



Ministry  
of Justice



Constructionline  
Gold Member

# **Annex C - Ministry of Justice Minor Works Dynamic Purchasing System Constructionline membership and DPS Entry Assessment Guide**

## Annex C - Ministry of Justice Minor Works Dynamic Purchasing System

### Constructionline membership Assessment Guide

#### Purpose of this Document

- To set out, in detail, the Standards and Requirements to be evaluated through the Constructionline platform, in order to be considered for a place on the Ministry of Justice Minor Works Dynamic Purchasing System (MWDPs).
- To provide a guide as to how a response or groups of responses will be verified.

#### Overview


The Gold membership standard is being used as the benchmark for entry into the MWDPs. To achieve a Constructionline **'Verified'** status, Potential Contractors are required to complete the online assessment questionnaire. The criteria being assessed are a set of **Standards**. Below each Standard there is a set of **Requirements** (the individual sections and questions to be addressed).

The questions are in line with the latest construction industry standards and satisfy the Government's recommended standard PAS91. PAS91 is the construction industry's recognised prequalification questionnaire (PQQ), which was developed to reduce the need for Contractors to complete a variety of different PQQs.

Some of the questions are 'Dependant' meaning, they will not be visible in the first instance and depending on the response given to an initial question, additional sets of questions may be generated.

Where a question is referenced as "C" or "O", this directly corresponds to the PAS91 questionnaire. The "REF" numbers directly correspond to the Constructionline numbering system and includes the common assessment questions in the Gold standard.

In addition to the online questionnaire a Potential Contractor must also evidence experience by providing details of example contracts for their selected work Category or across Categories.

Responses to the Constructionline questions are either "Approved" or "Rejected". The  buttons at the side of many questions provides information on what is needed to meet the requirement. **Where rejected Constructionline will contact the applicant and advise them of the issue or omission. Applicants can then resubmit the data for consideration and hopefully approval.**

**Note:** Verification and Approval to the MWDPs satisfies the requirements of a Constructionline Gold membership, however the overarching benefits of a Gold membership will not be afforded to a Contractor unless they pay Constructionline a membership fee.

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As part of a Contractors' profile, a **Notation Value** will be allocated. This value takes into consideration the **financial standing** of a company and is the maximum recommended individual contract value for a Contractor under a Call Off contract. The last page of this document sets out how the Notation Value is calculated. Whilst a poor level of financial standing will not exclude a Contractor from entry to the MWDPS it will mean a very low Notation Value and as such a Contractor will not be invited to tender for higher valued opportunities.

Once all sections of the online questionnaire and experience have been verified the Contractor will be put into the DPS but will not be Approved for the DPS until the MWDPS Agreement has been signed by the Potential Contractor and the Authority.

**Note:** Where the verification states that *"Response required to all questions in this section however not allocated a score for the purposes of the evaluation"* or *"No checks are undertaken on the data entered in this section"* this is from an assessment perspective and will be 'Auto Verified'. However, checks will be made to ensure that the information is **valid**, (e.g. that data is complete, names' or addresses are correct and are not fictitious) and may be cross referenced with information provided elsewhere in the application. The Contractor will be emailed to confirm any anomalous data.

\*

<p><b>FIO - For information only</b></p> <p><b>Approve – The information provided has been verified</b></p> <p><b>Reject – The information provided is either inadequate or cannot be verified</b></p>
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<b>RELEVANT EXPERIENCE AND CONTRACT EXAMPLES</b>		
<b>Requirement</b>	<b>Ministry of Justice verification</b>	<b>*Evaluation Methodology</b>
Experience	<p>If the two (2) contract examples clearly demonstrate relevant experience in the selected Work Category or Categories and is verified by references, this question shall receive a "Pass".</p> <p>If examples are not relevant or the delivery cannot be verified the response to this question may receive a "Fail"</p>	Pass / Fail
References	Used to confirm delivery of the offered contract examples.	FIO

