INVITATION TO QUOTE (ITQ):
Online Workshop Delivery for the
Carbon Scenario Tool Pathfinder project
Ref: ECCI/CST/Workshops

KEY MILESTONES/DEADLINES:

17 May 2021	Issue of ITQ
24 May 2021	**Deadline for submission of quotes**
3 day period thereafter	Evaluation and assessment
27 May 2021	Award notification*
June 2021	Delivery

*Please note the above dates are given as guidelines only and are subject to change

17 May 2021

Dear Supplier,

INVITATION TO QUOTE FOR *Online Workshop Delivery for the Carbon Scenario Tool Pathfinder Project*

You are invited by the University of Edinburgh's Edinburgh Climate Change Institute (ECCI) to quote for the provision of *Online Workshop Delivery for the Carbon Scenario Project* as detailed below. Your quotation must be received by **the time and date specified on the front page of this document**. It is the responsibility of al 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.

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

If you cannot supply the exact equipment The University needs, you may suggest alternatives that meet the specification, whilst complying with any minimum standards and the primary outputs expected from equipment of this nature. Please clearly show the benefits of any such alternatives.

By providing us with a quotation you agree to be bound by the University of Edinburgh's Terms and Conditions 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 addressed to Kristin Hopfe at kristin.hopfe@ed.ac.uk.

Yours faithfully

Clare Wharmby

Carbon Innovation Manager

Appendix 1: Specification

Quantity: 1

Description/Brief:

The Edinburgh Climate Change Institute was established in 2010 and has consistently worked towards a climate neutral Scotland and wider world. The climate change challenge is an environmental, social and economic priority, and therefore our focus is identifying the most effective ways to accelerate action towards a thriving and sustainable Scotland.

ECCI is a centre of excellence within the School of GeoSciences, University of Edinburgh. The centre is an inclusive hub for researchers, policy makers, businesses, students and educators. As such the ECCI community includes agencies who work to tackle climate change and experienced climate practitioners working on externally funded challenge driven projects. Our community also includes students studying climate change and those that teach them. We are therefore a collective of experts who deliver research, policy, education and training.

The current excel version of the Carbon Scenario Tool has been developed in partnership with the City of Edinburgh Council and builds on existing public sector organisational carbon footprinting and project register tools to support organisations working towards area-wide emissions targets that encompass not only their corporate emissions but all of those within a geographical boundary. The tool is designed to support organisations to calculate their current and future baseline, record and model the carbon cost and benefits of different activities and to develop future low and zero carbon pathways. The tool is aimed at providing information useful and relevant to decision-makers at the point where climate change considerations can be more readily addressed in the strategy, policy and project planning process. This project is being support by the Scottish Government through the Scottish Cities Alliance and the aim of the project is to produce a detailed understanding of the requirements of local authorities and other organisations with respect to zero carbon decision-making, understand the capability and capacity of Scotland's Cities to implement such a tool and to develop a functional specification for an online version with a viable costing model.

We are looking for support to design, facilitate and report on three workshops for up to 60 participants from the Scottish Government, Cities and other public sector bodies. The aim of the workshops is to provide the context and understanding of the complex issues surrounding data-driven decision-making for climate change targets in the public sector. The workshops do not need to provide a detailed list of requirements or city capability/capacity but they need to support the future development of these detailed assessments.

ECCI require consultants with experience in facilitating online workshops around data mapping/collection. This tender is specifically for providing:

1) Engagement with the project team to develop an agreed outline and output
2) Facilitation of three *interactive* (up to 2 hours) online workshops with up to 60 participants
3) Post workshop report of findings

The workshops will be delivered in June – exact dates tbc. The ECCI project team will be responsible for inviting participants.

Information provided by ECCI:

ECCI will provide access to the project brief and team in advance. Please note you **MUST** be available during June 2021 to be considered for this tender.

Core deliverables required:

Three 2-hour interactive online workshops in June 2021 (dates tbd) and a report of findings.

Fees and costs:

Your quote should include preparation time and meetings and as well as the delivery of the workshops. It should include expenses and VAT.

To apply:

1. Illustrate the knowledge, experience and capability of the tendering organisation and/or individuals in relation to the achievement of the outcomes sought and illustrated above.
2. Be no more than 2-3 pages outlining your approach to the work (how you will deliver the interactive workshop, topics covered, activities, any handouts and take away information provided) and considering the key award criteria noted below.

Award criteria:

The following criteria will be utilised to assess all quotations received:

- Value for money (20%)
- Methodology and approach (30%)
- Demonstration of ability to facilitate online workshops (30%)
- Outcomes proposed (20%)