**Notes for completion**

1. “You”/ “Your” or “potential partner” means the body completing these questions i.e. the legal entity seeking to be invited to the next stage of the process and responsible for the information provided. Any information and/or documents submitted in response to this questionnaire must relate to the potential partner only. The ‘potential partner’ is intended to cover any economic operator as defined (for example) by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

2. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

3. Any supporting information should be included in an Appendix and clearly referenced to the relevant question. Appendices should be numbered clearly and listed as part of your declaration.

4. If a maximum word count is included, these should not be exceeded and any additional wording may be disregarded. Questions must be answered in English and submitted in Arial, size 12, black font.

**Verification of Information Provided**

5. At this stage in the process the Council will rely upon the good faith of potential partners in respect of issues such as licences and professional registrations (s. 2.2), insurance (s.4), health & safety (s.5), equalities (s.6), environment (s.7), and grounds for mandatory or discretionary exclusion (s.8). The Council however reserves the right to obtain such evidence before final agreement is reached, and to re-open the process if necessary.

**Consortia & sub-contracting arrangements**

6. Where a consortium is envisaged, or the potential partner proposes to use one or more sub-contractors or delivery partners to implement their proposals, this structure should be outlined in the box provided and a separate Appendix should be used to provide any further details. In particular it should be made clear who will be contractually responsible for implementation of the proposal, including any leasehold obligations. Agreement to any such arrangements will be subject to approval and review by the Council.

7. The Council recognises that arrangements in relation to a consortium bid may be subject to future change. Potential partners should therefore respond on the basis of the arrangements as currently envisaged, but are reminded that the Council must be immediately notified of any changes, or proposed changes, in relation to the proposal so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Council reserves the right to deselect the potential partner prior to any final decision, based on an assessment of the updated information.
Confidentiality

8. When providing details of existing or previous business interests in answering s.2 of this questionnaire potential partners should clearly identify any associated contractual or other confidentiality rights and obligations. The Council reserves the right to contact any named contacts provided for reference in s.2.

9. The Council may disclose detailed information relating to potential partners to its officers, employees, agents or advisers and the Council may make any of the documents and/or information in any way related to this proposal available to its officers, employees, agents and advisers.

10. This questionnaire and any other document issued by the Council in connection with this opportunity shall not, either in whole or part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of the Council, nor may it be used for any other purpose than that for which it is intended. It may be made available to the potential partner’s employees and professional advisors directly involved in the appraisal of such information.

Rejection and disqualification of potential partners

11. The Council may reject any potential partner whose questionnaire response is submitted after the specified closing date and time.

12. The Council reserves the right to reject or disqualify a potential partner where material concerns arise in respect of potential conflicts of interest; the grounds for mandatory or discretionary exclusion; regulatory compliance; financial standing; or technical or professional competence.

13. In accordance with question 3.1 (e), the Council may exclude the potential partner if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes 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 opportunity procedure.

Accuracy of the information supplied

14. The information contained within and supplied with this questionnaire has been prepared by the Council in good faith but does not purport to be accurate, complete and exhaustive or to have been independently verified nor to contain all of the information that a prospective contractor may require. Nothing in the questionnaire is warranted by the Council or its advisors nor shall it be deemed a promise or representation as to the future. Potential partners shall further be deemed to have carried out all necessary research, investigations and due diligence and all necessary enquiries in order to have satisfied themselves as to the nature, extent, volume and requirements of the opportunity, their obligations described in the questionnaire, the extent of the personnel, equipment, assets, plant and machinery which may be required and any other matter which may affect their proposals.
Conflicts of interest

15. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the potential partner to inform the Council, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the potential partner.

Clarification of potential partners’ responses

16. The Council’s approach to clarification will be consistent to ensure that one potential partner does not receive an unfair advantage over the rest. In addition, there will be a clear audit trail documenting the reasoning behind any attempt to seek clarification in writing from a potential partner.

17. Potential partners should be aware that the Council is under no obligation to seek clarification and it is the responsibility of the potential partner to ensure that their responses are unambiguous and complete and to seek clarification if necessary of the Council’s objectives and criteria.

Submissions

When complete, please return this pro-forma to: leisure.moc@eastcambs.gov.uk

Or return by post to: The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4EE, clearly marking the envelope: ‘Mepal Outdoor Centre, Expression of Interest’

Submissions must be made not later than 12:00 Noon, Monday 25th September 2017.