relates.
- 4.2.** If the Authority considers any question or request for clarification to be of material significance, both the query and response will be communicated to all Potential Suppliers, where doing so is in the interest of maintaining transparency and fairness in the procedure and would not constitute a breach of commercial confidentiality. This is likely to take the form of an anonymised Question and Answer Memorandum in which the source of any requests will not be disclosed.

- 4.3.** Registered applicants will be automatically informed of any updated information in respect of the procurement, with correspondence/notifications sent to the email address entered into the Wufoo online request form. This will be made available via RIBASubmit.
- 4.4.** Any communication or attempt to solicit information from any member of the Evaluation Panel, or the Authority's staff, advisers or any third party connected to the procurement may result in your organisation being disqualified and not considered further. All queries should be addressed to RIBA Competitions in the first instance.
- 5. SMALL BUSINESS ENTERPRISE AND EMPLOYMENT ACT 2015**
- 5.1.** Potential Suppliers are to note that the Authority is subject to the Small Business Enterprise and Employment Act 2015 (**SBEEA**). Under SBEEA, the Government's Mystery Shopper service is empowered to investigate concerns raised on the Mystery Shopper website about public sector procurement exercises. Contracting authorities are required to assist all investigations and to provide relevant information and/or documents within 30 calendar days of a formal notice. This may require the Authority to disclose any information contained in SQ submissions by Potential Suppliers.
- 5.2.** By submitting a SQ, the Potential Supplier acknowledges and agrees that the Authority has complete discretion in deciding whether such documents and/or information should be disclosed under SBEEA (even where Potential Suppliers have identified certain information in their SQ submission as confidential) and the Potential Suppliers agree to waive any contractual or other confidentiality rights and obligations associated with the disclosure of information under SBEEA.
- 6. CONFIDENTIALITY**
- 6.1.** When providing details of contracts in answering **Question 6.1** and **Question 8.3** of **Part 3** of this SQ (Technical and Professional Ability), the Potential Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with this procurement.
- 6.2.** The Authority reserves the right to contact any named customer contact in **Question 6.1** of **Part 3** of this SQ. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
- 6.3.** The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office or the Crown Commercial Service, 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.
- 7. CONFLICTS OF INTEREST**
- 7.1.** In accordance with Question 3.1 (g) of **Part 2** Conflict of interest, the Authority may exclude any Potential Supplier if there is a conflict of interest within the meaning of PCR 2015 Regulation 24 which cannot be effectively remedied. The concept of a

conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

- 7.2.** Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Potential Supplier to inform the Authority and provide details of the conflict. Please note that routine pre-market engagement carried out by the Authority should not represent a conflict of interest for an Applicant, provided that the engagement has been carried out in a transparent manner.

8. ASSESSING PAST PERFORMANCE OF POTENTIAL SUPPLIERS

- 8.1.** The Authority will assess the past performance of a Potential Supplier based on that Potential Supplier's response to **Section 8.3 of Part 3** Selection Questions or information provided by a Referee pursuant to **Section 6.1** or other means of evidence. The Authority also may take into account any failure to discharge obligations under the previous principal relevant contracts of the Potential Supplier completing this SQ. Potential Suppliers may also be asked to update the evidence they provide in this SQ to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

9. SELF-CLEANING

- 9.1.** Any Potential Supplier that answers "Yes" to any of the questions set out in **Part 2** Exclusion Grounds Question 2 (Grounds for Mandatory Exclusion) and Question 3 (Grounds for Discretionary Exclusion) should provide sufficient evidence that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question. Potential Suppliers should demonstrate if they have taken such remedial action, to the satisfaction of the Authority in each case.
- 9.2.** If such evidence is considered by the Authority (whose decision will be final) as sufficient, the Potential Supplier concerned shall be allowed to continue in the procurement process.
- 9.3.** In order for the evidence referred to above to be sufficient, the Potential Supplier shall, as a minimum, prove that it has:
- 9.3.1.** Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; and/or
 - 9.3.2.** Clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and/or
 - 9.3.3.** Taken concrete technical, organisational and personal measures that are appropriate to prevent further criminal offences or misconduct.
 - 9.3.4.** The measures taken by any Potential Supplier under this section shall be evaluated, taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Potential Supplier shall be given a statement of the reasons for that decision.

10. DATE FOR SUBMISSION

- 10.1.** Completed SQ returns and supporting documentation must be received electronically by the time and date stated under **Section 3.2** above. SQ returns and/or supporting documentation received after this time and date will be disregarded. It is the responsibility of Potential Suppliers to ensure that they allow sufficient time to complete the online Wufoo registration form to obtain their Unique Reference Number and link prior to submission of their completed SQ return and supporting documentation electronically to RIBA Competitions by the date and time stated above at **3.2** above.

11. EVALUATION OF RESPONSES

- 11.1.** Potential Suppliers' SQ responses will be evaluated in accordance with the procedures set out in Section 12.3 of the accompanying Briefing document available from: www.riba.competitions/leedsstudenthub In the event that none of the responses are deemed satisfactory, the Authority reserves the right to abandon this procurement and consider alternative procurement options.

Part 1: Potential Supplier Information

Please answer the following questions in full. 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.

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)	
1.1(c)	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	
1.1(e)	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) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	

1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ²</p> <ul style="list-style-type: none"> - 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; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>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) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

² UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Section 1	Bidding model				
Question number	Question	Response			
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.			
1.2(a) - (ii)	Name of group of economic operators (if applicable)				
1.2(a) - (iii)	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.				
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form 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 sub-contractor				

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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.

