**Request for Proposals**

**Evaluation of projects supporting teachers of science engaging with and carrying out research**

**Issued: 17 June 2019**

# Introduction

Through a separate request for proposal (RFP) process Wellcome is commissioning a suite of projects to explore the ways teachers of science in secondary and primary schools [engage with research](https://wellcome.ac.uk/sites/default/files/supporting-teachers-of-science-to-engage-with-research-rfp.docx) and [carry out research](https://wellcome.ac.uk/sites/default/files/supporting-teachers-of-science-to-carry-out-research-rfp.docx) on their practice

This RFP is to **appoint a contractor** to work closely with the project teams we commission to carry out an evaluation of their projects, helping us to understand what works well and the impact of the projects.

The projects that you will be evaluating are likely to run between the period September 2019 to January 2021. The evaluation is expected to be completed by March 2021.

# 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 suppliers 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 improving 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 an organisation to evaluate the suite of projects supporting science teachers to engage with and carry out research. The evaluation will help to build evidence that will contribute to answering the following questions:

1. what are the most effective ways to support teachers to engage with research and carry out their own research
2. what are the impacts of engaging with research or carrying out research

We have asked each project team to suggest how they will evaluate the success of their own projects as part of their application, and we expect they will collect some data to report on the outcomes from their projects.

This commissioned evaluation will look across all the projects comparing their success on more general measures of impact. For this to occur, meetings will need to take place between the evaluator and each of the project teams to decide who will collect which data and how the evaluator/project team relationship will work.

We are not stipulating any outcome measures, evaluation methodology or the ways in which the contractor works with the project teams. Due to the indicative nature of the projects, suppliers should include information on how they would address these areas in proposals. We understand that these might change or develop once the projects have been commissioned.

Further details on the questions suppliers need to answer can be found in the specification in section 4.

# RFP Documents

The documents listed below are intended to support suppliers 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 suppliers to the specific questions detailed within.

This document is for completion by suppliers.



Document #3 - Contractual Agreement

This document represents the draft contractual agreement which is to be used with the successful supplier 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 the supplier.

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Document #5 – Third Party Checklist

This document is for completion by the supplier and will be sent out electronically as a separate document from the information governance team at Wellcome.

# Response Format

Suppliers are required to complete and submit the following documents;

Expression of interest

A brief Expression of Interest email should be sent to Lia Commissar at l.commissar@wellcome.ac.uk by 8 July 2019 indicating your intention to submit a proposal for the work.

Optional clarification telephone calls of up to 30 minutes will be available to each prospective supplier at a mutually convenient time between 18 June and 1 July 2019. The telephone call is an opportunity for prospective suppliers to ask Wellcome any questions in relation to this RFP. Each prospective supplier will speak separately with Wellcome, and questions and answers from each telephone call will not be forwarded to other bidders.

Document #2 – RFP Questions

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

*Response*

|  |
| --- |
| [Insert document here] |

Document #4 – Contract Feedback Sheet

Suppliers 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 – Third Party Checklist

Suppliers are asked to complete Document #5 and embed below, along with any further supporting documentation which is requested as part of the submission.

*Response*

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| --- |
| [Insert document here] |

# Timetable

Below indicated the timelines which this RFP exercise is planned to run against;

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| --- | --- | --- | --- |
| **#** | **Activity** | **Responsibility** | **Target Date** |
| 1 | RFP issued  | Wellcome  | W/C Monday 17 June |
| 2 |  Clarification calls with the primary contact (optional) | Supplier & Wellcome | Tuesday 18 June – Monday 1 July  |
| 3 | Expression of interest submitted | Supplier | Monday 8 July |
| 4 | Submission of RFP Documents to Wellcome contact | Supplier | Monday 15 July |
| 5 | Invite for interview | Wellcome | Monday 22 July |
| 6 | Interviews take place  | Wellcome/Supplier | Tuesday 30 July  |
| 7 | Notification of interview outcome | Wellcome | By Monday 5 August |
| 8 | Contract Negotiation | Wellcome/Supplier | August / September  |
| 9 | Evaluation work to take place September 2019 to Jan 2021 |  |  |
| 10 | Evaluation report due March 2021 |  |  |

# 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 agreed with Wellcome.

# 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;

Lia Commissar

0207 611 8641

l.commissar@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.