|  |  |
| --- | --- |
| *Business Name* |  |
| *Date* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Name* | *Title* | *Phone* | *Email* |
| *Business Contact* |  |  |  |  |
| *Quality Manager* |  |  |  |  |
| *Authorized Representative* |  |  |  |  |

*The* ***Authorized Representative (listed above)*** *will represent the company in all matters concerning CIRQ audit, certification and payment for services rendered. This person has the authority to commit the organization to compliance with all certification requirements for the standards identified in the scope of service section of this application.*

***All Business Locations Address & Information***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Business Name**  **(If different than above)** | **# Full-time/ Part-time employees** | **Postal address** | **City** | **State** | **Zip** |
| (Headquarters) |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

|  |
| --- |
|  |

A1. What are your normal business hours?

|  |
| --- |
|  |

A2. What is your target date for certification?

A3. Thinking about your headquarters location only, summarize the number and title/role of the on-site and remote staff. (i.e., 7 analysts, 12 project managers, 6 Account Executives, etc.)

|  |  |  |
| --- | --- | --- |
| Role/Title | # Full-time | # Regular Part-time |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Business Information**

B1. Are you a full-service research company?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

B2. To qualify for certification, your company is required to attest Core Framework and at least one Annex. Please indicate which services your company provides. (*Mark all that apply.*)

*Note:*

|  |  |  |
| --- | --- | --- |
| Annex A | Sampling including Access Panels |  |
| Annex B | Fieldwork Data Collection (Qual, Quant, Phone, Online) |  |
| Annex C | Physical Observation Data Collection |  |
| Annex D | Digital Observation Data Collection |  |
| Annex E | Self-Completion |  |
| Annex F | Data Management and Processing |  |

B3. Is the certification intended to cover your entire Research Process Management System?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If no, please explain:

|  |
| --- |
|  |

B4. What percent of your business is:

|  |  |
| --- | --- |
| Quantitative |  |
| Qualitative |  |

B5. How long has your research process management system been in operation?

|  |  |
| --- | --- |
| Less than 3 months |  |
| 3 – 6 months |  |
| 6 – 12 months |  |
| Over 12 months |  |

B6. Have you started mapping your current Research Process Management System to ISO 20252?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

B7. What marketing research functions, if any, do you outsource? (*Mark all that apply.*)

|  |  |
| --- | --- |
| Sampling including Access Panels |  |
| Fieldwork Data Collection (Qual, Quant, Phone, Online) |  |
| Physical Observation Data Collection |  |
| Self-Completion Data Collection |  |
| Digital Observation Data Collection |  |
| Data Management and Processing |  |

B8. Do you own any panels of potential respondents?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

B9. Which platform does your company use for remote work that can also be used for remote auditing?

|  |  |
| --- | --- |
| Teams |  |
| Zoom |  |
| Something else (specify) |  |

B10. How did you hear about CIRQ and its services? *(Mark all that apply.)*

|  |  |
| --- | --- |
| Client |  |
| Professional Association (Insights Association, ESOMAR) |  |
| Social Media, LinkedIn |  |
| Industry newsletters (Quirks, DRNO) |  |
| Other (SPECIFY) |  |

**Completion**

I verify that the above information is accurate. CIRQ’s cost estimate is subject to revision based upon additional information learned as a result of the audit and certification process.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| Signature | Title | Date |

Please email this completed form to: [Juliana.wood@cirq.org](mailto:Juliana.wood@cirq.org)

Once your Request for Quotation has been approved, and a Cost Estimate is created and sent back to you, CIRQ will:

1. Contact you to clarify the scope of your company’s audit and certification and answer any questions you may have.
2. Send you a self-assessment form that asks for more details about your operations, processes, and documentation. This will enable us to plan for the Pre-Assessment of your Quality Management System, and to confirm the estimates of time and cost for the audit and certification services.
3. Send you an invoice for a Pre-Assessment of your quality system, which is the first step in the CIRQ audit process. When the payment for the Pre-Assessment is received, CIRQ will reserve an auditor.