



THE UNIVERSITY *of* EDINBURGH

ClimateXChange
Edinburgh Climate Change Institute
High School Yards
Edinburgh
EH1 1LZ

20 July 2022

Dear Sir/Madam

INVITATION TO QUOTE FOR: Applying interlinked practices to enhance the effectiveness of net zero policy-making in Scotland

QUOTE Ref: IQ17-2022

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 18th August**. It should comprise your brief proposal; (no more than six 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 research experience, examples of previous work 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%

Quality Criteria	Descriptor	Weight
Understanding the research specification and the policy environment	<p>The proposal should include an introduction which demonstrates a clear understanding of the research requirements, including:</p> <ul style="list-style-type: none"> • The policy environment and the supporting role of research • The need for this research • The theoretical background to the research • The research aim, and how the proposal will address this need • The cross-sectoral nature of the project 	25%
Research methodology	<p>The proposal should demonstrate a high quality and workable research methodology that will deliver the outputs in the required timescale, including:</p> <ul style="list-style-type: none"> • How the evidence will be identified, reviewed and assessed • How the research objectives will be addressed • The suitability, robustness and limitations of the methodology 	25%
Project management and staff resource	<p>The proposal should:</p> <ul style="list-style-type: none"> • Include a clear project plan, that captures: <ul style="list-style-type: none"> ○ The key steps required to deliver the desired output within scope and to time ○ Reference – where relevant – to mechanisms for compliance with regulations (e.g. GDPR) • Provide details of individual staff members who will work on this project and demonstrate how they will meet the project requirements, specifically their experience and expertise: <ul style="list-style-type: none"> ○ In research generally ○ In tasks specific to this research ○ In inter-disciplinary team-working • Provide a commitment that named staff members will be available to work on the contract if the bid is successful • Set out the management arrangements for the project • Include a timetable for delivery of tasks and project milestones covering the duration of the contract • Clearly show allocation of staff and staff time against each task 	10%
Communication and report writing	<p>The proposal should describe the approach to writing the report, which will be published on the ClimateXChange website. This should include how different contributions from the team will be brought together. The proposal should outline any planned visualisations and/or added value presentations of the material.</p> <p>It should detail who will take lead responsibility for report-writing and overall report quality. It should provide accessible links to outputs and/or publications they have been involved in, detailing their role in the work.</p>	10%

Quality assurance and risk mitigation	The proposal should provide details of quality assurance procedures to demonstrate how the contract will be continuously delivered to a high standard. It should specifically address issues of quality control at different stages of the project, including evidence gathering, analysis and report writing. The proposal should provide a risk assessment matrix detailing any risks identified in relation to the delivery of this contract, and proposed mitigation measures to minimise their probability and impact.	10%
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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 and copied to annemarte.bergseng@ed.ac.uk

Yours sincerely,

Mrs Lee Callaghan
Project Co-ordinator