

marketingManchester



MIDAS

investinmanchester.com

INVITATION TO TENDER
Greater Manchester
Thematic Business Sector Filming Brief

1. Introduction

The aim of this document is to select and appoint a provider to develop a series of films that will support the MIDAS and Marketing Manchester teams to position Greater Manchester as a market leading city with a thriving business ecosystem. For 2021/22 the focus will be specifically positioning our strengths across digital, Innovation and Green/Low Carbon and Tourism.

This document sets out the scope of the work required and the assets that are required to be delivered as a result of the work.

2. Timescales

Activity	Timing
Invitation to quote released	16th March 2021
Closing date for submissions	9.00am 29 th March 2021
Contract to be awarded	29 th March 2021
Anticipated contract end date	30 th April 2021

3. About MIDAS and Marketing Manchester

MIDAS is Greater Manchester's investment promotion agency, responsible for attracting inward investment from national and international companies and creating jobs for the people of Greater Manchester. This is achieved through the global business marketing of the city region across four primary sectors (financial and professional services; creative, digital and technology; advanced manufacturing; and life science and healthcare) as well as the provision of an extensive package of free, confidential and bespoke services for business of all sizes as well as location consultants. For more information, visit: www.investinmanchester.com, MIDAS is proud to be part of the [Growth Company](#)

Marketing Manchester (MM) is the agency charged with promoting Greater Manchester on the national and international stage and the region's destination management organisation. It is a not-for-profit business unit incorporated within the [Growth Company](#); an economic and social development agency that includes employment services, skills, business support and organisational development. For more information, visit: www.marketingmanchester.com

4. Project Background and Overview

From April 2021 National and International promotional activity will be focused on the delivery of 4 campaigns that will focus on digital, Innovation, Green/Low Carbon and tourism.

Innovation aims to strengthen GM's position as a leading region for innovation. To drive economic growth across GM and beyond, by building on our globally leading R&D and innovation capabilities, to deliver increased prosperity, and longer and healthier lives for all GM's citizens. As a cross cutting theme multiple sectors are included: Advanced Manufacturing, Life Sciences, Digital and Financial, Professional and Business Services

Green/Low Carbon This area of work will focus on education and driving behaviour change looking at 6 delivery strands Green Transport, Infrastructure and built environment, production and consumption of resources, natural environment resilience and adapting to climate change and local energy production. Work is underway to explore a unified GM presence at COP26, the United Nations Climate Change Conference to be held in Glasgow, Nov 2021.

Digital will showcase Greater Manchester's digital strengths and position the city region as a digital exemplar on a global scale. The campaign will enhance GM's reputation as the business location of choice for digital sub-sectors where it outperforms all other UK cities – cyber security, eCommerce, AI and data, service design, IoT, MedTech.

Tourism Pre-covid the Greater Manchester Tourism sector was thriving with an annual value circa £9bn, the industry has been decimated by the pandemic and associated lockdowns. Recovery for the sector will be challenging and a collaborative approach to rebuilding the sector and retaining our visitors and attracting new visitors will be essential to rebuilding and growing the important foundation sector.

For a copy of more detailed confidential overview about the campaigns can be requested by email to Kate.Trasler@marketingmanchester.com

5. Scope of work

Creation of compelling film content that positions Greater Manchester as a thriving business destination that excels in sector areas digital, innovation, Green/Low Carbon, Tourism. The films will need to have a narrator/guide that is a friendly voice of experience within the sector and represent the diversity of talent in GM. For each area a selection of assets needs to be delivered.

These are as follows:

Hero – Why Manchester? film

1 x 90 -180 second film, this piece of work will encapsulate the essence of Greater Manchester and why our offer is unique and compelling, bringing to life the energy, diversity and unique personality. Showcasing our sector strengths through some of the content that will be gathered to create the below films.

Digital

1 x 90-180 second hero film that encapsulates the breath of the sector and the multiple sub sectors that sit within. This film should also position GM's wider assets and being a thriving metropolitan powerhouse.

6 x 30 second edits, each focusing on a subsector to include: e-commerce, AI, Digital Security, Fin Tech, Creative & Media

Innovation

1 x 90-180 second hero film that encapsulates the breath of the sector and the potential that GM as a hub of research and development has for future economic growth, high value jobs and the next generation workforce. This film should also position GM's wider assets as a thriving metropolitan powerhouse.

