



Request for Proposals (RFP)

Implementation, delivery and management for Wellcome's Culture, Equity, Diversity and Inclusion team's new advisory function

1. Summary

Since Spring 2022, Wellcome's Culture, Equity, Diversity and Inclusion (CEDI) team has been reviewing and reimagining a new advisory function to support the CEDI team in delivering on our [strategy](#). We have now decided on a new model and management structure for our advisory function, and are ready to move to implementation, with an aim to recruit and onboard advisors by the spring 2023.

We have an extensive guide of recommendations, ideas and approaches for implementing and managing the programme, and are looking for a supplier to work with us to put this into practice over the next two years.

The supplier could be a design consultancy organisation or partnership group, so long as they have the required expertise, partners, and track record to undertake this work. There is an expectation that the chosen supplier will have clear commitments to EDI in and across their work. Further details on requirements are listed in further considerations.

2. RFP objectives

- **To support the set up and implementation the new advisory function and engagement programme**, including advisor recruitment and onboarding, our buddy framework, comms plan and workshops with the CEDI team to prepare for working with advisors.
- **To be a delivery and learning partner** to CEDI's new advisory function and engagement programme, supporting the CEDI Advisor Programme Lead to ensure effective implementation and management of the programme, and to ensure the new advisory function is delivering on its aim to support the CEDI team to realise Wellcome's EDI strategy, mission and goals.
- **To be a broker between CEDI and advisors**, strengthening and deepening relationships, identifying opportunities for deeper connection and making improvements to the conditions and the programme to enable success.
- **To impartially convene and ensure effective facilitation** of quarterly meetings for reflective practice, supporting collaboration opportunities to emerge and be effectively realised by surfacing and supporting cross pollination of ideas, practices.
- **To guide and support CEDI and advisors**, tending to the wellbeing of the group dynamics, monitoring and supporting the health of interpersonal relationships and managing a buddy programme to support relationship building.

3. RFP Specification



This section sets out the specification of services for this RFP exercise. Suppliers should use this section to fully understand Wellcome’s requirements and to inform their response.

Scope of Requirements

The Supplier will provide the outputs as detailed below to support the delivery of the project objectives by meeting the following requirements. These will be developed in line with your proposed methodology:

Key Deliverables

Programme Phase	Key outputs and deliverables	Deadline and estimated time allocation
<p>Phase 1:</p> <p>Setting up the foundations for the advisory function programme</p> <p>(Early February – May 2023)</p>	<p>Project Discovery and alignment:</p> <ul style="list-style-type: none"> • Engage with the guidance pack and understanding the process and learning to date • Develop a programme plan with key milestones for deliverables and outcomes • Agree project ways of working and programme management over the two years <p>Deliverables: Detailed project plan with key milestones; Summary document outlining agreed ways of working, programme management and approach to advisor engagement programme</p>	<p>Early February – Early March 2023</p>
	<p>Develop the engagement programme, building on the recommendations from our guidance and toolkit pack</p> <ul style="list-style-type: none"> • Codevelop the onboarding plan and welcome pack • Facilitate discussions with CEDI team on preparing to Wellcome advisors • Codevelop the buddy programme and implementation plan • Codevelop the communications framework and implementation plan • Develop a facilitation plan for quarterly workstream • Identify and agree facilitators to lead facilitation for quarterly meetings and advisor group meetings • Develop a facilitation plan for cross-advisor insights, learning and reflection • Codevelop a meetings and rhythms plan for connecting with advisors individually and as a group 	<p>March 2023 – May 2023</p>