<b>ACCEPTANCE OF MWDPS TERMS AND CONDITIONS</b>		
<b>Requirements Section Questions</b>	<b>Ministry of Justice verification</b>	<b>*Evaluation Methodology</b>
Acceptance of the MWSPD Agreement Terms and Conditions	<p>Submission of a signed Signatory Sheet by a duly authorised company member will be construed as acceptance of the Terms and Conditions, will receive a "Pass" and be signed by the Authority.</p> <p>Any perceived modification or offer of alternative terms and conditions will receive a "Fail" and the Contractor will be notified.</p>	Pass / Fail

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<b>IDENTITY</b> The applicant provides their <b>Company details</b> . All requirements must be completed.		
<b>Requirements Section Questions</b>	<b>Constructionline verification</b>	<b>*Evaluation Methodology</b>
Head Office C1-Q3 8 – 13 Ref 318 - 329	If the full address and contact details cross reference with documentation submitted and that listed at Companies House (if registered) the data is approved.	Approve / Reject
Registered Office C1-Q2 1 – 6 Ref 299 - 308	If the full UK address and contact details cross reference with documentation submitted and that listed at Companies House (if registered) the data is approved.	Approve / Reject
Primary Contact Ref 291 - 298	Response required to all questions in this section however not allocated a score for the purposes of the evaluation. Nevertheless, a valid email address and contact details must be provided.	FIO
Enquiry Contact C1 Q3 1 – 7 Ref 309 - 317	Response required to all questions in this section however not allocated a score for the purposes of the evaluation. Nevertheless, a valid email address and contact details must be provided.	FIO
Ref 337 – 361	<b>Company Details</b>	
Supplier Type C1-Q1, Q4, Q9	Where an applicant has selected the correct supplier type "Approve", if not "Reject". If the data matches that registered at Companies House or equivalent body "Approve". If it does not "Reject"	Approve / Reject
C1-Q5, Q6	Where an applicant has answered "Not Applicable" to the questions it will receive an "Approve". Where an applicant has answered "Applicable" and the Company details match the registering body it will receive an "Approve". If not "Reject".	Approve / Reject
C1-10	The response is defaulted to match the data added at sign up, however cross checked against company accounts and staff number	Approve / Reject
C1-11 - 1-3	Whether the response is Yes or No, Applicable or Not Applicable it is "Approved"	FIO
Employ Subcontractors	Whether the response is "Yes" or "No", it is "Approved"	FIO

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CDM	4No. Questions to be removed from the questionnaire	N/A
	<b>Enhanced Company Details</b>	
C1-Q12 1 Ref 1472	Where an applicant has answered "No" or "Not Applicable" - No checks are undertaken on the data entered in this section.	FIO
C1-Q12 2 – 4 Ref 1473 -1476	Where an applicant has answered "Yes" at C1-Q12 1, has supplied the requested data and that data is matched with the issuing body it will receive an "Approve". Where the applicant has not provided complete information or it cannot be validated, it will receive a "Reject".	Approve / Reject
C1-Q12 5 Ref 1477	At least one must be selected and will receive an "Approve".	Approve
C1-Q12 6 Ref 1478 - 1481	Where an applicant has answered "Yes", and data cross-check on the relevant web address, if it matches it will receive an "Approve". If it does not match it will be receive a "Reject". Where an applicant has answered "No", No checks are undertaken on the data entered in this question.	Approve / Reject
C1-Q13 1 Ref 1482	Where an applicant has answered "Not Applicable", No checks are undertaken on the data entered in this section Where an applicant has answered "Yes", respond to the following questions.	FIO
C1-Q13 2 - 4 Ref 1483 – 148	The data supplied is checked for completeness. If sufficient it will receive an "Approve". If insufficient it will receive a "Reject".	Approve / Reject
C1-Q14 Ref 1487 – 1488	Where an applicant has answered "Not Applicable", it will receive an "Approved". Where an applicant has answered "Applicable", and sufficient data has been and added it will be "Approved". Where insufficient data is added it will receive a "Reject".	Approve / Reject
Registered and based in UK. Ref 1489	Both a response of "Yes" or "No" will achieve an "Approve"	Approve
Associated Group Companies Ref 1490 - 1491	Where an applicant has answered "Not Applicable", No checks are undertaken on the data entered for this question.	FIO