6 x 30 second edits, each focusing on a sub sector to include: Advanced Materials, Industry 4.0, Diagnostics, Med Tech and Digital Health, Precision Medicine and Healthy Ageing.

Green and Low Carbon

1 x 90-180 second hero film that articulates GM's Ambitions around the 5-year environmental plan and long-term ambitions to 2038. This film should highlight industry excellence and position GM's wider assets as being a thriving metropolitan powerhouse.

6 x 30 second edits, each focusing on a sub sector to include: Green Transport/Active Travel, Renewable Energy/Local Energy Generation, Sustainable Construction/Low Carbon Retrofit, Natural Environment and Climate Change and Production & Consumption of materials.

Tourism

1 x 90 – 180 second hero film that brings to life the diversity of the sector and showcases the individual sub sectors e.g. hotels and accommodation providers, restaurants and bars, cultural sector, travel and transport, attractions, live events and business tourism. From the perspective or using the film for a B2B audience and stakeholders not B2C.

6 x 30 second edits that focus on skills and employment and long term career paths, how the sector contributes to GVA and jobs, the impact of live events including; cultural and sport, the value of the VFR market for driving visits, importance of business visits and events and corporate travel.

6. Creative approach

Key narratives and golden threads

GM Economic Vision

The Greater Manchester LEP recently set out its economic vision for GM which can be found [here](#). This vision for the future prosperity of GM has 5 areas of focus:

- 1) Translating R&D excellence to drive national and local growth
- 2) Creating a culture of business innovation
- 3) Growing an integrated pipeline for talent, skills & progression
- 4) Driving good employment
- 5) Stimulating investment to create desirable places where people thrive

It is important that these principles are reflected in the work delivered.

Global City

Greater Manchester frequently ranks highly across several global indices that measure performance and perceptions of place. This piece of work will support our mission to share our credentials with the world and reinforce our position and global appeal to potential investors, businesses looking to relocate and talent looking for long term career development aligned with appealing lifestyle factors.

Diversity, Inclusivity and social mobility

Part of Greater Manchester's USP's is our history of championing human experience and fairness for all. Firmly rooted in our DNA of equal rights for all including; women's suffrage, LGBTQ+ rights and anti-age discrimination.

Challenging convention

Mancunians throughout history have challenged convention and have a can-do attitude to get the job done, usually through creating their own path to success. Collaboration and working together is another inherently Mancunian trait, this attitude has helped Greater Manchester to achieve ground-breaking success such as the 2002 Commonwealth Games that paved the way to building vital infrastructure to build a unique legacy for GM.

7. Permission and usage

MIDAS and Marketing Manchester require unrestricted usage rights for each film therefore all content needs to have full permission to use the films as they see fit this can be across digital platforms, TV, virtual and physical events, both within the UK and globally.

8. Budget £40,000

Due to time pressures to deliver this project consideration may be given to splitting the project into 2 projects that could be delivered by separate organisations. The budget would be allocated as below.

Total project - £40,000

Digital, Innovation and Green strands - £25,000

Why Manchester Hero film and Tourism strand - £15,000

Any submission will need to clearly state whether they are pitching to deliver the whole project for a strand.

9. Permission and usage

MIDAS and Marketing Manchester require unrestricted and unlimited usage rights for each film therefore all content needs to have full permission to use the films as they see fit this can be across digital platforms, TV, virtual and physical events, both within the UK and globally.

The supplier assigns to Marketing Manchester all copyrights and other intellectual property rights comprised in the Deliverables (being all products, materials, services and knowledge supplied to Marketing Manchester.

The team at MIDAS and Marketing Manchester will be able to support with access requests and filming permission with stakeholders and partners across Greater Manchester.

10. How to apply

Submit a proposal that covers all of the criteria in section 11, that should be no longer than 5 pages. This document can include links (up to 3) to work you would like to showcase as part of your application.

In addition to the proposal please complete the supplier selection questionnaire in appendix 1.

These should be submitted to victoria.braddock@marketingmanchester.com and Kate.trasler@marketingmanchester.com no later than 9am, 29th March 2021.

11. Evaluation of quotes and scoring

Only Quotation Forms completed in full with the requested appendices will be considered.