	<ul style="list-style-type: none"> • Develop a monitoring, feedback and review framework and implementation plan <p>Deliverables: Onboarding plan and welcome pack; buddy programme framework and delivery plan; communications framework and delivery plan; workstream meeting facilitation framework; cross-advisor meeting facilitation framework; programme monitoring and review plan.</p>	
	<p>Support CEDI to oversee the advisor recruitment process:</p> <ul style="list-style-type: none"> • Advise and facilitate selection meetings to shortlist, interview and select advisors • Provide administrative support on the selection, collating feedback to share with applicants • Provide administrative support on the collation of feedback from applicants to share with CEDI • Facilitate a review meeting to ensure learning is captured and actioned for future recruitment <p>Deliverables: Facilitation plan for key decision meetings; summary report on feedback for applicants and for CEDI; a learning and action log for future recruitment</p>	<p>March 2023 – April 2023</p>
<p>Phase 2:</p> <p>Delivering the advisor engagement programme</p> <p>(June 2023 – May 2025)</p>	<p>Deliver and monitor the advisory buddy programme</p> <ul style="list-style-type: none"> • Engage with CEDI team on their responsibilities as buddies to the advisors • Ensure all Workstream Advisors understand the buddy programme and how to use it • Implement the buddy programme, including milestones for feedback, monitoring and iteration <p>Deliverables: CEDI team workshops and write up of agreed responsibilities; Workstream Advisors workshop and write up of agreed responsibilities; buddy programme monitoring and review plan</p>	<p>June 2023 –April 2025</p>

	<p>Deliver and monitor the quarterly Workstream meetings</p> <ul style="list-style-type: none"> • Deliver inaugural advisor meeting in June, sharing welcome pack, agreeing a ‘social charter’ between CEDI and Workstream advisors and facilitating discussion on the advisor Terms of Reference • Ensure facilitation requirements are in place for x3 workstream meetings each quarter (with first meeting in June 2023), • Deliver an analysis of learning, actions and iterations for each work meeting • Ensure the communications and feedback plan is in place and delivered, ensuring actions from meetings are recorded and shared • Facilitate 6 monthly review points to iterate and improve the process <p>Deliverables: One kick off meeting plan and delivery; a social charter; quarterly workstream meeting plan and delivery (x3 each quarter); a quarterly meeting summary report with analysis of learning, actions and iterations (x3 each quarter); x2 6-monthly review meetings.</p>	<p>June 2023 – April 2025</p>
	<p>Hold regular individual and group check ins with the Workstream Advisors</p> <ul style="list-style-type: none"> • Deliver quarterly facilitated meetings for advisors, in line with the plan and agreed with advisors • Provide availability for one-to-one check ins with advisors • Support Advisors to connect and build relationships and value exchange across workstreams • Facilitate 6 monthly review points to iterate and improve the process <p>Deliverables: x9 Cross-Advisor meetings (x1 a quarter), A proposed plan for time allocation for one-to-one meetings; x3 summary reports on advisor feedback and recommended improvements to the programme</p>	<p>June 2023 – April 2025</p>
	<p>Support the Insights and Learning team to review and iterate the programme</p>	<p>June 2023 – April 2025</p>

	<ul style="list-style-type: none"> • Ensure a meeting and rhythm schedule is in place and delivered with CEDI to assess the programme and make recommendations for improvements • Ensure the implementation of improvements for areas responsible (e.g. facilitated meetings) • Deliver an annual summary report on learning and impact of the advisory programme <p>Deliverables: 6 monthly meeting to review programme; x2 summary report on impact and learning (x1 a year)</p>	
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Budget

We do not want your proposal to be limited in scope and ambition. Wellcome ask that the supplier provide their best detailed costed price for this activity.

Out of Scope

Payment for advisors: The CEDI team will have a separate budget to cover payment of advisors to attend quarterly meetings and engage in activities outside of meetings. For the scope of this work, we are looking for the supplier to propose costs for the management and delivery of outputs outlined in the key deliverables.

Network advisors: Although part of our model includes a group of network advisors who will be part of a roster for ad-hoc input, we will not be expecting this project to support the implementation of that model. For the purposes of this project, we are focussing on the engagement programme for the workstream advisors

Key Information and Considerations

Testing a new approach: We have gone through an extensive process to review previous CEDI advisory boards and have designed a comprehensive new function that is centred on relationship building. As part of that work, we have an extensive guide of recommendations on how to implement the new model and create conditions for success. We are looking for a supplier to work with us to turn the recommendations into practice, and join us on a learning journey, helping us review and iterate as we learn what works.

