

#### One Stop Shop Pre-Qualification Form

Before completing this eligibility application form, please read the separate **One Stop Shop Registration Guidelines**.

 **To ensure your documentation is submitted in a secured manner, please contact us at onestopshop@seai.ie to receive access to a secure submission site**

Please ensure you complete all sections in this form, supply all requisite supporting information / documentation and that the form is signed by an authorised representative of your organisation.

**This pre-qualification eligibility form IF deemed eligible by SEAI will allow you to submit a full application, including Strategic Plan, for evaluation by SEAI to be registered as a One Stop Shop.**

**If you fail the pre-qualification eligibility stage, then you cannot go forward to submit a full application for evaluation.**

## PRE-QUALIFICATION QUESTIONNAIRE

**Please ensure you address the Pre-qualification eligibility Criteria in full to maximise your chance of approval**

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| ORGANISATION PROFILE  |
| 1.1 Name of the organisation requesting OSS status: | Click or tap here to enter text. |
| 1.2 Contact name for enquiries about this submission: | Click or tap here to enter text. |
| 1.3 Contact position (Job Title): | Click or tap here to enter text. |
| 1.4.1 Address Line 1: | Click or tap here to enter text. |
| 1.4.2 Address Line 2: | Click or tap here to enter text. |
| 1.4.3 City/Town: | Click or tap here to enter text. |
| 1.4.3 County: | Click or tap here to enter text. |
| 1.4.3 Eircode: | Click or tap here to enter text. |
| 1.5 Telephone Number: | Click or tap here to enter text. |
| 1.6Email Address: | Click or tap here to enter text. |
| 1.7Website: | Click or tap here to enter text. |
| 1.8Company Registration Number: | Click or tap here to enter text. |
| 1.9Date of Registration  | Click or tap to enter a date. |
| 1.10Is Registered Address different from the above?If yes, please complete the following: | [ ] Yes [ ] No |
| 1.10.1Address Line 1: | Click or tap here to enter text. |
| 1.10.2Address Line 2: | Click or tap here to enter text. |
| 1.10.3City/Town: | Click or tap here to enter text. |
| 1.10.4County: | Click or tap here to enter text. |
| 1.10.5Eircode: | Click or tap here to enter text. |
| 1.11VAT Registration Number: | Click or tap here to enter text. |
| 1.12Please select which of the following describes your company best: | [ ] Public Limited Company[ ] Limited Company[ ] Partnership[ ] Sole Trader[ ] Consortium (Please provide structure/ responsibilities with contacts in a separate sheet)[ ] Other (Please specify) |
| 1.12.1 If other, please specify: | Click or tap here to enter text. |
| 1.13 Name of ultimate parent company if this applies: | Click or tap here to enter text. |
| 1.14 Company Registration number of parent company (if this applies): | Click or tap here to enter text. |
| 1.15 Please specify the Obligated Energy Supplier(s) with which you have a contract, if one is in place: | Click or tap here to enter text. |
| 1.16 What are the main business activities of your organisation? | Click or tap here to enter text. |

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| FINANCE AND GOVERNANCE  | **Yes / No** |
| **The key financial checks to pre-qualify for OSS applicant status:*** 1. **Minimum turnover:** criteria required for OSS status is €1,000,000 per annum in the last two financial years.
	2. **Sufficient Financial Resources and Economic Standing:** SEAI will perform checks on financial statements to ensure financial solvency and liquidity through ratio analysis and review of the audit report for the previous two financial years.
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| **2.1** | **Turnover**Has your organisation exceeded the minimum threshold in the last two financial years?***\*Minimum annual turnover criteria required for OSS status: €1,000,000 per annum*** | **Year 1**[ ] **Yes** [ ]  **No** | **Year 2**[ ] **Yes** [ ]  **No** |
| **Financial Year Ended**--/--/---- | **Financial Year Ended**--/--/---- |
| **2.2** | **Economic and Financial Standing** Please provide the following:* Audited Financial Statements for the previous two financial years providing a clean unqualified audit report.

