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| Tender Application form for a project with the Food Standards Agency  | FSA logo |
| Applicants should complete each part of this application as fully and as clearly as possibleBrief instructions are given in the grey boxes at the start of each section. Please submit the application through the Agency’s eSourcing Portal (Bravo) by the deadline set in the invitation to tender document.  |
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| Lead Applicant’s details |
| Surname |  | First Name |  | Initial |  | Title |  |
| Organisation |  | Department |  |
| Street Address |  |
| Town/City |  | Country |  | Postcode |  |
| Telephone No |  | E-mail Address |  |
| Is your organisation is a **small and medium enterprise**. (EU recommendation 2003/361/EC refers <http://www.hmrc.gov.uk/manuals/cirdmanual/cird92800.htm> ) | Yes |  | No |  |
| **TENDER SUMMARY** |
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| TENDER Title |
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| TENDER reference | FS |
|  |  |  |  |  |  |  |
| Proposed Start date | [dd/mm/yyyy] | Proposed End Date | [dd/mm/yyyy] |
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| 1: TENDER Summary AND OBJECTIVES |
| TENDER SUMMARY |
| Please give a brief summary of the proposed work in no more than 400 words. |
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| 1. **OBJECTIVES AND RELEVANCE OF THE PROPOSED WORK TO THE FSA TENDER REQUIREMENT**
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| Objectives |
| Please detail how your proposed work can assist the agency in meeting it stated objectives and policy needs.. Please number the objectives and add a short description. Please add more lines as necessary.  |
| Objective Number | Objective Description |
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| **2: DESCRIPTION OF APPROACH/SCOPE OF WORK** |
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| Approach/SCOPE OF WORK |
| Please describe how you will meet our specification and summarise how you will deliver your solution. You must explain the approach for the proposed work. Describe and justify the approach, methodology and study design, where applicable, that will be used to address the specific requirements and realise the objectives outlined above. Where relevant (e.g. for an analytical survey), please also provide details of the sampling plan..  |
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| INNOVATION |
| Please provide details of any aspect of the proposed work which are considered innovative in design and/or application? E.g. Introduction of new or significant improved products, services, methods, processes, markets and forms of organization. |
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| **3: THE PROJECT PLAN AND DELIVERABLES** |
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| The Plan |
| Please provide a detailed project plan including, the tasks and sub-tasks required to realise the objectives (detailed in Part 1). The tasks should be numbered in the same way as the objectives and should be clearly linked to each of the objectives. Please also attach a flow chart illustrating the proposed plan. |
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| Deliverables |
| Please outline the proposed project milestones and deliverables. Please provide a timetable of key dates or significant events for the project (for example fieldwork dates, dates for provision of research materials, draft and final reporting). Deliverables must be linked to the objectives.For larger or more complex projects please insert as many deliverables /milestones as required.Each deliverable should be:1. no more 100 characters in length
2. self-explanatory
3. cross referenced with objective numbers i.e. deliverables for Objective 1 01/01, 01/02 Objective 2 02/01, 02/02 etc

Please insert additional rows to the table below as required. A final deliverable pertaining to a retention fee of 20 % of the total value of the prosed work will automatically be calculated on the financial template. |
| Deliverable number or MILESTONE IN ORDER OF EXPECTED ACHIEVEMENT | Target Date | TITLE of Deliverableor milestone |
|  | [dd/mm/yyyy] |  |
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| **4: ORGANISATIONAL EXPERIENCE, EXPERTISE and STAFF EFFORT** |
| 1. **PARTICIPATING ORGANISATIONS’ PAST PERFORMANCE**
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| Please provide evidence of up to three similar projects that the project lead applicant and/or members of the project team are currently undertaking or have recently completed. Please include:* The start date (and if applicable) the end date of the project/(s)
* Name of the client who commissioned the project?
* Details of any collaborative partners and their contribution
* The value
* A brief description of the work carried out.
* How the example(s) demonstrate the relevant skills and/or expertise.
* What skills the team used to ensure the project (s) were successfully delivered.
