

**Attachment 2g – Certificate of Past Performance (Lot 5)**

**RM6187 Management Consultancy Framework Three (MCF3)**

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| **Lot Title: HR** |
| **Name of Bidder:** | [Bidder’s name] |
| **Section A - To be completed by the Bidder** |
| **Certificate of Past Performance - details of the contract, to be certified by the Customer in Section B.** **Note:** **The contract must:*** **have been completed between October 2017 to October 2020; and**
* **have a value which exceeds £250,000**
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| **Name of Customer:** | [Customer name] |
| **Name of Bidder:** | [Supplier name] |
| **Contract title:** | [Contract title] |
| **Contract start date:** | [dd/mm/yyyy] |
| **Contract end date:** | [dd/mm/yyyy] |
| **OJEU Award Notice reference or** **Contracts Finder reference:** **(for Public Sector Contracts only)**  | OJEU Award Notice reference:e.g. 2011/S 239-387260 |
| **Contract value:** | £ |
| **Service Lines:** For each service line you wish to offer you must include an ‘X’ in the service lines table (column B) against the service line(s) (column A) to which the CoPP relates.

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| **Lot 5 Service Lines** |
| **Column A** | **Column B** |
| Capability development |  |
| Cultural transformation |  |
| Dispute management |  |
| Diversity & inclusion |  |
| Employee relations  |  |
| HR functions, process and design |  |
| HR policy  |  |
| Organisational design and/or workforce planning |  |
| Performance management |  |
| Training & development |  |

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| Please describe the Services performed under the contract and highlight **in bold type** where you refer to the service line(s) in the box below. A maximum of 500 words in Arial font size 11 is permitted**.** |
| [Insert contract description] |
| **Section B - To be completed by the Customer** |
| **Certificate of Past Performance - Customer contact details****(for further clarification, if required)** |
| **Customer contact name:** | [name of Customer contact] |
| **Customer address:** | [Customer address] |
| **Customer direct line:** | [Customer telephone number] |
| **Customer email:** | [Customer email] |
| **Customer confirmation**  |
| We hereby certify that, to the best of our knowledge and belief, the supplier has satisfactorily supplied the services and delivered the deliverables and the outcomes described above in accordance with the contract.  | (Authorised signature and date including the title of the individual who has signed)**Signed: ……………………………………..****Name: ……………………………………..****Title: ……………………………………..****Date: ……………………………………..** |
| **Guidance for Customers confirming Certificate of Past Performance** |
| Whilst the information in this certificate has been provided in good faith and in the belief that it is truthful and accurate, the Customer does not assume any responsibility or any liability nor make any guarantee, representation or warranty as to the contents of this Certificate of Past Performance.  |