

Attachment 5 – Response Guidance for Contract Examples

You must provide two (2) contract examples. Your response must include:

Contract Example 1

- a) A summary of the contract, demonstrating your technical capability and capacity to deliver a research project, detailing the project name, research topic, research participants, methodology and approach.
- b) The objectives and/or key performance indicators, set by the customer at the start of the contract, and how you were able to meet them (including targets and the results you achieved).

Contract Example 2

- a) A summary of the contract, demonstrating your technical capability and capacity to deliver a research project, detailing the project name, research topic, research participants, methodology and approach.
- b) The objectives and/or key performance indicators, set by the customer at the start of the contract, and how you were able to meet them (including targets and the results you achieved).

The character count for the contract example is 4096 characters (including spaces)

Response Guidance:

- Examples can be from the public or private sector;
- Examples provided must relate to contracts performed during the past three (3) years, prior to publication of the OJEU Contract notice to be valid as evidence for this procurement;
- The Customer contact provided must be notified by you that they may be contacted by the Authority (the Authority reserves the right to validate the accuracy of contract details provided);
- Examples must clearly and unambiguously fall within the scope of the requirement;
- Examples of contracts awarded under Framework Agreements via Call Off contracts will be considered valid, but Framework Agreements themselves will NOT be considered valid;
- Customer contact provided must not have been employed or appointed by your organisation, or from within your associated group of companies, within the past three (3) years prior to the publication of the OJEU contract notice;
- Examples may cover situations where your organisation was acting as prime contractor, key sub-contractor or part of a Group of Economic Operators; and
- The Signature must be a wet signature and not a printed name of the customer contact.