



## **Management and Leadership Development Programme Prequalification Documentation & Questionnaire**

This document and the information it contains are provided solely for the purpose of allowing potential suppliers to provide a response to the prequalification questionnaire for the services being procured. It is issued under the Competitive Dialogue Procedure of the EU Procurement Services Directive

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**Suppliers wishing to submit a response to this prequalification questionnaire must register their intent with JANET(UK) before submitting the proposal. JANET(UK) will not accept proposals from suppliers who have not registered according to the procedure described in this document. JANET(UK) will not accept any registrations after 15<sup>th</sup> February 2008**

Authorised by:	Name: Paul Branston  Position: Finance Director	Signature:  Date:
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## 1 Introduction

JANET(UK) wishes to enter into a contract for the provision of a management and leadership development programme for the company's staff. This document describes the process that initiates the first stage of the procurement for this provision.

The procurement will be managed according to the competitive dialogue procedure as specified by the European Procurement Services Directive, 2004/18/EC, and this document is an integral part of the competitive dialogue procurement announced by JANET(UK) in the Supplement to the Official Journal of the European Union (OJEU).

If you wish to be short listed for participation in the preliminary discussions and subsequent invitation to submit final tenders, then the appended questionnaire must be completed and submitted in accordance with the instructions in this document.

## 2 Background

JANET(UK) is the trading name of The JNT Association, a not-for profit medium sized company. JANET(UK) is publicly funded, with the primary aim of providing and developing a network infrastructure that meets the needs of the UK education and research communities. The company manages the operation and development of JANET, the UK's education and research network, which connects the UK's education and research organisations to each other, and to the rest of the world through links to the global Internet. The company has offices near Harwell (Oxfordshire) and in London.

JANET provides services to all Higher Education Institutions, Further Education and Specialist Colleges and Research Council establishments in the UK. JANET also provides services to many Local Authority education networks, in support of ICT provision in schools and in adult and community learning. JANET is an IP based network with more than 1,000 direct connections available to a community of 18 million users.

JANET(UK) employs 124 people; 106 in Harwell and 18 in London. Of these, 25 are classified as managers for the purposes of this proposal as follows:

Executive directors	3
Divisional heads	4
Group leaders	7
Team leaders	11
	<hr/>
	25
	<hr/>

An outline of the requirement is set out at Section 3 of this document. Section 4 provides an overview of the contract required by JANET(UK). The questionnaire itself is attached as Annex A. The questions relate to the background of your organisation and your experience of providing services similar to those envisaged for

this contract. Annex B contains a declaration which must be signed and returned with the questionnaire.

### **3 Requirement**

The company has identified a need to develop non-technical management and leadership skills across the management team and seeks to identify partners with whom it will work to deliver a development programme. The programme should be designed for delivery to groups of managers from different technical and administrative backgrounds and also of varying levels of seniority in terms of job weight. It is envisaged that there would be two stages to the programme.

#### ***Stage 1***

Prospective suppliers will be required to propose a process whereby the development needs for managers can be identified by line managers and to propose a mechanism for familiarising staff with the application of the process. This process would need to be capable of application on an ongoing basis throughout individuals' career life cycles with JANET(UK):

- on appointment;
- at the completion of the probationary period;
- on promotion; and
- during the annual appraisal process.

#### ***Stage 2***

Prospective suppliers will be required to identify options for fulfilment of the development needs identified as the result of the application of the process developed at stage 1 on an ongoing basis. This would include a suggested framework for monitoring participants' progress, measurement of success and the mechanism by which any specific issues raised by individual participants between sessions might be addressed.

Prospective suppliers will be required to set out a fixed cost for delivering Stage 1 and indicative costs for delivering Stage 2, analysed between its constituent elements, such as preparation, delivery, travel and subsistence and any other elements, exclusive of VAT.

JANET(UK) management will hold briefing sessions with potential suppliers prior to proposals being submitted to clarify and amplify requirements.

## 4 Contractual issues

The contract will be with The JNT Association, trading as JANET(UK)

JANET(UK) can offer no minimum guarantee of business to the successful contractor.

The contract will be for an initial term of three years with the option for JANET(UK) to extend for a further two years.

## 5 Evaluation process

This process will involve the evaluation of completed prequalification questionnaires against set criteria. These criteria are set out below.

The criteria are grouped into **three** bands. Each potential supplier's answers to the questions asked in Annex B will be used to evaluate items within band 1 and the supplier's answers to the questions asked in Annex A, section B will be used to evaluate items within band 2. Any potential supplier whose answers to questions within these two bands are not satisfactory to JANET(UK) will be excluded from the shortlist at this stage. Answers to the questions in section C will then be used to evaluate the items within band 3. These items have equal weighting in this evaluation.

