A logo with green and purple letters

Description automatically generated

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

**Quote/proposal pro-forma**

**Please submit to** [**info@d2n2lep.org**](mailto: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. |
| 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 |
| 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. |
| 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 |
| RESPONSE: |