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	Where an applicant has answered "Yes", and the data is complete it will receive an "Approve". If the data is incomplete it will receive a "reject".	Approve / Reject
Branch Office Ref 17 - 18	No checks are undertaken on the data entered in this section.	FIO
Director / Partner Details Ref 330	Data cross referenced with that held at Companies House. If it matches "Approve". If it does not match "Reject".	Approve / Reject
Related Companies Ref 331	Where an applicant has answered "No", No checks are undertaken on the data entered in this section. Where an applicant has answered Yes, the company names on supporting documents (e.g. H&S) will be cross checked.	FIO FIO
Areas of Operation Ref 333	Response required to all questions in this section however not allocated a score for the purposes of the evaluation.	FIO
Staffing Ref 334	If at least one staff member noted "Approve". Data cross referenced with Companies House (where applicable). If matched "Approve" Where is does not match "Reject"	Approve / Reject
Trade Accreditations and Professional Bodies Ref 335 - 336	If No - No checks are undertaken on the data entered.  If Yes, the details on the uploaded evidence is cross referenced against that registered on the issuing authority website. If matched "Approve" Where is does not match "Reject"	Approve  Approve / Reject

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FINANCIALS		
Requirements Section Questions	Constructionline verification	*Evaluation Methodology
<p>Finances C2-Q1 C2-Q1 – 5 (dependant) C2-Q9 Ref 19 – 24 Ref 340 Ref 1971</p>	<p>Selection of the correct company and organisation type and upload of an appropriate set of current Final Accounts required relevant to the to the company type cross referenced with the documentation submitted at Companies House (if registered). If matched "Approve". If not "Reject". Draft or partial accounts are not acceptable. For non-registered companies Abridged accounts MUST include the following: Turnover; Profit before tax; Issued and paid up capital; Reserves, Current assets; Current liabilities; Long term debt. If Included "Approve". If not "Reject".</p> <p><b>Note:</b> Contractors will not be rejected for poor financial health however will be rejected where insufficient information is provided. This data is used to calculate the Notation Value (see calculation at the end of this document). If a Contactor is in poor financial health it will be sent an Advisory Note.</p>	<p>Approve / Reject</p>
<p><b>Enhanced Financials:</b> Bankers details and Payment Code of Conduct. Ref 1493 - 1501</p> <p>Checking financial stability of subcontractors Ref 1502 - 1505</p>	<p>Response required to all questions in this section however not allocated a score for the purposes of the evaluation</p> <p>If no policy is in place - No checks are undertaken on the data entered in this section. If a policy is in place, review its content. If adequate "Approve". If not "Reject".</p>	<p>FIO</p> <p>FIO Approve / Reject</p>



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<b>INSURANCE</b>		
<b>Requirements Section Questions</b>	<b>Constructionline verification</b>	<b>*Evaluation Methodology</b>
Insurance Ref 25	Confirmation that appropriate insurance policies are in place receive an "Approve". If an Confirmation that appropriate insurance policies are in place receive an "Approve". The minimum value for Employers liability is 5 million. If an applicant does not hold the required insurances, it will receive a "Reject"	Approve / Reject

<b>CORPORATE AND PROFESSIONAL STANDING</b>		
<b>Requirements Section Questions</b>	<b>Constructionline verification</b>	<b>*Evaluation Methodology</b>
C3 - Q1 – Q3 Ref 29 - 37	Where an applicant has answered "No" to all questions in this range it will receive an "Approve". Where an applicant has answered "Yes" to any question in this range it will receive a "Reject" unless evidence of adequate self-cleansing / remedial action is provided.	Approve / Reject
C3 – QP1 Ref 38 - 39	Where an applicant has answered "No" to this question it will receive a "Approve". Where an applicant has answered "Yes" to this question and a valid ESPD has been uploaded it will receive a "Approve". Where the ESPD is not valid it will receive a "Reject".	Approve / Reject
Grounds for Mandatory Exclusion C3 – QP2 1 – 8 Ref 40 - 56	Where an applicant has answered "No" to all questions in this range it will receive a "Approve". Where an applicant has answered "Yes" to any question in this range it will receive a "Reject" unless evidence of adequate self-cleansing / remedial action is provided.	Approve / Reject
Grounds for Mandatory Exclusion C3 – QP2 9 – 10	Data entered and evidence of adequate self-cleansing / remedial action is provided will receive an "Approve".	Approve / Reject

