

## Appendix C

### Community Development Workers Service Pre-qualification questionnaire

The purpose of this questionnaire is to assist Hammersmith and Fulham Primary Care Trust in deciding which organisations to short-list to invite to tender for this contract.

In order to simplify this process, you don't need to provide supporting documents, for example, accounts, certificates, statements or policies with this questionnaire. However, we may ask to see these documents at a later stage. You may also be asked to clarify your answers or provide more details.

Please answer every question. If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

Respondents are required to submit one hard copy of PQQ that must be signed and an additional one copy in electronic format (Microsoft Words 98 or later version) on one separate CD ROMs, certified virus free. Bids are made at the bidders' expense and London Councils Ltd will not be liable for any costs incurred thereof.

All supporting documents submitted must be clearly marked with the organisation's name and numbers of the sections and questions to which they relate.

All organisations that return their completed PQQ will receive a written confirmation of receipt. If you do not receive this, you must advise the contact officer below within 7 days of the closing date.

Please return this form to:

Mike Wood  
Chief Executive  
Hammersmith and Fulham Primary Care Trust  
5-7 Parsons Green, London SW6 4UL

Or e-mail the form to:

Mike.Wood@hf-pct.nhs.uk

The deadline time is not later than: 12 noon, 19th October 2007

We will not accept PQQs received after the specified date and time.

Any questions about the procurement should be submitted by letter to:

Paula Dunne  
Hammersmith and Fulham Primary Care Trust  
5-7 Parsons Green, London SW6 4UL

Or e-mailed to: paula.dunne@hf-pct.nhs.uk

<b>1 BASIC DETAILS OF YOUR ORGANISATION</b>		
1.1	Name of the organisation in whose name the tender would be submitted:	
1.2	Name of Authorised representative  Name of Reserve authorised representative	
1.3	<b>Contact position (Job Title):</b> Authorised representative:  Reserve authorised representative:	
1.4	<b>Address (including postcode)</b> Authorised representative:  Reserve authorised representative:	
1.5	<b>Telephone number:</b> Authorised representative:  Reserve authorised representative:	
1.6	<b>Fax number:</b> Authorised representative:  Reserve authorised representative:	
1.7	<b>E-mail address:</b> Authorised representative:  Reserve authorised representative:	
1.8	Website address (if any):	
1.9	Company Registration number (if this applies):	

1.10	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:											
1.11	Date of Registration:											
1.12	Registered address if different from the above: Address:  Postcode:											
1.13	VAT Registration number:											
1.14	Is your organisation: (Please tick one)	<table border="1"> <tr> <td>i) a public limited company?</td> <td></td> </tr> <tr> <td>ii) a limited company?</td> <td></td> </tr> <tr> <td>iii) a partnership</td> <td></td> </tr> <tr> <td>iv) a sole trader</td> <td></td> </tr> <tr> <td>v) other (please specify)</td> <td></td> </tr> </table>	i) a public limited company?		ii) a limited company?		iii) a partnership		iv) a sole trader		v) other (please specify)	
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ii) a limited company?												
iii) a partnership												
iv) a sole trader												
v) other (please specify)												
1.15	Name of (ultimate) parent company (if this applies):											
1.16	Companies House Registration number of parent company (if this applies):											

<b>2 FINANCIAL INFORMATION</b>				
2.1	What was your turnover in the last three years (if this applies)?	£..... for year ending --/--/----	£..... for year ending --/--/----	£..... for year ending --/--/----
2.2	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	Yes / No		
2.3	If "No" what were the reasons, and what has been done to put things right?			

2.4	Has your organisation met all its obligations to pay its creditors and staff during the past year?	Yes / No
2.5	If "No" please explain why not:	
2.6	What is the name and branch of your bankers (who could provide a reference)?	Name:
		Branch:
		Contact details:
		Sort Code:
2.7	If asked, would you be able to provide at least <b>one</b> of the following?	
	<i>A copy of your most recent audited accounts (for the last two years if this applies)</i>	Yes / No
	<i>A statement of your turnover, profit &amp; loss account and cash flow for the most recent year of trading</i>	Yes / No
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	Yes / No

**3. PROBITY**  
Any organisation failing to disclose such relationship will be disqualified from being invited to tender.

