



# THE UNIVERSITY *of* EDINBURGH

ClimateXChange  
Edinburgh Centre for Carbon Innovation  
High School Yards  
Edinburgh  
EH1 1LZ

07 January 2019

Dear Sir/Madam

**INVITATION TO QUOTE FOR: Comparative analysis of nitrogen accounting models with particular reference to agriculture**

**QUOTE Ref: IQ2-2019**

You are invited by The University of Edinburgh to quote for the provision of services detailed in the attached terms of reference.

Your quotation must be received by **noon on Thursday 24 January 2019**. It should comprise your brief proposal; (no more than eight pages excluding CVs) responding to each of the award criteria detailed in the Project Specification, including work plan with deadlines, CVs for the proposed delivery team, applicable day rates, relevant experience and the number of person days' work proposed.

Depending on the quality of proposals received, CXC may chose not to appoint any contractor. The University of Edinburgh are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier.

It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The University of Edinburgh may undertake not to consider quotations received after that time.

Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

The quotation will be evaluated using the following criteria and weightings:

PRICE	20%	
QUALITY	80%	
Technical Criteria	Weight	Descriptor
1. Understanding the research specification and the policy environment  <b>500 words</b>	15%	Please demonstrate your understanding of <ol style="list-style-type: none"> <li>1. the research requirements, including the Scottish policy context (with particular reference to climate change);</li> <li>2. the cross-sectoral nature of the project and the need for this research</li> <li>3. the research aim and how your proposal will address this need.</li> </ol>
2. Research methodology  <b>1000 words</b>	25%	Please demonstrate how you would approach this project, addressing <ol style="list-style-type: none"> <li>1. selection of relevant input-output models</li> <li>2. how your proposed approach will address the research objectives</li> <li>3. the suitability, robustness and limitations of the proposed methodology.</li> </ol>
3. Project management and staff resource  <b>500 words</b>	10%	How will your proposed approach demonstrate <ul style="list-style-type: none"> <li>• A timetable, project milestones and management arrangements required to deliver the desired outputs within scope and to time?</li> <li>• compliance with regulations (e.g. GDPR)</li> <li>• research capacity in terms of               <ul style="list-style-type: none"> <li>- specific experience &amp; expertise in the evidence review topic;</li> <li>- experience and expertise in inter-disciplinary team-working</li> </ul> </li> </ul>
4. Communication and report writing	10%	Please describe your approach to writing the report (to be published on the ClimateXChange website), including: <ol style="list-style-type: none"> <li>1. Management responsibility for communicating the results of the project, for report-writing and overall report quality.</li> <li>2. Please include examples of your previously published research reports produced for a non-technical audience</li> </ol>
5. Quality control and assurance	10%	Please demonstrate your approach to quality assurance, including <ol style="list-style-type: none"> <li>1. your quality assurance procedures to demonstrate how the contract will be continuously delivered to a high standard, to time and within budget.</li> <li>2. quality control at different stages of the project, including evidence gathering, analysis and report writing.</li> </ol>
6. Risk	10%	Please demonstrate how you will manage any risks from this project, including: <ol style="list-style-type: none"> <li>1. a risk assessment matrix detailing any risks identified in relation to the delivery of <u>this</u> contract, and</li> <li>2. proposed mitigation measures to minimise their probability and impact.</li> </ol>

By providing us with a quotation you agree to be bound by The University of Edinburgh Terms and Conditions for services (please see <http://www.ed.ac.uk/schools->

departments/procurement/supplying) which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and returns regarding this Invitation To Quote should be e-mailed to [lee.callaghan@ed.ac.uk](mailto:lee.callaghan@ed.ac.uk) and copied to [sarah.govan@ed.ac.uk](mailto:sarah.govan@ed.ac.uk)

Yours sincerely,

Mrs Lee Callaghan  
Administrator