**Appendix 1**

**Application response template**

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| Applicant details |
| Name of organisation/individual: |  |
| Address: |  |
| Email address: |  |
| Phone number: |  |

|  |
| --- |
| Experience in each of the requirements set out in the invitation to tender, including two reference contacts |
| 2.1 |  |

|  |
| --- |
| Approach to meeting the requirements set out in this document (light touch project plan), showcasing your ability to meet the timelines as set out in the invitation to tender. |
| 2.2 |  |

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| --- |
| Details of any key delivery risks and how you will mitigate these |
| 2.3 |  |

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| Details of the proposed individual or team who will deliver the work and their relevant expertise and experience |
| 2.4 |  |

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| Comprehensive breakdown of costs for each of the individual services requested |
| 2.5 |  |

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| Previous experience and knowledge of data-driven research |
| 3.1 |  |