

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

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| **Section 1: Information about your business** |
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| Name and address of organisation  |  |
| How long trading under this name/previous name |  |
| Contact name for enquiries about this PQQ  | Name |  |
| Tel No. |  |
| Email  |  |
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| **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 |
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| **Section 3: Quality** Quality Assurance certificates/ Quality Assurance Systems/Quality Marks you use and how it relates to the role of freelancer. **Copy of relevant documents required prior to appointment.** |
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| **Section 4: Insurance** Please provide details of your organisations insurance policies in terms of professional indemnity and public liability. Minimum £1,000,000. **Copy of insurance certificate (s) required prior to appointment.** |
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| Policy Type | Expiry date | Insurer | Indemnity Value |
| Professional indemnity |  |  |  |
| Public liability |  |  |  |
| Other (please provide details) |  |  |  |

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| **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)

**Copy of documents/written confirmation required prior to appointment** |
| **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)

**Copy of documents/ written confirmation required prior to appointment** |
| **Section 7: Client experience**Please indicate which of the following client groups have you had experience of working with:

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| --- | --- |
| Client group | Brief outline of experience |
| Vulnerable Adults |  |
| Vulnerable Young People |  |
| Other – please specify |  |

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| **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. **Copy of DBS required prior to appointment.** |
| 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) |
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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 by the submission deadline as late submissions may not be accepted.

Signed

Date