Touch test
Wellcome Collection/BBC Radio 4 Commission
Brief & Specification
1.0 Introduction

Wellcome Collection and BBC Radio 4 are seeking to commission an online research survey on the subject of touch, along with an analysis of the preliminary results. The survey will be launched in Wellcome Collection and broadcast on BBC Radio 4, with the results announced in 2020, alongside a series of radio programmes. This will be the third in a series of surveys carried out in partnership between Wellcome Collection and BBC Radio 4, the first two being on the topics of Rest and Loneliness respectively.

2.0 Objectives of the Procurement Exercise / Ambition

The commission has three key aims:

1) To produce and conduct a survey on the subject of touch, to be launched between November 2019 and January 2020 and publicised via BBC Radio 4, the BBC World Service and the BBC website;
2) To undertake a preliminary analysis of the results of the survey, for discussion in a series of radio programmes and live events in July or autumn 2020;
3) To produce a unique dataset that should be made freely available for other researchers to use, via an appropriate repository (such as the UK Data Archive), subject to necessary restrictions.

Wellcome Collection is looking for a research team who will:

- produce and conduct the survey, in consultation with Wellcome Collection/BBC staff;
- participate in its launch by aiding dissemination of the survey to relevant audiences;
- undertake a preliminary analysis of the results of the survey (both qualitative and quantitative);
- contribute to the radio programmes and live events that are informed by the survey.

We are interested to hear from multidisciplinary research teams who can explore the relationship between touch and health from a range of perspectives. These can include, but are not limited to:

- social and cultural contexts
- normative values of what is/is not appropriate
- relationships and wellbeing
- digital and/or physical technologies
- medical encounters/patient experience
- psychological/neuroscientific aspects

In its content and framing, the survey should respond to Wellcome Collection’s Access, Diversity and Inclusion strategy, in particular our audience priorities:

1) Wellcome Collection’s audience demographics have increased representation of disabled people and those from racially minoritised communities;
2) These audiences have a greater sense of belonging in relation to our content;
3) A greater diversity of audiences critically engages with health.
We are looking for a team who are keen to build upon their previous work in this area, and use the opportunities offered by partnering with Wellcome Collection and BBC Radio 4 to carry out an innovative survey that has the potential to lead to important, new understandings about the relationships between touch and health. Previous surveys have been high-profile and hugely successful, with both being the largest surveys of their kind.

The team should be excited to conduct a preliminary analysis of the results, and to participate in the related radio programmes and live events. The data produced from the survey should have the potential to inform your team’s future research, as well as broader public understandings.

We anticipate the commissioned group will have the opportunity to work alongside a separately commissioned artist, who will also be exploring the subject of touch. You should be enthusiastic about engaging with them in developing the survey, to help inform both the survey and the artist’s practice. This is expected to take the form of meetings and workshops to discuss the joint projects.

3.0 Scope of Requirements / Commission Outline

The Supplier will support the delivery of the objectives of the project by meeting the following requirements:

- Produce and carry out a research survey on the subject of touch, in consultation with Wellcome and BBC staff, to be launched in November 2019, in line with the audience requirements of both Wellcome Collection and BBC Radio 4. The survey should aim to gather a variety of qualitative and quantitative data. It should meet all due ethical standards, and you should also provide a plan for data management, curation and storage.

- You will conduct a preliminary analysis of the data, in consultation with BBC Radio 4 and Wellcome staff. Results of this analysis should be presented in written and verbal form. This preliminary analysis will be used for a variety of purposes including, but not limited to: radio programmes; web content; live discussion events.

- You will need to contribute to radio programmes and live events, as speakers and participants. This will include: very regular liaison with BBC Radio production teams; making significant contributions to recorded radio programmes, podcasts, social media.

Suppliers should demonstrate their ability to develop innovative research surveys, showing understanding of existing work in this area, detailing your guiding research questions and how this survey will contribute new and valuable understanding. You should also demonstrate your ability to engage the public with your research.

Your team should be made up of between 2-3 lead researchers, who should have a complementary, multidisciplinary range of expertise in this area. Ideally, this would include cross-cultural perspectives, and span two or more academic departments/institutions. You can
include costs for additional research staff, and any related costs involved in producing and carrying out the survey (including software and data storage).

