**APPENDIX 2 – RESPONSE TO CONSULTANCY SPECIFICATION**

Please answer the following questions in full.

***Do not*** change the format of the response document as it will be used for the official scoring.

Save this document and complete your response within this document, in the boxes provided. Please change the document name to ‘[Your organisation name] ITQ response’ and send to ***Trustee@herefordshire-vsc.org***

Return the document in Word. Do not upload in PDF version.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Response** | | |
| **Potential supplier information** | | | |
| Full name and address of the potential supplier submitting the information |  | | |
| Contact name and contact position (job title) for enquiries about this submission |  | | |
| Registered website address (if applicable) |  | | |
| Company registration number (if applicable) |  | | |
| Registered VAT number |  | | |
| **Insurance** | | | |
| Please provide details of your current insurance cover. We reserve the right to seek evidence or ask that sufficient levels of insurance be in place before award of contract. All price tenders should be based on full insurance levels being in place (or willing to obtain prior to contract commencement should you be successful). | **Insurance cover value** | | |
| Employer’s liability: (£5m) | £ | | |
| Public liability: (£5m) | £ | | |
| Professional indemnity: (£2m) | £ | | |
| **Service delivery** | | | |
| Please type your answer in the table below.  The answer boxes expand if required. The current size of the answer box does not reflect the size of the answer. | | | |
| **Question** | | | |
| 1. **Service delivery**   Please describe how you will implement and deliver the services outlined within the specification. Your answer should address the following key points:   * Your approach to delivering the service (e.g. if you will deliver this with your own staff, where you will deliver it from etc.) * When the service will be available * How you will meet any other specific requirements set out in the specification * Who the point of contact will be for the service.   *Max. 2 sides of A4 (font Arial 11) (DO NOT DELETE THIS LINE)* | | **30%** | |
| **Question 1: Please add your response here:** | | | |
| 1. **Innovative approach**  * Please describe how you will make this an innovative approach to delivery? What makes this different and innovative? | | **10%** | |
|  | | | |
| 1. **Relevant Experience**  * Please outline your experience in delivering a similar service before? Please describe any specific areas of success. (please attached CVs & references with your submission) | | **10%** | |
|  | | | |
| **I confirm I have attached CV’s of relevant staff YES/NO**  **Reference 1**  Name  Name of organisation  Telephone No.  Email address  Role within the organisation  Relationship to applicant  **Reference 2**  Name  Name of organisation  Telephone No.  Email address  Role within the organisation  Relationship to applicant | | | |
| **Price** | | | |
| Please submit your fee to deliver the service as per the specification below.   |  |  | | --- | --- | | **Total price** | **£** |   **Your fee must INCLUDE VAT (if VAT charged) and include all other expenses. This will be the fixed fee for providing the service set out in the specification.** | | | **50%** |

**Declaration**

**(To be signed and returned with the quote submission).**

I / We confirm that the information contained within this submission is true and accurate and I am / we are duly authorised to submit and sign the quotation for and on behalf of:

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Telephone No.** |  |
| **Postal address** |  |
| **Name** |  |
| **Role within the organisation** |  |
| **Signature** |  |
| **Date** |  |
|  |  |
|  |  |
| **Name** |  |
| **Role within the organisation** |  |
| **Signature** |  |
| **Date** |  |
|  |  |