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Overview

PQQ Code	pqq_OSH_722
PQQ Title	Havering – Estate Regeneration Partner – Property/Asset JV Company SQ
PQQ Description	
Status	Running

PQQ Settings

Online Response Required:	Yes
Closing	13/06/2017 13:00:00
Time Limit for Expressing Interest	13/06/2017 13:00:00
Awarding Strategy	No ranking

Attachments

Path	Description	Folder Size
Top Level (0)		
The Directory is empty		
Path	Description	Folder Size
Top Level/Heads of Terms (1)	Heads of Terms	169 KB
Filename	Downloadable	Last Modification Date
Heads of Terms.pdf	Yes	12/05/2017
Heads of Terms		169 KB
Path	Description	Folder Size
Top Level/Memorandum of Understanding (1)	Memorandum of Understanding	394 KB
Filename	Downloadable	Last Modification Date
LB Havering MOI 120517.pdf	Yes	12/05/2017
Memorandum of understanding		394 KB
Path	Description	Folder Size
Top Level/Selection Questionnaire Part 1 (1)	Information about the procurement process and and in particular the pre-qualification process and evaluation	223 KB
Filename	Downloadable	Last Modification Date
SQ Part 1 Info & Instructions_FINAL with OJEU ref_2017.05.17.pdf	Yes	17/05/2017
		223 KB
Path	Description	Folder Size
Top Level/System guidance (1)	This document provides broad guidance on using capitalEsourcing for suppliers.	1,094 KB
Filename	Downloadable	Last Modification Date
System Guidance.docx	Yes	26/04/2017
		1,094 KB

Envelopes

Qualification Envelope	Yes
Technical Envelope	No
Commercial Envelope	No

Qualification Envelope

General Attachments
Not Allowed

Notes for completion

Question	Description
Note	The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
Note	“You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
Note	Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
Note	The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
Note	For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
Note	At the contracting authority's discretion, all sub-contractors may be required to complete Part 1 and Part 2.

Note	For answers to Part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.
Note	The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

Part 1 – Potential supplier Information

Question	Description	Question Type
Note	Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.	
SQ-1.1(a)	Full name of the potential supplier submitting the information	Text
SQ-1.1(b) – (i)	Registered office address (if applicable)	Text
SQ-1.1(b) – (ii)	Registered website address (if applicable)	Text
SQ-1.1(c)	Trading status	Option List
SQ-1.1(c) – (other)	If 'other', please specify your trading status	Text
SQ-1.1(d)	Date of registration in country of origin	Date
SQ-1.1(e)	Company registration number (if applicable)	Text
SQ-1.1(f)	Charity registration number (if applicable)	Text
SQ-1.1(g)	Head office DUNS number (if applicable)	Text
SQ-1.1(h)	Registered VAT number	Text
SQ-1.1(i) – (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Option List
SQ-1.1(i) – (ii)	If you responded yes to 1.1(i) – (i), please provide the relevant details, including the registration number(s).	Text
SQ-1.1(j) – (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Option List
SQ-1.1(j) – (ii)	If you responded yes to 1.1(j) – (i), please provide additional details of what is required and confirmation that you have complied with this.	Text
SQ-1.1(k)	Trading name(s) that will be used if successful in this procurement	Text
SQ-1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one)	Multi Choice Option List
SQ-1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?	Option List
Question	Description	Question Type
Note	See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figuresanalysis/sme-definition/	
SQ-1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: – Name; – Date of birth; – Nationality; – Country, state or part of the UK where the PSC usually lives; – Service address; – The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); – Which conditions for being a PSC are met; – Over 25% up to (and including) 50%, – More than 50% and less than 75%, – 75% or more. (Please enter N/A if not applicable)	Text
SQ-1.1(o) Details	Details of immediate parent company: – Full name of the immediate parent company – Registered office address (if applicable) – Registration number (if applicable) – Head office DUNS number (if applicable) – Head office VAT number (if applicable) (Please enter N/A if not applicable)	Text
SQ-1.1(p)	Details of ultimate parent company: – Full name of the ultimate parent company – Registered office address (if applicable) – Registration number (if applicable) – Head office DUNS number (if applicable) – Head office VAT number (if applicable) (Please enter N/A if not applicable)	Text
Question	Description	Question Type
Note	Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.	