In addition to developing the survey, you will need to be available for the dates of the launch (either Nov 2019 or Jan 2020) and for the announcements of the results (either July 2020 or Autumn 2020).

3.1 Timescale

All timescales are TBC.

May 2019: confirm Supplier

June - November 2019: development of research survey

November 2019/January 2020: research survey launches (survey available for public to complete)

December 2019/January 2020 - June 2020: troubleshooting live survey/analysis of preliminary results

July/autumn 2020: results made public / BBC and Wellcome Collection programming

4.0 Tender timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Tender sent out</td>
<td>28 February 2019</td>
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<tr>
<td>Deadline for tenderers to submit questions clarifying anything on the tender</td>
<td>15 March 2019</td>
</tr>
<tr>
<td>Response deadline</td>
<td>28 March 2019</td>
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<tr>
<td>Tender interviews</td>
<td>20 May 2019</td>
</tr>
<tr>
<td>Contract appointment</td>
<td>May/June 2019</td>
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<tr>
<td>Start of work</td>
<td>June/July 2019</td>
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5.0 Costs and Budget

The maximum budget available is £100,000.

6.0 Tender response

The quality of the tender will be judged by taking into account the prior experience of the Supplier, and the proposed approach to the project. 70% of the tender will be judged on the quality of the tender, 30% on cost.

6.1 Administration

Please email your response to Chris Hassan (c.hassan@wellcome.ac.uk), Portfolio Manager, Humanities & Social Science, no later than midnight on 28 March 2019. Only in exceptional circumstances will extensions to the due date be granted.
All potential Suppliers are encouraged to contact Chris Hassan for an informal conversation before developing a response to the tender. The deadline for informal questions is 15 March 2019.

6.2 Response Format
Please respond using the response format in appendix 1. In the interests of consistency and to enable an efficient and fair evaluation, responses to this ITT must:

- be concise and follow our response format, not exceeding indicated word limits
- include an executive summary providing an overview of the response and highlighting the most important points
- provide detailed costings for each component of the work and any alternative approaches or optional components
- identify the tasks each member of staff will carry out and how many days it will take them to carry out the specified duties
- note any prospective conflicts of interest and the approach to how these will be managed
- be self-contained; there should not be any reference to brochures, manuals or any other documentation
- wherever possible avoid the use of ‘technical Jargon’ and non-standard acronyms.
- provide detailed explanation of any technical terms or acronyms used
- provide the names and contact details of two referees for whom similar work has been conducted. They should detail what that work is.

7.0 Profile
The Supplier or partners should:

- have a proven track record within the area.

The Supplier should also:

- be aware that inappropriate publicity could have a serious effect upon the Trust’s business and therefore have a policy of protecting its clients’ interests when talking to the media; no mention of the Trust name or marketing materials including the Trust name should be produced without the prior written agreement of the Trust.
- be able to maintain the security and confidentiality of Trust data which may be disclosed or made accessible.
Appendix 1 - Response format

Section 1: Contact information

Please provide contact details for the main point of contact for this research commission.

Name of company: 

Named contact: 

Position: 

Address: 

Email: 

Telephone: 

Section 2: Relevant experience and skills

Provide a summary of your skills and experience that demonstrate your group’s ability to undertake the research and public engagement activities outlined in the Specification. Please give examples of any similar studies you have conducted. (Word limit: 1000 words)

Response: 

Section 3: Approach

Provide an outline of the approach you would undertake to meet the specifications outlined in the Specification. (Word limit: 1000 words)

Response: 

Section 4: People
Provide a short summary of the people who would be assigned to this project and their key skills, including CVs. This will include a brief organisation overview (if applicable) and a breakdown of how the team will be structured, what elements each team member will deliver and the proportion of time each team member will dedicate to this project.

Response:

Section 5: Costs

Provide a detailed breakdown of proposed costs and state if they do or do not include VAT or any other levies.

Response:

Provide details as to how this figure was calculated – by showing:

a) Total number days allocated to this project
b) Day rates (indicating whether all staff working on this project are on the same rate)
c) Travel
d) Other costs

Response:

Section 6: Timescales

Please comment on whether you could adhere to the timetable set out in the Specification. If you cannot meet the proposed timeline, please provide an alternative.

Response:

Section 7: References
Please provide contact details of two referees who can be contacted if you are selected as the Supplier for this project.

Response: