

Appendix F - Specification

This document sets out the Council's requirements, quality standards and key performance indicators with respect to the proposed contract. Please ensure that you read this carefully and ensure these requirements are incorporated into your pricing submission and the quality of services provided.

1. Insurance Requirements
Providers will be required to meet the insurance requirements outlined in Appendix E.
2. Experience
It is a threshold requirement that providers have relevant experience to deliver this work as detailed in Appendix B. Providers will need to demonstrate that they have designed, produced or developed branding for public authorities or the life sciences sector.
3. Frequency of Contract Meetings
The successful provider will need to provide weekly updates with the project manager as this work progresses.
4. Contract Management Arrangements
Delivery of the scope of services will be iterative. The successful provider will therefore need to work closely with the project manager and identified stakeholders for each stage of the branding process.