**Appendix 3 – Response template**

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| **Question** | **Response** |
| **Section 1: Contact Information** |
| Please provide contact details for the main point of contact for this piece of consultancy. |
| **Name of company:** |  |
| **Named contact:** |  |
| **Position:** |  |
| **Address:** |  |
| **email:** |  |
| **Telephone:** |  |
| **Section 2: Relevant experience and skills** |
| Provide a summary of your skills and experience that demonstrate your organisation’s ability to undertake the research outlined in the *Specification*. Please give examples of any similar studies you have conducted. Please provide two relevant references, |
| Response: |
| **Section 3: Approach** |
| Provide an outline of the approach you would undertake to answer the questions outlined in the *Specification*, including a consultation plan.  |
| Response:   |
| **Section 4: People** |
| Provide a short summary of the people who would be assigned to this project and their key skills, including CVs. |
| Response:  |
| **Section 5: Costs**  |
| Provide a detailed breakdown of proposed costs and state if they do or do not include VAT or any other levies. |
| Response:  |
| Provide details as to how this figure was calculated - by showing:1. Total number days allocated to this project
2. Day rates (indicating whether all staff working on this project are on the same rate)
3. Travel
4. Other costs

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| Response: |
| **Section 6: Timeline** |
| Please include a timeline, including start date and completion dates for the primary deliverables. |
| Response: |
| **Section 7: Contract feedback** |
| Please indicate any issues with the General Terms and Conditions (Appendix 3) |
| Clause # | Issue | Proposed Solution/ Comment |
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