



SELECTION QUESTIONNAIRE

Contract for the Provision of Catering Services
For
Galileo Multi Academy Trust

Contract Period: 1 September 2022 – 31 August 2025

(Three-year contract, with the option to extend for up to 24 months)

Closing Date: Friday 29 April 2022, 12 noon

Instructions to Applicants

1. Definitions

- 1.1 Unless the context expressly requires otherwise, in this Selection Questionnaire the following words and expressions shall have the corresponding meanings assigned to them:
- 1.1.1 'Application' means the application by an Applicant to be selected to Tender for the Contract, made by way of submission of a completed SQ.
 - 1.1.2 'Closing Date' means the final date for the return of completed SQs.
 - 1.1.3 'The Trust' means Galileo Multi Academy Trust (GMAT).
 - 1.1.4 'Schools' mean those Schools listed under Galileo Multi Academy Trust and participating in the tender process (see Appendix 2 (*page 23*) for full list of participating Schools.
 - 1.1.5 'Selection Questionnaire' or 'SQ' means this document.
 - 1.1.6 'You', 'Your' and 'Applicant' refers to the potential supplier completing this standard Selection Questionnaire i.e., the legal entity responsible for the information provided.

2. General Information

- 2.1 This Selection Questionnaire (SQ) is designed to provide the Trust with the information required to assess your organisation's suitability to be invited to tender. The tender process covers the 9 participating Primary Schools within the Trust.
- 2.2 In assessing the answers to the questions set out in the SQ, the Trust will be seeking evidence of the Applicant's suitability to provide the Services in terms of economic and financial standing and technical and professional ability. Qualification criteria will therefore comprise a combination of financial and non-financial elements and will be in accordance with The Public Contracts Regulations 2015.
- 2.3 All requests for clarification and further information shall be submitted via email to sarah@galileotrust.co.uk no later than five (5) days prior to the closing date. **Telephone enquires will not be accepted.** Applicants shall not otherwise contact any Member, Trustee, or Employee of GMAT in connection with this SQ unless instructed by the Trust.
- 2.4 If any of the information provided in this document changes after you have submitted your SQ, you must inform us immediately.
- 2.5 All submissions will remain confidential and none of your details will be shared with any other organisations or used for any purposes other than intended as part of this tender process.

3. Background and Requirements

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving just over 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten 'Good' and 'Outstanding' schools whose vision is:

'To make Galileo Multi Academy Trust a leading provider of education, recognised for its core values, ensuring each pupil thrives, develops a love for learning and is prepared to take their next steps in life.'

Our values are: We are **AMBITIOUS** and want every child and colleague to reach their full potential with confidence and to enjoy their learning and work.

We are **INCLUSIVE** so everyone has an opportunity to shine whatever their talents or interests, and no one is left behind.

We always act with **INTEGRITY** ensuring that the children in our trust are at the centre of everything we do, and every decision we make.

Our core values make us a great organisation of which to be a part, every member of our school community is equally important to us, we strive to build great and long-lasting working relationships with all our suppliers and partners.

GMAT is undertaking this tender process with the objective of sourcing a catering provider for 9 of the 10 primary schools within the Trust. We hope to provide a first-class catering experience to pupils, staff, and visitors, whilst ensuring the facilities are maintained to exceptional standards for all school requirements.

The contract being tendered is to provide a healthy, high-quality, value for money catering service to all school pupils (including free school meals), staff, and a hospitality service as required. The contract also requires the successful applicant to assist with food quality, food education, pupil interaction and communication, consistency of food and service and continual value for money.

The contract will be for services to start on 1 September 2022. The contract will be a three-year contract with the option to extend for two years on a +1yr, +1yr basis. More details of the opportunity and the key requirements are provided in the Invitation to Tender documents.