*If* ***for a valid reason*** *you are unable to provide the above documentation this must be notified to SEAI along with other suitable alternative documentation to prove, to the satisfaction of SEAI, the economic and financial capacity of the entity, this may include the following:** A statement of your turnover, profit & loss account, cash flow and a statement of assets & liabilities for the two most recent financial years of trading.
* For newly trading companies (less than 12 months) documentation may include a statement of cash flow forecast for the current financial year, management accounts and a bank letter outlining their current cash and credit position.
* Subsidiary companies set up for the purposes of operating within the scheme may also submit financial statements of their parent companies.
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| **2.3** | **Tax Compliance**Evidence of a valid Irish Tax Clearance certificate | [ ] **Yes** [ ]  **No** |
| **2.3.1** | **Tax Clearance Access Number (TCAN)** | Click or tap here to enter text. |
| **2.4** | **Insurance Details**Does your organisation have insurance cover in place with the below minimum criteria?*Minimum insurance criteria required for OSS status:** *Employer's Liability €13m*
* *Public Liability €6.5m*
* *Professional Indemnity Insurance €2.5m in aggregate or €1m for any one claim*
 | [ ] **Yes** [ ]  **No** |
| **2.5** | **Product Warranties**Can you confirm your works meet product and labour warranty requirements (Domestical Technical Standard Specification)? | [ ] **Yes** [ ]  **No** |
| **2.6** | **Professional and Business Standing** Within the past five years from the date of completion of this application, has your organisation, or (any of) the director(s) / partner(s) / proprietor(s) or any person(s) who have powers of representation, decision or control been convicted of any of the following offences, orders or proceedings outlined below? Any changes to your disclosed position throughout the contract period must immediately be advised. |
| a. | The firm is bankrupt or is being wound up or its affairs are being administered by the court or have entered into an arrangement with creditors or have suspended business activities or are in any analogous situation arising from a similar procedure under national laws and regulations.  | [ ] **Yes** [ ]  **No** |
| b. | The firm is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations. | [ ] **Yes** [ ]  **No** |
| c. | The firm, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business.  | [ ] **Yes** [ ]  **No** |
| d. | The firm has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the entity is located. | [ ] **Yes** [ ]  **No** |
| e. | The firm, a Director or Partner has been found guilty of fraud. | [ ] **Yes** [ ]  **No** |
| f. | The firm, a Director or Partner has been found guilty of money laundering. | [ ] **Yes** [ ]  **No** |
| g. | The firm, a Director or Partner has been found guilty of corruption. | [ ] **Yes** [ ]  **No** |
| h. | The firm, a Director or Partner has been convicted of being a member of a criminal organisation | [ ] **Yes** [ ]  **No** |
| i. | The firm has been guilty of serious misrepresentation in providing information to a public buying agency. | [ ] **Yes** [ ]  **No** |
| j. | The firm, a Director or Partner is restricted as a company director as a result of an indictable offence. | [ ] **Yes** [ ]  **No** |
| k. | If the answer to any of these is **“Yes”** please give brief details.Click or tap here to enter text. |

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| RESOURCES  | **Yes / No** |
| **3.1** | **Minimum Competency**Under the SEAI OSS programme there is a **minimum requirement** for the OSS to provide services for **ALL** of the following energy measures. The OSS is also required to have sufficient competency in a number of areas.Please tick the box to confirm that you meet all the below minimum requirements:**Energy Measures:*** Home Energy Assessment
* Attic/Roof Insulation
* External/Cavity/Internal Wall Insulation
* Floor Insulation
* Windows/Doors
* Heat Pump Systems
* Heating Controls
* Solar Thermal
* Solar PV
* Airtightness
* Mechanical Ventilation Systems