Part 1 – Bidding model

Question	Description
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Note	Please provide the following information about your approach to this procurement:	
Question	Description	Question Type
SQ-1.2(a) – (i)	Are you bidding as the lead contact for a group of economic operators? If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.	Option List
SQ-1.2(a) – (ii)	Name of group of economic operators (if applicable)	Text
SQ-1.2(a) – (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	Text
SQ-1.2(b) – (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Option List
SQ-1.2(b) – (ii)	If you responded yes to 1.2(b)–(i) please provide additional details for each subcontractor here. We may ask them to complete this form as well.	Attachment

Part 1 – Declaration

Question	Description	Question Type
Declaration	<p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.</p> <p>I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.</p> <p>I am aware of the consequences of serious misrepresentation.</p>	Option List

Part 1 – Contact details

Question	Description	Question Type
SQ-1.3(a)	Contact name	Text
SQ-1.3(b)	Name of organisation	Text
SQ-1.3(c)	Role in organisation	Text
SQ-1.3(d)	Phone number	Text
SQ-1.3(e)	E-mail address	Text
SQ-1.3(f)	Postal address	Text

Part 2 – Grounds for mandatory exclusion

Question	Description	Question Type
Note	Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.	
Regulations 38(8) and (9) of the Concession Contracts Regulations 2016	<p>The detailed grounds for mandatory exclusion of an organisation are available at www.legislation.gov.uk through the link: http://www.legislation.gov.uk/ukxi/2016/273/pdfs/ukxi_20160273_en.pdf , which should be referred to before completing these questions.</p> <p>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 within the summary below.</p>	
URL	http://www.legislation.gov.uk/ukxi/2016/273/pdfs/ukxi_20160273_en.pdf	
Question	Description	Question Type
SQ-2.1(a).1	Conviction for Participation in a criminal organisation.	Option List
SQ-2.1(a).2	Conviction for Corruption.	Option List
SQ-2.1(a).3	Conviction for Fraud.	Option List
SQ-2.1(a).4	Conviction for Terrorist offences or offences linked to terrorist activities	Option List
SQ-2.1(a).5	Conviction for Money laundering or terrorist financing	Option List
SQ-2.1(a).6	Conviction for Child labour and other forms of trafficking in human beings	Option List
SQ-2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	Text

SQ-2.2	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)	Text
SQ-2.3(a)	Regulation 38 (10) of the Concession Contracts Regulations 2016 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?	Option List
SQ-2.3(b)	If you have answered yes to question 2.3(a), 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.	Text
Question	Description	
Note	Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.	

Part 2 – Grounds for discretionary exclusion

Question	Description
Regulation 38 (16) Concession Contracts Regulations 2016	The detailed grounds for mandatory exclusion of an organisation are available at www.legislation.gov.uk through the link http://www.legislation.gov.uk/ukxi/2016/273/pdfs/ukxi_20160273_en.pdf , which should be referred to before completion of the questionnaire.
URL	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Grounds_for_Exclusion.pdf
Question	Description
SQ-3.1(a)	Breach of environmental obligations?
SQ-3.1 (b)	Breach of social obligations?
SQ-3.1 (c)	Breach of labour law obligations?
SQ-3.1(d)	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 in an analogous situation arising from a similar procedure under the laws and regulations of any State?
SQ-3.1(e)	Guilty of grave professional misconduct?
SQ-3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?
SQ-3.1(g)	Aware of any conflict of interest within the meaning of Regulation 35 of the Concession Contract Regulations 2016 during participation in the procurement procedure?
SQ-3.1(h)	Been involved in the preparation of the procurement procedure?
SQ-3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, or other comparable sanctions?
SQ-3.1(j) – (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the grounds for exclusion or the fulfilment of the selection criteria.
SQ-3.1(j) – (ii)	The organisation has withheld such information.
SQ-3.1(j)– (iv)	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 the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.
SQ-3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)

Part 3: Selection Questions – Economic and Financial Standing

Question	Description	Question Type
SQ-4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested?	Option List
SQ-4.1(a-c)	If no, can you provide one of the following: (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. (c) 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).	Option List

Part 3: Selection Questions – Economic and Financial Standing Continued

Question	Description	Question Type
SQ-4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Option List

Part 3: Selection Questions – Group

Question	Description	Question Type
Note	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below	
Question	Description	Question Type

SQ-5(a)	Name of organisation	Text
SQ-5(b)	Relationship to the Supplier completing these questions	Text
SQ-5.1	Are you able to provide parent company accounts if requested to at a later stage?	Option List
SQ-5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Option List
SQ-5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Option List

Part 3: Selection Questions – Technical and Professional Ability

Question	Description	Question Type
SQ-6.1	<p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>	Attachment
SQ-6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>	Attachment
SQ-6.3	If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.	Text

Part 3: Selection Questions – Modern Slavery Act 2015

Question	Description	Question Type
SQ-7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Option List
SQ-7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Option List
SQ-7.2(a)	If you have answered yes to question 7.2, please provide the relevant URL	Text
SQ-7.2(b)	If you have answered no to question 7.2, please provide an explanation	Text

Additional Questions – Insurance

Question	Description	Question Type
SQ-8.1	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £10 million Public Liability Insurance = £20 Million Professional Indemnity Insurance = £10 million Product Liability Insurance = £20 Million</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	Option List
Question	Description	
Note	Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.	

Additional Questions – Skills and Apprentices

Question	Description	Question Type
SQ-8.2(a)	<p>Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.</p> <p>Please confirm if you will be supporting apprenticeships and skills development through this contract.</p>	Option List
SQ-8.2(b)	If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?	Option List
SQ-8.2(c)	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	Option List

Construction Experience

Question	Description	Question Type
SQ 8.3	<p>Please provide up to three examples of relevant experience from the past 5 years where you have constructed developments of 100+ new homes.</p> <p>Your responses should describe:</p> <ul style="list-style-type: none"> • the size, value, type and number of units delivered • how the construction method adopted ensured high quality build • how you effectively, procured, co-ordinated and managed the supply chain in terms of labour and materials at the site to deliver the construction • your approach for ensuring that effective health and safety measures were in place and regulations adhered to during construction • how you minimised disruption and impact to the local community during construction • how you engaged with the client and stakeholders to ensure the suitability of the placemaking • the approaches and processes employed to effectively deal with planning approval • how you planned and managed the programme to deliver the housing requirement on time and within budget • how you provided post-completion after-sales services in relation to the properties including dealing with snagging and defects 	Attachment
Question	Description	
Assessment and response length	<p>The responses to this question will be assessed holistically to arrive at a score between 0–10 points. This question carries a weighting of 20%.</p> <p>Your response to this question should be no more than 3000 words.</p>	

Minimum Experience in Sales and Marketing

Question	Description	Question Type
SQ 8.4 Part 1	<p>Please provide details of up to three contracts, in any combination from either the public or private sector, where you have delivered sales of units in relation to a housing development scheme. The scheme should demonstrate marketing and sales involving a range of value points on the market between £300 – £700 £sqft aimed at different consumers including local markets . Services should have been performed during the past three years.</p> <p>The named contact provided should be prepared to provide written evidence to the authority to confirm the accuracy of the information provided in response to this question. (N.B. where the service is provided pursuant to a contract with an external organisation the named contact in the organisation should be provided; where the service is provided internally, an internal contact should be provided)</p>	Attachment
SQ 8.4 Part 2	<p>With reference to the contract examples provided above please provide details of your experience and capability in respect of the points below:</p> <ul style="list-style-type: none"> • How you assessed demand for housing types in an area and determined the most effective development type, branding approach and marketability of new developments relevant to the Council's development programme. • How you delivered an effective marketing and sales strategy for a range of value points for new homes which secured the interest of potential buyers of the units • How you maximised sales and the timing of unit sales (including in order to maximise the funding available for the development) • How you approached the sales process effectively in order to maximise the rate of sales and the rates of return when selling units 	Attachment
Question	Description	
Assessment and response length	<p>This is a two-part question.</p> <p>PART 1 Part 1 will be assessed on a pass/fail basis. The Council reserves the right to reject a bidder that fails to satisfy the following pass requirement.</p> <p>In order to pass, you must provide:</p> <p>Two examples of a contract performed in the last three years where you have delivered the sale of a minimum of 250 units in relation to a housing development.</p> <p>PART 2 The responses to Part 2 will be assessed holistically to arrive at a score between 0–10 points.</p> <p>Part 2 carries a 20% weighting</p> <p>Your response to Part 2 should be no more than 1500 words</p>	