Quotations will be assessed on the following criteria:

- Overall value for money (25%).
- Evidence of knowledge delivery or previous high-quality film projects (10%)
- Ability to demonstrate understanding of the brief that take an innovative approach and demonstrates creative excellence (20%)
- Skills and ability of the proposed personnel to carry out the requirements set out in the objectives and brief above (15%).
- Evidence of your availability and suitability to deliver the requirements set out in the objectives and brief above (30%).

12. Scoring on each area outlined above

Responses to each of the criteria outlined above will be scored out of a maximum of five marks, using a standard method of scoring as set out in the table below:

Classification	Score	Scoring Guidance
Exceptional	5	Addresses the majority of the requirements at a very high level.
Above Average	4	Addresses most of the requirements at a high level.
Average	3	Addresses some of the requirements at a high level.
Below Average	2	Addresses some of the requirements at a basic level.
Poor	1	Does not address / barely addresses the requirements.
Unacceptable	0	Does not meet requirements / no response.

13. Contract conditions, Data and Information

The Contract and all tasks carried out under the agreement will be governed by MIDAS Contract Conditions.

Data and Information

At the Growth Company we recognise the importance of the privacy and the security of your personal information. Please see the below link to our Group Privacy Notice which explains how we process and look after your personal information and data.

<http://www.growthco.uk/privacy-policy/>

Please note that by submitting a response to one of MIDAS's procurement opportunities, your bid (whether successful or unsuccessful in obtaining the contract) will be held and processed in accordance with our Privacy Policy.

In order to demonstrate our competitive procurement procedures for future audit and contractual compliance (such as those required by our funders) your response to MIDAS's procurement will be held and archived for a period of 25 years following the end of the contracted period.

Further information on contract terms can be found <https://www.growthco.uk/about-us/policies/terms-and-conditions-for-the-supply-of-goods-and-services/>

Appendix 1.

1. Organisation Details and Suitability Assessment (Minimum Standards)

Supplier Selection Questionnaire

Please complete all sections of this questionnaire. Further guidance is provided in **Annex 1** at the end of this document.

This questionnaire is designed to assess potential suppliers against minimum standards with respect to supplier credentials. This includes gathering information about companies, such as their economic and financial standing. At GC we can only work with suppliers who pass the suitability assessment and meet GC’s minimum standards.

The 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 (self-cleaning). We will review these answers in order to ensure that the situation has been satisfied and potential risks in the relationship are managed. GC is unable to work with suppliers who fail to meet the minimum suitability standards (receive a fail) and have not put sufficient measures in place to protect GC’s interests in the delivery of the contract. Where you have identified key subcontractors in question 1.14 we may request that these organisations also complete this questionnaire.

The Questionnaire will be assessed according to the following criteria:

Suitability Assessment	
Criteria	Weighting
1. Company Background	Information Only
2. Grounds for mandatory exclusion	Pass or Fail
3. Grounds for discretionary exclusion	Pass or Fail
4. Insurance	Pass or Fail
5. Economic and Financial Standing	Pass or Fail

6. Modern Slavery	Information Only or Pass or Fail for organisations in scope under Section 54 of Modern Slavery Act 2015
7. Data Protection	Pass or Fail

Category Number	Question Number	Question	Possible Answers	Answer
Category 1 Organisation Background	1.1	Please provide the Registered Company Name and Trading Name if relevant and the address of your organisation. (This should be the full company name as it would appear within the contractual documentation if successful)	Name Address	
	1.2	Please provide postal address if different from above	Address	
	1.3	Please provide your registered website address where applicable	Website Link or N/A	
	1.4	Please confirm the key contact for this project on-going including name, email address and direct telephone number.	Name Email Address Telephone Number	
	1.5	Please confirm the email address to be used for any communications with regard to this tender offer.	Email Address	
	1.6	Are you a Small, Medium or Micro Enterprise (SME)?	Yes/No	
	1.7	Is your organisation a:	PLC Limited Company Sole Trader Partnership Other	
	1.8	If other, please specify.	Free Text	
	1.9	If operating as a Partnership, please state the number of Partners.	Free Text	
	1.10	If your organisation is a member of a group of companies, please provide further details on the holding company, and details of the organisations which make up your group. (maximum response 250 words)	Free Text	