I understand that the Authority may reject this submission 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.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. 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.

Section 2		Grounds for mandatory exclusion
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</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>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	Regulation 57(3) 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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	

Please 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.

Section 3	Grounds for discretionary exclusion	
	Question	Response
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</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>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
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3.1(j)	Please answer the following statements	
3.1(j) - (i)	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.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	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.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2

3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	
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Part 3: Selection Questions⁴

Section 4	Economic and Financial Standing (Pass/Fail)	
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note that you will be asked to provide information to demonstrate your economic/financial standing if you are invited to tender following the shortlisting of the SQs.

Section 5	If you have indicated in the Selection Questionnaire Question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation		
Relationship to the Supplier completing these questions		
	Economic and Financial Standing (Pass/Fail)	
	Question	Response
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

⁴ [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

Section 6	Technical and Professional Ability (Pass/Fail)
6.1	<p>Relevant experience and contract examples Please provide details of three (3) contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirements. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past five (5) 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>Consortia bids 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 6.3</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
Email address			
Contract start date			
Contract completion date			
Estimated contract value			

6.2	<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)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
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6.3	If you cannot provide at least one example for Question 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract.

Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	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 <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant URL ... No <input type="checkbox"/> Please provide an explanation

8. Additional Questions

Section 8	Additional Questions	
8.1	Insurance (Pass/Fail)	
	Please self-certify (Y/N) whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:	
	Employer's (Compulsory) Liability Insurance = GBP £5m single accident indemnity limit / unlimited any one year. It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5m as a minimum. Please note this requirement is not applicable to Sole Traders.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Public Liability Insurance = GBP £10m single accident indemnity limit/ unlimited any one year	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Professional Indemnity Insurance = GBP £10m limit any one event and any one year	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.2	Registration with Regulatory Body (Pass/Fail)	
	Please confirm (Y/N) that the Potential Supplier's practice includes an Architect who has the right to practice in the country where he/she is qualified or in the country where he/she currently resides or practices. UK-based candidates should therefore be registered with the Architects Registration Board (ARB), with overseas-based candidates registered with an equivalent regulatory body.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

8.3	<p>Project Specific Questions to assess Technical and Professional Ability (Scored Questions)</p> <p>Responses to these Questions will be scored by the Authority. The weighting to be applied is shown in the right-hand column. Please refer to the accompanying Briefing Information document for further details of how these questions will be evaluated.</p>	Weighting
8.3A	<p>Ability to design & deliver buildings of architectural distinction of a similar nature, scale &/or budget to the new Student Hub Project.</p> <p>Illustrative case studies should be presented for two (2 No.) of the contract examples given under Section 6.1 which demonstrate:</p> <ul style="list-style-type: none"> ▪ Design of buildings that successfully integrate new build into a sensitive site ▪ Sustainable design with a Passiv Haus approach ▪ Evidence of delivering buildings fit for purpose, practical to build which have met the needs of the client and which represent value for money and stand the test of time <p>Please provide a brief description of the contract delivered and outline its relevance to the University of Leeds New Student Hub project. Images and sketches should be included to illustrate the rationale and drivers behind the final realised design.</p> <p>Each case study example (text and images) should be presented over a maximum of x2 single sides of A4. If a collaborative approach with another architect firm is proposed, at least one contract case study example should be included from each practice.</p>	40%
8.3B	<p>Ability to design & deliver buildings to budget & programme on sites with challenging sets of constraints.</p> <p>An illustrative case study (1 No.) should be presented for one of the contract examples given under Section 6.1 which demonstrates:</p> <ul style="list-style-type: none"> ▪ Creative but deliverable design and specification, with a project delivered to time and in line with projected budget estimate ▪ Delivery of projects that have successfully addressed the complex interaction between buildings, public realm and place-making <p>Please provide a brief description of the contract delivered and any similarities in the challenges faced to those likely to be encountered on the University of Leeds New Student Hub project. This should include representative illustrations and sketches, together with additional explanatory notes where the duration and/or final budget exceeded the original projections. The case study example (text and images) should be presented over a maximum of x2 single sides of A4.</p>	20%

8.3C	<p>Overall experience and balance of the architect design team, including proposed key personnel who will be responsible for design development & delivery of the project</p> <ul style="list-style-type: none"> ▪ Brief CVs for key members of the team demonstrating professional qualification, recent project experience, current position and proposed role within the team. Reference should be made to the contract example case studies where possible <p>The information should be presented over a maximum of x4 single sides of A4.</p>	20%
8.3D	<p>Ability to successfully engage local stakeholders with proposed developments. An illustrated response should be prepared giving 2 No. examples which demonstrate:</p> <ul style="list-style-type: none"> ▪ Techniques & methods employed to engage communities in design development, and take on board their ideas and concerns ▪ The level of buy-in achieved for the scheme or proposed development <p>If a collaborative approach with another firm of architects is proposed, the examples should relate to the firm who would lead the engagement, or an example should be provided from each firm if it is envisaged that both firms would be involved. The information should be presented over a maximum of x2 single sides of A4.</p>	10%
8.3E	<p>Knowledge of Passiv Haus design, experience of a Carbon neutral approach, energy renewable generation and environmental innovation. Illustrated response giving 2 No. examples which demonstrate:</p> <ul style="list-style-type: none"> ▪ Techniques & methods employed regarding carbon neutral/innovation/renewable approaches and how the M&E/Structural engineering was successfully integrated with the architectural aspiration. <p>This information should be presented over a maximum of x2 single sides of A4.</p>	10%