**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 | | | |
| 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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