

# Framework Agreement for Supply of Evaluation & Strategy Services (2023-25)

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Pre-Qualification Questionnaire (PQQ)

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## Pre-Qualification Questionnaire

This Pre-Qualification Questionnaire (PQQ) for GambleAware's *Framework Agreement for Supply of Evaluation & Strategy Services (2023-25)* is designed to allow GambleAware to consistently collect key information from potential contractors, to identify the skills and experience they can bring to evaluation and strategy projects.

The answers to the PQQ will be used by GambleAware to produce a shortlist of suppliers that are likely to be most appropriate for GambleAware's evaluation and strategy projects. Shortlisted suppliers may then be invited to tender for specific contracts on an as-and-when basis.

All documentation in relation to this procurement exercise can be found [here](#) on GambleAware's website.

**Please refer to the *Advertisement and Supplier Guidance* before completing this form.**

## Section 1: Organisational Details

### 1.1 Basic Organisation Details

Organisation name	
Organisation type (e.g. academic, commercial, voluntary, private, etc)	
Business legal entity (e.g. private limited, public limited, sole trader, etc)	
Website address	
Contact name	
Position/Job title	
Email address	
Telephone number	
Correspondence address	

How many staff does your organisation employ <b>in total</b> ?	
How many staff does your organisation employ <b>in direct delivery of <u>research</u> contracts?</b>	
How many staff does your organisation employ <b>in direct delivery of <u>evaluation</u> contracts?</b>	
How many staff does your organisation employ <b>in direct delivery of <u>strategic review</u> contracts?</b>	

### 1.2: Business Activities

<p>Please use the space below to outline your organisations 'About Us' – who you are, what you do, and the main business activities and specific services your organisation provides (Max 500 words)</p>

### 1.3: Financial Information

Please indicate which of the following you would be able to provide if requested (Select all that apply)

- A copy of your audited accounts for the most recent two years
- A copy of your unaudited accounts for the most recent two years
- A statement of your turnover, profit and loss account, and cash from the most recent year of trading
- A statement of your cash flow forecast for the current year and a bank letter outlining current cash and credit position
- Alternative means of demonstrating financial status if trading for less than a year
- A banker's reference
- Management accounts for the most recent quarter
- A statement of your turnover, profit and loss account, and cash from for the most recent quarter
- Balance of current assets and current liabilities for the most recent quarter

## 1.4: Professional and Business Standing

Do any of the following apply to your organisation, or to (and of) the directors/partners/proprietor(s)?  
(Select all that apply)

- Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject relevant proceedings
- A conviction or convictions for a criminal offence related to business or professional conduct
- Legal or administrative finding of commission of an act of grave misconduct during business
- Failure to fulfil obligations related to payment of social security contributions
- Failure to fulfil obligations related to the payment of taxes
- Failure to provide the information required, or providing inaccurate/misleading information when participating in a procurement exercise
- Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law
- None of the above**

If the answer to any of the above 'Professional and Business Standing' statements is 'Yes' please provide brief details below, including what has been done to put things right

## 1.5 Insurance

Please indicate the value of **Professional Indemnity Insurance** held by your organisation

- Up to £1m
- Up to £5m

Does your organisation have **Public Liability Insurance**?

- Yes
- No

## 1.6 Organisational policies

Does your organisation have an **Equality, Diversity, and Inclusion Policy**?

- Yes  *Please attach your policy*
- No  *Please complete 'write in' box below*

Please set out how equality, diversity, and inclusion considerations inform **day-to-day operations within your organisation** (Max 400 words)

Does your organisation have an **Equitable Evaluation Statement** (or similar)?

- Yes  *Please attach your statement*
- No  *Please complete 'write in' box below*

Please set out the key steps you take to embed **equitable practice in design and delivery** of evaluation/strategy projects, in order to ensure projects are as equitable as possible (Max 400 words)



Does your organisation have an **Information or Data Security Policy** in place?

- Yes  *Please attach your policy*
- No  *Please complete 'write in' box below*

Please set out the key steps you take to **ensure robust data security and data protection** (Max 300 words)

Does your organisation have a **Data Protection Officer**?

- Yes
- No

Do your **policies** and **processes**, or the **informed consents** that you have collected, allow you to share your data with non-profit charitable and commissioning bodies for the purpose of enabling the prevention and treatment of gambling harm?

Yes

No

## 1.7 Accreditations and professional body memberships

Please list any relevant accreditations and memberships you/your organisation holds

## 1.8 Conflicts of Interest

Does your organisation have a **Conflict of Interest** to declare?

Yes  *Please provide more detail in 'write in' box below*

No

Please provide more information on above <b>Conflict(s) of Interest</b> (Max 100 words)

## Section 2: Relevant Experience – Lot Specific Requirements

Please indicate which Lot(s) you are applying for (Select all that apply):

- Lot 1 – Project & Programme Evaluation
- Lot 2 – Systems Change Evaluation
- Lot 3 – Pilot & Innovation Evaluation
- Lot 4 – Learning Partners
- Lot 5 – Economic Evaluation
- Lot 6 – Strategy

**LOT 1: PROJECT & PROGRAMME EVALUATION**

**2.1.1: Methodological experience**

Please outline examples of your organisation’s **methodological experience** in relation to evaluation projects. This should relate specifically to the advertised requirements for **LOT 1 (Project & Programme Evaluation)** (Max 500 words)

**2.1.2: Subject area expertise**

Please outline examples of your organisation's **subject area experience** in relation to the advertised requirements for **LOT 1 (Project & Programme Evaluation)**  
(Max 500 words)

