

Police and Crime Commissioner for Warwickshire

Request for Proposal

Commissioning Needs Assessment Consultancy

Ref WP21-0075

Supplier Assurance Questionnaire

Official-Sensitive-Commercial

(When complete)

**Contents**

[1 Introduction 3](#_Toc74313353)

[2 Supplier Background Information 3](#_Toc74313354)

[3 Eligibility to Supply 4](#_Toc74313355)

[4 Financial Accounts and Insurance 7](#_Toc74313356)

[5 Equal Opportunities Declaration 8](#_Toc74313357)

[6 Modern Slavery & Human Trafficking Declaration 10](#_Toc74313358)

[7 Health & Safety 12](#_Toc74313359)

[8 Environmental & Sustainability 13](#_Toc74313360)

[9 Declaration 14](#_Toc74313361)

# Introduction

This is a Supplier Assurance Questionnaire. Suppliers may be asked to complete this document prior to providing goods, services or works or as part of a competitive tender exercise. The **Questionnaire must be fully completed** even if you are an existing supplier or have made previous submissions.

Please ensure that you **answer all the questions**. Unless instructed otherwise, when answering the questions please give details that specifically relate to your company not to the group if your company forms part of a group. If you consider that a question is not relevant or applicable to your company, you should enter NOT APPLICABLE along with the reason or reasons why. **Please ensure that all requested supporting documents are submitted**.

# Supplier Background Information

|  |  |
| --- | --- |
| **Supplier Company Name** |  |
| **Former Trading Name (s) if any** |  |
| **Registered Address** |  |
| **Supplier Contact Name & Position** |  |
| **Contact E-mail Address** |  |
| **Contact Telephone Number** |  |
| **Date the business commenced** |  |
| **Company Registration Number** |  |
| **Company VAT Number (if applicable)** |  |
| **Is the Supplier a subsidiary of another body?** |  |
| **Please confirm whether your organisation is a Small-Medium sized enterprise (SME) as defined in The Companies Act as having two out of three of the following characteristics:*** **Turnover: less than £25M**
* **Employees: less than 250**
* **Gross Assets: less than £12.5M**
 |  |
| **Is the Supplier registered to any British or International Standards? (for example BS5750, ISO 9001). Please provide latest certification.** |  |
| **Do you hold ISO 27001 accreditation or any other relevant security certifications? Please provide latest certification.** |  |

# Eligibility to Supply

**If you answer ‘yes’ to any question in the following section you may not be eligible to supply The Warwickshire Police & Crime Commissioner; please contact us should you have any queries when completing this form.**

*In the event that any of the following do apply, please set out in a separate sheet details of the incident and remedial action taken.*

|  |  |
| --- | --- |
| ***Please state ‘Yes’ or ‘No’ to each question.*** |  **Y / N** |
| ***Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?***  |  |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisations defined in Article 2 of Council Framework Decision 2008/841/JHA;
 |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption:
 |  |
| 1. The common law offence of bribery; Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;
 |  |
| 1. fraud, where the offence relates to fraud within the meaning of:
2. the common law offence of cheating the Revenue;
3. the common law offence of conspiracy to defraud;
4. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
5. fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
6. fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
7. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
8. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
9. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
10. the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;
 |  |
| 1. Terrorist offences or offences linked to terrorist activities. Any offence:
2. listed in section 41 of the Counter Terrorism Act 2008;
3. listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
4. under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two point
 |  |
| 1. money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;
2. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;
 |  |
| 1. Child labour and other forms of trafficking human beings including:
2. An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
3. An offence under section 59A of the Sexual Offences Act 2003
4. An offence under section 71 of the Coroners and Justice Act 2009;
5. An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994
6. An offence under section 2 or section 4 of the Modern Slavery Act 2015
 |  |
| 1. Non-payment of tax and social security contributions

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.  |  |
| 1. Other offences

 Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland |  |

|  |  |
| --- | --- |
| ***Is any of the following applicable to your company:*** |  |
| 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. |  |
| Guilty of grave professional misconduct. |  |
| Entered into agreements with other economic operators aimed at distorting competition. |  |
| 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. |  |
| 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 a procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |

# Financial Accounts and Insurance

## Financial Standing

|  |
| --- |
| **Please provide copies of your last TWO years’ financial accounts OR Please confirm your turnover for last complete financial year:** |
|  |

## Insurance

Please provide details, below, of the firm's insurance cover.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name of Insurer** | **Policy Number** | **Renewal Date** | **Limit of Indemnity** | **Copy of Certificate Provided?** |
| **Public Liability** |  |  |  |  |  |
| **Employers Liability** |  |  |  |  |  |
| **Professional Indemnity**  |  |  |  |  |  |

# Equal Opportunities Declaration

The Warwickshire Police & Crime Commissioner is committed to working for a just and integrated society where diversity is valued and everyone has an equal chance to live free from fear, discrimination and prejudice.

