



## **Request for Proposal (RFP) for Scoping a prize in mental health science**

### **1. RFP Background and objectives**

We are looking for a supplier to scope and make recommendations for a new major global prize in mental health science. This prize would highlight cutting edge mental health science that has made, or has the potential to make, a significant difference to the lives of people experiencing mental health problems.

This prize aims to encourage greater understanding of, and excitement about, the potential impact of mental health science, targeting senior decision makers both within and, specifically, beyond the field. Recognising this aim, we would like this supplier to scope key questions in the design and running of this prize, including:

- How can the prize most effectively reach key audiences of researchers, potential investors in mental health science, and the wider public?
- What should be the criteria for eligibility?
- What should the nomination process be?
- Should there be a single prize or multiple prizes in specific areas?
- Who should decide on the winner(s), and how should this process be run?
- Should the prize be awarded to individuals, or teams?
- What do the prize winner(s) win? Should there be a cash element to the prize?
- If so, how much should this be, and what conditions should be attached to it?
- How should the prize be launched, run, and publicised to ensure maximal buy-in from stakeholders?
- How frequently should the prize be awarded?
- What are the potential benefits of this prize, and how might it positively shape the future research landscape? How can these benefits be maximised?
- What are the unintended consequences or risks of a mental health science prize and how can these be mitigated?
- What are the main trade-offs and opportunity costs of particular models?

How suppliers propose to answer these key questions will be their responsibility to outline in detail. However, we would envisage a project consisting of activities such as desk research, surveys, and focus groups (e.g., of other funders and prize-awarding organisations).

### **2. Budget**

The total budget for this activity, including VAT at 20%, is £50,000. (£41,666.67 excluding VAT). We would like this project to be completed within six months of initiation.



### **3. Other requirements**

We expect the supplier's team to be diverse in membership and inclusive in practice. We also expect the supplier to meaningfully and ethically involve and collaborate with people with lived experience in the design and delivery of the project, as relevant to the deliverables.

We understand lived experience as a unique form of knowledge, insight, and expertise, that comes from having experience of mental health challenges. When we refer to 'people with lived experience' or 'lived experience experts' we are referring to people who identify as having experienced anxiety, depression or psychosis broadly defined, either in the past or currently. For the purposes of this project, we are open to any methods of collaboration and roles the supplier chooses for lived experience experts to be embedded in this project.

### **4. Deliverables**

#### *Activity plan*

One month: A full plan (no more than 10 pages) of scoping activities for review by Wellcome, including detailed budgeting and a Gantt chart. Supplied in Word and PDF formats.

#### *Interim report*

Three months: Interim report with details of activities completed and planned, any initial findings, and a "troubleshooting" list of problems encountered and solutions implemented. 3000w max, supplied in Word and PDF formats.

#### *Midway workshop*

Three months: online midway workshop including a brief presentation to report and test interim findings with Wellcome and potentially other relevant organisations and funders.

#### *Final report*

Six months: final report with results of scoping and recommendations. 8000w max with tables and figures as appropriate, supplied in Word and PDF formats. This should include a summary page given a detailed recommendation for prize design. Slide deck and 30-min presentation to be delivered online to the mental health team and separately to an invited audience of mental health funders.



## 5. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers on Contract Opportunities website	WT	24 April 2024
2	Submission of expression of interest and Questions to <a href="mailto:RFP@Wellcome.org">RFP@Wellcome.org</a>	Supplier	13 May 2024
4	Return of Suppliers Q&As to Suppliers	WT	20 May 2024
5	Submission of RFP response	Supplier	5 June 2024
6	RFP Evaluation period	WT	To 24 Jun 2024
7	Supplier presentations	WT & Supplier	W/C 8 Jul 2024
8	Notification of contract award	WT	W/C 15 Jul 2024
9	Contract negotiation	WT & Supplier	Jul to Aug 2024
10	Contract start date	WT & Supplier	Aug 2024

## 6. Response Format

### EOI and Q&A

Suppliers are invited to submit a short expression of interest by e-mail to the [RFP@Wellcome.org](mailto:RFP@Wellcome.org) in accordance with the RFP timetable, which should contain the following information.

Confirming whether you are an organisation or individual.

If an organisation, please provide registered name, address, and registration number.

A non-binding cost estimate as a single figure in GBP.

Any questions you have about the exercise and activity.

Submission of an EOI is not an essential requirement. However, it provides an opportunity for Suppliers to submit any questions they have about the exercise and the activity. All questions will be collated, anonymised, answered and made available on Wellcome's website. Please make sure you ask all questions at this stage. If you have any additional questions after this deadline, these will not be answered; this is to ensure a fair and equitable process.

Submitting an EOI/Q&A is not a binding commitment to submit a full proposal. Should your organisational priorities change, you will not then be penalised for future opportunities.



RFP Proposal

Suppliers are required to submit full proposals which respond to the following sections:

RFP Questions

This section requests responses from Suppliers for specific questions in relation to this RFP exercise.

#	Question	Max (Words)
<b>Team</b>		
1	Provide a brief overview of your organisation, including the relevant expertise and experience that will be involved in this programme.	150
2	Evidence of your track record, including specific case studies where you have successfully provided similar or relevant services to those described in this RFP.	150
<b>Approach</b>		
3	Describe the proposed approach to address the requirements of this RFP, including: Structure – how you will structure the project such that it stays focused while consulting with a diverse range of stakeholders, and ultimately produces a clear set of recommendations. Involving experts – the plan to convene and involve experts, <i>with specific details of how you will involve people with lived experience</i> across multiple project stages. Programme governance – including your plans for the declaration and management of conflicts of interest, as well as engagement with Wellcome.	900
4	Highlight any risks or challenges you foresee in meeting the requirements of this RFP, along with any proposed mitigations. Please present this as a table.	200
5	Provide an overview of the stages and timeframes in which you propose to meet the RFP requirements (for example, as a Gantt chart).	N/A
<b>Costs</b>		
7	Please provide a proposed breakdown and justification of programme costs and resources.	400
8	Please also complete the attached budget template published alongside this RFP.	N/A; see budget template
<b>Accessibility</b>		
9	All our content should be WCAG 2.2. AAA compliant. Any documents being provided to Wellcome must pass accessibility requirements. If you are unable to produce accessible documents, budget must be set aside to employ a suitable agency to do this work.	[N/A]



### Evaluation Criteria

Assessment Criteria	Weighting
How well the proposal meets the RFP specification.	45%
Track record and expertise of the potential Supplier.	25%
Strength of the proposed plans for including people with lived experience expertise.	20%
Value for money.	10%
<b>Total</b>	<b>100%</b>

### Contract Feedback

This section allows Suppliers to provide specific feedback to the contractual agreement which will be used should their proposal be successful. Wellcome will not consider any requests that are raised after this point. Please ensure you engage with a relevant professional if required. Include your contract feedback in your proposal as an annex in the following format;

Clause #	Issue	Proposed Solution/Comment

Suppliers submitting proposals as a registered company should review Wellcome's Standard terms and Conditions [document](#).

Individuals submitting proposals as a sole trader (not registered) should review this [document](#).

Individuals submitting proposals through their own personal services company please highlight this to the Wellcome contact immediately (see point 8 below).

### Information Governance

Wellcome is committed to upholding data protection principles and protecting your information. The [Wellcome-Privacy-Statement-2023.pdf](#) explains how, and on what legal basis, we collect, store, and use personal information about you. This includes any information you provide in relation to this proposal.

Under [GDPR/Data Protection law](#), Wellcome must keep a record of all personal information it is processing (i.e., collecting, using, and sharing). This record will be made available to the Information Commissioner's Office upon request.

This is Wellcome's record of data processing activities which meets GDPR article 30 requirements.

Suppliers will be asked to complete the [TPSRA2](#) assessment before presentation stage to assess how you handle data.

### Supplier Presentations



Following a submission of the proposal successful proposals will be invited to a virtual meeting which will last 50 minutes in total and will be a PowerPoint presentation followed by questions and answers session.

## **7. About Wellcome**

Wellcome improves health for everyone by funding research, leading policy and advocacy campaigns, and building global partnerships. Collaborative research that involves a diverse range of people from different fields of interest is key to progress in health science – and to achieving our aim of fostering a healthier, happier, world. We're taking on the biggest health challenges facing humanity – climate and health, infectious disease, and mental health – to find urgent solutions and accelerate preventions. Find out more about Wellcome and our work at: [wellcome.org](https://www.wellcome.org).

## **8. Prospective Suppliers Personnel - IR35 and Off Payroll Working Rules**

Before the RFP response deadline, Prospective Suppliers must make the Wellcome Contact aware if they are intending to submit a proposal where the services will be provided by any individuals who are engaged by the Prospective Supplier via an intermediary i.e. Where the Prospective Supplier is an individual contracting through their own personal services company; or The Prospective Supplier is providing individuals engaged through intermediaries, for the purposes of the IR35 off-payroll working rules.

## **9. Equity, Diversity and Inclusion**

Embracing [diversity and inclusion](#) is fundamental to delivering our mission to improve health, and we are committed to cultivating a fair and healthy environment for the people who work here and those we work with. We want to cultivate an inclusive and diverse culture, and as we learn more about barriers that disadvantage certain groups from progressing in our workplace, we will remove them.

Wellcome takes diversity and inclusion seriously, and we want to partner with suppliers who share our commitment. We may ask you questions related to D&I as part of our RFP processes.

## **10. Disability Confident**

The Wellcome Trust is proud to be a Disability Confident Employer (DC Level 2) and we encourage all our partners and suppliers to do the same. More information about this can be found on the government website [Disability Confident employer scheme and guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/disability-confident-employer-scheme). Disability Confident is creating a movement of change, encouraging employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

## **11. Accessibility**

Wellcome is committed to ensuring that our RFP exercises are accessible to everyone. If you have a disability or a chronic health condition, we can offer adjustments to the response



format e.g., submitting your response in an alternate format. For support during the RFP exercise, contact the Wellcome Contact.

If, within the proposed outputs of this RFP exercise, specific adjustments are required by you or your team which incur additional cost then outline them clearly within your commercial response. Wellcome is committed to evaluating all proposals fairly and will ensure any proposed adjustment costs sit outside the commercial evaluation.

## **12. Independent Proposal**

By submission of a proposal, prospective Suppliers 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 supplier or with any competitor.

## **13. Funding**

For the avoidance of doubt, the output of this RFP exercise will be funded as a **Contract** and not as a Grant.

## **14. Costs Incurred by Prospective Suppliers**

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.

## **15. Sustainability**

Wellcome is committed to procuring sustainable, ethical and responsibly sourced materials, goods and services. This means Wellcome seeks to purchase goods and services that minimise negative and enhance positive impacts on the environment and society locally, regionally and globally. To ensure Wellcome's business is conducted ethically and sustainably, we expect our suppliers, and their supply chains, to adhere to these principles in a responsible manner.

## **16. Wellcome Contact Details**

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

Name	Rebecca Giles
Pronouns	She/Her
Role	Procurement Manager
Email	<a href="mailto:RFP@Wellcome.org">RFP@Wellcome.org</a>