**LOT 2: SYSTEMS CHANGE EVALUATION**

**2.2.1: Methodological experience**

Please outline examples of your organisation’s **methodological experience** in relation to evaluation projects. This should relate specifically to the advertised requirements for **LOT 2 (Systems Change Evaluation)** (Max 500 words)

**2.2.2: Subject area expertise**

Please outline examples of your organisation's **subject area experience** in relation to the advertised requirements for **LOT 2 (Systems Change Evaluation)**  
(Max 500 words)

**LOT 3: PILOT & INNOVATION EVALUATION**

**2.3.1: Methodological experience**

Please outline examples of your organisation’s **methodological experience** in relation to evaluation projects. This should relate specifically to the advertised requirements for **LOT 3 (Pilot & Innovation Evaluation)** (Max 500 words)

**2.3.2: Subject area expertise**

Please outline examples of your organisation's **subject area experience** in relation to the advertised requirements for **LOT 3 (Pilot & Innovation Evaluation)**  
(Max 500 words)



**LOT 4: LEARNING PARTNERS**

**2.4.1: Methodological experience**

Please outline examples of your organisation’s **methodological experience** in relation to evaluation projects. This should relate specifically to the advertised requirements for **LOT 4 (Learning Partners)**  
(Max 500 words)

**2.4.2: Subject area expertise**

Please outline examples of your organisation's **subject area experience** in relation to the advertised requirements for **LOT 4 (Learning Partners)**  
(Max 500 words)

**LOT 5: ECONOMIC EVALUATION**

**2.5.1: Methodological experience**

Please outline examples of your organisation’s **methodological experience** in relation to evaluation projects. This should relate specifically to the advertised requirements for **LOT 5 (Economic Evaluation)**  
(Max 500 words)

**2.5.2: Subject area expertise**

Please outline examples of your organisation's **subject area experience** in relation to the advertised requirements for **LOT 5 (Economic Evaluation)**  
(Max 500 words)

**LOT 6: ECONOMIC EVALUATION**

**2.6.1: Strategy**

Please outline examples of your organisation's **methodological experience** in relation to Strategy reviews and evaluations. This should relate specifically to the advertised requirements for **LOT 6 (Strategy)**  
(Max 500 words)

**2.6.2: Subject area expertise**

Please outline examples of your organisation's **subject area experience** in relation to the advertised requirements for **LOT 6 (Strategy)**  
(Max 500 words)

## Section 3: Relevant Experience – Tender Specific Requirements

### 3.1 Population group experience

Please indicate below which of the specific population groups your organisation has experience of engaging directly in evaluation/strategy activity (Select all that apply)

- None of the below**
- Armed forces and/or Veterans
- Children (up to 18 years old)
- Individuals with physical or learning disabilities
- Members of religious/belief, ethnic, or language minority communities
- Older adults (55 years and over)
- People with experience of addiction
- People with experience of poor mental health
- People with experience of homelessness
- People living in economically disadvantaged communities
- People with lived experience of gambling harm – due to their own gambling
- People with lived experience of gambling harm – due to someone else’s gambling (‘affected others’)
- Populations impacted by addiction
- Prison populations
- Students (in college or university)
- Women
- Young people and young adults (19-25 years old)
- Other socially excluded groups, marginalised, or underrepresented communities (please state below)

Please state other socially excluded groups, marginalised, or underrepresented communities you have experience of direct engagement within an evaluation/strategy activity

Please outline examples of your organisation's experience of conducting evaluation activity with the **population groups and communities you have selected above** (Max 250 words)

### 3.2 Nations expertise

Please indicate which nation(s) of Great Britain your organisation has experience of undertaking evaluation/strategy projects in (Select all that apply)

- England
- Scotland – *Please complete 'write in' box below*
- Wales – *Please complete 'write in' box below*

Please outline examples of your organisation's experience of conducting **evaluation activity in Scotland or Wales** (in particular, projects which demonstrate an in-depth understanding of the specific contexts and systems in these nations) (Max 200 words)



### **3.3: Exemplar Output**

Please see *Supplier Guidance* for requirements regarding an exemplar output and remember to attach an example to your submission.

**Section 4: References**

Referee 1	
Project Title	
Contract Start and End Dates	
Contract Value	
Referee Name	
Referee Organisation	
Referee Email Address	
Project description (500 words max)	





## Section 5: Declaration

- I declare that to the best of my knowledge the answers submitted in this PQQ are correct
- I understand that the above information will be used in the process to assess my organisation's suitability to be added to GambleAware's *Framework Agreement for Suppliers of Evaluation & Strategy Services*
- I understand GambleAware may reject this PQQ submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information
- I acknowledge that being on the *Framework Agreement for Suppliers of Evaluation & Strategy Services* does not guarantee work
- I confirm that I have read Section 1.8 of the *Supplier Guidance* regarding Conflicts of Interest
- I accept the Terms and Conditions attached to the *Supplier Guidance* document
- Please tick here to confirm that you provide consent to GambleAware to hold and process this data for the purposes of GambleAware's *Framework Agreement for Suppliers of Evaluation & Strategy Services (2023-25)* GambleAware will hold your data for three years in the first instance, and an additional year, if approved. You can withdraw your consent at any time by emailing [evaluation@gambleaware.org](mailto:evaluation@gambleaware.org). Your responses will be processed in accordance with the GambleAware privacy policy available [here](#).

### To be completed by person who completed this PQQ

Name	
Email	
Date	
Signature (type name or provide an e-signature)	

PLEASE RETURN COMPLETED PQQ AND ANY ACCOMPANYING DOCUMENTS TO  
[evaluation@gambleaware.org](mailto:evaluation@gambleaware.org)