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Ref 57 - 59	Data entered and insufficient evidence of adequate self-cleansing / remedial action provided will receive a "Reject". Where Not Applicable it will receive an "Approve"	
C3 – QP3 1 Ref 60 - 62	Where an applicant has answered "Yes" to this question it will receive a "Approve". Where an applicant has answered "No" to this question it will receive a "Reject" unless evidence of adequate self-cleansing / remedial action is provided.	Approve / Reject
C3 – QP3-2 Ref 63	Whether the response is Applicable or Not Applicable it is "Approved"	Approve
C3 – QP3-3 (a) – (c) Ref 65 - 73	Where an applicant has answered "No" to this range of questions it will receive a "Approve". Where an applicant has answered "Yes" to this range of questions it will receive a "Reject" unless evidence of adequate self-cleansing / remedial action is provided.	Approve / Reject
C3-QP3-4 Ref 74 - 75	Data entered and evidence of adequate self-cleansing / remedial action is provided will receive an "Approve". Data entered and insufficient evidence of adequate self-cleansing / remedial action provided will receive a "Reject". Where Not Applicable it will receive an "Approve"	Approve / Reject
C3-QP4-1-8 Ref 76 - 111	<b>Grounds for Discretionary Exclusion</b> Where an applicant has answered "No" to this range of questions it will receive a "Approve". Where an applicant has answered "Yes" to this range of questions it will receive a "Reject" unless evidence of adequate self-cleansing / remedial action is provided	Approve / Reject
C3-QP4-9 Ref 112 - 114	Data entered and evidence of adequate self-cleansing / remedial action is provided will receive an "Approve". Data entered and insufficient evidence of adequate self-cleansing / remedial action provided will receive a "Reject". Where Not Applicable, it will receive an "Approve"	Approve / Reject

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Investigation or dispute relating to PAS Ref 115 - 117	Where an applicant has answered "No" to this question it will receive an "Approve". Where an applicant has answered "Yes" to this question with an acceptable explanation given it will receive an "Approve". Where an applicant has answered ""Yes" to this question with an unacceptable explanation given it will receive a "Reject".	Approve / Reject
Anti-Bribery and Corruption policy Ref 118 – 119	Where an applicant has answered "No" to this question it will receive an "Approve". Where an applicant has answered "Yes" to this question and has an acceptable policy it will receive an "Approve". Where the applicant is a <b>micro-business</b> it may provide a statement rather than a policy. Where an applicant has answered ""Yes" to this question and has an unacceptable policy it will receive a "Reject".	Approve / Reject
Anti-Bribery and Corruption policy communication Ref 120 – 122	Where an applicant has answered "No" to this question it will receive an "Approve". Where an applicant has answered "Yes" to this question and has provided sufficient detail it will receive an "Approve". Where an applicant has answered ""Yes" to this question and has not provided sufficient detail it will receive a "Reject"	Approve / Reject
Data Protection Law Breaches Ref 167 - 169	Where an applicant has answered "No" to this question it will receive an "Approve". Where an applicant has answered "Yes" to this question with evidence of acceptable remedial action it will receive an "Approve". Where an applicant has answered ""Yes" to this question with an unacceptable explanation given it will receive a "Reject".	Approve / Reject
Data Protection Policy and Privacy Notice in place Ref 170 - 172	Where an applicant has answered "No" to this question it will receive an "Reject". Where an applicant has answered "Yes" to this question with a policy that meets the standard it will receive an "Approve". Where the applicant is a <b>micro-business</b> it may provide a statement rather than a policy. Where an applicant has answered ""Yes" to this question with a policy that does not meets the standard given it will receive a "Reject".	Approve / Reject