We strive to create an environment that promotes equality of opportunity, eliminates unlawful discrimination and builds good relations between people of different backgrounds.

In accordance with our commitment to equality and diversity and responsibilities under the Equality Act 2010 we require our Suppliers to comply with the terms in this section to ensure that they do not unlawfully discriminate in their employment practices or provision of goods, services or works in terms of the following protected characteristics recognised within the Act:

|  |  |
| --- | --- |
| * age
* disability
* gender reassignment
* marriage and civil partnership
* pregnancy and maternity
 | * race
* religion or belief
* sex
* sexual orientation
 |

**We expect that:**

* All contracts are delivered in a way that is non-discriminatory and promotes equality of opportunity for staff, members of the community and partners.
* That Goods, Services and Works provided by Contractors and Suppliers cater for all potential users. That where necessary reasonable adjustments are made to ensure access to disabled staff and members of the community.
* There is no difference in the satisfaction rate of users or staff from different communities.
* Contractors and Suppliers understand the importance of good diversity practice within our Forces and the role that plays in increasing community confidence.
* That where a Contractor or Supplier undertakes a public facing role on behalf of The Warwickshire Police & Crime Commissioner they conduct themselves in a way that is consistent with how the alliance would conduct the service.
* The Supplier will maintain an appropriate written equality and diversity policy in respect of the protected characteristics that covers unlawful discrimination and prohibited conduct in recruitment, selection, training, promotion and discipline and dismissal. The Supplier shall communicate this policy to its staff and workers and take all reasonable steps to ensure their observance of it. We reserve the right to request a copy of this policy.

**Please complete the following questions in support of your obligations under the Equality Act of Great Britain 2010:**

|  |
| --- |
| Is it your policy as an employer to comply with your statutory obligations and responsibilities under the Equality Act 2010 of Great Britain and accordingly, your practice as an employer not to treat one group of people less favourably than another because of their sex, colour, race, nationality, disability, religion or ethnic origins in relation to decisions to recruit, train or promote employees? |
| Yes/No |
| Has any finding of unlawful racial discrimination been made against your Organisation by any court or industrial tribunal within the last three years? If yes, please provide details. |
| Yes/No |
| Has any finding of unlawful sex discrimination been made against your Organisation by any court or industrial tribunal within the last three years? If yes, please provide details. |
| Yes/No |
| In the last three years has your company/organisation been the subject of any formal investigation by the Equality and Human Rights Commission on the grounds of alleged unlawful discrimination?  |
| Yes/No |
| Is your organisation a statutory body? If yes, please provide information about how the authority is progressing and monitoring their public sector equalities duties. Please provide information as to where on your website you publish your equality commitments and objectives |
| Yes/No |
| If your reply to any of the above questions concerning unlawful findings, investigations etc. is yes, please provide details on a separate sheet of the steps taken as a consequence of the findings of the court, tribunal or commission. |
| Are your Organisation’s policies on Equal and Diversity available and set out: |
| * In instructions to those concerned with recruitment, training and promotion?
* In documents available to employees, recognised trade unions or other representative groups of employees?
* In recruitment advertisements or other literature?
 | Y/NY/NY/N |
| Are copies enclosed for any of the above?  |
| Yes/No |

# Modern Slavery & Human Trafficking Declaration

The Warwickshire Police & Crime Commissioner is committed to carrying out procurement activities in a socially, ethically and economically responsible manner and to entering into agreements and contacts with suppliers that share and adhere to its vision. To demonstrate this commitment, Suppliers are asked to acknowledge their compliance with the principles of this statement, and make all reasonable endeavours to ensure compliance across its supply chains.

## Principles:

Not to employ, support or condone any form of Modern Slavery or Human Trafficking and to comply with the Modern Slavery Act 2015 and not to use forced, involuntary or underage labour.

