1. ABOUT YOU

Organisation name, address, email and telephone number:

Organisation purpose and status (eg charity, CIC etc):

Please provide details of any environmental accreditation (eg. ISO14001):

Please include proof of third-party liability insurance:

1. DELIVERY OF THE CONTRACT

Supervisor name and position in organisation (this is the person who will be managing delivery of the contract):

Details of ALL people who will be involved in the delivery of this contract and their relevant skills and experience (please attach full CVs):

Please provide a short written statement (max 600 words) on how your organisation has the experience and track record to deliver this contract to a high standard:

Please provide a short written statement (max 600 words) on how your organisation would deliver this contract and how you would add value:

Please provide a brief project plan, identifying the milestones in your delivery of the contract, and a breakdown of time allocation for personnel:

Please provide a description of how you would manage the risks involved with this project:

Please provide an explanation of how you will ensure stakeholder buy-in and satisfaction, and that DWT are kept up to date with the project’s progress:

1. BUDGET

Please provide a budget clearly detailing all costs (inclusive of VAT) associated with the delivery of the outputs identified in the brief, and a profile of expected spend for the entire project:

1. ATTACHMENTS

Please give details of any attachments to this form and how they form part of your proposal: