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

Full proposals must be submitted in PDF format by email to workplacementalhealth@wellcome.org by **17:00 BST on Friday** **20 August.** Please do not submit additional appendices, except those requested (e.g. Excel spreadsheet of proposed costs, letter of institutional support). Responses that exceed the word count will not be reviewed.

|  |  |
| --- | --- |
| **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 main point of contact for this commission: |
| **Name of Lead applicant:** |  |
| **Job title/position of Lead applicant:** |  |
| **Organisation/institution of Lead applicant:**  |  |
| **Address:**  |  |
| **Email:** |  |
| **Telephone (including country code):**  |  |
| **Section 2: Focus** |
| The ONE promising approach you are proposing to review and any specific focus for your research proposal, including clear definitions and the reason for your choice. We would be particularly interested in understanding how your proposal will be of interest to employers globally. (Max 250 words) |  |
| Definition of mental health problems being used. (Max 100 words) |  |
| **Section 3: Approach** |
| Proposed methodology to review and draw inferences from the evidence in relation to your proposed approach, including: * A timeline
* A clear description of how you intend to involve people with lived experience of mental health problems in the workplace in the design and delivery of this project.

Please also outline: * How you propose to review the evidence in relation to your chosen approach across a range of research literatures
* Whether you plan to use any existing datasets as part of your review
* How you propose to hypothesise and draw inferences based on this review, including initial plans for how you plan to overcome any limitations in the evidence specific to workplaces
* Your initial plans for how to present the results in ways that are clear and accessible to business leaders and policy-makers

(650 words) |  |
| **Section 4: People** |
| Details of the Supplier(s), including their expertise, role within this project, and track record. Where possible, please give examples of similar work you have undertaken, either individually or as a team. (Max 350 words) |  |
| Please complete the [embedded form](#Supplierinfo), which asks about each Supplier’s education and employment history and indicators of esteem, including publications, conference proceedings, patents, prizes and grants. Please note that there is no word count for this, although we would encourage brevity. * Please list no more than two entries each for education and employment.
* Employment should include your current position and one other relevant position (not necessarily the most recent).
* Education should include your two most relevant qualifications.
* Please list no more than five indicators of esteem.
 |  |
| **Section 5: Diversity & Inclusion** |
| Please describe the ways you and your organisation drive diversity and inclusion. Where possible, highlight how you have ensured that your own team, including the lived experience advisors, is diverse and inclusive.(Max 150 words) |  |
| **Section 6: Costs** |
| Please append a cost proposal in Excel format which is annotated to include full details and justifies the proposed costs in pounds sterling (provide conversion rates where appropriate). * You can include all costs deemed necessary to undertake this work, including any justifiable expense towards the production of your review and accompanying deliverables.
* This should, for example, 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 or additional costs to produce some of the more creative deliverables like the video and infographic.
* Any costs related to this work are in scope, including institutional overheads.
* Please bear in mind Wellcome’s policy on [open access](https://wellcome.org/grant-funding/guidance/open-access-guidance/open-access-policy) when considering budgeting for publication costs.
* The maximum cost permissible is £45,000 exclusive of VAT.
 |  |
| **Section 7: Referees** |
| Please give the names and contact details of two referees who can comment on the Suppliers’ past work, and whom Wellcome can contact as part of this RFP process, should you be shortlisted. * When providing the referees, please include a contact name, organisation, relationship to the Lead applicant (e.g. former employer, colleague in the field), email address and telephone number (including country code).
* Please see the Wellcome Privacy Statement for more on our commitment to safeguarding personal information in accordance with data protection law.
 |   |
| Please append a letter of institutional support in PDF format from the Lead’s organisation, including the name and contact details of the individual who will be acting as the signatory on any contract (if awarded). |  |

[ ]  Please tick this box if you are a Supplier based in a low- or middle-income country. By this, we mean that the Lead and the Lead’s organisation (with which the contract will be signed) must be based in a [low- and middle-income country](https://wellcome.org/grant-funding/guidance/low-and-middle-income-countries).

[ ]  Please tick this box if English is not your first language.

**References:**

Please provide up to five key references to support your proposal

**Supplier Information:**

|  |
| --- |
| **Lead: NAME** |
| **Education** |
| Dates | Course Institution  |
| Dates | CourseInstitution |
| **Employment history** |
| Dates | PositionOrganisation |
| Dates | PositionOrganisation |
| **Indicators of esteem (e.g., publications, conference proceedings, patents, prizes & grants)** |
| * XX
* XX
 |
| **Team Member 2 *(remove/leave blank if not applicable)*: NAME** |
| **Education** |
| Date | CourseInstitution  |
| Date | CourseInstitution |
| **Employment history** |
| Date | PositionOrganisation |
| Date | PositionOrganisation |
| **Indicators of esteem (e.g., publications, conference proceedings, patents, prizes & grants)** |
| * XX
* XX
 |
| **Team Member 3 *(remove/leave blank if not applicable)*: NAME** |
| **Education** |
| Date | CourseInstitution  |
| Date | CourseInstitution  |
| **Employment history** |
| Date | PositionOrganisation |
| Date | PositionOrganisation |
| **Indicators of esteem (e.g., publications, conference proceedings, patents, prizes & grants)** |
| * XX
* XX
 |