### Band 1

1. No criminal record (article 45 item 1(a), 1(b), 1(c), 1(d)) - criminal organisation, guilty of corruption, fraud, money laundering (personal situation of the candidate or tenderer).
2. Is bankrupt or is currently being placed into administration (article 45, item 2(a) and 2(b)).
3. Made no serious misrepresentation in supplying information article 45, item 2(g)).

### Band 2

4. Economic and financial standing (article 47) as answered in section B of the questionnaire.

### Band 3

5. Technical and professional ability (article 48) as answered in section C of the questionnaire.

Providing that there are a sufficient number of competent candidates, JANET(UK) will shortlist between a minimum of **three** and a maximum of **five** potential suppliers to enter the dialogue process.

## **6 Instructions for the completion of the questionnaire**

In this section, instructions are given for completion and submission of the prequalification questionnaire to be found in Annex A and the declaration to be found in Annex B.

### **6.1 Registration**

Each potential supplier is required to register its intention to submit a response to the prequalification questionnaire.

Each potential supplier must register on the JANET(UK) e-tendering opportunities portal at <https://tenders.ja.net>. Each potential supplier must register as a system user if it is a first time user of the JANET(UK) portal, which is a one-off activity. Once accepted by JANET(UK), each supplier will receive a username and password that should be used for all future accesses to the system. The only circumstance in which JANET(UK) will reject a supplier is if it attempts a duplicate registration. Please note that this first time registration is not a registration for a particular contract, it is only the registration of the user on the JANET(UK) portal. When the username and password are received, the supplier must log in and then register its interest in a specific contract. It is recommended that a generic mailbox (such as [sales@supplier](mailto:sales@supplier)) is set up, so that information from the system can be sent to more than one representative at the company.

### **6.2 Electronic copy**

An electronic copy of this prequalification questionnaire is available to download from the JANET(UK) e-tendering opportunities portal at <https://tenders.ja.net>. Information about the procurement is available on the JANET(UK) procurement pages at <http://www.ja.net/company/invitations-to-tender/index.html>,

### **6.3 Clarifications to the questionnaire**

Each registrant will be provided with clarifications of JANET(UK) requirements in accordance with the European Directive.

Registrants should raise any issues of clarification via the JANET(UK) e-tendering opportunities portal at <https://tenders.ja.net>. Where issues of clarification arise which are relevant to more than one candidate, these will be made available on the JANET(UK) procurement pages at the URL given in section 6.2 and each registrant will be notified via the JANET(UK) portal. Any clarification request should be submitted by no later than the date given in the timetable in section 7 as JANET(UK) cannot guarantee to answer any requests submitted after this date.

## 6.4 Delivery of questionnaire response

Registrants must download the procurement documents from the JANET(UK) portal to their local system, complete them, and then upload them back to the system (it is not possible to fill in the documents online) by the time and date specified in section 7.

The documents must be provided in PDF format with the exception of spreadsheets that should be provided in Excel 97 or 2000. Any non-standard fonts used in submissions must be embedded in the document. The signed declaration must also be included in the submission.

Please do not try to upload documents very close to the closing time of the procurement, because the tender boxes will be locked at 12:01 and any documents that are part way through being uploaded will be rejected.

A detailed supplier user guide on how to use the new JANET(UK) e-tendering opportunities portal can be downloaded from our website at <http://www.ja.net/company/invitations-to-tender/index.html>.

A response submitted after the deadline will not be considered.

## 7 Indicative timetable

Activity	Date
Notice of procurement in the EU journal	17 <sup>th</sup> January 2008
Close of registration to take part in the procurement process	15 <sup>th</sup> February 2008
Final date for clarifications	15 <sup>th</sup> February 2008
<b>Prequalification questionnaire returns by:</b>	<b>Noon on 22<sup>nd</sup> February 2008</b>
Complete review of responses and shortlist suppliers to enter the competitive dialogue process	5 <sup>th</sup> March 2008
First Competitive Dialogue meeting	11 <sup>th</sup> March 2008
Further dialogue	Until end of April 2008
Close dialogue and issue Call for Final Tenders	2 <sup>nd</sup> May 2008
Selection of preferred suppliers	6 <sup>th</sup> June 2008
Contract placed with the preferred supplier	30 <sup>th</sup> June 2008

Shortlisted suppliers will be invited to attend an initial meeting at JANET(UK) Chilton offices on Tuesday 11<sup>th</sup> March to discuss initial ideas for delivery of a development programme. The remainder of the timetable will be outlined at that meeting. JANET(UK) reserves the right to vary this timetable if the need arises, within the constraints of the European Directive.

Responses to the prequalification questionnaire will be expected to remain valid for six months after submission.