Timeframes and capacity: Bringing onboard the supplier in February 2023 is crucial to support us in delivering and implementing the new CEDI advisory function. We are looking for a supplier that can provide substantial amount of time and capacity to ensure we have our engagement programme ready, as well as support us in some of the stages of advisor recruitment, by late March/early April, with a set of tools and practices ready to implement. From April 2023 – April 2025, we hope to test our proposed meeting rhythm and test how collaboration works between meetings.



Recruitment of advisors: The aim for the CEDI team is to release a similar open 'request for proposals' to recruit advisors from January. The timeline of this process is still to be agreed, but we will ensure this is shared with the selected supplier for this project during the discovery phase, so that the timeline and capacity requirements can be incorporated into the programme plan.

Resources provided by Wellcome: For quarterly workstream meetings and cross-associate meetings, we will aim to use meeting rooms within Wellcome Trust Offices, along with lunch and refreshments – These costs will be covered separately and by Wellcome. If we are unable to use Wellcome Offices, we will look to find external venues that can meet our requirements.

Centering network development and relationship building: Critical to success of the new model is building a culture of relation and trust between CEDI and our advisors. The supplier team must have knowledge and experience in convening, stewarding, and facilitating individuals as part of a network or collective. We are particularly keen to work with a supplier that can take a fresh, creative approach to this work, whilst also building off the extensive work and recommendations featured in our guidance and toolkit developed as part of the first stage of reviewing and reimagining our advisory function.

Supplier commitments in relation to ED&I: The supplier must include their individual or organisational position/ethos statement that includes a commitment to equality, diversity, and inclusion. This will need to include how the supplier's ways of working or approach is inclusive and considers a diversity of experience and expertise. This will be considered in the procurement scoring exercise.

4. RFP Background

Wellcome Trust's [EDI strategy](#) has set up three bold and ambitious goals that by 2031 we will be an inclusive employer, an inclusive funder, and ensure that all the activities we fund will be inclusive in design and practice. Our [Culture, Equity, Diversity and Inclusion team](#) (CEDI) is in the second year of driving this strategy and to ensure that this work is informed by learning and good practice, we are recruiting advisors and a partner to support the implementation, convening and facilitation of our new CEDI advisory function. We believe this is an exciting opportunity for EDI practitioners with specific skills, expertise and experience to help Wellcome make measurable progress on our EDI strategy, and an exciting opportunity to take a fresh approach to working with and convening advisors, creating an interaction and engagement programme that is positive and impactful for all involved.

This new CEDI advisory function will support the key CEDI workstreams (Inclusive Employer, Inclusive Funder, Inclusive Research and cross-cutting programmes such as Anti-racism, Anti-ableism and Insights + Learning) and will engage primarily with the workstream team members as they scope, design and deliver impactful initiatives within these areas.

Why CEDI works with advisors:

In line with best practice, the CEDI team believe that we must continually challenge ourselves in how we approach and deliver EDI work if we are going to be effective in driving our outcomes. Although there is no



'rule book' for driving change in EDI, there is an emerging practice. Working with advisors can strengthen our work and approach by providing:

- In-depth, relevant practical knowledge and skills
- Timely and bespoke input that directly supports the context we operate in
- A sounding board, to sense-check and test ideas
- Objectivity, robustness and criticality to our approach

CEDI has been working with advisors since 2016. Although we have hugely valued the input from advisors, there is always more we can do to make this a smooth and impactful experience. Over the last year, we made a commitment to improving how we work with advisors and worked with [The Liminal Space](#) and [CollaboratEQ](#) to review and redesign our model to one that is more impactful and positive for both Wellcome and our advisors. We are now at a stage to put the new model into practice.

Our new approach:

Our model is an evolution to existing ways Wellcome works with advisors, with an emphasis on building a culture of relation between CEDI and advisors. Our focus is on working with advisors with key skills and experience that directly link to our CEDI goals, and ensuring advisors can play a range of roles, from advising with bringing thought leadership and knowledge, right through to more practical input, with time and space to collaborate on key initiatives. We have a blended approach, working with a set of advisors continually and coming together at key points throughout the year, with time allocated to support on individual projects. A key addition is working with an external supplier to deliver the engagement programme, who will act as a broker and partner to the CEDI team, supporting the facilitation of quarterly meetings, communication and relationship building.