Is there sufficient competence in the following areas to provide the OSS service as described:**Required Competency:*** Financial
* IT
* Customer Engagement
* Project Management
* Quality Assurance
 | [ ] **Yes** [ ]  **No** |
| 3.2 | **Resource Declarations*** Does OSS have sufficient resources through direct employees/engagements and partnerships to provide this service.
* Is there separation of duty between administrative/operational roles for grant application and payment.
* Is the BER assessor independent of the OSS?
* Is QA role kept separate from the resources/organisations carrying out works?
* Are all grant-aided works being undertaken by contractors who are **fully registered with SEAI** where such registration lists exist, and fully competent in the case of other measures such as window/door/floor insulation.
 | [ ] **Yes** [ ]  **No**[ ] **Yes** [ ]  **No**[ ] **Yes** [ ]  **No**[ ] **Yes** [ ]  **No**[ ] **Yes** [ ]  **No** |

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| QUALITY ASSURANCE | **Yes / No** |
| 4.1 | **Quality Management System**Do you have a quality management system in operation?If yes,please provide evidence of the recognised quality management certification held by your organisation. If no certification, then submit a certified audit report of your existing QMS regime.**\*It is a minimum requirement that an OSS has a Quality Management System (QMS) in place which meets the OSS programme quality requirements as outlined in the OSS Operational and Quality Requirements Guide.** | [ ] **Yes** [ ]  **No** |
| 4.2 | **Customer Charter**Do you have a Customer Charter/Policy demonstrating the applicant’s commitment to excellent customer service? | [ ] **Yes** [ ]  **No** |
| 4.3 | **Document Management**Do you have a Document Management and Retention Policy that complies with GDPR requirements? | [ ] **Yes** [ ]  **No** |

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| **5. SYSTEMS** | **Yes / No** |
| Does your organisation have sufficient and secure infrastructure capability, capacity and processes to provide a professional OSS service? | [ ] **Yes** [ ]  **No** |

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| **6. HEALTH & SAFETY**  | **Yes / No** |
| 6.1 | Does your organisation have a written health and safety at work policy?*Any business employing five or more people has, by law, to prepare and bring to the attention of employees a written Health and Safety Policy Statement.*A Health and Safety Policy usually consists of three distinct sections namely:1. ***General Policy Statement*** – a short statement outlining the organisation’s commitment to Health and Safety, ***signed and dated*** by the senior organisation official (for example, the Managing Director).
2. ***Organisation*** – how the organisation addresses health and safety; lines of communication between managers and staff; and any specific duties/responsibilities assigned within the organisation - this should be relatively straightforward for smaller organisations
3. ***Arrangements –*** the systems and procedures in place for ensuring employees’ health and safety at work.
 | [ ] **Yes** [ ]  **No** |

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| **7.** **ENVIRONMENTAL MANAGEMENT**  | **Yes / No** |
| 7.1 | **Environmental Management Policy**Does your organisation have a documented environmental management Policy?If yes, please provide details: Click or tap here to enter text. | [ ] **Yes** [ ]  **No** |
| 7.2 | **Green Procurement**Does your environmental policy encompass Green procurement? | [ ] **Yes** [ ]  **No** |
| 7.3 | **Waste Management**Does it include Waste management?This needs to comply with the requirements that least 70% of non-hazardous construction and demolition waste be prepared for re-use /recycling/other material recover, as specified by the EU Waste directive 2008/98/EC | [ ] **Yes** [ ]  **No** |

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| **8. DECLARATION** |
| I declare that to the best of my knowledge the information and answers submitted in this document and any supporting documentation forming this pre-qualification eligibility form are correct. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to be registered as a One Stop Shop on SEAI programmes.   |
| Name:  |  Click or tap here to enter text. |
| Position (Job Title):  |  Click or tap here to enter text. |
| Date:  |  Click or tap to enter a date. |
| Telephone number:  |  Click or tap here to enter text. |
| Signature:   |  Click or tap here to enter text. |