



MAKING BUILDING
A BETTER EXPERIENCE
FOR ALL

**BOLSOVER FRAMEWORK
PREQUALIFICATION QUESTIONNAIRE**

Introduction

This document is to be completed as a Prequalification for works undertaken on the Bolsover Framework. It should be completed together with either the 'SUP001 New Subcontractor Details – Approved Subcontractor Application' or 'SUP002 Professional Services Provider Details – Approved Professional Services Application' which accompany this document.

This is your opportunity to showcase your company's competencies. The Prequalification Questionnaire ("PQQ") is the first stage selection process and is concerned with obtaining and evaluating information about the Applicants experience, capabilities and financial standing. Those Applicants who are short listed as a result of this first stage will, in the next stage of the process have the opportunity to put forward proposals for undertaking works.

Your attention is drawn to the fact, that by issuing this PQQ and any subsequent proceeding with this selection process, Robert Woodhead is in no way committed to awarding any contract and reserve the right to cancel the tendering process at any point

Your PQQ should be submitted electronically by 2.00pm on Friday 6th November 2015 to dpearson@robert-woodhead.co.uk.

You are required to complete the following sections, some of which are covered in the separate Subcontractor/Professional Application:-

Section 1 – Basic information about the applicant

Section 2 – Work Packages

Section 3 – Added Value – Technical Knowledge / Understanding

Section 4 – Sell Yourself

Section 1

Basic Information about the applicant

By completing either the Approved Subcontractor Application form or the Professional Services Application form the required details will be provided. If you know that you are already on our approved supply chain list then you do not need to complete section .

Section 2

Work Packages

Please confirm which trade you wish to tender for. Your company may have multiple areas of work i.e. some companies undertake both the Electrical & Plumbing and you may undertake Plastering, Rendering & Screeding. Place details in the box below.

Work Packages

Section 3

Added Value - Technical Knowledge/Understanding

In your own words, please provide answers to the following questions.

3.1	Driving Efficiencies – Research & Development and managing and improving value for money.
3.11	Please describe how you have driven on site and process efficiencies to reduce the cost of your related trade. In particular we are interested in learning how your approach to managing your works has helped to reduce cost.
3.12	Describe how you have worked with other stakeholders to improve design and to reduce the cost of construction and/or improve quality.
3.13	Have you used BIM? (Building Information Modelling) What experience have you gained in the use of BIM on standard housing schemes and how has it improved efficiency and quality? What have you learnt and how have you applied that learning?
3.2	Partnering
3.21	Collaborative Working and Partnering Arrangement. Do you have direct experience of working in a partnering team operating in accordance with collaborative working and partnering principles? If so please give examples of the benefits derived by clients and your company. If not please explain your understanding of partnership working.
3.22	Please detail how you have worked with your supply chain to deliver lower costs. We are interested in initiatives that provide the supply chain with a sustainable workflow and profit margin.
3.23	Describe how your company can benefit from being involved in the Partnership/Framework.
3.3	Programming
3.31	Programming is key to delivering construction efficiencies on site. Please describe how you have worked to reduce the amount of time originally programmed within the construction programme. What, if any, were the cost savings and/or quality improvements?
3.32	Please describe how you have managed working alongside third party infrastructure suppliers, gas, electricity, water, telephone, street lighting etc. so that homes are completed on time

3.4	Capacity and Quality Management
3.41	If you hold Quality Assurance Certification please provide copies of any quality assurance certification that your company holds e.g. ISO or equivalent standard. If you hold a recognised ISO or equivalent quality assurance certification you will be awarded a score of 10.
3.42	If you do not hold a quality assurance certification how do you quality assure your work? Please provide a detailed synopsis of your quality assurance processes.
3.43	Key Performance Indicators. Does your company have experience of working with clients using KPI's? In your experience what are the key measures that should be put in place between the Client and their contractor?
3.5	Method Statement Sample
3.50	Provide to us a sample of a method statement that you have written that has in some way improved the way you work.
3.6	Corporate Social Responsibility and Social Values
3.61	Please describe how you record and measure social value and describe what the social value outputs have been for your company over the last two full financial years.
3.62	Working with residents. Please detail your company's experience of working with residents or end users to improve the quality of dwelling design, the construction process or the after care support you offer for new homes.
3.63	Our social value commitments have been provided to you in the information pack. How can your company contribute to achieving these? How can this information be captured and passed back to the main contractor.
3.64	What recruitment training and/or employment initiatives have you formally delivered? What were the initiatives, who were they aimed at and what were the outcomes both quantitatively and qualitatively?
3.65	Please describe your company's environmental accreditation(s). What value does this accreditation add to your clients and how do you use the accreditation to drive improved environmental sustainability? If you have no environmental accreditation(s) please tell us how you use processes or initiatives to drive environmental improvements.
3.66	Please describe how you are reducing waste. What initiatives have you introduced?

