



FACILITIES QUESTIONNAIRE

PAGE 1 OF 3

Name: _____ **Current Position/Title:** _____ **RESOURCEFM**

Please highlight / tick the boxes below to indicate where your primary skills & experience in Facilities Management reside:

- | | | |
|---|--|---|
| <input type="checkbox"/> Operations Director | <input type="checkbox"/> Marketing Director | <input type="checkbox"/> Property Acquisition |
| <input type="checkbox"/> Operations/Contract Management | <input type="checkbox"/> Marketing Manager | <input type="checkbox"/> FM Consultancy |
| <input type="checkbox"/> M&E Services Management | <input type="checkbox"/> Bid Writing | <input type="checkbox"/> Contract Implementations |
| <input type="checkbox"/> FM Service Supervision | <input type="checkbox"/> PFI Bid Development | <input type="checkbox"/> TUPE transfers |
| <input type="checkbox"/> Support Management | <input type="checkbox"/> Technical expertise / input into bids | <input type="checkbox"/> Other (specify below) |

OTHER - PLEASE SPECIFY YOUR ROLE / EXPERIENCE WHERE THE 'BROAD' HEADINGS PROVIDED ABOVE DO NOT ADEQUATELY REFLECT YOUR ROLE / EXPERIENCE IN FACILITIES MANAGEMENT:

Please identify the functions or services below where you have experience of managing, supporting, bidding or marketing Facilities Management services / contracts using the comments box and score them as follows:

3 = Good Experience **2** = Reasonable Experience **1** = Limited Experience **0** = No Experience

NO.	FUNCTION /SERVICE	SCORE	COMMENTS
1	M&E Services, Building Fabric Maintenance, Capital Works		
2	Catering		
3	Cleaning		
4	Clerical Support Services (Typing, post, courier, reception)		
5	Contract Implementation		
6	Disaster Recovery		
7	FM Helpdesk		
8	Grounds Maintenance, Soft Landscaping		

FACILITIES QUESTIONNAIRE**PAGE 2 OF 3****RESOURCEFM**

NO.	FUNCTION /SERVICE	SCORE	COMMENTS
9	Health & Safety		
10	Information Technology		
11	Logistics, Transport		
12	Printing / Reprographics		
13	PFI Projects		
14	Purchasing / Procurement Contract / Service Negotiations		
15	Relocations, Moves, Churn Management, Space Planning		
16	Rent, Rates, Lease Negotiations		
17	Security		
18	Sub-Contractor Management		
19	Telecommunications (Switchboard, line moves etc)		
20	Vehicle / Fleet Management		
21	Waste Management		
22	Other functions or services, please specify		



FACILITIES QUESTIONNAIRE

PAGE 3 OF 3

Please provide details of your experience as applicable:

OPERATIONS / CONTRACT MANAGEMENT / SUPPORT FUNCTION				
1	What size(s) of premises / facilities have you managed / supported: From / To From / To From / To From / To Sq. Metres / Feet (delete as approx.)			
2	Have you managed / supported (tick as appropriate): <input type="checkbox"/> Single site locations <input type="checkbox"/> Multiple site locations <input type="checkbox"/> Single occupier sites <input type="checkbox"/> Multi-occupied sites			
3	What was the size of each contract / service(s) in your last 3 roles:			
		T/O or Budget (£)	Staff Number Directly Employed	Staff Number Indirectly Employed
	1. Current / last position			
	2. Previous position			
3	3. Previous position			
	Where have you gained your FM experience:			
	<input type="checkbox"/> Central Government <input type="checkbox"/> Local Authorities <input type="checkbox"/> Ministry of Defence <input type="checkbox"/> NHS <input type="checkbox"/> Private sector (specify) industry types			
5	Where have you gained your experience in FM: <input type="checkbox"/> In-House FM Department <input type="checkbox"/> FM Provider / Service Supplier <input type="checkbox"/> Managing Agent <input type="checkbox"/> M&E Contractor <input type="checkbox"/> Other (please specify)			
CONTRACT / SERVICE IMPLEMENTATION				
1	Have you been involved in contract / bservice implementations: <input type="checkbox"/> Yes <input type="checkbox"/> No How Many?			
2	What services have you implemented: <input type="checkbox"/> Building Maintenance <input type="checkbox"/> Catering <input type="checkbox"/> Cleaning <input type="checkbox"/> Clerical Services <input type="checkbox"/> Help Desk <input type="checkbox"/> Grounds Maintenance <input type="checkbox"/> IT <input type="checkbox"/> Logistics <input type="checkbox"/> Security <input type="checkbox"/> Waste Management <input type="checkbox"/> Other (please specify)			
3	Do you have experience of TUPE transfers: <input type="checkbox"/> Yes <input type="checkbox"/> No How Many?			
4	Provide details on last 3 contract / service implementations:			
		Client / Industry sector	T/O £	Staff Number
	1. Project 1			
	2. Project 2			
4	3. Project 3			
MARKETING / BID DEVELOPMENT				
1	Where is your experience in bidding / marketing FM services (tick as applicable): <input type="checkbox"/> Bid Leader <input type="checkbox"/> Bid writing <input type="checkbox"/> Technical expert <input type="checkbox"/> Finance/Costing <input type="checkbox"/> Contract Negotiations <input type="checkbox"/> General Marketing <input type="checkbox"/> Business Development			
2	In what sectors have you gained your marketing / bid experience: <input type="checkbox"/> Central Government <input type="checkbox"/> Local Authorities <input type="checkbox"/> Ministry of Defence <input type="checkbox"/> NHS <input type="checkbox"/> Private sector (specify) industry types			
3	How many contracts have you bid in the last 3 years: How many of these contracts / bids were successful:			
4	What is the combined value of these contracts: Annual Value £m Total Value £m			
5	Do you have experience of bidding for PFI's: <input type="checkbox"/> Yes <input type="checkbox"/> No What PFI's have you been involved in (please state):			

Please provide any additional information on a separate sheet of A4 paper

To the best of my knowledge, the above statements are an accurate representation of my skills and experience:

Candidate Signature: **Date:**