



Request for Proposal (RFP) for scoping resources for more effective collaboration in mental health research

1. RFP Background & Objectives

Research into mental health science is better when it actively involves those people on whom the research is focussed. However, funders of mental health research, and researchers working with young people and young adults, often find it challenging to meaningfully collaborate with these individuals throughout the funding or research process.

In a future project, UK Research and Innovation (UKRI) and Wellcome wish to develop a portfolio of resources that will facilitate and support greater and more effective collaboration and engagement between funders, mental health science researchers and young people or young adults, especially those with lived experience of mental health challenges and from under-represented groups. Wellcome and UKRI do not have a view on what format a future set of resources might take. We expect the supplier to be similarly neutral and to take a broad view on the nature of the resources and support that could support better collaboration. We use the term 'resources' broadly, but it is envisaged that the portfolio will:

1. Comprise of audio/visual/written/video/in-person materials supporting both funders, mental health researchers and young people and young adults
2. span the priority setting, funding, development, delivery, and dissemination of mental health research
3. address the fundamental challenges, complexities and power dynamics of collaboration and involvement in mental health science and research

To enable Wellcome and UKRI to develop this portfolio, we first want to understand the existing landscape in terms of young people and young adult's collaboration with researchers and funders in mental health science research, so that the resources we ultimately develop are fit for purpose and build on existing good practice. **This preparatory scoping stage is the focus of this proposal** and will require the scoping of existing resources as well as consultation with young people, young adults, researchers and funders.

For the purposes of this RfP and this project, we will use the following terms:

- Young people or young adults: we understand to mean young people or young adults with experience of involvement in mental health science and research. This will include those with lived experience of mental health problems, those without lived experience of mental health problems, and those at risk of developing mental health problems. These individuals may have experience of contributing youth and/or lived perspectives and expertise to Mental Health research, however we are also keen for the supplier to engage with some individuals who may not have experience of mental health research, to understand the barriers they have faced. We expect the supplier to work with young people who have experience of a variety of different methods of



involvement of mental health research for example, via research advisory groups, peer researchers, or through NGOs or charities.

- Researchers: This will refer to mental health researchers from any relevant discipline within mental health science and from a range of career stages. We understand these researchers may also have lived experience of mental health.
- Funders: This will refer to funders of mental health research.

This work will complement and extend existing projects being undertaken by UKRI and Wellcome, including UKRI's Adolescence, Mental Health and [Developing Mind programme](#)¹ and the work of [Wellcome's Mental Health Team](#)².

2. RFP Specification

Wellcome now invites proposals from suppliers (these can be individuals or organisations) to design and deliver a project to:

1. scope what resources currently exist to support collaboration between young people and young adults and:
 - (i) researchers to promote better scientific research and dissemination
 - (ii) funders of mental health science research to support priority setting and funding processes and governance
2. Engage and consult young people and young adults, mental health researchers and funders to understand and identify barriers, challenges and needs in supporting and maintaining effective collaboration

The supplier must demonstrate how their approach to this project would:

1. Establish partnerships with the following:
 - a. One or more named academics with expertise in this field
 - b. Meaningfully and safely involve and collaborate with young people and young adults, in the design and delivery of the project.

A collaborative delivery model should be established at the outset to ensure oversight, leadership, and delivery including stakeholder engagement of the project.

2. Focus predominantly on insights from the UK, however take a global approach where Wellcome has research contacts (e.g., Rwanda, South Africa and India and other relevant low or middle income countries). As a rough guide, we expect this approach

¹ <https://mrc.ukri.org/research/initiatives/adolescence-mental-health-and-the-developing-mind/>

² <https://wellcome.org/what-we-do/mental-health>



to be roughly 70% focussed on the UK and 30% globally, and we will work with the supplier to facilitate contacts where necessary.

As part of their approach, the supplier will be expected to engage with the UKRI and Wellcome teams in a timely and effective way.

Below are the key deliverables of the project which should be developed collaboratively with as much rapidity as possible, while maintaining effective stakeholder engagement, certainly no longer than 8 months, costing up to £80,000:

1. Produce a detailed map of existing resources

- The format of this map is flexible, and we welcome ideas for this in the proposal
- Thorough desk research should be conducted to identify existing, relevant resources and guidance
- Included in this map should also be some context of the development of the existing resources e.g. by whom were they developed, were they developed in collaboration with young people or young adults?