The tender timeline schedule is as follows; please note this may be subject to amendment due to unforeseen events or other matters:

Timeframe	Activity
Friday 1 April 2022	Issue SQ and ITT brief on Website and Issue Notice on Contract Finder
Friday 29 April 2022	Deadline for receipt of SQ submissions
Friday 6 May 2022	Issue Tender Documents to shortlisted Tenderers who have passed SQ criteria
Monday 9 May – Friday 20 May 2022	Trust CFOO to answer any queries/clarifications during tender process and arrange Contractor site visits to all Schools
Friday 27th May 2022	Tender Closes. Tender submissions returned, opened, and recorded by Trust Executive Assistant
w/c 6 June 2022	Shortlisted Contractor presentations/interviews, facilitated by Trust CFOO
By end of June 2022	Issue Contract to successful Contractor
July/August	Mobilisation Period
1 SEPTEMBER 2021	Services commence

4. Completion and Submission of SQs

- 4.1 Applicants shall answer all questions.
- 4.2 Applicants should supply all requested supporting documentation as part of their SQ submission. Any supporting documentation submitted with the SQ shall be clearly marked with the appropriate question number.
- 4.3 Canvassing any Director, Member or Employee of GMAT with a view to obtaining preferential consideration will automatically disqualify eligibility for consideration.
- 4.4 Completed SQs, along with any supporting documentation, must be received by **Friday 29 April 2022, 12 noon** ('the Closing Date'). SQs received after this time will not be capable of being accepted. Applicants should therefore allow sufficient time to submit their SQs electronically.
- 4.5 The Trust requests that Applicants do not include with their SQ submission any extraneous information that has not been specifically requested in the SQ, such as sales literature and brochures.
- 4.6 Under no circumstances will GMAT be liable for any costs or expenses borne by Applicants in preparing or submitting a SQ.
- 5.8 One copy of the completed questionnaire must be emailed to the following email address: info@galileotrust.co.uk by the Closing Date.

5. Confidentiality and Freedom of Information

- 5.1 The Trust does not guarantee to keep any part of any SQ submission confidential if its disclosure is requested under the Freedom of Information Act 2000 or The Environmental Information Regulations 2004.

6. Applicant Selection

- 6.1 The Trust may reject an Applicant if—
- 6.1.1 the Applicant fails to comply fully with any of the requirements or instructions set out in the SQ; or
 - 6.1.2 the Applicant submits a SQ that is incomplete or not in the specified format; or
 - 6.1.3 the Applicant is guilty of a serious misrepresentation in supplying any information requested in the SQ; or
 - 6.1.4 there is a change in identity, control, financial standing or other factor impacting on the selection process affecting the Applicant.
- 6.2 The Trust reserves the right to require an Applicant to clarify any part of their SQ submission and/or to provide additional information. Failure to adequately respond to a request for clarification and/or additional information, or to respond within the specified timescale, may lead to the Applicant being rejected.
- 6.3 The Trust may, at its absolute discretion, refrain from considering any SQ if the Applicant fails to make a complete or satisfactory response to any question in the SQ or fails to provide any supporting documentation requested in the SQ.
- 6.4 If no SQ submission is deemed satisfactory, the Trust reserves the right to discontinue the Application process and, where appropriate, to re-advertise the opportunity. If no SQ is accepted, the Trust will not accept liability for any costs or expenses incurred by Applicants in preparing or submitting a SQ.

Selection Questionnaire

The Selection Questionnaire (SQ) below is applicable to the Provision of Catering Services at GMAT schools.

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation.

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion's grounds.

Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form, along with answers to Part 3 (Selection Questions), is to be sent back to info@galileotrust.co.uk with your completed SQ submission.

You are welcome to submit in PDF format, but please also provide a copy in Word format for evaluation purposes.

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 No	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 – public limited company – limited company – limited liability partnership – other partnership – sole trader – third sector – 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)	Registered VAT number	
1.1(h) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	
1.1(h) - (ii)	If you responded yes to 1.1(h) - (i), please provide the relevant details, including the registration number(s).	
1.1(i) - (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?	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(j)	Trading name(s) that will be used if successful in this procurement	
1.1(k)	Relevant classifications (state whether	

	<p>you fall within one of these, and if so which one)</p> <p>a) Voluntary Community Social Enterprise (VCSE)</p> <p>b) Sheltered Workshop</p> <p>c) Public service mutual</p>	
1.1(l)	Are you a Small, Medium or Micro Enterprise (SME)?	
1.1(m)	<p>Details of Persons of Significant Control (PSC), where appropriate:</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 /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. <p>(Please enter N/A if not applicable)</p>	
1.1(n)	<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 VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<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 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:

Section 1		Bidding model
Question No	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 No	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 No	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on Government 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)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted</p> <p>If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents.</p>	
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	Regulation 57(3)	Yes <input type="checkbox"/> No <input type="checkbox"/>

	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?	
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 Trust 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 No	Question		Response
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. 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.		
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		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2

	suspended, or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	
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
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?	

