**Appendix 1**

**Application response template**

|  |  |
| --- | --- |
| 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 |  |

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

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

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

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