**Request for Proposal (RFP) Response Template**

**Mental Health Programme Workplace Mental Health**

**Deadline: 22 June 2020 5pm BST**

Please note, information provided in your proposal may be shared as part of aggregate information about approaches being suggested as well as the types of professionals and geographies making applications. Your personal details will not be shared.Please see Wellcome's privacy statement for more details: [wellcome.ac.uk/about-us/governance/privacy-and-terms](https://wellcome.ac.uk/about-us/governance/privacy-and-terms).

Answers that are over the word count will not be reviewed. Please note that the table does not automatically cut off at the word count. Please make sure that you measure your answers before submitting them for all questions that specify a word count.

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| **Question** | **Response** |
| **Section 1: Contact information**. Please see the [Wellcome Privacy Statement](https://wellcome.ac.uk/about-us/privacy-and-terms) for more on our commitment to safeguarding your personal information in accordance with data protection law. |
| Please provide contact details for the **lead applicant** for this commission: |
| **Name:** |  |
| **Organisation:** |  |
| **Position:**  |  |
| **Address:**  |  |
| **Email:** |  |
| **Telephone:**  |  |
| **Section 2: Focus** |
| Proposed ONE approach, including brief reasons for choice *(max 200 words)*: |  |
| Is the focus **prevention** of anxiety and/or depression or **intervention** for existing problems? |  |
| Definition of anxiety and/or depression being used *(max 50 words)*: |  |
| If your proposal is Covid-19 specific, such as focusing on dispersed or key workers, please provide details *(max 50 words)*: |  |
| If your proposal is focused in another way, such as on geographical context, specific age group, specific business workplace community, please provide details *(max 50 words)*: |  |
| **Section 3: Methodology** |
| Proposed methodology to review and draw inferences from the evidence in relation to your ONE chosen approach including timeline *(max 700 words)*: |  |
| If you are proposing to analyse your own data as part of this project, please describe how you propose to draw on existing data you hold and explain the nature of those data (including overall numbers, years of collection, age range covered and key data included) and any statistical analyses to be conducted *(max 200 words)*: |  |
| **Section 4: People** |
| Details of lead applicant(s) expertise and track record (including up to three relevant publications and academic background. Please include links to online publicly available professional details where possible *(max 400 words)*: |  |
| Details of other applicant(s). Please provide their role in the project and brief overview of expertise *(max 200 words)*: |  |
| **Section 5: Costs** |  |
| Please append a cost proposal in Excel format which is annotated to include full details and justifies the proposed costs. This should include details of the hourly rate and number of hours to be contributed by each member of the team, plus any proposed ad hoc consultancy fees. Any costs related to this work are in scope. The maximum cost permissible is £45,000 exclusive of VAT. |
| **Section 6: Referees** |  |
| Please give details of two referees who Wellcome can contact as part of this RFP process, should you be shortlisted. Please include their contact name, organisation, brief overview of work you had provided for them, email address & telephone number (including country code).  |  |
| **Section 7: Institutional Support** |  |
| Please append a letter of support in PDF format from the lead applicant’s organisation, including details of who will be acting as the signatory on any contract if awarded. |