2. Stakeholder consultation, including with:

- Mental health science researchers (from a range of disciplines)
- Funders of mental health research
- Young people or young adults with experience of mental health science and research

The consultation should seek to understand the following:

- The barriers, challenges and needs around collaboration between the above groups in mental health research and mental health research funding – these may include (for example) logistical, pragmatic, social, ethical or cultural factors.
- What the above groups require in terms of ‘resources’ (or incentives) to address these barriers, challenges and needs
- How these barriers, challenges and needs vary across different cultural contexts

3. Develop a report with recommendations summarising the findings from the above outputs

- This report should include recommendations or options for a portfolio of resources that will be developed in a future project, based on the above research.
- This report should also highlight if there are any current initiatives that Wellcome and/or UKRI could build on.
- There should also be some practical considerations about developing a future portfolio of resources including:
 - An estimation of how long such development could take, and a summary of what the relevant components would entail
 - The best ways to ensure young people’s involvement in the delivery of this work



- Approximate budget needed
- The range of stakeholders who should be engaged in this work

And any other insights the supplier feels are relevant to the recommendations.

3. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers	WT	9 th June
2	Submission of expression of interest to RFP	Supplier	1 st July
3	Submission of Supplier Q&A to Wellcome Contact	Supplier	1 st July
4	Return of Supplier Q&A and pre-recorded webinar to Suppliers	WT	15 th July
5	Submission of RFP Response	Supplier	12 th August
6	RFP Evaluation Period	WT	15 th August – 9 th September
7	Supplier Interview and Presentations	WT & Supplier	w/c 26 th September
9	Notification of Contract Award	WT	w/c 3 rd October
10	Contract Negotiation	WT & Supplier	October
11	Contract Start Date	WT & Supplier	October/November

4. Response Format

The following headers support the timetable by providing further detail of the key steps.

Expression of Interest

Suppliers are asked to submit an email confirming their intention to apply and acknowledge of the timelines set out by e-mail to the Wellcome Contact in accordance with the RFP timetable.

Supplier Q&A

Prior to the submission of your RFP response, Suppliers are provided the opportunity to submit any questions they have about the exercise. All questions are to be submitted to the Wellcome Contact by e-mail in accordance with the RFP timetable. Only suppliers that are successful in progressing to the full proposal stage will receive answers to all submitted questions.

RFP Proposal

Suppliers are required to submit proposals which respond to the following sections;



Contract Feedback

This section allows Suppliers to provide specific feedback to the contractual agreement which will be used should their proposal be successful. Contract feedback is to be incorporated into your proposal as an annex and in the following format;

Clause #	Issue	Proposed Solution/Comment

Suppliers submitting proposals as a registered company should review this [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 9 below).

Information Governance

Suppliers are asked to complete the [TPSRA2](#) assessment before the RFP submission deadline for Wellcome to assess how you handle data.

RFP Questions

The exact format required for the full proposal will be shared with the selected Suppliers. Below is what we anticipate may be included but we reserve the right to amend or adapt as relevant.

#	Question	Max Words
1.	How will you produce the deliverables in the RfP specification?	300
2	What barriers and challenges do you think are important to explore in this project?	150
3.	How will you establish a collaborative and meaningful model for designing and delivering this project?	150
4.	How will you engage with key experts and stakeholders to inform this work?	200
5.	Outline your track record of work in this area, including a demonstratable understanding of the research and UK environment	200
6.	Please indicate an approximate budget and timeline for this work (noting that the maximum budget is 80,000 and timeline up to 8 months)	Single figures

5. About Wellcome



Wellcome supports science to solve the urgent health challenges facing everyone. We support discovery research into life, health and wellbeing, and we're taking on three worldwide health challenges: mental health, global heating and infectious diseases. Find out more about Wellcome and our work at: [wellcome.org](https://www.wellcome.org).

6. About UKRI

UK Research and Innovation works in partnership with universities, research organisations, businesses, charities, and government to create the best possible environment for research and innovation to flourish. We aim to maximise the contribution of each of our component parts, working individually and collectively. We work with our many partners to benefit everyone through knowledge, talent and ideas.

Operating across the whole of the UK with a combined budget of more than £7 billion, UK Research and Innovation brings together the seven research councils, Innovate UK and Research England. www.ukri.org

7. Safeguarding

Wellcome is committed to safeguarding and promoting the welfare of children and young people within all of our work. As part of the contract negotiation stage we will be asking the successful supplier to provide evidence that they are similarly able to uphold this commitment and have appropriate safeguarding measures in place.

8. Non-Disclosure and Confidentiality

Prospective Suppliers should be aware that inappropriate publicity could have a serious effect upon Wellcome's business. The information contained within this document or subsequently made available to prospective suppliers is deemed confidential and must not be disclosed without the prior written consent of Wellcome unless required by law.

9. 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.

10. 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.

11. Funding

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

12. 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.

13. 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.

14. 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.

15. 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.



16. Diversity & 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. 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.

17. Wellcome Contact Details

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

Name: Olivia Donovan
Role: Procurement Officer
Email: RFP@wellcome.org