3.1 Is any officer, employee or consultant of your organisation an employee or ex-employee of Hammersmith and Fulham Primary Care Trust

Tick as appropriate

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, please provide details including dates & department/unit.

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3.2 Is any officer, employee or consultant of your organisation related or connected to an

employee or ex-employee of Hammersmith and Fulham Primary Care Trust?

Tick as appropriate

Yes	
No	

If yes, please provide all relevant details.

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<b>4.</b>	<b>INSURANCE</b>	
	Please provide details of your current insurance cover (if invited to tender, you will be asked to supply supporting evidence)	Value
4.1	Employer's Liability:	£
4.2	Public Liability:	£
4.3	Other (please provide details):	£

<b>5.</b>	<b>HEALTH &amp; SAFETY</b>	
5.1	Does your organisation have a written health and safety at work policy? (see notes at end of questionnaire)	Yes / No
5.2	Does your organisation have a health and safety at work system*?	Yes / No
5.3	If "No", to either of the above please explain why:	

<b>6.</b>	<b>EQUAL OPPORTUNITIES</b>
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	Does your organisation have a written equal opportunities policy, to avoid discrimination?	Yes / No
	If you answered "Yes" to the above, is your policy set out:	
6.1	In documents available to staff?	Yes / No
6.2	In recruitment advertisements or other literature?	Yes / No
6.3	If we asked, could you provide relevant examples of these documents or advertisements?	Yes / No
6.4	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?	Yes / No
6.5	In the last three years has your organisation been the subject of a formal investigation by the Commission for Racial Equality (CRE), Equal Opportunities Commission or Disability Rights Commission on grounds of alleged unlawful discrimination?	Yes / No
6.6	If the answer to question 9.4 and / or 9.5 is "Yes", what steps did your organisation take as a result of that finding or investigation?	

<b>7.</b>	<b>PROFESSIONAL AND BUSINESS STANDING</b>	
	Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?	
7.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
7.2	Has been convicted of a criminal offence related to business or professional conduct	Yes / No
7.3	Has committed an act of grave misconduct in the course of business	Yes / No
7.4	Has not fulfilled obligations related to payment of social security contributions	Yes / No
7.5	Has not fulfilled obligations related to payment of taxes	Yes / No

7.6	Is guilty of serious misrepresentation in supplying information	Yes / No
7.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes / No
7.8	If the answer to any of these is "Yes" please give brief details below ,including what has been done to put things right.	

<b>8.</b>	<b>REQUIREMENT SPECIFIC QUESTIONS</b>	
	Please limit your response to the question below to no more than <u>5000 words in total</u> (approx 10 sides of A4). Supporting documentation can be attached as Appendices and must be clearly marked accordingly.	
8.1	Please provide details of how your organisation meets the tender selection criteria, as set out in the tender selection criteria document ( document no. 4)	
8.2	Please provide a financial schedule showing the full costs of the service, including salaries and associated pay and non-pay on costs.	

<b>9.</b>	I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the evaluation process to assess my organisation's suitability to be invited to tender for the contract.	
	<b>FORM COMPLETED BY</b>	
9.1	Name:	
9.2	Position (Job Title):	

9.3	Date:	
9.4	Telephone number:	
9.5	Signature:	

**Note:**

\* “system” means processes and procedure to ensure that the subject is properly managed. This includes making sure that legal requirements are met.

**Health and Safety Policies**

Any business employing **five** or more people has, by law, to prepare and bring to the attention of employees a written Health and Safety Policy Statement.

A Health and Safety Policy usually consist of three distinct sections namely:

**General Policy Statement** – a short statement outlining the organisation’s commitment to Health and Safety, **signed and dated** by the senior organisation official (for example, Managing Director).

**Organisation** - how the organisation addresses health and safety; lines of communication between managers and staff; and any specific duties/responsibilities assigned within the organisation – this should be relatively straightforward for smaller organisations.

**Arrangements** – *the systems and procedures in place for ensuring employees’ health and safety at work.*