**Request for Proposal (RFP) Response Template**

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| **Question** | Response |
| **Section 1: Contact information**. Please see the [Wellcome Privacy Statement](https://wellcome.ac.uk/about-us/privacy-and-terms) for more on our commitment to safeguarding your personal information in accordance with data protection law. |
| Please provide contact details for the main point of contact for this commission: |
| **Name of (lead) individual:** |  |
| **Named company**  |  |
| **Position:**  |  |
| **Address:**  |  |
| **Email:** |  |
| **Telephone:**  |  |
| **Section 2: Focus** |
| Proposed core component including clear definition and rationale for choice (max 200 words) |  |
| Definition of anxiety and/or depression (or subcategory thereof) being used (max 200 words) |  |
| **Section 3: Approach** |
| Proposed methodology and approach to answering the research question including timeline (max 700 words) |  |
| **Section 4: People** |
| Please provide a short summary of the person or people who would be assigned to this piece of work and their key skills. (max 400 words) Please append 2-page CV (s) as a separate file and a letter or support from your organisation as relevant. |  |
| **Section 5 : Costs** |  |
| Please append a cost proposal in Excel format which details and justifies the proposed costs. This should include details of the hourly rate and number of hours to be contributed by each member of the team. The maximum cost permissible is £45,000 exclusive of VAT |  |
| **Section 6: Referees** |  |
| Please give the names and contact details of 2 referees who Wellcome can contact as part of this RFP process should you be shortlisted |  |