PART 3: SELECTION QUESTIONS

4.1 COMPANY PROFILE

Please provide a brief company profile (**max 500 words**) to include statement of principal areas of business activity.

Question No.	Marking Structure	Scoring Criteria	Minimum Standard Threshold
4.1	N/A	For information only.	N/A

4.2 COMPANY'S FINANCIAL INFORMATION

Please confirm/provide:

- a) Dates of your Company's financial year.
- b) Actual turnover for the last 3 complete year of trading.
- c) Projected turnover for the next financial year.

Note: - If you cannot provide either of the above (b) and (c), please provide an alternative means of demonstrating financial status (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners/bank).

- d) Declaration of net profit year on year over the last 3 trading years.
- e) Your VAT registration number.
- f) If you have responded in Section 1.2 that you are part of a wider group, please answer the following:
 - (i) would the parent company be willing to provide a guarantee if necessary?
Yes/No
 - (ii) If 'no', would you be able to obtain a guarantee elsewhere (e.g., from a bank?)
Yes/No
- g) By completing this SQ you are giving permission to access a credit check / reference that will be evaluated.

Question No.	Marking Structure	Scoring Criteria	Minimum Standard Threshold
4.2(a)	N/A	For information only.	N/A
4.2(b)	N/A	For information only.	N/A
4.2(c) – 4.2(d)	Pass/fail	Pass: Projected turnover and profit submitted and demonstrating stability or growth on 3.2. Fail: Not submitted or showing considerable reduction in projected turnover on 3.2.	Pass
4.2(e) – 4.2 (f)	N/A	For information only.	N/A
4.2(g)	Pass/fail	Pass: Credit Reference score acceptable Fail: Credit Reference Score unacceptable	Pass

4.3 COMPANY'S INSURANCE DETAILS

Please confirm that you have the following insurance requirements and **provide proof of the relevant insurance policies (e.g., copy of certificates, broker's letter/schedule of insurances).**

- Please provide full details of insurer, policy number, value and type of cover and expiry date of each policy.
- Value of Public Liability Insurance and Employers Liability Insurance to be **no less than £10M each.**

Question No.	Marking Structure	Scoring Criteria	Minimum Standard Threshold
4.3	Pass/fail	Pass: Minimum indemnity level met, or an undertaking given that it will be met in the event of being awarded the Contract and copies available. Fail: Minimum indemnity level not met, and no undertaking given that it will be met in the event of being awarded the Contract.	Pass

4.4 QUALITY MANAGEMENT

Please provide:

- Quality Assurance Policy (or equivalent) for your company. **Please provide** brief details of your Key Performance Indicators that are used to measure performance.
- Whether the company is registered to ISO 9000 or equivalent. Is this in all parts of the company? If not, to which parts does it apply?
- Please confirm that you can supply on request a copy of relevant certificates including scope of registration and any supporting documentation. **Yes/No**
- List of quality awards that your company has achieved.
- Details of Food for Life Accreditation your company has received – please state either Bronze/Silver/Gold and from what date.
- Explain how you manage communication within your organisation and with your clients to make sure that your products or services continue to meet their needs. If you are bidding on behalf of a consortium, please also explain how you manage relationships with your members (e.g., any systems used to ensure prompt communication, accountability, and swift resolution of disputes).
- Provide confirmation your company is registered with the ICO for the Data Protection Act 2018, and please provide **your registration number.** **Yes/No**

Question No.	Marking Structure	Scoring Criteria	Minimum Standard Threshold
4.4 (a)	Please see Appendix 1	Assessment Criteria – Scored Responses	N/A
4.4 (b)	N/A	For information only.	N/A
4.4 (c)	N/A	For information only.	N/A
4.4 (d)	N/A	For information only.	N/A
4.4 (e)	N/A	For information only.	N/A
4.4 (f)	Please see Appendix 1	Assessment Criteria – Scored Responses	N/A
4.4 (g)	N/A	For information only.	N/A