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| Named Staff Members and Details of their Specialism and expertise |
| For each participating organisation on the project team please list:- the names and grades of all staff who will work on the project together with details of their specialism and expertise, their role in the project and details of up to 4 of their most recent, relevant published peer reviewed papers (where applicable). If new staff will be hired to deliver the project, please detail their grade, area/(s) of specialism and their role in the project team.  |
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| Lead Applicant  | [Lead applicant’s organisation name here] |
| Named staff members, details of specialism and expertise. |
| [Principal Investigator’s name and details 1st] |
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| Participant Organisation 1 |  |  |
| Named staff members, details of specialism and expertise. |
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| Participant Organisation 2 |  |  |
| Named staff members, details of specialism and expertise. |
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| Participant Organisation 3 |  |  |
| Named staff members, details of specialism and expertise. |
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| 1. **STAFF EFFORT**
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| In the table below, please detail the staff time to be spent on the project (for every person named in section above) and their role in delivering the proposal If new staff will be hired in order to deliver the project please include their grade, name and the staff effort required. |
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| **Name and Role of Person where known/ Role of person to be recruited** | **Working hours per staff member on this project** |
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| **Total staff effort** |  |

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| **5: PROJECT MANAGEMENT** |
| Please fully describe how the project will be managed to ensure that objectives and deliverables will be achieved on time and on budget. Please describe how different organisations/staff will interact to deliver the desired outcomes. Highlight any in-house or external accreditation for the project management system and how this relates to this project. |
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| **6. RISK MANAGEMENT** |
| In the table provided, please identify all relevant risks in delivering this project on time and to budget. Briefly outline what steps will be taken to minimise these risks and how they will be managed by the project team.Please add more lines as required |
| **Identified risk** | **Likelihood of risk (high, medium, low)** | **Impact of Risk (high, medium, low)** | **Risk management strategy** |
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| 7. Quality Management |
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|  QUALITY MANAGEMENT |
| Please provide details of the measures that will be taken to manage and assure the quality of work.  You should upload your Quality Assurance policy in the supporting documents section of your application.This should include information on the quality assurance (QA) systems, , which have been implemented or are planned, and should be appropriate to the work concerned.  All QA systems and procedures should be clear and auditable, and may include compliance with internationally accepted quality standards specified in the ITT e.g. ISO 9001 and ISO17025. Specific to science projects and where relevant, applicants must indicate whether they would comply with the [Joint Code of Practice for Research](https://www.gov.uk/government/publications/joint-code-of-practice-for-research-jcopr) (JCoPR).If applicants do not already fully comply with the JCoPR please provide a statement to this effect to provide an explanation of how these requirements will be met. The FSA reserves the right to audit projects against the code and other quality standardsThe lead principle investigator is responsible for all work carried out in the project; (including work supplied by sub-contractors) and should therefore ensure that the project is carried out in accordance with the Joint Code of Practice  |
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| 1. **ETHICS**
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| Please identify the key ethical issues for this project and how these will be managed. Please respond to any issues raised in the Specification documentPlease describe the ethical issues of any involvement of people, human samples, animal research or personal data in this part. In addition, please describe the ethical review and governance arrangements that would apply to the work done.Applicants are reminded that, where appropriate, the need to obtain clearance for the proposed project from their local ethics committee. This is the responsibility of the project Lead Applicant. However, if a sub-contractor requires such clearance the project Lead Applicant should ensure that all relevant procedures have been followed. If there are no ethical issues please state this |
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| 1. **DATA PROTECTION**
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| Please identify any specific data protection issues for this project and how these will be managed. Please respond to any specific issues raised in the Specification document.Please note that the successful Applicant will be expected to comply with the Data Protection Act (DPA) 1998 and ensure that any information collected, processed and transferred on behalf of the FSA, will be held and transferred securely. In this part please provide details of the practices and systems which are in place for handling data securely including transmission between the field and head office and then to the FSA. Plans for how data will be deposited (i.e. within a community or institutional database/archive) and/or procedures for the destruction of physical and system data should also be included in this part (this is particularly relevant for survey data and personal data collected from clinical research trials). The project Lead Applicant will be responsible for ensuring that they and any sub-contractor who processes or handles information on behalf of the FSA are conducted securely.  |
