Name of bidder (this will be the name of the organisation in whose name the purchase order will be raised; invoicing must therefore be the same as this name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of evaluation (service being evaluated): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quality

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| --- |
| 1. **Please describe to us how you will ensure that all the objectives and products contained within the specification will be delivered.** |
| 350 words maximum |

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| 1. **Please describe how you will approach structuring the evaluation.** |
| 350 words maximum |

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| 1. **Please confirm that comprehensive and suitable methodologies will be used and give your rationale for selecting these. Please include detail of your chosen methodologies (and rationale) for service user engagement.** |
| 400 words maximum |

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| 1. **Please describe any challenges you anticipate with undertaking this evaluation and the mitigations you will put in place to address them.** |
| 1. words maximum |

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| 1. **Please state here the details of relevant health service evaluations you have authored in the last 3 years, together with the name and contact details of the individual who commissioned you.** |
| 1. words maximum. Please do not include details of reports produced before 2019. |

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| 1. **Please give the names and qualifications of suitably competent and experienced staff who will contribute to the report, and their roles. Indicate to us how their qualifications and experience are relevant to the authoring of the report.**   **Please also state how you will source clinical advice and guidance, should it be required.** |
| 1. words maximum |

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| 1. **Please give details of your understanding, and application of, data confidentiality and information governance issues.** |
| 200 words maximum |

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| 1. **Please confirm that you can deliver the report within the project deadline with a realistic timetable, even if you are the preferred bidder for multiple reports.** |
| 200 words maximum |

**Price**

|  |
| --- |
| **Please confirm that your price is expressed net of VAT:** |
| Yes/no |
| **Please provide details of your price, broken down according to the days which each contributor will be deployed, their daily rate, and any other costs.** |
|  |
| **Please confirm that the price for each report is *not* subject to any discounting proposal should you be offered the opportunity to author multiple reports:** |
| Yes/no |

Thank you.

Please submit your responses to Emma Giles no later than the closing date given in the service specification, and ensure that you obtain a receipt.