4.5 HEALTH & SAFETY

- a) Please provide a copy of your Health and Safety Policy.
- b) Please provide a copy of your Food Allergies Policy.
- c) Has an Improvement Notice been served on your organisation by the Health and Safety Executive in the last five years? **Yes/No**
If 'yes', please provide details of any remedial action since taken.
- d) Has a Prohibition Notice been served on your organisation by the Health and Safety Executive in the last five years **Yes/No**
If 'yes', please provide details of any remedial action since taken.
- e) Has your organisation submitted any RIDDOR reports over the two financial years? If yes, please provide details, such as disclosure of any work-related deaths, and certain work-related injuries, cases of disease, and near misses involving your employees wherever they are working.

Question No.	Marking Structure	Scoring Criteria	Minimum Standard Threshold
4.5 (a)	Please see Appendix 1	Assessment Criteria – Scored Responses	N/A
4.5 (b)	Please see Appendix 1	Assessment Criteria – Scored Responses	N/A
4.5 (c)	Pass/Fail	Pass: Has not been served with an Improvement Notice by the HSE within the last five years. Pass: Has been served with an Improvement Notice by the HSE within the last five years that is not relevant to the Trust's requirement. Pass: Has been served with an Improvement Notice by the HSE within the last five years that is relevant to the Trust's requirement but demonstrates that appropriate remedial action has been taken. Fail: Has been served with an Improvement Notice by the HSE within the last five years that is relevant to the Trust's requirement and demonstrates that no/limited/inappropriate remedial action	Pass
4.5 (d)	Pass/fail	Pass: Has not been served with a Prohibition Notice by the HSE within the last five years. Pass: Has been served with a Prohibition Notice by the HSE within the last five years that is not relevant to the Trust's requirement. Pass: Has been served with a Prohibition Notice by the HSE within the last five years that is relevant to the Trust's requirement but demonstrates that appropriate remedial action has been taken. Fail: Has been served with an Improvement Notice by the HSE within the last five years that is relevant to the Trust's requirement and demonstrates that no/limited/inappropriate remedial action has been taken.	Pass
4.5 (e)	N/A	For information only.	N/A

4.6 POLICY AND COMPLIANCE

- a) Should you be invited to tender then we will be concentrating on the mechanics of sourcing a service provider who can fulfil the requirements of this contract. With this aspect in mind can you confirm that you can supply the following policy documentation on request: **Yes/No**

- i. Staff Terms and Conditions for all relevant grades
- ii. Provide evidence that appropriate vetting procedures are in place specifically to ensure Right to Work in the UK, Vetting and Barring checks and Disclosure Baring Service (DBS) checks.
- iii. Customer Care
- iv. Grievance and Disciplinary procedures
- v. Sustainable/Local Procurement Policy and Sourcing
- vi. Environmental Policy
- vii. Legal Rights to work policy
- viii. Corporate Responsibility Statement and Ethics Policy

- b) Are you a relevant commercial organisation as defined by section 54 ('Transparency in supply chains, etc') of the Modern Slavery Act 2015? **Yes/No**
 If you have answered yes, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? *If no, please explain why?* **Yes/No**

Note if you do report under the Modern Slavery Act, please supply a copy of your annual report for review report as part of the process to see what steps you take to ensure there is no modern slavery in your supply chain. If your company is small enough not to need to report, we will require a copy of your corporate responsibility/ethics statement for review.

- c) Do you currently recognise a trade union or unions? **Yes/No**
 Have you ever rejected a request for trade union recognition? **Yes/No**
If yes, please explain why?

In addition to your statutory obligations under the Equality Act 2010 (Act) you will be required to support the Trust's commitment and requirement to Section 149 of the Act.

