

**D2N2 Local Enterprise Partnership (LEP) Connected Futures Employer Engagement Project Specification**

**Quote/proposal pro-forma**

**Please submit to** **info@d2n2lep.org** **by midday, Tuesday 28th May 2024**

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| **Organisation name**  |   |
| **Organisation address**  |     |
| **Lead contact name**  |   |
| **Lead contact email address**  |   |
| **Lead contact phone/mobile**  |   |

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| **Expertise and experience*** Your knowledge and understanding of the D2N2 region, its employer landscape, and stakeholders in the region
* Your experience and expertise in meeting the specification requirements and why you would be a good fit for this programme of work, including examples of similar work.

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| RESPONSE:       |
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| **Methodology and approach*** Your proposed approaches/method statements to deliver on the brief of this programme of work
* A clear timeline with identified deliverables for the lifetime of the project
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| RESPONSE:        |
| **Project Management and Risk Mitigations*** Details of who will be working on the project, including their role, previous experience, DBS checks (if applicable). NB – submissions are welcome from individuals or organisations.
* Your ability to commit to this work for the duration of the project (10 months)
* Your appraisal of the risks likely to arise in this work, and mitigations.
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| RESPONSE:       |
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| **Costings*** A quote for this programme of work, including a breakdown of costs. This should include a commitment to provide a specified number of days per week to the project
* All costings should be inclusive of VAT
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| RESPONSE:       |