Experience in Joint Ventures and Partnering

Question	Description	Question Type
SQ 8.5	Please see the attachment for full details of this question	Attachment
Question	Description	
Assessment and response length	<p>The responses to this question will be assessed holistically to arrive at a score between 0–10 points.</p> <p>This question carries a weighting of 20%.</p> <p>Your response to this question should be no more than 2500 words</p>	

Funding & Treasury Management Ability and Experience

Question	Description	Question Type
SQ 8.6 Parts 1 and 2	<p>PART 1:</p> <p>Minimum Funding Ability</p> <p>Please demonstrate your ability to raise an initial investment of at least £75 million.</p> <p>PART 2:</p> <p>Scored Funding & Treasury Management Ability and Experience</p> <p>The proposed scheme is expected to require an initial investment by the appointed provider in the region of £75 million to £85 million in order to finance the construction and fit out of new homes across the 12 site developments.</p> <p>The partner will also be expected to assist in the delivery of effective treasury management of finance and cash flows for the joint venture in achieving its goals.</p> <p>Please provide details of your experience, together with current capability and capacity to manage and raise finance to support the development programme.</p> <p>Your response should include examples of your organisation's track record over the last three years in directly funding (from your organisation's own resources) or raising and managing finance (including any working capital requirements) to deliver projects, relevant to the size of the types of contract which it is anticipated may be delivered via the proposed JV.</p> <p>Your response should evidence the level of finance your organisation has been able to raise for previous schemes and how treasury matters were managed effectively in the performance of those schemes.</p>	Attachment
Question	Description	
Assessment and response length	<p>This question is both a PASS/FAIL and a scored question.</p> <p>PART 1</p> <p>In order to pass, the bidder's response to this question must demonstrate an ability to provide/raise an initial investment of at least the amount set out in SQ 8.6 Part 1 above.</p> <p>PART 2</p> <p>Bidders which pass the Minimum Funding Ability test will then have their Funding & Treasury Management Ability and Experience response to SQ 8.6 Part 2 above scored.</p> <p>The responses to Part 2 will be assessed holistically to arrive at a score between 0–10 points.</p> <p>This question carries a weighting of 20%.</p> <p>The response to Part 2 should be no more than 1500 words</p>	

Social Value in Training and Skills Opportunities

Question	Description	Question Type
SQ 8.7	Please provide details of your experience in incorporating training and skills opportunities linked to the developments and its impact and benefits to the area, including how these opportunities add value and economic prosperity.	Attachment
Question	Description	
Assessment and response length	<p>The responses to this question will be assessed holistically to arrive at a score between 0–10 points.</p> <p>This question carries a weighting of 10%.</p> <p>The response to this question should be no more than 500 words.</p>	

Social Value in Development

Question	Description	Question Type
SQ 8.8	Please provide details of your experience in incorporating features and facilities with community benefits as part of a housing-led development and its impact and benefits to the area.	Attachment
Question	Description	
Assessment and response length	<p>The responses to this question will be assessed holistically to arrive at a score between 0–10 points.</p> <p>This question carries a weighting of 10%.</p> <p>The response to this question should be no more than 500 words.</p>	

Appendices

Question	Description	Question Type
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Appendices	If you need to submit any additional information to complete your response to the above questions, please include it here as part of a single, zipped attachment response. Please ensure each appendix is clearly marked to indicate the SQ question number	Attachment
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