## Please ensure that you DO NOT alter this spreadsheet. Any alterations may result in your Pricing being disqualified.



Shared Business Services

| SOURCING REFERENCE:      | BLOJEU-CR150103HEFCE  |
|--------------------------|---|
| SOURCING DOCUMENT TITLE: | Case study review of English interdisciplinary research in Higher Education |
| BIDDER NAME              | [Bidder to add name]  |

Please complete the shaded yellow sections only.

**Section 1: Total Project Costs** 

Please note that the staff costs in section 1 should equal the staff costs outlined in section 2. Section 2 provides further detail around the project team and the distribution of staff days. The figure used for evaluation is the total staff costs (ex VAT) and the total Travel and Subsistence, Overhead costs, cost of production of materials and any/all costs associated with the delivery of the project (ex VAT).

| Objective                        | Number of Days | Staff Cost (ex VAT) | VAT | costs, cost of production of materials and any/all costs associated with the delivery of the project (ex VAT) |     | Total Cost (Inc VAT) |
|----------------------------------|----------------|---------------------|-----|---|-----|----------------------|
| 1. Research                      |                | £ -                 | £ - | £ -   | £ - | £ -                  |
| 2. Data Collection / Compilation |                | £ -                 | £ - | £ -   | £ - | £ -                  |
| 3. Drafting                      |                | £ -                 | £ - | £ -   | £ - | £ -                  |
| 4. Analysis                      |                | £ -                 | £ - | £ -   | £ - | £ -                  |
| 5. Project Management            |                | £ -                 | £ - | £ -   | £ - | £ -                  |
| TOTAL FIXED PRICE                |                | £ -                 | £ - | £ -   | £ - | £ -                  |

Section 2: Total Staff Costs

Please populate all columns. <u>This question is for information only and will not be scored. NB Although for information only, details given will consitute the price for the Project.</u>

| Name of Staff Member | Job Title | Contract Rate/Fees<br>excluding VAT<br>(£/Day) | Objective Area | Number of Days | Total Cost<br>(ex VAT) | VAT | Total Cost<br>(Inc VAT) |
|----------------------|-----------|--|----------------|----------------|------------------------|-----|-------------------------|
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |
|                      |           | £ -  |                |                | £ -                    | £ - | £ -                     |

| TOTAL FIXED PRICE |  |   | £ | - | 0.00 | £ | -   |   |   |
|-------------------|--|---|---|---|------|---|-----|---|---|
|                   |  | £ | - |   | £    | - | £ - | £ | - |
|                   |  | £ | - |   | £    | - | £ - | £ | - |
|                   |  | £ | - |   | £    | - | £ - | £ | - |
|                   |  | £ | - |   | £    | - | £ - | £ | - |
|                   |  | £ | - |   | £    | - | £ - | £ | - |

Notes:

Day rate is for 8 hr day. Half day rate is for 4 hrs.