



Request for quote (RFQ) for Neuroscience for Mental Health Capacity Accelerator

1. RFQ Background & Objectives

Wellcome supports science to solve urgent health challenges facing everyone. Within this broad mission, Wellcome is pursuing an ambitious agenda in mental health to drive a step change in early intervention in anxiety, depression, and psychosis.

We want to leverage neuroscience that can have a greater impact on basic and translational research in relation to anxiety, depression, and psychosis.

Within this strategic objective, we are looking to commission a supplier to help us deliver a capacity building activity to support neuroscience research for mental health funding in [Low- and Middle-income countries \(LMICs\)](#). The Neuroscience for Mental Health Capacity Accelerator will award grants of around £50K each to ~10 collaborative projects of the duration of 6-9 months, with at least one partner in each project based in and/or affiliated with an institution in an LMIC for activities such as: widening networks, forming collaborations, exchanging and developing projects and ideas, generating pilot data, developing plans for collaboration with Lived Experience (LE) experts, or preparing research proposals.

The overarching objectives of this activity are:

- Fund a cohort of researchers and clinicians who will be able to use the grants to form beneficial collaborations, access networking opportunities and learning resources, and develop project proposals.
- Increase the number and diversity of Researchers in LMIC contexts and clinicians who are aware of our Mental Health strategy and how it can apply to and support their ambition.
- Increase funding success rates (within Wellcome or with other funders) for LMIC researchers who have had access to capacity accelerator grants.
- Develop new channels of communication between Wellcome, researchers and clinicians funded through this scheme, which will give us a novel perspective and insight on the field in different contexts (e.g., define questions that are relevant to a wider population or different populations)

2. RFQ Specification

The Neuroscience for Mental Health Capacity Accelerator will support capacity building in LMIC settings for research relevant to our mental health strategy by funding a cohort of neuroscience researchers and clinicians working in the mental health space.

We aim to foster equitable and ethical research environments by funding research collaborations at a formative stage and that require measures to promote an equitable power balance between partners. Early-stage funding should allow all partners to be involved in defining the terms of the collaboration, roles, data ownership, etc.



Wellcome now invites proposals from potential suppliers to incorporate these premises and develop a program to deliver this funding activity, which we envision having the following characteristics:

- The focus of the collaborative projects that will be considered for these funds will create a step change in early intervention for anxiety, depression, and psychosis using and advancing either:
 - A. computational neuroscience and/or computational psychiatry models
 - B. cellular and/or animal models.
- Teams should consist of at least two applicants and incorporate at least one applicant based/affiliated in an institution in a LMIC.
- All participants should benefit from the opportunity to widen collaborations beyond usual circles, gaining novel prospective and insight on the field.
- Project duration should be between 6-9 months.
- Funding (up to £50K) would be primarily for networking activities and / or to generate pilot data in service of a future application to a grant proposal. Funding could be used for expenses related to networking and workshops, and/or materials and consumables etc. in order to collect and analyse pilot data.
- We will require that the proposals submitted by the applicants will consider how LE involvement will fit in their long-term project, but it will be not necessary to include a detailed engagement plan or a practical LE component within the activities that will be supported by these grants.
- Salary will not be considered as an allowable cost within the grant.
- We envision the cohort of participants to be involved in a series of activities to take place during the award such as workshops, show and tell, seminars, LE engagement workshops, networking opportunities etc.

The supplier will need to consider the following while designing the delivery plan:

- The awards will be managed by the supplier, who should ensure that awardees abide by Wellcome's standard [grant conditions](#).
- Between 10 to 15 grants of up to £50K each will be awarded.
- Wellcome representatives will be involved in the design of the activity with the supplier, to ensure our strategic goals and objectives are met, and minimise reputational risk.
- Wellcome representatives will work with the supplier in developing documentation and processes; and in monitoring and evaluation.
- Wellcome Lived Experience (LE) experts will support with the planning, delivery, and evaluation of the activity.
- Regular catch ups between Wellcome representatives and the supplier will be set up to monitor progress and deliverables.
- A scientific advisory board, including LE practitioners, will support and steer the supplier's plans.
- A program of activities for the awardees will be in place and supported by the supplier.

The deliverables for this project are:



1. Establish a framework for ways of working and communication between the supplier and Wellcome
2. Form a scientific advisory board, which will be composed of experts in the field and LE advisors
3. Produce a portal for candidates to find information on the remit of the call, how to apply and submit an application
4. Create a framework and assessment criteria for the reviewing of applications
5. Organise activities that will take place in the duration of the award for the cohort of successful applicants
6. Build a comms plan, which could include some networking and matchmaking activities
7. Launch the call
8. Receive and review applications
9. Award applications
10. Deliver activities for cohort of awardees

Preferred project timelines and Milestones

Project Milestone	Target date
Project kick off	May 2023
External launch	July/September 2023
Applications closing	November 2023
Selection awardees	December 2023
Work awardees commencing	January 2024
Award activities for participants	March-September 2024

3. RFQ Timetable

#	Activity	Responsibility	Date
1	RFQ issued to Suppliers	WT	03/03/23
2	Submission of Supplier Q&A to Wellcome Contact	Supplier	10/03/23
3	Return of Supplier Q&A to Suppliers	WT	17/03/23
4	Submission of proposals	Supplier	03/04/23
5	RFQ Evaluation Period	WT	03/03/23 to 24/04/23
6	Supplier Presentations	WT & Supplier	24/04/23 to 08/05/23
7	Notification of Contract Award	WT	May 2023
8	Contract Negotiation	WT & Supplier	May 2023
9	Contract Start Date	WT & Supplier	June 2023

4. Response Format

Supplier Q&A



Prior to the submission of your RFQ response, Suppliers are provided the opportunity to submit any questions they have about the activity. All questions will be collated, anonymised, answered and returned to all. Please make sure you ask all questions at this stage. If you have any additional questions after this deadline these will not be answered to ensure that this is a fair and equitable process.

RFQ Proposal

Please provide a short (max 2-page) supplier profile, outlining relevant skills and experience of the individual(s) involved, and a 3-page proposal to RFP@wellcome.org. The proposal should address the above deliverables, including in addition:

- A proposed plan of how you would work with LE and other stakeholders you deem relevant for this project across various cultural and geographical contexts
- An outline of your procedure for handling sensitive material as part of this project.
- A breakdown of costs, including the estimated time required to complete the deliverables

RFQ Questions

This section requests responses from Suppliers' specific questions in relation to this RFFQ exercise.

#	Question	Max words
	Provide a short proposal outlining how you would approach the work and the proposed methodology, addressing the deliverables detailed above	Max 750 words
	A proposed plan of how you would work with people with Lived Experience and other stakeholders you deem relevant for this project across various cultural and geographical contexts	Max 500 words
	An outline of your procedure for handling sensitive material as part of this project	Max 250 words
	A breakdown of costs, including the estimated time required to complete the deliverables	1 table

Proposals will be assessed against the following criteria:

Proposal How well is the proposed plan of action aligned with our needs	40%
Experience Track record and expertise	20%



Delivery & Outputs Strength of proposed plans for including comms and activities for the awardees cohort	25%
Budget Value for money	15%

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 Wellcome's Terms and Conditions which can be found [here](#).

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).

Wellcome Data Protection Compliance

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

Page Break

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.

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, climate and infectious diseases. Find out more about Wellcome and our work at: [wellcome.org](https://www.wellcome.org).

6. 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.

7. 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.

8. 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.

9. Funding

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

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. Wellcome Contact Details

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

Name: Alyce O'Connor
Role: Procurement Officer
Email: RFP@wellcome.org

