

Attachment 1 – Response Guidance for Confirmation of Works

You must provide one (1) example of research works undertaken. Your response must include:

- a) A summary of the works/contract, demonstrating your technical capability and capacity to deliver a research project, detailing:
 - project name and research topic
 - research participants (where applicable) - 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:

- Example can be from the public or private sector
- Example provided must relate to services delivered during the past three (3) years, prior to publication of the contract notice to be valid as evidence for this procurement (i.e. not started before October 2018)
- 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 details provided)
- Example must clearly and unambiguously fall within the scope of the research services
- Example of a contract awarded under Framework/DPS 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 contract notice for RM6126 Research & Insights DPS (i.e. October 2018)
- Example may cover situations where your organisation was acting as prime contractor, key sub-contractor or part of a Group of Economic Operators
- The signature must be a wet signature where possible and not a printed name of the customer contact, if obtaining a wet signature is not possible then customer contact details will be used to validate the accuracy of details provided