	1.11	Please provide the date your organisation commenced trading.	Free Text	
	1.12	Please provide your Company Registration Number	Free Text	
	1.13	Please provide your VAT Registration number.	Free Text	
	1.14	Please select either answer a or b as applicable; a) Your organisation is bidding to provide all the services required b) Your organisation is bidding in the role of Prime Contractor and intends to subcontract some of the services to third parties to deliver the services.	a or b	
	1.15	If your answer to above is b, please give details of legal arrangements between partners and supply the following information for each sub-contractor to be used. Name; Registered address Trading status Company registration number 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 and the approximate % of contractual obligations assigned to each sub-contractor. Please note that we may ask your sub-contractors to complete a copy of this form as well.	Free Text (Use separate sheet if required)	
Category 2 Grounds for mandatory exclusion	2.1	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 below?	Yes or No	
		i. Participation in a criminal organisation	Yes or No	
		ii. Corruption.	Yes or No	

		iii. Fraud.	Yes or No	
		iv. Terrorist offences or offences linked to terrorist activities	Yes or No	
		v. Child labour and other forms of trafficking in human beings	Yes or No	
		vi. Money laundering or terrorist financing	Yes or No	
	2.2 (a)	If you have answered yes to question 2.1, please provide further details. Please identify who has been convicted and complete Section 2.2(b) & 2.2(c) where applicable.	Free Text	
	2.2 (b)	Where an individual has been identified, please enter the name of the individual.	Free Text	
	2.2 (c)	<i>(To be completed by the individual identified)</i> I confirm that the details contained within sections 2.1 & 2.2 can be used by GC for the purposes of processing and evaluating this Selection Questionnaire including any self-cleaning identified in 2.3.	Yes or No	
	2.3	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)	Free Text	
	2.4	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 or No	
	2.5	If you have answered yes to question 2.4, please provide further details. Please also confirm you have paid or have entered into a	Free Text	

		binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.		
Category 3 Grounds for discretionary exclusion	3.1	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		
		i. Breach of environmental obligations?	Yes or No	
		ii. Breach of social obligations?	Yes or No	
		iii. Breach of labour law obligations?	Yes or No	
		iv. 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 or No	
		v. Guilty of grave professional misconduct?	Yes or No	
		vi. Entered into agreements with other economic operators aimed at distorting competition?	Yes or No	
		vii. Aware of any conflict of interest* due to the participation in the procurement procedure? *to ensure equal treatment of all economic operators and avoid any distortion of competition, the concept of conflicts of interest shall at least cover 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.	Yes or No	

		viii. Been involved in the preparation of this procurement procedure?	Yes or No	
		ix. 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 or No	
	3.2	If you have answered Yes to any of the above (3.1), explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	Free Text	
Category 4 Insurance	4.1	Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Employers Liability Insurance applicable for each and every occurrence.	Yes No N/A Willing to Commit to taking out insurance to the required level if awarded the contract	
	4.2	Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Public Liability Insurance applicable for each and every occurrence.	Yes No Willing to Commit to taking out insurance to the required level if awarded the contract	
	4.3	Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Professional Indemnity Insurance applicable for each and every occurrence.	Yes No Willing to Commit to taking out insurance to the required level if awarded the contract	
Category 5	5.1	Please provide one of the following to demonstrate your economic/financial standing;	Please state which option provided	

Economic and Financial Standing		<p>(a) A copy of the audited accounts for the most recent two years.</p> <p>(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation.</p> <p>(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>(d) 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).</p>	<p>.....</p> <p>Enclosure Required</p> <p>(Please note only one copy required)</p>	
Category 6 Modern Slavery Act 2015	6.1	<p>Please confirm if you are a commercial organisation as defined by section 54 of the Modern Slavery Act 2015 (http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted)</p>	Yes or No	
	6.2	<p>If you answered yes to the above, please provide the link or a copy of your statement or an explanation why you are unable to provide this.</p>	<p>Link or Enclosure</p> <p>Free text</p>	
<p>Category 7 - Suppliers who process or have access to personal data, confidential data or GC Systems in relation to the supply of goods and or services or works to the Growth Company must complete Category 7.</p>				
Category 7 Data Protection	7.1	<p>Please identify if you have one of the following accreditations or certifications: Cyber Essentials, Cyber Essentials Plus, ISO27001, Public Services Network (PSN) Compliance</p>	Free Text	
	7.2	<p>If you have none of the above certifications, are you willing to attain Cyber Essentials within 6 months of contract award?</p>	Yes or No	
<p>Declaration</p> <p>I declare that to the best of my knowledge the answers submitted to these questions are correct and I am authorised to sign on behalf of my organisation.</p> <p>I understand that GC may reject my application if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p>				
Name				