## Prequalification Questionnaire

**A. BASIC INFORMATION ABOUT YOUR ORGANISATION**

A.1 Name of Organisation:

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A.2 Address to which correspondence should be sent:

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A.3 Name of person applying on behalf of organisation:

Name :	
Position :	

## Contact Details

Tel No :	Fax No :
E-mail Address :	

A.4 Registered address of organisation (if different from A.2):

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A.5 Status of Organisation (tick as appropriate):

Sole Trader		Partnership	
Private Limited Company		Public Limited Company	
Other (please specify)			

A.6 Date Incorporated

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A.7 Is your organisation an affiliate or subsidiary of another organisation or holding organisation? If yes, please provide details.

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A.8 What is the current total number of personnel regularly and permanently employed by your organisation?

<b>1. Type of Job</b>	<b>No of Employees</b>	<b>2. Type of Job</b>	<b>No of Employees</b>
Executive/Managerial		Administrative/Clerical	
Design & Development		Sales	
Service		Support	
Production		Delivery	

Overall No of Employees	
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### 3. B. ECONOMIC AND FINANCIAL STANDING

B.1 What was your organisation's turnover in the last two years (if this period applies)?

Turnover	Year Ended	Turnover	Year Ended
£		£	

B.2 What was your organisation's net profit (or loss) after tax in the last two years (if this period applies)?

Net Profit (Loss)	Year Ended	Net Profit (Loss)	Year Ended
£		£	

B.3 **If asked**, would you be able to provide **at least one** of the following? (delete as applicable)

A copy of your organisation's most recent audited accounts (for the last two years if this period applies)	Yes/No
A statement of your turnover, profit and loss account and cash flow for the most recent year of trading	Yes/No
A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position	Yes/No

#### 4. C. CAPABILITY AND CAPACITY

C.1 Using the table below, please provide details of contracts awarded to your organisation by clients during the last three years for similar work to that to which this procurement relates.

Customer Name and Address	Date of Contract Award and Duration	Contract Value	Description of work/goods provided

C.2 Please provide details of three clients from whom professional/technical references may be sought. The references provided must be for recent work that is similar to that to which this procurement relates and the clients must have agreed to act as a referee prior to you submitting this questionnaire.

	Reference 1	Reference 2	Reference 3
Contact Name			
Name of Organisation			
Full Postal Address			
Telephone Number			
Fax Number			
Email Address			
Contract Reference and Description			

C.3 Does your organisation operate in accordance with a formally implemented quality assurance system? (please tick as appropriate)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If **Yes**, please provide details of the system employed.

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C.4 How does your organisation intend to measure our satisfaction in relation to the work performed under the proposed contract?

**Annex B**

**In this certificate, any reference to person or persons shall mean and include businesses, associations or corporations and any reference to arrangements or agreements shall mean any and all transactions, formal or informal, lawful or otherwise.**

**I / We certify that:**

1. we have not been convicted of nor are currently under investigation for any acts of conspiracy, corruption, bribery, fraud, money laundering, such acts as defined by the relevant UK law, nor any other offence within the meaning of Article 45(1) of the Public Sector Directive;
2. we are not bankrupt nor have had a receiving order or administration order or bankruptcy restrictions order made against us nor are in the process of or about to commence any composition or arrangement with or for the benefit of our creditors or, if registered as a partnership under Scots law have not been granted a trust deed or are subject of a petition for sequestration of our estate;
3. we have not been, nor are about to be, the subject of a resolution or order for winding up, nor have we had a receiver, manager or administrator appointed over us;
4. we have not been convicted of a criminal offence relating to the conduct of our business or (being an individual) not been guilty of grave misconduct in the course of our business;
5. we have fulfilled our obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which we are established and/or the United Kingdom;
6. we have not been found guilty of serious misrepresentation in providing any information under Regulation 23 of the Public Contract Regulations 2006;
7. we have not suffered a deduction for liquidated or ascertained damages in respect of any contract nor had a contract cancelled, or not renewed, for failure to perform nor been the subject of a claim (contractual or otherwise) based upon a failure of quality in design, work, materials or services within the last three years;
8. none of the senior personnel of the organisation has been involved (in a similar position) in any company which has gone into insolvent liquidation, voluntary arrangement, receivership or administration or been declared bankrupt;
9. we comply with the requirements of the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970 and the Disability Discrimination Act 1995.

**I / We confirm and attest that the foregoing information and declarations are accurate to the best of my/our knowledge and that I /we acknowledge and accept that any false information could result in our application being rejected, or, in the event that any false declaration is discovered after the award of any contract, may lead to the rescission of any contract awarded.**

Dated.....

Signature.....

Name (printed).....

Capacity / Title..... For and on behalf of .....