- d) Have any of the following circumstances applied to your organisation in the last 3 years?
- A finding of unlawful discrimination by an Employment Tribunal, an Employment Appeal Tribunal or any other court or tribunal.
 - Following formal investigation by the Equality and Human Rights Commission or its predecessors, a complaint of unlawful discrimination has been upheld.
 - - A finding of unlawful discrimination against anyone with protected characteristics has been made against your organisation by any civil or criminal court. **Yes/No**
If your answer is 'Yes', what steps have you taken because of that finding? Please summarise the findings.
- e) If you use subcontractor(s) or are bidding on behalf of a consortium, what processes do you have in place to check whether any of the above circumstances apply to these other organisations?
- f) Do all employees (including those from your consortium members where relevant) that come into contact with the public, or with a client's staff members, receive equalities training? **Yes/No**

- g) Has your organisation been convicted or had a notice served upon it for infringement of environmental legislation in the last three years? **Yes/No**
If your answer is "yes", give details of the conviction or notice and details of any remedial actions you have made to prevent the circumstances recurring.
- h) If you use subcontractor(s), or are bidding on behalf of a consortium, what processes do you have in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?
- i) If relevant to the contract, would you be willing to consider opportunities for community benefits, such as the recruitment and training of economically inactive and disadvantaged people?
- j) Has your organisation had a contract cancelled or not renewed within the last three years for failure to perform? **Yes/No**
If 'yes', please provide details including the name of the customer, reasons for the cancellation/non-renewal and any action taken to ensure this will not happen again.
- k) Has your organisation been the subject of a claim (contractual or otherwise) within the last three years based upon a failure in delivering a service similar to the Trust's requirement? **Yes/No**
If 'yes', please provide details including the name of the customer, reasons for the claim and any action you have taken to ensure this will not happen again.
- l) Has your organisation withdrawn from a contract after the contract award but before its completion within the last three years? **Yes/No**
If 'yes', please provide details including the name of the customer, reasons for the withdrawal and any action you have taken to ensure this will not happen again.

Question No.	Marking Structure	Scoring Criteria	Minimum Standard Threshold
4.6 (a)	Pass/fail	Pass: Organisation has written policies and can provide copies for all on request. Fail: Organisation does not have written policies. Fail: No response.	Pass
4.6 (b)	Pass/fail	Pass: Is a relevant organisation as defined by Section 54 of the Modern Slavery Act and is compliant with the annual reporting requirements Pass: Is a relevant organisation as defined by Section 54 of the Modern Slavery Act, but not compliant with the annual reporting requirements due to explanation given. Fail: Is a relevant organisation as defined by Section 54 of the Modern Slavery Act but not compliant with the annual reporting requirements Fail: No response.	Pass
4.6 (c)	N/A	For information only.	N/A
4.6 (d)	Pass/fail	Pass: Has not been the subject of a finding of unlawful discrimination. Pass: Has been the subject of a finding of unlawful discrimination and adequate evidence provided that appropriate action has been taken to prevent it from happening again.	Pass

		Fail: Has been the subject of a finding of unlawful discrimination and no/ inadequate evidence provided that appropriate action has been taken to prevent it from happening again. Fail: No response.	
4.6 (e)	Pass/fail	Pass: Has not been the subject of a finding of unlawful discrimination. Pass: Has been the subject of a finding of unlawful discrimination and adequate evidence provided that appropriate action has been taken to prevent it from happening again. Fail: Has been the subject of a finding of unlawful discrimination and no/ inadequate evidence provided that appropriate action has been taken to prevent it from happening again. Fail: No response.	Pass
4.6 (f)	Pass/fail	Pass: Staff receive training in equality and diversity issues. Fail: Staff receive no training in equality and diversity issues. Fail: No response.	Pass
4.6 (g)	Pass/fail	Pass: Has not been convicted or had a notice served upon it for infringement of environmental legislation in the last three years Pass: Has been convicted or had a notice served upon it for infringement of environmental legislation and adequate evidence provided that appropriate action has been taken to prevent it from happening again. Fail: Has been convicted or had a notice served upon it for infringement of environmental legislation no/ inadequate evidence provided that appropriate action has been taken to prevent it from happening again. Fail: No response.	Pass
4.6 (h)	N/A	For information only.	N/A
4.6 (i)	N/A	For information only.	N/A
4.6 (j)	Pass/fail	Pass: Has not had a contract cancelled or renewed due to a failure to perform. Pass: Has had a contract cancelled or not renewed due to a failure to perform, but for reasons outside the control of the tenderer. Pass: Has had a contract cancelled or not renewed due to a failure to perform and appropriate action taken to ensure this will not happen again. Fail: Has had a contract cancelled or not renewed due to a failure to perform as a result of actions of the tenderer/ and/or inappropriate action taken to ensure this will not happen again. Fail: No response.	Pass
4.6 (k)	Pass/fail	Pass: Has not been the subject of a claim (contractual or otherwise) based upon a failure in delivering a similar service. Pass: Has been the subject of a claim (contractual or otherwise) based upon a failure to in delivering a similar service, but for reasons outside the control of the tenderer. Pass: Has been the subject of a claim (contractual or otherwise) based upon a failure to in delivering a similar service and appropriate action taken to ensure this will not happen again. Fail: Has been the subject of a claim (contractual or otherwise) based upon a failure in delivering a similar service as a result of actions of the tenderer and/or inappropriate action taken to ensure this will not happen again. Fail: No response.	Pass
4.6 (l)	Pass/fail	Pass: Has not withdrawn from a contract after award but before its completion. Pass: Has withdrawn from a contract after award but before its completion, but for reasons outside the control of the tenderer. Pass: Has withdrawn from a contract after award but before its completion and appropriate action taken to ensure this will not happen again. Fail: Has withdrawn from a contract after award but before its completion because of actions of the tenderer and/or inappropriate action taken to ensure this will not happen again. Fail: No response.	Pass