Role	
Date	
Authorised Signature	

ANNEX 1: Detailed Guidance

Category Number	Question Number	Question	Possible Answers	Answer
Category 1 Organisation Background	1.1	Please provide the Registered Company Name and Trading Name if relevant and the address of your organisation. (This should be the full company name as it would appear within the contractual documentation if successful)	Name Address	Information Only
	1.2	Please provide postal address if different from above	Address	Information Only
	1.3	Please provide your registered website address where applicable	Website Link or N/A	Information Only
	1.4	Please confirm the key contact for this project on-going including name, email address and direct telephone number.	Name Email Address Telephone Number	Information Only
	1.5	Please confirm the email address to be used for any communications with regard to this tender offer.	Email Address	Information Only
	1.6	Are you a Small, Medium or Micro Enterprise (SME)?	Yes/No	Information Only
	1.7	Is your organisation a:	PLC Limited Company Sole Trader Partnership Other	Information Only
	1.8	If other, please specify.	Free Text	Information Only
	1.9	If operating as a Partnership, please state the number of Partners.	Free Text	Information Only

	1.10	If your organisation is a member of a group of companies, please provide further details on the holding company, and details of the organisations which make up your group. (maximum response 250 words)	Free Text	Information Only
	1.11	Please provide the date your organisation commenced trading.	Free Text	Information Only
	1.12	Please provide your Company Registration Number	Free Text	Information Only
	1.13	Please provide your VAT Registration number.	Free Text	Information Only
	1.14	Please select either answer a or b as applicable; a) Your organisation is bidding to provide all the services required b) Your organisation is bidding in the role of Prime Contractor and intends to subcontract some of the services to third parties to deliver the services.	a or b	Information Only
	1.15	If your answer to above is b, please give details of legal arrangements between partners and supply the following information for each sub-contractor to be used. Name; Registered address Trading status Company registration number 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 and the approximate % of contractual obligations assigned to each sub-contractor. Please note that we may ask your sub-contractors to complete a copy of this form as well.	Free Text (Use separate sheet if required)	Information Only
Category 2	2.1	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	Yes or No	The detailed grounds for mandatory/ discretionary exclusion of an

Grounds for mandatory exclusion		organisation been convicted anywhere in the world of any of the offences below?		<p>organisation are set out here, which should be referred to before completing these questions.</p> <p>If an Organisation answers Yes to any of the statements, GC shall disqualify that Organisation, pending consideration of the self-cleaning statement. This information will be used to determine whether suitable measures have been implemented to rectify the situation and prevent future reoccurrence.</p> <p>If your organisation was at fault and suitable action not taken - automatic exclusion.</p> <p>The Information provided will be reviewed by GC.</p>
		vii. Participation in a criminal organisation	Yes or No	
		viii. Corruption.	Yes or No	
		ix. Fraud.	Yes or No	
		x. Terrorist offences or offences linked to terrorist activities	Yes or No	
		xi. Child labour and other forms of trafficking in human beings	Yes or No	
		xii. Money laundering or terrorist financing	Yes or No	
	2.2 (a)	<p>If you have answered yes to the question 2.1, please provide further details. Including; date of conviction, which grounds the listed conviction was for and the reason for the conviction.</p> <p>Please identify who has been convicted and complete Section 2.2(b) & 2.2(c) where applicable.</p>	Free Text	
	2.2 (b)	Where an individual has been identified, please enter the name of the individual.	Free Text	
	2.2 (c)	<p><i>(To be completed by the individual identified)</i></p> <p>I confirm that the details contained within sections 2.1 & 2.2 can be used by GC for the purposes of processing and evaluating this Selection Questionnaire including any self-cleaning identified in 2.3.</p>	Yes or No	
	2.3	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)	Free Text	
	2.4	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	Yes or No	

