**Project Proposal Proforma**

**This proforma is to be returned by suppliers.** This information will be used to select the successful supplier during the tender assessment process as per assessment criteria detailed in the Request for Proposal document.

**Contractors, please use the response form attached to this proforma**.

Your response must contain the information requested in the questions below. Any attachments returned must be clearly referenced to the question they relate to or they will not be considered. Information submitted over any maximum limit specified may not be considered.

**If you are planning to subcontract any of the work**, your reply should detail what work will be subcontracted, to whom, and it must provide confidence that methodologyand standards will be delivered to the same level that you would apply.

Where a minimum quality threshold has been specified, submissions assessed as not having met the threshold will be deemed non-compliant.

**Contractor Response Form**

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| **Contractor Name:** |
| **Project reference: LRO 27** |
| 1. **Understanding of the project** |
| **Maximum Response Length - 1 side of A4, font size 11** |

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| 1. **Understanding of local area** |
| **Maximum Response Length - 1 side of A4, font size 11** |

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| 1. **Your Approach and Methodology** |
| **Maximum Response Length - 4 sides of A4, font size 11 + data protection policy** |

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| 1. **Project Management** |
| **Maximum Response Length - 2 sides of A4, font size 11** |

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| 1. **Gantt Chart** |
| **Maximum Response Length – 1 gantt chart (as a separate attachment)** |

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| 1. **Team, Experience and Technical skill of those involved in the contract** |
| **Maximum Response Length - 2 sides of A4, font size 11 + CVs of key team members + standalone case studies of relevant projects, including those shared with subcontractor, if applicable** |

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| 1. **Use of Artificial Intelligence** |
| AI tools can be used to improve the efficiency of your bid writing process, however they may also introduce an increased risk of misleading statements via ‘hallucination’.  Have you used AI or machine learning tools, including large language models, to assist in any part of your tender submission? This may include using these tools to support the drafting of responses to Award questions.  Yes/No  Please provide details: ………………  Where AI tools have been used to support the generation of Tender responses, please confirm that they have been checked and verified for accuracy:  Yes/No  Are AI or machine learning technologies used as part of the products/services you intend to provide to Environment Agency?  Yes/No  If Yes: Please describe how AI technologies are integrated into your service offerings.  Please provide details: ……………… |

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| 1. **Conflicts of interest** |
| Please take this opportunity to detail any potential conflicts of interest that may arise if you are awarded this scope of work |