4.7 RELEVANT EXPERIENCE AND RESOURCES

Please provide:

- a) Details/address of the local/regional offices and other resources available to support this contract.
- b) An Organogram chart referencing the management structure and number of contracts the Operations team are responsible for.
- c) Total number of contracts currently held in (a) the UK and (b) the Northeast of England, both in the educational sector and in total.
- d) At least one case study of a Trust/School where you can demonstrate change management and high-level success achievement.
- e) Please provide details of three clients relevant to this contract that are all current and at least one of which has commenced in the last year.
The following details must be included for each of the three reference clients:
 - i. Establishment name and address
 - ii. Educational sector, i.e., Primary or Secondary
 - iii. Type of contract
 - iv. Number of students/staff members on site
 - v. Services provided
 - vi. Subsidy policy
 - vii. Contract commencement date and duration of contract
 - viii. Client contact details for reference purposes – name, telephone number and e-mail
- f) Provide examples of where you have successfully increased FSM's and paid school meals; how this has been achieved (including the percentage increase).
- g) Please provide example of your responses to government initiatives on obesity and healthy eating and how you work with schools to implement these strategies?

Question No.	Marking Structure	Scoring Criteria	Minimum Standard Threshold
4.7 (a)	N/A	For information only.	N/A
4.7 (b)	N/A	For information only.	N/A
4.7 (c)	Pass/fail	Pass: Demonstrates extensive/reasonable relevant experience. Fail: Demonstrates limited or inappropriate relevant experience. Fail: No response.	Pass
4.7(d)	Please see Appendix 1	Assessment Criteria – Scored Responses	N/A
4.7 (e)	Please see Appendix 1	Assessment Criteria – Scored Responses	N/A
4.7 (f)	Please see Appendix 1	Assessment Criteria – Scored Responses	N/A
4.7 (g)	Please see Appendix 1	Assessment Criteria – Scored Responses	N/A

4.8 POLICY & COMPLIANCE

Should you be invited to tender then we will be concentrating on the mechanics of sourcing a service provider who can fulfil the requirements of this contract. With this aspect in mind can you please confirm that should you win the contract; **you can supply the following policy document information on request:**

- a) Training Policies to include:
- Food Allergen
 - Training for food handlers on food hygiene
 - HACCP training
 - Ongoing/refresher training for food hygiene and HACCP **Yes/No**
- b) COSHH (Control of Substances Hazardous to Health) Policy **Yes/No**
- c) Health and Safety training records relevant to your organisation's main business activities (this can be in the form of training certificates, training matrix/needs analysis.) **Yes/No**
- d) Food Safety Policy. **Yes/No**
- e) Copy of your HACCP (Hazard Analysis and Critical Control Points) plan. **Yes/No**