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7No. questions on data handling Ref 173 - 178	Whether the response is Yes or No it is "Approved"	Approve
	<b>Enhanced Corporate &amp; Professional Standing</b>	
C3-QD1 – QD2 Ref 1506 - 1598	Where an applicant has answered "No" to all questions in this range it will receive a "Approve". Where an applicant has answered "Yes" to any question in this range it will receive a "Reject" unless evidence of adequate self-cleansing / remedial action is provided.	Approve / Reject
Enhanced Corporate & Professional Standing. Ref 1599 - 1616	Where an applicant has answered "No" to all questions in this range it will receive a "Approve". Where an applicant has answered "Yes" to any question in this section it will receive a "Reject" unless evidence of adequate self-cleansing / remedial action is provided.	Approve / Reject
Enhanced Corporate & Professional Standing – Tax evasion procedures Ref 1617 - 1619	Where an applicant has answered "Yes" to this question it will receive a "Approve". Where an applicant has answered "No" to this question in this section it will receive a "Reject".	Approve / Reject
Enhanced Corporate & Professional Standing – Entitled to work in the UK - Ref 1620	Mandatory document upload. Policy or statement ( <b>micro business</b> ) demonstrating checks made and actions taken will receive a "Approve". An unacceptable document will receive a "Reject"	Approve / Reject
Enhanced Corporate & Professional Standing – Infringing of competition law Ref 1620 - 1623	Where an applicant has answered "No" to this question it will receive a "Approve". Where an applicant has answered "Yes" to this question it will receive a "Reject" unless evidence of adequate self-cleansing / remedial action is provided.	Approve / Reject

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Enhanced Corporate & Professional Standing – Whistleblowing policy Ref 1624 - 1626	Where an applicant has answered “No” to this question it will receive a “Approve”. Where an applicant has answered “Yes” to this question and the document uploaded for this question it will receive an “Approve” if the information contained within meets the basic requirements and a “Reject” if it does not.	Approve / Reject
Enhanced Corporate & Professional Standing – CITB Ref 1627 - 1628	Whether the response is Yes or No it is “Approved”	Approve
Enhanced Corporate & Professional Standing – Expulsion Ref 1629 - 1631	Where an applicant has answered “No” to this question it will receive a “Approve”. Where an applicant has answered “Yes” to this question it will receive a “Reject” unless evidence of adequate self-cleansing / remedial action is provided.	Approve / Reject

**HEALTH AND SAFETY**

<b>Requirements Section Questions</b>	<b>Constructionline verification</b>	<b>*Evaluation Methodology</b>
General FORS Ref 366 - 368	Where an applicant has answered “Not Applicable” to the question it will receive a “Approve”. Where an applicant has selected a scheme and uploaded a certificate, the information will be cross referenced with the issuing authority and receive a “Approve” if all is in order, or a “Reject” if the certificate is invalid.	Approve / Reject
General Alcohol Policy Ref 369 - 370	Where an applicant has answered “No” to this question it will receive a “Approve”. Where an applicant has answered “Yes” to this question and the uploaded document is acceptable, it will receive a “Approve”. If unacceptable it will receive a “Reject”. Where the applicant is a <b>micro-business</b> it may provide a statement rather than a policy.	Approve / Reject

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Health & Safety Ref 371 - 376	Where an applicant has answered "Yes" to the first question, valid certification will receive a "Approve", or a "Reject" if the certificate is invalid. Where an applicant has answered "No" to the first question a response is required to all questions in this section.	Approve / Reject
Type and size of company Ref - 382 - 383	FIO	FIO
Company details Ref - 384 - 399	Where an applicant has fully completed the information required it will receive an "Approve". Where it has not it will receive a "Reject"	Approve / Reject
Work Description Ref - 400	FIO	FIO
Employee number declaration Ref - 437	Where an applicant has answered "Yes" to this question it will receive a "Approve". Where an applicant has answered "No" to this question it will receive a "Reject" Where an applicant has answered "No" and has less than 5 employees, it will receive an "Approve". If more than 5 employees, it will receive a "Reject"	Approve / Reject
Q1 H&S Policy Ref - 438 - 440	Where an applicant has answered "Yes" to this question and the uploaded document is acceptable, it will receive a "Approve". If unacceptable it will receive a "Reject".	Approve / Reject
Q2 - Q12 Ref - 441 - 473	Whether the response is Yes or No for this range of questions it will receive an "Approved"	Approve
Enhanced Health & Safety – Responsible person Ref 1463 - 1469	A response is required to all fields, identifying the ultimately responsible person will receive a "Approve". If not fully completed the response will be "Rejected"	Approve / Reject
Enhanced Health & Safety – CSCS Ref 1470 - 1471	Where an applicant has answered "Yes" to this question it will receive a "Approve". Where an applicant has answered "No" to this question it will receive a "Reject" unless it can evidence that the card is not required.	Approve / Reject

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Third Party / Exemption Certificates	If an appropriate SSIP scheme certificate is in place this section will receive an "Approve". If there is no SSIP scheme certificate in place the section will be "Rejected".	Approve / Reject
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EQUAL OPPORTUNITY AND DIVERSITY		
Requirements Section Questions	Constructionline verification	*Evaluation Methodology
O1-Q1 Ref 179 - 189	Where an applicant has answered "Yes" to this question and uploads acceptable documentation / evidence it will receive an "Approve" for this section. If the documentation / evidence is unsatisfactory it will receive a "Reject"  Where an applicant has answered "No" to this question and is a sole trader/has less than 5 staff it will receive a "Approve". A <b>micro-business</b> need not provide any evidence.	Approve / Reject
O1-Q2 Ref 190	Where an applicant has answered "Yes" to this question it will receive an "Approve". If the documentation / evidence is unsatisfactory it will receive a "Reject" Where an applicant has answered "No" to this question it will receive a "Reject" Where an applicant has answered "No" to this question and is a sole trader/has less than 5 staff, it will receive a "Approve".	Approve / Reject
O1-Q3 – Q7 Ref 191 - 205	Where an applicant has answered "No" to all questions in this range it will receive a "Approve". Where an applicant has answered "Yes" to any question in this range it will receive a "Reject" unless evidence of adequate self-cleansing / remedial action is provided.	Approve / Reject
O1-Q8 Ref 206 - 208	Data entered and evidence of adequate self-cleansing / remedial action is provided will receive an "Approve". Data entered and insufficient evidence of adequate self-cleansing / remedial action provided will receive a "Reject".	Approve / Reject

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	Where Not Applicable it will receive an "Approve"	
O1-Q9 Ref 209 - 210	Where an applicant has answered "Yes" to this question and uploads an acceptable document it will receive an "Approve". If the documentation is unsatisfactory it will receive a "Reject" Where an applicant has answered "No" to this question, it will receive a "Approve".	Approve / Reject
O1-Q10- 1-3 Ref 211 - 216	Where an applicant has answered "Yes" to this range of questions and provides acceptable evidence it will receive an "Approve". If the evidence is unsatisfactory it will receive a "Reject" Where an applicant has answered "No" to this range of questions, it will receive a "Approve".	Approve / Reject

ENVIRONMENTAL MANAGEMENT		
Requirements Section Questions	Constructionline verification	*Evaluation Methodology
O2-Q1 Ref 217 - 221	Where an applicant has answered "No" to this question, it will receive an "Approve". Where an applicant has answered "Yes" to this question and uploads a valid certificate it will receive an "Approve". If the certificate cannot be verified as current it will receive a "Reject".	Approve / Reject
O2-Q2-Q6 Ref 222 - 231	Where an applicant has answered "Yes" to this range of questions and provides acceptable evidence it will receive an "Approve". If the evidence is unsatisfactory it will receive a "Reject" Where an applicant has answered "No" to this range of questions, it will receive a "Reject". Where the applicant is a <b>micro-business</b> it may provide a statement rather than a policy. Q3, Q4 & Q6 - Where the applicant is a <b>micro-business</b> and answers "No" this is an acceptable response.	Approve / Reject
Competent Environmental advice Ref 232 - 239	Where an applicant has answered "No" to this question, it will receive an "Approve" Where an applicant has answered "Yes" to this question and provides sufficient evidence, it will receive an "Approve". If the evidence is unsatisfactory it will receive a "Reject".	Approve / Reject
Waste Carrier License Ref 240 - 244	Where an applicant has answered "Yes" to this question and uploads a valid license it will receive an "Approve". If the license cannot be verified as current it will receive a "Reject".	Approve / Reject