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| 1. **SUSTAINABILITY**
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| The Food Standards Agency is committed to improving sustainability in the management of operations. Procurement looks to its suppliers to help achieve this goal. You will need to demonstrate your approach to sustainability, in particular how you will apply it to this project taking into account economic, environmental and social aspects. This will be considered as part of our selection process and you must upload your organisations sustainability policies into the eligibility criteria in Bravo.Please state what(if any) environmental certification you hold or briefly describe your current Environmental Management System (EMS)  |
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| 1. **DISSEMINATION AND EXPLOITATION**
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|  Where applicable please indicate how you intend to disseminate the results of this project, including written and verbal communication routes if appropriate. Applicants are advised to think carefully about how their research aligns with the FSA strategy, what is the impact that their research has on public health/ consumers and decide how the results can best be communicated to the relevant and appropriate people and organisations in as cost-effective manner as possible. Please provide as much detail as possible on what will be delivered. Any costs associated with this must be documented in the Financial Template.The applicant should describe plans for the dissemination of the results for the project team as a whole and for individual participants. Details should include anticipated numbers of publications in refereed journals, articles in trade journals etc., presentations or demonstrations to the scientific community, trade organisations and internal reports or publications. Plans to make any information and/or reports available on the internet with the FSA’s permission are also useful, however, this does not remove the requirement for Tenderers to think how best to target the output to relevant groups.If a final report is part of the requirement, please make sure, as part of the executive summary, that aims and results are clear to the general audience and that the impact of the research on public health/consumers and it’s alignment to FSA priorities is clearly stated.Please note that permission to publish or to present findings from work supported by the FSA must be sought in advance from the relevant FSA Project Officer. The financial support of the FSA must also be acknowledged.Please indicate whether any Intellectual Property (IP) may be generated by this project and how this could be exploited. Please be aware the FSA retains all rights to the intellectual property generated by any contract and where appropriate may exploit the IP generated for the benefit of public health. In this part Applicants should demonstrate the credibility of the partnership for exploitation of the results and explain the partnership’s policy in respect of securing patents or granting licenses for the technology (if applicable). It should deal with any possible agreements between the partners to extend their co-operation in the exploitation phase and with relevant agreements with companies, in particular users, external to the partnership |
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| **8. SOCIAL VALUE**  |
| Social value has a lasting impact on individuals, communities and the environment. Government has a huge opportunity and responsibility to maximise benefits effectively and comprehensively through its commercial activity. To be effective it is essential that the FSA consider social value at all stages of the procurement life cycle. In order to do this, we are applying the Government Commercial Functions social value model PPN 06/20 Procurement Policy Note - Taking account of social value in the award of government contracts. [The Social Value Quick Reference Table](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940828/Social-Value-Model-Quick-Reference-Table-Edn-1.1-3-Dec-20.pdf) provides a useful summary of the criteria and the reporting metrics for each of the criteria, including examples.In order to evaluate this, we ask that you answer the following: |
| **A. WELLBEING: IMPROVING HEALTH AND WELLBEING:**  |
| Using a maximum of 3000 characters describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria 7.1: ‘Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce’. Please include: ● your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, and ● a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: ○ timed action plan ○ use of metrics ○ tools/processes used to gather data ○ reporting ○ feedback and improvement ○ transparency  |
| *Responses should not exceed 3000 characters.* |

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| **ADDITIONAL SUPPORTING DOCUMENTS** |
| Please note that any additional documents in support of the on-line application, as well as the Gant/PERT charts requested for the Project Plan section, should be zipped into a single file (using WinZip). These should then be uploaded to the e-sourcing portal, Bravo in to the *Supporting Documents* section of the technical envelope. Each supporting document should be clearly marked with the following details:* the tender reference number,
* the tender title,
* the name of the lead applicant submitting the proposal and
* the part number and title to which the supporting evidence appertains (e.g. Part 3 Deliverables)
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