<i>Question No.</i>	<i>Marking Structure</i>	<i>Scoring Criteria</i>	<i>Minimum Standard Threshold</i>
4.8 (a)	Pass/fail	Pass: Organisation has written training policies and can submit copies for all. Ongoing/refresher training evident for food allergen, food hygiene and HACCP Fail: Organisation does not have written policies no evidence that ongoing/refresher training happens in the organisation. Fail: No response.	Pass
4.8 (b)	Pass/fail	Pass: Organisation has a COSHH Policy and can provide copy. Fail: Organisation does not have a written COSHH Policy. Fail: No response.	Pass
4.8 (c)	Pass/fail	Pass: Health and Safety training records relevant to the organisation's main business activities can be provided including training certificates, training matrix/ needs analysis Fail: Staff do not receive safety training before undertaking work and/or a sample of completed Health and Safety training records relevant to the organisation's main business activities have not been provided. Fail: No response.	Pass
4.8 (d)	Pass/fail	Pass: Organisation has a written Food Safety Policy and can provide copy. Fail: Organisation does not have a written Food Safety Policy. Fail: No response.	Pass
4.8 (e)	Pass/Fail	As part of the assessment process, you may be required to provide further information about the HACCP system at a later stage if required. Pass: Information provided as required and sufficient to indicate that there would be no risk or an acceptable level of risk if the Trust were to award a contract. Fail: Information not provided or demonstrates that the level of risk associated with awarding a contract is unacceptably high. Fail: No Response	Pass

Appendix 1: Assessment Criteria – Scored Responses

Scored responses will be scored out of 20 based on the following Scoring Methodology:

Rating	Scoring Criteria	Score
Very Good	<ul style="list-style-type: none"> • Demonstrates a very good understanding of requirements and a very good level of capability/commitment • Complete confidence in abilities • Very good prospects for contractual or partnership success 	17-20
Good	<ul style="list-style-type: none"> • Demonstrates a good understanding of requirements and a good level of capability/commitment • High level of confidence • Good prospects for contractual or partnership success 	13-16
Acceptable	<ul style="list-style-type: none"> • Demonstrates an acceptable understanding of requirements and a satisfactory level of capability/commitment • Some minor weaknesses or deficiencies • Reasonable level of confidence • Fair probability of contractual or partnership success 	9-12
Marginal	<ul style="list-style-type: none"> • Demonstrates a basic but limited understanding of requirements • Possibly capable of delivering the requirement to the required standards • Some weaknesses or deficiencies • Limited level of confidence • Possibility of contractual partnership or success 	5-8
Poor	<ul style="list-style-type: none"> • Demonstrates a very limited understanding of, or very limited ability to meet, stated requirements • Major weaknesses or deficiencies • Very limited level of confidence • Low probability of contractual or partnership success 	1-4
Unacceptable	<ul style="list-style-type: none"> • Fails to meet the criterion in all respects • Indicates a complete misunderstanding of, or non-compliance with, stated requirements • No Confidence in ability • No prospect of contractual or partnership success 	0

Appendix 2 - GMAT Participating Schools (subject to additional Schools joining)

Primary Schools (9 of 10)

COATHAM CoE PRIMARY SCHOOL

COATHAM ROAD, REDCAR, TS10 1QY

GALLEY HILL PRIMAY SCHOOL

CAMPION DRIVE, GUISBOROUGH, TS14 8DW

GREEN GATES PRIMAY SCHOOL

KEILDER CLOSE, REDCAR, TS10 4HS

INGS FARM PRIMAY SCHOOL

STIRLING ROAD, REDCAR, TS10 2JZ

JOHN EMERSON BATTY PRIMAY SCHOOL

WALNUT GROVE, REDCAR, TS10 3PG

LAKES PRIMARY SCHOOL

WEST DYKE ROAD, REDCAR, TS10 4JH

NEW MARSKE PRIMARY SCHOOL

BIRKDALE ROAD, NEW MARSKE, REDCAR, TS11 8BN

WESTGARTH PRIMARY SCHOOL

REDCAR ROAD, MARSKE-BY-THE-SEA, REDCAR, TS11 6AE

WHEATLANDS PRIMAY SCHOOL

HUNDALE CRESCENT, REDCAR, TS10 2PU