		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?		
	2.5	If you have answered yes to question 2.4, 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.	Yes or No	
Category 3 Grounds for discretionary exclusion	3.1	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		
		x. Breach of environmental obligations?	Yes or No	
		xi. Breach of social obligations?	Yes or No	
		xii. Breach of labour law obligations?	Yes or No	
		xiii. 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 or No	
		xiv. Guilty of grave professional misconduct?	Yes or No	
		xv. Entered into agreements with other economic operators aimed at distorting competition?	Yes or No	
xvi. Aware of any conflict of interest* due to the participation in the procurement procedure? *to ensure equal treatment of all economic operators and avoid any distortion of competition, the concept of conflicts of interest shall at	Yes or No			

		least cover 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.		
		xvii. Been involved in the preparation of this procurement procedure?	Yes or No	
		xviii. 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 or No	
	3.2	If you have answered Yes to any of the above (3.1), explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	Free Text	
Category 4 Insurance	4.1	Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Employers Liability Insurance applicable for each and every occurrence.	Yes No N/A Willing to Commit to taking out insurance to the required level if awarded the contract	If no, automatic exclusion. If you answer N/A, please state why. Note that it is a legal requirement that all companies hold Employer's Liability Insurance of £5 million as a minimum. This is not applicable to Sole Traders.
	4.2	Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Public Liability Insurance applicable for each and every occurrence.	Yes No Willing to Commit to taking out insurance to the required level if awarded the contract	If no, automatic exclusion.

	4.3	Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Professional Indemnity Insurance applicable for each and every occurrence.	Yes No Willing to Commit to taking out insurance to the required level if awarded the contract	If no, automatic exclusion.
Category 5 Economic and Financial Standing	5.1	<p>Please provide one of the following to demonstrate your economic/financial standing;</p> <p>(a) A copy of the audited accounts for the most recent two years.</p> <p>(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation.</p> <p>(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>(d) 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).</p>	<p>Please state which option provided</p> <p>.....</p> <p>Enclosure Required</p> <p>(Please note only one copy required)</p>	<p>This section is to ascertain the supplier's financial stability. The questions are intended to gain a basic indication that the supplier is not a significant financial risk in relation to the supply of services to GC. Suppliers will not be deselected on the basis of turnover size / credit check alone.</p> <p>The assessment will be fair and proportionate to the contract. Where the financial viability of the supplier is considered to represent a significant and unacceptable risk to the completion of the contract, and GC money, the supplier may be failed on this basis.</p> <p>Enclosure Required</p>
Category 6 Modern Slavery Act 2015	6.1	Please confirm if you are a commercial organisation as defined by section 54 of the Modern Slavery Act 2015 (http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted)	Yes or No	Information Only
	6.2	If you answered yes to the above, please provide the link or a copy of your statement	Link or Enclosure Free text	Pass / Fail

Category 7 - Suppliers who process or have access to personal data, confidential data or GC Systems in relation to the supply of goods and or services or works to the Growth Company must complete Category 7.				
Category 7 Data Protection	7.1	Please identify if you have one of the following accreditations or certifications: Cyber Essentials, Cyber Essentials Plus, ISO27001, Public Services Network (PSN) Compliance	Free Text	This section is to reduce the level of cyber security risk. The Cyber Essentials scheme defines a set of controls which, when properly implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet. Cyber Essentials is for all organisations of all sizes, and in all sectors. Suppliers conforming to the ISO27001 Standard or PSN Compliance are regarded as holding an equivalent standard.
	7.2	If you have none of the above certifications, are you willing to attain Cyber Essentials within 6 months of contract award?	Yes or No	If no, automatic exclusion.

References and Useful Links

Modern Slavery

Further information regarding the Modern Slavery Act 2015, alongside details about Section 54 Transparency in Supply Chains have been provided by the Home Office.

<https://www.gov.uk/government/collections/modern-slavery>

This includes specific guidance on the requirements of Section 54

<https://www.gov.uk/government/publications/transparency-in-supply-chains-a-practical-guide>

The Growth Company publish an annual Modern Slavery and Human Trafficking Statement on our website annually.

In addition our Responsible Procurement Principles and Modern Slavery Procedure for Suppliers can be found on our website: www.growthco.uk

Data Protection and Cyber Essentials

Cyber Essentials was developed by central Government to improve cyber security. You can find out more about cyber security by following this link <https://www.ncsc.gov.uk/> and more about Cyber Essentials and Cyber Essential Plus at the following website: <https://www.cyberessentials.ncsc.gov.uk/>

CFA, one of GC's Company's provides Cyber Essentials and Cyber Essentials Plus, alongside ISO27001 services. You can find out more information here.

<https://www.centreforassessment.co.uk/all-services/information-cyber-security/cyber-essentials/>

There are other suppliers who provide similar services and suppliers are under no obligation to engage with CFA for this service.