Section 4

Sell Yourself

In a maximum of 1000 words, tell us why your company should be awarded works on the Framework. What's makes you stand out from your peers.

DECLARATION

This portion is to be signed by all.

I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of..... (Insert name of Subcontractor).

I understand that Robert Woodhead may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to projects for Robert Woodhead or Bolsover District Council.

The following appendices form part of our submission;

Name:

Date:

Role in Organisation:

Signature:

Robert Woodhead Ltd is a construction firm committed to partnering, continuous improvement, safe working practices, people, quality and the environment.

Purpose To make building a better experience for all

Vision Every one says ‘We want Woodhead’s’

Strategy We are a leading SME contractor building sustainable growth through dedicated teams, (including all stakeholders) creating value for all, nurturing talent and rewarding success.

Shared Values

Experience shows that our best performance has been achieved when working together with our stakeholders based on trust, understanding, openness and mutual objectives.

Communication

Documents are recorded on an electronic ‘Knowledge information management system’, providing pertinent documents at the point of use, in conjunction with ‘Tool Box talks’ and regular communication at all levels.

Objectives

- To deliver a consistent high quality product on time to our customers
- To create and maintain a safe and healthy place of work.
- To minimise the impact of our activities on the environment
- To improve our performance year on year

Continual Improvement Create an annual business plan and review quarterly

OUR SHARED VALUES

Involvement

- Encourage input and engagement from the whole team in every aspect of the task
- Take ownership of the task throughout the process from concept to delivery
- Work to build the self-esteem of others giving them the space to shine

Learning

- Mentor each other through encouragement and the sharing of expertise
- Take the opportunity to learn from others in the team
- Share thinking and new ideas amongst the team

Enjoyment

- Be happy and enthusiastic in your work - it's infectious
- Teamwork thrives on friendship because it is easy to work with people you get on with
- Have fun and enjoy what you do because not only is it good for morale it will show through in the end product

Teamwork

- Find ways to motivate those around you
- Show commitment to working together as a team
- Give your support and your encouragement to others

Responsibility

- Commit to not letting people down
- Take responsibility for understanding your role and your goals
- Be prepared to initiate action where it is needed rather than waiting for your managers or others to do it

Strengths

- Recognise and work to people's strengths
- Use the right person for the right job utilising the skills of the whole team
- Get an understanding of other people's capabilities and trust them to carry out their responsibilities

Honesty

- Work with transparency and honesty within the team through a no-blame culture
- Create a climate of openness with all the people we work with
- Be honest with yourself about your strengths and weaknesses

Respect

- Gain the respect of others by earning it rather than demanding it
- Respect each other's knowledge, abilities and values
- Show respect to colleagues through punctuality

Trust

- Have trust and faith in others and strive to earn their trust and faith in you
- Trust is the foundation of our future success
- Remember that trust is painstakingly built and quickly destroyed

Can Do Attitude

- Be open, understanding and approachable
- Commit to building good relationships inside the company, alongside our contractors and with our clients
- Face each day with a positive attitude

Communication

- Communicate to people at all levels in the way you would wish to be spoken to
- Show the patience to listen to others with empathy and with an open mind and to respect their opinions
- Remember that clear, concise and strong communication is achieved just as much by listening as talking

Leadership

- Listen to and value people's ideas, taking those ideas on board
- Communicate honestly and do what you say you are going to do. Reciprocating respect, leading by example and showing commitment are great motivators
- Always endeavor to inspire others. Work to get the best out of people, generate ideas and create a vision