**application TEMPLATE**

Please use this application template to respond to this ITT. Please answer the requirements using a maximum of 20 sides of A4 (font 11). Relevant templates and any appendices are in addition. Once completed please email your completed application to LEAP admin at [leapadmin@ncb.org.uk](mailto:leapadmin@ncb.org.uk) by 10am on Thursday 21st November 2019.

Template 1 - This application template

Template 2 – Referees

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Weighting** | **Requirement** | **Applicants to complete** |
|  | **Basics**  (no score but compulsory) | Provide the name of your organisation, address and postcode. | Name: |
| Address: |
| Postcode: |
|  | **Basics**  (no score but compulsory) | Provide contact details of one person who the LEAP lead can contact during the tendering process if need be. | Name: |
| Position: |
| Email: |
| Telephone Number: |

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| --- | --- | --- | --- |
| **Requirement 1** | **20%** | Experience of helping place-based projects to meet their data challenges | **EXPAND THE BOX AS YOU SEE FIT** |
| **Requirement 2** | **20%** | Please indicate your ability to start and deliver this work within the specified timescales | **EXPAND THE BOX AS YOU SEE FIT** |
| **Requirement 3** | **30%** | Please provide a work plan of high technical quality that will meet our objectives. | **EXPAND THE BOX AS YOU SEE FIT** |
| **Requirement 4** | **15%** | Please provide evidence of your organisational and project management skills. | **EXPAND THE BOX AS YOU SEE FIT** |
| **Requirement 5** | **15%** | LEAP is funded with public money via the National Lottery Community Fund so it is therefore vital that we demonstrate value for money with all of our work. Please outline how you proposed approach demonstrates value for money. | **EXPAND THE BOX AS YOU SEE FIT** |
| **Requirement 6** | **References**  (no score but compulsory) | Using template 2 (below), please provide us with two referees relevant to this area of work. | Please use Template 2 to complete this section and submit this in one as an Appendix labeled **‘Requirement 6’** |
| **Requirement 7** | **Mgmt information**  (no score but compulsory) | Provide evidence of appropriate policies relating to:   1. Confidentiality and data protection 2. Insurances and liabilities | Submit this in one PDF document as an Appendix labeled ‘**Requirement 7’**  Or if it’s available online use this box to submit web links to the relevant documents. |
| **Requirement 8** | **Cost break-down**  (no score but compulsory) | Please provide a cost breakdown of your proposed approach including and relevant day rates, expenses etc. | Submit this in one PDF document as an Appendix labeled ‘**Requirement 8’** |
| **Requirement 9** | **Submitting**  (no score but compulsory) | A completed application of a maximum of 20 sides of A4 (font 11) plus the required appendixes of this tender document. Note than any diagrams and volume related information in tabular form will be regarded as not subject to this limitation.  Once completed please email in Word to [LEAPAdmin@ncb.org.uk](mailto:LEAPAdmin@ncb.org.uk) | |

**Template 2 – References**

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| --- | --- |
| **The name of your organisation:** |  |

Please provide two references.

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|  | |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Organisation title: | Organisation title: |
| Job title: | Job title: |
| Phone Number: | Phone Number: |
| Email:  cat | Email: |
| Please indicate that we can contact this referee during the procurement process: YES/NO | Are we able to contact this referee during the procurement process: YES/NO |