**Freelancer Framework - Pre-qualification questionnaire (PQQ)**

|  |  |  |
| --- | --- | --- |
| **Section 1: Information about your business** | | |
| |  |  |  | | --- | --- | --- | | Name and address of organisation |  | | | How long trading under this name/previous name |  | | | Contact name for enquiries about this PQQ | Name |  | | Tel No. |  | | Email |  | |  |  | | | | |
| **Section 2: Business activities**  Include: your core business functions; relevant trade or Professional Associations which your business is a part of and; summary of experience relevant to the role of freelancer | | |
|  | | |
| **Section 3: Quality**  Quality Assurance certificates/ Quality Assurance Systems/Quality Marks you use and how it relates to the role of freelancer | | |
|  | | |
| **Section 4: Insurance** Please provide details of your organisations insurance policies in terms of professional indemnity and public liability. Minimum £1,000,000 | | |
| |  |  |  |  | | --- | --- | --- | --- | | Policy Type | Expiry date | Insurer | Indemnity Value | | Professional indemnity |  |  |  | | Public liability |  |  |  | | Other (please provide details) |  |  |  | | | |
|  | | |
| **Section 5: Health and Safety** | | |
| Please provide a copy of your organisations:   * Risk assessment * Health and Safety Policy **or** provide confirmation that you will adhere to the York Mind`s Health and Safety Policy and Procedures which can be found at [www.yorkmind.org.uk](http://www.yorkmind.org.uk) | | |
| **Section 6: Equal Opportunities** | | |
| Please provide a copy of your organisations:   * Equal Opportunities policy/ details of practices you have in place **or** provide confirmation that you will adhere to the York Mind`s Equality and Diversity Policy and Procedure which can be found at [www.yorkmind.org.uk](http://www.yorkmind.org.uk) | | |
| **Section 7: Client experience**  Please indicate which of the following client groups have you had experience of working with:   |  |  | | --- | --- | | Client group | Brief outline of experience | | Vulnerable Adults |  | | Vulnerable Young People |  | | Other – please specify |  | | | |
| **Section 8: Disclosure and Barring Service**  Please provide details of your disclosure and barring service certificate. You may be required to obtain an updated DBS certificate if your current certificate is more than 12 month old | | |
| Type please specific (Standard/ Enhanced) | Date issued | Certificate number |
| **Section 7: Supporting Statement (max 400 words)**  Briefly outline your skills, knowledge and experiences relevant to the role of freelancer (include any specialist areas of expertise) | | |
|  | | |

Please note that taking part in our Framework does not guarantee the offer of a freelance role. However, the Framework will usually be our preferred option when seeking to fill a freelancer position. Please ensure you submit this PQQ to [vacancies@yorkmind.org.uk](mailto:vacancies@yorkmind.org.uk) by the submission deadline as late submissions may not be accepted.

Signed

Date