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	Where an applicant has answered "No" or "Not Applicable" to this question, it will receive an "Approve"	
Declaration Ref 245	Where an applicant has answered "Yes" to this question, it will receive an "Approve" Where an applicant has answered "No" to this question, it will receive a "Reject"	Approve / Reject

QUALITY MANAGEMENT		
Requirements Section Questions	Constructionline verification	*Evaluation Methodology
O3-Q1 Ref 246 - 250	Where an applicant has answered "No" to this question, it will receive an "Approve" Where an applicant has answered "Yes" to this question and uploads a valid accreditation / certificate it will receive an "Approve". If the accreditation / certificate cannot be verified it will receive a "Reject"	Approve / Reject
O3-Q2 - Q6 Ref 251 - 260	Where an applicant has answered "Yes" to this range of questions and provides acceptable evidence it will receive an "Approve". If the evidence does not meet the requirements it will receive a "Reject" Where an applicant has answered "No" to this range of questions, it will receive a "Reject". Where the applicant is a <b>micro-business</b> and provides a statement for Q2 and answers "No" for the remainder, then this is an acceptable response which will receive an "Approve".	Approve / Reject
Responsible person Ref 261 - 266	A response is required to all fields, identifying the ultimately responsible person will receive a "Approve". If not fully completed the response will be "Rejected"	Approve / Reject
Organisational compliance with the Construction Products Regulations (CE Marking) Ref 267 - 268	Where an applicant has answered "Yes" to this question and provides acceptable evidence it will receive an "Approve". If the evidence does not meet the requirements it will receive a "Reject" Where an applicant has answered "No" to this question, it will receive a "Reject".	Approve / Reject

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Selection and control of sub-contractors Ref 269 - 270	Where an applicant has answered "Yes" to this question and provides acceptable evidence it will receive an "Approve". If the evidence does not meet the requirements it will receive a "Reject" Where an applicant has answered "No" to this question, it will receive a "Reject".	Approve / Reject
Selection standard/criteria that your sub-contractors must meet Ref 271 - 272	Where an applicant has answered "No" to this question, it will receive an "Approve" Where an applicant has answered "Yes" to this question and provides acceptable evidence it will receive an "Approve". If the evidence does not meet the requirements it will receive a "Reject".	Approve / Reject
Risk management policies, procedures and systems Ref 273 - 274	Where an applicant has answered "Yes" to this question and provides acceptable evidence it will receive an "Approve". If the evidence does not meet the requirements it will receive a "Reject" Where an applicant has answered "No" to this question, it will receive a "Reject". Where the applicant is a <b>micro-business</b> and answers NO, then this is an acceptable response which will receive an "Approve".	Approve / Reject

BUILDING INFORMATION MODELING		
Requirements Section Questions	Constructionline verification	*Evaluation Methodology
Work on BIM projects Ref 275	Whether the response is Yes or No for this question it will receive an "Approved" Where an applicant has answered "No", no further responses are required.	Approve
O4-Q1 Ref 276 - 278	Where an applicant has answered "No" to this question, it will receive an "Approve". Where an applicant has answered "Yes" to this question and uploads a valid accreditation / certificate it will receive an "Approve". If the accreditation / certificate cannot be verified it will receive a "Reject"	Approve / Reject
O4-Q2 – Q5 Ref 279 - 286	Where an applicant has answered "Yes" to this range of questions and provides acceptable evidence it will receive an "Approve". If the evidence does not meet the requirements it will receive a "Reject"	Approve / Reject

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	Where an applicant has answered "No" to this range of questions, it will receive a "Reject".	
Manage and Control of design info Ref 288 - 290	Where an applicant has answered "Yes" to this range of questions and provides acceptable evidence it will receive an "Approve". If the evidence does not meet the requirements it will receive a "Reject" Where an applicant has answered "No" to this range of questions, it will receive a "Reject".	Approve / Reject

