



# THE UNIVERSITY *of* EDINBURGH

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

7 June 2024

Dear Sir/Madam

**INVITATION TO QUOTE FOR: Training provision assessment and opportunities for enhancement in Scotland's onshore wind and solar industries**

**QUOTE Ref: IQ18-2024**

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 27 June 2024**. 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%

<b>Quality Criteria</b>	<b>Descriptor</b>	<b>Weight</b>
Understanding the research specification and the policy environment	<p>Provide an introduction to completing this piece of work which demonstrates a clear understanding of the research requirements, including as a minimum:</p> <ul style="list-style-type: none"><li>• The policy environment and the supporting role of research</li><li>• The need for this research</li><li>• The research aim, and how the proposal will address this need.</li></ul>	10%
Research methodology	<p>Detail your approach to a high quality and workable research methodology that will deliver the outputs in the required timescale, including as a minimum:</p> <ul style="list-style-type: none"><li>• How the evidence will be identified, reviewed and assessed</li><li>• How the proposed analytical steps will address the research objectives</li><li>• The suitability, robustness and limitations of the methodology.</li></ul>	25%

Quality Criteria	Descriptor	Weight
Project management and staff resource	<p>Detail your overall approach to managing this project, which as a minimum should:</p> <ul style="list-style-type: none"> <li>• Include a clear project plan, that captures: <ul style="list-style-type: none"> <li>○ The key steps required to deliver the desired output within scope and to time</li> <li>○ Reference – where relevant – to mechanisms for compliance with regulations (e.g. GDPR)</li> </ul> </li> <li>• 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"> <li>○ In research generally</li> <li>○ In tasks specific to this research</li> <li>○ In inter-disciplinary team-working</li> </ul> </li> <li>• Provide a commitment that named staff members will be available to work on the contract if the bid is successful</li> <li>• Set out the management arrangements for the project</li> <li>• Include a timetable for delivery of tasks and project milestones covering the duration of the contract</li> <li>• Clearly show allocation of staff and staff time against each task.</li> </ul>	20%
Communication and report writing	<ul style="list-style-type: none"> <li>• Describe the approach to writing the report, which will be published on the ClimateXChange website</li> <li>• Include how different contributions from the team will be brought together</li> <li>• Outline any planned visualisations and/or added value presentations of the material</li> <li>• Name who will take lead responsibility for report-writing and overall report quality</li> <li>• Provide accessible links to outputs and/or publications they have been involved in, detailing their role in the work</li> <li>• Detail specific data management tasks (and their related costs).</li> </ul>	10%

Quality Criteria	Descriptor	Weight
Quality assurance and risk mitigation	<ul style="list-style-type: none"> <li>• Provide details of quality assurance procedures to demonstrate how the contract will be continuously delivered to a high standard</li> <li>• Specifically address issues of quality control at different stages of the project, including evidence gathering, analysis and report writing</li> <li>• 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</li> </ul>	15%

By providing us with a quotation you agree to be bound by The University of Edinburgh Terms and Conditions for services (please see : <https://www.climatexchange.org.uk/media/5753/procurement-standard-terms-and-conditions-goods-and-services.pdf>) 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 [lucia.lavric@ed.ac.uk](mailto:lucia.lavric@ed.ac.uk)

Yours sincerely,

Mrs Lee Callaghan  
Centre Manager