

Parc Cathays/Cathays Park  
 Caerdydd/Cardiff  
 CF10 3NQ

Eich cyf/Your Ref: C289/2022/2023

Ein cyf/Our Ref: C289/2022/2023

Dyddiad/Date: 15/05/2023

Dear Laurel Research Consulting Ltd

**CONTRACT FOR EXPERIENCE OF CONVERSION PRACTICES IN WALES,  
 CONTRACT NUMBER C289/2022/2023**

I refer to your recent tender for the above contract.

I am pleased to inform you that your bid was the highest scoring bid, scoring as follows,:

<b>Evaluation Criteria</b>	<b>Weighting</b>	<b>Score</b>
Demonstration of a clear understanding of the policy/legislative context of and need for the research	15/100	9
Proposed research methodology, which clearly outlines a detailed research design and demonstrates how the aims/objectives of this study will be met.  Suitability of the research methodology – quality and appropriateness of the approach including understanding of the specific methodological requirements for undertaking this research	30/100	18
Staff roles and suitability of staff for those roles: A clear and detailed description of the resources to be deployed, task allocation (including evidence of the suitability of the personnel proposed for this contract in terms of their expertise and skills) and time allocated to the project for each	20/100	16
Understanding of, and ability to meet, project timetable and dependencies/risks: A clear description of the project management plan for	15/100	12

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the research (including a timetable detailing key milestones; an outline of a robust management, delivery and reporting structure; detailed risk register).		
Commercial	20/100	20
<b>TOTAL</b>	<b>100/100</b>	<b>75</b>

and therefore your tender dated 20/04/2023 was successful on this occasion. The Contract is awarded in accordance with the tender documentation and conditions of Contract for Research Services which were included in the invitation to tender documentation issued on 16/03/2023.

The contract shall commence on 22/05/2023.

I shall be in contact shortly to confirm the operational and administrative arrangements of the contract.

May I take this opportunity to thank all those involved for the time and effort invested in the tender.

Yours sincerely

Contract Manager  
Equality, Poverty and Children's Evidence and Support Division  
Welsh Government