Our proposed model:

CEDI Workstream Advisors	Advisor conveners	CEDI Network advisors
<p>16 – 20 Members Skills, knowledge and experience aligned to supporting our three CEDI goals.</p> <p>Onboard for 1 year Meeting quarterly with CEDI team, with capacity to support projects outside of meetings</p>	<p>Skills in brokering relationships, safeguarding, facilitation, communication and trust building</p> <p>Onboard for 2 years Facilitating quarterly meetings, offering direct support to CEDI members and advisors</p>	<p>Starting with 10 members Skills, knowledge and experience aligned to our three CEDI goals</p> <p>Form as part of an advisory roster, approached for ad-hoc, one-off requests (x2-3 a year) where we require specific input or expertise</p>

Spectrum of input from advisors:

Co-creation and co-design	Executing and delivery	Practice advice	Strategic advice	Thought leadership
The CEDI team requires direct	The CEDI team requires support on ad-hoc pieces	The CEDI team seeks advice on practical topics,	The CEDI team seeks advice on strategic	The CEDI team seeks advice on matters which are

<p>input on priority programmes, shaped and designed in collaboration with advisors. Here, advisors play a more hands-on, creative role, serving as an extension to the CEDI team.</p>	<p>of work from an external resource due to expertise and or capacity constraints. This type of work can be outsourced, with agreed outcomes and is slightly less collaborative in style.</p>	<p>which range from micro day-to-day challenges to elements of ongoing operational matters, e.g. embedding changes, internal communications etc</p>	<p>components of planning and execution and items that may impacting the execution and integration of the strategy</p>	<p>future-facing and looking ahead to the long term. Thought Leadership is also proactive and includes bringing awareness regarding important matters to set them up for present and future success.</p>
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Role and remit of advisors:

The Workstream Advisors’ key objective is to support the EDI goals by directly strengthening CEDI’s approach to partnership, leadership, and delivery. Advisors will support by:

- Helping CEDI to reflect on their work, looking back and looking forward
- Offering strategic steer on next steps at key milestones at goal and programme level
- Providing critical feedback in real time on the approach and implementation of CEDI projects
- Feeding into the codesign and development of key activities and initiatives
- Serving as critical friends and a learning partner to CEDI team
- Providing an objective lens, putting CEDI work into context as the workstream teams navigate the emerging field and practice of EDI

Our new model thoughtfully addresses challenges from previous CEDI advisory groups, whilst also designing for the needs of our strategy: We have designed for:

- Sustainable meeting rhythm that focuses on reflection and learning, with more project-specific interactions outside of meetings
- Prioritising practice-based skills and experience, as well as EDI knowledge
- Balancing advisors with longer term commitment in our work, as well as accessing a broader diversity of experts for specific instances
- Prioritising communication, engagement, relationship and trust building, with the addition of an external convener to bring impartiality and focus.
- Centrally managed by the Insights and Learning team, who also oversee CEDI's wider approaches to accessing insight and best practice

The advisor engagement programme:

Our aim is to bring together our workstream advisors and respective CEDI workstream teams every quarter (starting with three workstreams – inclusive employer, inclusive funder and insights and learning). Focussing on reflective and discursive sessions, at these meetings we will look back at what we’ve achieved so far, surface learning and progress we are making in relation driving our EDI goals, as well as looking forward – what activity is to come and how might advisors support our work. We will also identify projects and



programmes for collaboration and explore ways to implement and deliver them successfully. Outside workstream meetings, we will create a regular meeting rhythm for advisors across the workstreams to come together, share learning, reflect on what’s working and spot opportunities for connection and collaboration.

We also plan to deliver a buddy programme where each advisor will be paired with a member of the CEDI team as a buddy and additional point of contact to learn about Wellcome and build relationships. And as part of the reviewing and monitoring process, we may agree on additional activities to support the strengthening of relationships and trust building.

The supplier for this project will be critical in helping CEDI design and deliver quarterly meetings, the buddy programme, communication plan and monitoring and evaluating the programme, and be a critical friend to CEDI to ensure this is an effective programme for all.

More on our guidance and toolkit:

As a result of our work with [The Liminal Space](#), [CollaboratEQ](#) and expert forum members over the summer 2022, we now have an extensive guidance and toolkit pack with recommendations on how to support the next phase of implementation and delivery of the advisory function.

A lot of thinking has gone into how to build the conditions for success and a culture of relation between CEDI and advisors, with detail on what we need from facilitation, recruitment and how to support our advisors. As part of the next phase of work to implement the new function, we hope to collaborate with the selected supplier to work through the guidance to develop and deliver the programme, so we are building on from the recommendations rather than starting from scratch. The guidance and toolkit plan includes:

- An overview of the conditions for success, principles for approaching this work and risks to mitigate
- A section on building and embedding a culture of relation, with a detailed recommendations for the role and responsibilities of the advisor conveners, guidance on the buddy framework and guidance on developing a social charter between advisors and the CEDI team
- A section focussing on inviting and recruiting advisors, with guidance on intention setting, alignment, an open-call process and recruitment process framework
- Guidance on contracting and onboarding advisors, including a journey planner, recommendations for onboarding and a terms of reference framework
- A section on value exchange, with recommendations for the convener role to consider in how to create value exchange between CEDI and advisors
- A section on effective communication, which includes facilitation and communication guidance, a flowchart for decision making and a communication cadence planner.

Indicators of success:

We have identified indicators of success to help ensure the advisory function is fit for purpose and creating value for both the CEDI team and for the advisors. We hope to review and iterate these with support from the supplier in monitoring our engagement programme as we move into delivery.

For CEDI Team	For CEDI Advisors	For Wider Wellcome
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Feel that the feasibility, viability and impact of CEDI programmes and initiatives are improved as a result of input from advisors	Can see how their contributions have directly supported progress on Wellcome's EDI Ambitions	Confidence in Wellcome's ability and approach to making measurable progress on EDI goals
Have a deeper understanding of EDI and how it applies to Wellcome's work, with deeper clarity on our EDI capabilities and gaps	Feel safe and comfortable in their interactions with CEDI, and understand how to access support or feed in concerns if they arise	Can see how EDI activity led in partnership with CEDI has been strengthened as a result of input from advisors
Can make more evidence informed decisions on what to stop, start, continue and pivot	Have gained new relationships and new insight in how to drive EDI within institutions like Wellcome	Understand how CEDI Advisors support Wellcome's work and support CEDI in their roles
Have built stronger skills in partnership working, and become more effective advisors of EDI work in their own right	Feel part of an equitable process, and feel their contributions are valued, recognised /credited, and remunerated appropriately	Feel excited and energised by the fresh perspective and approaches learned from advisors

An overview of the CEDI team and our outcomes

The Culture, Equity, Diversity, and Inclusion (CEDI) team consists of three teams, collectively working towards our CEDI goals and work to drive our organisational culture. These three teams are:

- **The Organisational CEDI team**, leading work to make Wellcome an inclusive employer
- **The Research and Funding Equity team**, leading work to make Wellcome an inclusive funder, and support Wellcome-funded research to be inclusive in both design and practice
- **Organisation Culture lead**, leading work on the discovery and establishment of organisational culture strategy at Wellcome
- **The CEDI Insights and Learning team**, developing, coordinating, and researching CEDI best practice, using this and data, monitoring and evaluation insights to inform strategic partnerships and programmes that drive CEDI goals.

5. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers	WT	Monday 21 November 2022
2	Submission of expression of interest* to RFP <i>*Please note that suppliers who do not submit an expression of interest can still submit a full proposal by the deadline date. However, no questions will be answered that were not submitted by the EOI deadline.</i>	Supplier	17:00 on Friday 9 December 2022
3	Submission of Supplier Q&A to Wellcome Contact	Supplier	17:00 on Monday 12 December 2022
4	Return of Supplier Q&A to Suppliers	WT	Thursday 15 December 2022



Wellcome Office closure for the festive break: Wednesday 22nd December – Tuesday 3rd January 2023

5	Submission of RFP Response	Supplier	10:00 on Monday 9 January 2023
6	RFP Evaluation Period	WT	Monday 9 January to Wednesday 11 January 2023
7	Notification of invitation to interview	WT or	Thursday 12 January 2023
8	Supplier Interviews	Supplier	Tuesday 17 January and Wednesday 18 January 2023
9	Notification of Contract Award	WT	Thursday 19 January 2023
10	Contract Negotiation	WT & Supplier	Friday 20 January 2023 to Friday 3 February 2023
11	Contract Start Date	WT & Supplier	Monday 6 February 2023
12	Contract Completion Date	WT & Supplier	Friday 25 April 2025

6. Response Format

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

Expression of Interest

Suppliers are asked to e-mail to the Wellcome Contact to confirm they wish to apply, along with company name and company registration number to **Kasifa Khalid** (k.khalid@wellcome.org) by **17:00 on Friday, 9 December 2022**. No further information is required at this stage.

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 **Kasifa Khalid** (k.khalid@wellcome.org) by **17:00 on Monday 12 December 2022**.

After **Thursday 15 December 2022**, please check [this document](#) for RFP related questions and answers.

RFP Proposal

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

- **Short proposal of 12 slides or 4 pages of A4** outlining how you would approach this piece of work (methodology), the team, skills and experience you would bring together for this work, with examples of relevant case studies, outlining why you are best placed to fulfil requirements of RFP
- **A proposed delivery plan** which will enable you to meet the deliverables and timelines outlined above. This should include details of how and when you will regularly update Wellcome on progress, and any risks associated with the timelines set out.



- **Budget of the proposed activities** costed against the requested deliverables, costed in £GBP.
- **A brief outline of your approach to diversity, equity, and inclusion** in your work.
- **A brief outline of how you plan to comply with GDPR and data protection legislation** in your work.
- **How you propose to contract with Wellcome for these services *i.e.*, as an individual/sole trader, through a registered company (not a PSC) or through a personal services company (PSC).**

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. See section on Accessibility below for additional details.

Proposals should be submitted by email to **Kasifa Khalid** (k.khalid@wellcome.org) by **10:00 on Monday 9 January 2023**.

Proposals will be assessed against the following criteria:

Methodology (25%)	<ul style="list-style-type: none"> • Coverage: How many of the desired focus areas (as outlined in the specification) will the proposed approach address? • Quality: Is the proposed methodology and approach aligned with our objectives? • Utility: Will the proposed methodology deliver the desired, credible and useful results? • Diversity and Inclusion: Are there any diversity, equity and inclusion risks identified in the applicant’s work?
Team, skills and Experience (30%)	<ul style="list-style-type: none"> • Skills: Does the supplier have the relevant skills, expertise, and contextual understanding to deliver this work? • Experience: Does the supplier provide sufficient examples of experience that are relevant • EDI, perspectives and lived experience: Does applicant have EDI experience and a have they considered a range of perspectives?
Delivery and outputs (30%)	<ul style="list-style-type: none"> • Communication: Is there an effective engagement and communication plan with the CEDI team (Wellcome staff work 2 days a week in the office) • Delivery and resourcing plan: Is the proposed delivery and resourcing plan appropriate and achievable? • Feasibility: How feasible is the delivery plan? Are there significant risks associated with the proposed timelines, and how well are they mitigated? • Sustainability: Is the approach to delivery viable and sustainable, appropriate and achievable?
Budget (15%)	<ul style="list-style-type: none"> • Value for Money: Is the proposed work within budget and good value for money?

Contract Review



Suppliers submitting proposals as a registered company should review Wellcome's [terms and conditions](#). 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 7 below).

Information Governance

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

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.

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: Kasifa Khalid

Role: Best Practice & Advising Manager – Culture, Equity, Diversity & Inclusion (CEDI)

Email: k.khalid@wellcome.org