**Appendix A – Questionnaire**

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| **Appendix A - Questionnaire: Business Details (complete appendix for applicant business and each subcontractor separately)** | | |
| **A1** | **Business Details (MI)** |  |
|  | Name of the organisation (or individual) in whose name the contract would be agreed: |  |
|  | Principal contact name: |  |
|  | Contact address: |  |
|  | Telephone number: |  |
|  | Mobile number: |  |
|  | E-mail address: |  |
|  | Company Registration number: |  |
|  | Date of Registration: |  |
|  | Registered address (if different from above): |  |
|  | VAT Registration number: |  |
|  | Website address: |  |

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| **Appendix A - Questionnaire: Legal Information (complete appendix for applicant business and each subcontractor separately)** | | |
| **A2** | **Legal Status (5%)** |  |
|  | **Company Name:** |  |
| **Q1 (1%)** | Are there any court actions and/ or tribunal hearings outstanding or  threatened against your organisation or your sub-contractors? | Yes / No  If ‘Yes’, please provide details: |
| **Q2 (1%)** | Has your organisation or your sub-contractors been involved in any  court action and/ or significant tribunals over the last three years? | Yes / No  If ‘Yes’, please provide details: |
| **Q3 (1%)** | During the last three years, has your organisation had a contract  terminated, failed to complete a contract to timescales, or had  financial penalties imposed as a result of failure to meet deliverables? | Yes / No  If ‘Yes’, please provide details: |
| **Q4 (2%)** | Have you or any of your employees or subcontractors been convicted of any of the following legal offences:   * participation in a criminal organisation; * corruption; * fraud; * terrorism; * money laundering; * child labour or human trafficking; * non-payment of taxes and social security contributions. | Yes / No  If ‘Yes’ to any of these statements, please provide details and which statement they relate to: |

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| **Appendix A - Questionnaire: Financial Information (complete appendix for applicant business and each subcontractor separately)** | | |
|  | **Company Name** |  |
| **A3** | **Financial Status (5%)** |  |
|  | Has your organisation or your subcontractors met all of its obligations to pay its creditors and staff during the past 2 years? | Yes / No  If ‘No’, please provide details: |

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| **Appendix A - Questionnaire: Equal Opportunities (complete appendix for applicant business and each subcontractor separately)** | | |
|  | **Company Name** |  |
| **A4** | **Equal Opportunities (Pass/Fail)** |  |
| **P/F** | Can you confirm that your organisation fully complies with the Equality Act 2010? | Yes / No |

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| **Appendix A - Questionnaire: Insurance information  (complete appendix for applicant business and each subcontractor separately)** | | |
| **A5** | **Insurance (Pass/Fail)** | **Please select one of the following statements (you are required to provide further information in the table below for information purposes only):** |
| **P/F** | Provide copies of your public liability, employer’s liability and professional indemnity insurance. If unavailable please confirm this will be in place prior to contracting; applicants will be unable to commence any work until copies have been provided. | *The required premiums can be found on page 7 of this document. Delete as applicable.*   * Yes, I have the required levels of insurance; * Yes, I agree to obtain the required levels of insurance prior to contract commencement; * No, I do not hold/agree to obtain the required levels of insurance. |
| **MI** | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Policy number | Insurer | Expiry date | Limit (£) | | Public liability |  |  |  |  | | Employers’ liability |  |  |  |  | | Professional Indemnity |  |  |  |  | |  |  |  |  |  | | |

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| **Appendix A - Questionnaire: A6 Pricing Schedule  (please complete for each sector if applicable)** | | |
| It is mandatory to complete the table below. Failure to complete this question, or making a bid in excess of £90.00 (+VAT), the highest rates permissible under this contract, will result in disqualification from consideration.  The lowest cost bid will be given the maximum percentage weighting for the cost element (10%) and a maximum score of 40. All other bids will then be compared against the lowest cost bid on a pro-rata basis.  The formula that will be used to do the comparison is: -  (lowest price/applicant bid price) x 40  This fee element shall include the cost of all labour, equipment, materials and travel and cover the period August 2022 – June 2023.  All Prices submitted must be **exclusive of VAT.** | | |
| **A6**  **(10%)** | **Fees for specialist services (hourly rate – maximum £90.00)** | **£** |

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| |  | | --- | | **Name** | | **Signed** | | **On behalf of** | | **Date** | |
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| **Appendix A - Questionnaire: A7(i). Growth Specialist (70%) (please complete for each Growth Specialist/specialism):** |
| **Name:** |
| Does the specialist belong to any **relevant** professional or trade bodies?  Please list |
| Does the specialist hold any **relevant** qualifications?  Please list |
| Please detail the Growth Specialist’s relevant experience **50%** **(No more than 500 words).** |
| **Relevant Tools and Techniques** **10%** Please give some examples of business tools or techniques you have used when supporting clients with business growth: |
| **Capacity and Availability 10%** Please indicate the maximum available days/hours per month and if available at short notice and/or offering flexible hours: |
| **Appendix A - Questionnaire: A7(ii). Growth Specialist (70%) (please complete for each Growth Specialist/specialism):** |
| **Name:** |
| Does the specialist belong to any **relevant** professional or trade bodies?  Please list |
| Does the specialist hold any **relevant** qualifications?  Please list |
| Please detail the Growth Specialist’s relevant experience **50%** **(No more than 500 words).** |
| **Relevant Tools and Techniques** **10%** Please give some examples of business tools or techniques you have used when supporting clients with business growth: |
| **Capacity and Availability 10%** Please indicate the maximum available days/hours per month and if available at short notice and/or offering flexible hours: |
| **Appendix A - Questionnaire: A7(iii). Growth Specialist (70%) (please complete for each Growth Specialist/specialism):** |
| **Name:** |
| Does the specialist belong to any **relevant** professional or trade bodies?  Please list |
| Does the specialist hold any **relevant** qualifications?  Please list |
| Please detail the Growth Specialist’s relevant experience **50%** **(No more than 500 words).** |
| **Relevant Tools and Techniques** **10%** Please give some examples of business tools or techniques you have used when supporting clients with business growth: |
| **Capacity and Availability 10%** Please indicate the maximum available days/hours per month and if available at short notice and/or offering flexible hours: |

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| **Appendix A - Questionnaire: References (complete appendix for applicant business and each subcontractor separately)** | |
| **A8**  **(10%)** | Please include **three references/testimonials** from clients for each Growth Specialist, ensuring you have the client’s permission. These can be on letter headed paper, or an email from a registered company domain name. UWSP retains the right to contact a referee. |

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| **Appendix A - Questionnaire: Conflict of Interests (complete appendix for applicant business and each subcontractor separately)** | |
| Are there any potential conflicts of interest that may arise from other existing contracts and/or relationships should the specialist be selected? | Yes / No |
| If Yes, please provide details: | |

**Availability for Induction Day (*please delete where unavailable*)**

|  |  |  |
| --- | --- | --- |
| I have previously worked on the Business Ready programme? | NO | YES |
| I am able to attend one of the induction sessions | NO | YES |
| I am available to attend on … (please select all applicable) | 19th September  Warwick | 19th September  Digitally |