**CORPORATE SOCIAL RESPONSIBILITY**

<b>Requirements Section Questions</b>	<b>Constructionline verification</b>	<b>*Evaluation Methodology</b>
Do you have a CRS policy? Ref 1632 - 1633	Where an applicant has answered "No" to this question, it will receive an "Approve". Where an applicant has answered "Yes" to this question and uploads an acceptable policy it will receive an "Approve". If the policy is unacceptable it will receive a "Reject". Where the applicant is a <b>micro-business</b> it may provide a statement rather than a policy.	Approve
Anti-slavery human trafficking statement Ref 1634 - 1635	Where an applicant has answered "Yes" to this question and uploads an acceptable statement it will receive an "Approve". If the statement is unacceptable it will receive a "Reject" Where an applicant has answered "No" or "Not Applicable" to this question and has a turnover <£36m, it will receive an "Approve" Where an applicant has answered "No" or "Not Applicable" to this question and has a turnover >£36m, it will receive an "Reject"	Approve / Reject
Supply Chain abides by Modern Slavery legislation Ref 1636 - 1637	Where an applicant has answered "No" to this question, it will receive an "Approve". Where an applicant has answered "Yes" to this question and uploads acceptable evidence it will receive an "Approve". If the evidence is unacceptable it will receive a "Reject"	Approve / Reject
Payment of legal minimum wage Ref 1638	Where an applicant has answered "Yes" to this question it will receive an "Approve". Where an applicant has answered "No" to this question, it will receive a "Reject".	Approve / Reject

Annex C - Ministry of Justice Minor Works Dynamic Purchasing System  
**Constructionline membership Assessment Guide**

Prevention of workplace bullying Ref 1639 - 1640	Where an applicant has answered "No" to this question, it will receive an "Approve" Where an applicant has answered "Yes" to this question and uploads an acceptable policy it will receive an "Approve". If the policy is unacceptable it will receive a "Reject".	Approve / Reject
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## WORK CATEGORIES

Each Supplier selects at least one work category which indicates the type of work they carry out.

All design Work Categories E.g. General Building Design and Construct require the Supplier to hold Professional Indemnity Insurance. If a Design Work Category is selected there must be evidence of valid Professional Indemnity Insurance.

### **Verifying a Licence**

Some Work Categories require a Licence to support them, this includes Categories such as Gas/Electrical and Asbestos removal.

All Licences need to be in the Full company or Directors name, be current and the licence number will be checked with the awarding body.

Constructionline gives all Suppliers a value, and this calculation is called a notation.

Our unique notation formula has been developed over a number of years, by key Buyers, industry leaders and government bodies. The formula looks at a Supplier's financial ability and established track record for successfully delivering contracts in each work category to a certain value.

The notation value is calculated as the lowest of three calculations (or Caps), that bring together the last reported annual turnover, current net assets, and the average value of contract value provided. It is based on the original criteria as agreed with Buyer and Supplier working groups.

Please Note: that the contract value cannot exceed 75% of your current turnover.

Please be aware that you may need to provide a reference to support the value entered

## Example

### Finance Factor

Turnover	1,200,000	
{divided by 3}	400,000	
Net Current Assets /Liabilities	150,000	
{multiplied by 5}	750,000	
Average of sum above	1,150,000	= 575,000

### Contract Value Factor

Contract Value	200,000	
{multiplied by Category coefficient *}	2	= 400,000

### Provisional Notation Cap (average of the Finance Factor and Contract Value Factor)

Finance Factor	575,000	
{plus}		
Contractor Value Factor	400,000	
{divided by 2}		= 487,500

### Turnover Cap (75% of Turnover)

Turnover	1,200,000	
{multiplied by 0.75}		= 900,000

### Contract Value Cap (125% of Contract Value Factor)

Contract Value Factor	400,000	
{multiplied by 1.25}		= 500,000

Notation is set to £1.00 below the lowest cap

\* In recognition of the variation in the frequency of work and likely contract values, a contract factor is allocated to each category which enables different specialisms to be compared on a like-for-like basis. The highest multiple is 3 and will change according to product and service.