**Request for Proposals**

**Supporting Teachers of Science to Carry Out Research**

**Issued: 20 May 2019**

# Introduction

Wellcome is interested in exploring the impact of teachers engaging with and carrying out research. Wellcome will be commissioning a suite of projects to further our understanding in this area. We are issuing two RFPs, this RFP exploring teachers **carrying out** research and another exploring teachers **engaging** with research.

For this RFP, Wellcome is seeking proposals to help us understand the impact of **teachers** in **secondary** or **primary schools carrying out** pedagogical research. Specifically, we plan to commission projects that support secondary science teachers or primary teachers to carry out pedagogical research relevant to their teaching of science.

Alongside this, we will be commissioning an external evaluator to work with all successful projects. The evaluator will use consistent outcome measures to help us evaluate and understand the impact across all commissioned projects.

# Organisational background

Wellcome is one of the world’s highest spending global health charitable foundations. It is both politically and financially independent. We support scientists and researchers, take on big problems, fuel imaginations, and spark debate.

**Education and Learning team**

Wellcome is committed to making inspiring, high-quality science education available to all young people. We want to make sure that all young people are well informed about the science and health that relates to their everyday lives. It is also crucial that enough of these young people are inspired to enter science and science-related careers if Wellcome’s vision of improving health for everyone is to be realised.

Together, with our partners, we:

* support schools and educators to deliver engaging science lessons and experiences
* fund research to inform and improve science education
* advocate for policy change

Further information on Wellcome can be found at [www.wellcome.ac.uk](http://www.wellcome.ac.uk) and all prospective project teams are encouraged to visit the website to gain an insight into our organisation.

Research and evidence is at the heart of our support for science education. We use it to find out about and champion the things that make a positive, measurable difference to young people’s understanding of and interest in science.

We aim to:

* contribute to expanding the availability of high quality relevant research about science teaching
* support teachers and policy makers to use the available evidence to inform their choices and decisions

Research tells us that the biggest impact on young people’s performance at school is the quality of teaching they receive To provide high-quality inspirational teaching, all teachers should have access to effective [continuing professional development](https://wellcome.ac.uk/what-we-do/our-work/improving-teacher-expertise) (CPD) and the support to keep up-to-date with the latest research about teaching.

# RFP Objectives

Wellcome wishes to commission project teams to design and run projects that explore approaches to effectively support teachers to carry out research.

Further details can be found in the [specification](#_RFP_Documents) in section 5.

# Requirements

The requirements for these commissioned projects are:

* projects based within the UK state funded school system that support teachers to carry out research about their practice
* projects that are practical and scalable so if they are successful could be taken on by other schools
* project teams must be willing to work with an independent evaluator
* led by a project team with expertise in the relevant areas. For example, the team should have experience of working with teachers, or schools. Ideally, the team would include someone with extensive teaching experience. We welcome applications from a variety of organisations including schools, universities, charities and for-profit organisations.
* projects will be completed by January 2021
* key outputs should be accessible to a varied audience
* a final written report that discusses the results of the project

# RFP Documents

The documents listed below are intended to support project teams with their response to this RFP.

Document #1 - Specification

This document specifies the requirements for this RFP exercise.

This document is for information only and is to be used to inform response to the RFP exercise.



Document #2 - RFP Questions

This document requests responses from project teams to the specific questions detailed within.

This document is for completion by project teams.



Document #3 - Contractual Agreement

This document represents the draft contractual agreement which is to be used with the successful project teams from this RFP exercise.

This document is for information only.



Document #4 – Contract Feedback Sheet

This document allows providers to provide a response to the proposed contractual agreement (document #3) specifically calling out any clauses which they wish to amend.

This document is for completion by project teams.

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Document #5 – Project team RFP Q&A Document

This is your opportunity to ask questions about the RFP exercise as a whole. The Wellcome contact will collate all questions submitted, anonymise and share responses (where appropriate) to all parties within the RFP process.

This document if for completion by the project team.

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Third Party Checklist

This document will be sent from the information governance team at Wellcome for completion by the project teams following expressions of interest.

# Response Format

Project teams are required to complete and submit the following documents;

Expression of interest

A brief Expression of Interest email should be sent to Felicity Hayball at f.hayball@wellcome.ac.uk by 19 June indicating your intention to submit a proposal for the work, along with Document #5 project team Q&A Document.

Document #2 – RFP Questions

Project teams are required to fully complete the RFP questions as set out in Document #2 and embed their response document below.

*Response*

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| [Insert document here] |

Document #4 – Contract Feedback Sheet

Project teams are asked to review Document #3 and feedback on clauses they wish to negotiate within their embedded response below.

**Note:** This is your opportunity to provide feedback on the contract as part of your RFP response.

*Response*

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| [Insert document here] |

Document #5 – Project team RFP Q&A Document

Project teams are asked to complete Document #5 and submit to the Wellcome contact in line with the timetable by Friday 7 June.

# Timetable

Indicated below is the intended timeline for this RFP exercise.

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| **#** | **Activity** | **Responsibility** | **Target Date** |
| 1 | RFP issued to project teams | Wellcome | Monday 20May |
| 2 | Information event for project teams | Wellcome | Monday 3 June |
| 3 | Submission of RFP Q&A questions to Wellcome (doc #5 ) | Project teams | Friday 7June |
| 4 | Respond to any RFP project teams questions | Wellcome | Friday 14 June |
| 5 | Expression of interest | Project teams | Wednesday 19June |
| 6 | Submission of RFP documents to Wellcome contact | Project teams | Monday 8 July |
| 7 | Invitation for interview | Wellcome | Wednesday 17 July |
| 8 | Interviews take place | Wellcome/Project teams | Wednesday 24 & Thursday 25July |
| 9 | Notification of interview outcome | Wellcome | By Friday 2 August |
| 10 | Contract negotiation | Wellcome/Project teams | August |

# Independent Proposal

By submission of a proposal, prospective project teams warrant that the prices in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other potential project teams or with any competitor, unless this is expressly agreed with the Wellcome Contact before RFP submission.

# Costs Incurred by Prospective Project Teams

It should be noted that this document relates to a Request for Proposal only and not a firm commitment from Wellcome to enter into a contractual agreement. In addition, Wellcome will not be held responsible for any costs associated with the production of a response to this Request for Proposal.

# Wellcome Contact Details

The single point of contact within this RFP exercise for all communications is as indicated below;

Dr Felicity Hayball

Project Manager

0207 611 7350

[f.hayball@wellcome.ac.uk](mailto:f.hayball@wellcome.ac.uk)

# Proposal Review Panel

The review panel will include staff from Wellcome and other relevant sector organisations. Further details about the interview panel members will be made available to project teams who progress to the interview stage.