* Employees should be free to choose their employment and leave that employment without hold by financial deposit or personal items.
* Forced, bonded or involuntary prison labour shall not be used.
* Support the effective abolition of child labour.
* Comply with the national minimum age for employment, unless a lower local minimum age is permitted under International Labour Organisations (ILO) convention 138.
* Where any child is found to be engaged in or performing child labour, to provide support for that child to enable them to complete, as a minimum, their compulsory education (even if they shall cease to be involved in child labour), or an equivalent educational level, as provided for under the UN Covenant on Economic, Social and Cultural Rights. Such support by the supplier should recognise and not prove detrimental to the conditions of the child or those that their work supports.

To provide suitable working conditions and terms

* For staff aged 25 and over and not in the first year of an apprenticeship, at least the National Living Wage must be paid in accordance to the rates detailed at <https://www.livingwage.gov.uk/> as updated from time to time.
* For staff under 25, at least the right rate of National Minimum Wage must be paid in accordance to the rates detailed at <https://www.gov.uk/national-minimum-wage/employers-and-the-minimum-wage> as updated from time to time.
* The above must be paid without discrimination to all employees and all non-statutory deductions must be with the consent of the employee.
* Working hours must not be excessive. A safe and hygienic environment is provided.
* Any hazardous working, as defined by ILO, should only be carried out by persons aged 18 years or over.
* Policies and processes must be in place for recording and eliminating occurrence/reoccurrence of health and safety related incidents.

To treat employees fairly

* Allow employees the freedom of association to join (but not be forced to join) or be represented by a trade union or similar organisation of their choice.
* Provide a workplace free from discrimination, harassment or victimisation.
* Treat all employees with respect and dignity, and not accept inequality as justifiable of any characteristics listed above, unless statutory conditions require otherwise.
* Remunerate all employees equally at the same employment grade, regardless of any characteristics listed above, unless statutory conditions require otherwise.

The Warwickshire Police & Crime Commissioner reserves the right to seek further evidence of your approaches to ensuring that Modern Slavery in all its forms is not occurring within your supply chains. Should your organisation’s turnover be £36M or above, you are required to publish a Modern Slavery Statement annually.

|  |  |
| --- | --- |
| **Insert link to your Modern Slavery Statement** |  |

# Health & Safety

The Warwickshire Police & Crime Commissioner are committed to ensuring all suppliers are aware of, and abide by all relevant Health & Safety Regulations and guidance. We expect that:

* Contractors and Suppliers will abide by The Warwickshire Police & Crime Commissioner’s Health & Safety policy and all applicable site specific procedures and rules.
* Contractors and Suppliers recognise the importance of good health & safety practise and its contribution to increasing community confidence.

Health & Safety Regulations apply to all companies including the self-employed (further information on Health and Safety and the self-employed can be found at <http://www.hse.gov.uk/self-employed>) and to all or any employees. It is recognised that statutory bodies have additional responsibilities placed upon them, therefore we expect potential Contractors and Suppliers of Goods, Services and Works to demonstrate a firm commitment to health & safety.

## H&S Questions

|  |  |
| --- | --- |
| **Do you have a written H&S Policy?** | Y/N |
| **Are you accredited to any H&S Management System e.g. ISO45001** | Y/N |
| **Do you hold SSiP accreditation?** [**Safety Schemes in Procurement**](https://www.ssipportal.org.uk/Home) | Y/N |
| **Has your organisation been convicted of breaching health & safety legislation, or had any notice served upon it, in the last three years by any health and safety regulator or authority?** |
| Y/N*If yes please provide details* |

# Environmental & Sustainability

The Warwickshire Police & Crime Commissioner is firmly committed to the principles of sustainability. We recognise that our activities impact upon the environment through its routine internal operations, its infrastructural development and its influence on the wider community. We monitor the impact we have on the environment through what we buy and develop strategies to continuously improve in this area.

## Environmental & Sustainability Questions

|  |
| --- |
| **Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?**  |
| Y/N*If yes please provide details* |
| **Do you have a written Environmental Policy?** | Y/N |
| **Are you accredited to any Environmental Management System e.g. ISO 14001 or equivalent?** | Y/N |

# Declaration

I confirm that to the best of my knowledge and ability all information provided is true and fair and I have the authorisation to provide such information on behalf of the organisation.

I understand that The Warwickshire Police & Crime Commissioner will rely on the information submitted and that should any of the information prove to be incorrect or inaccurate or false, this may lead to termination of any existing contracts and jeopardise any future opportunity to engage with The Warwickshire Police & Crime Commissioner.

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Position** |  |
| **For and on behalf of** |  |
| **Date** |  |

**Before submitting the response, please ensure that you have answered all questions, enclosed all relevant documents and signed the final declaration.**