**Request for Proposal: UK Agency for Political Consultation and Government Relations Assistance**

1. **Introduction**

The Global Government Relations team at Wellcome is looking to find a UK based firm to help advance our political advocacy and government relations in the UK.

**Wellcome Background**

[Wellcome](https://wellcome.org/what-we-do/climate-and-health) is one of the world’s leading charitable foundations, politically and financially independent. We aim to spend £16bn over the next ten years supporting science to solve urgent health challenges. Wellcome works with a wide range of partners around the world, including governments, research funders, non-governmental organisations, charities and commercial organisations, influencing and informing policy to help create the conditions for science to thrive globally and improve human health.

Wellcome’s new strategy aims to improve health for everyone by funding research, leading policy and advocacy campaigns, and building global partnerships. Our new approach funds discovery research into life, health and wellbeing, and supports research to find solutions to three health challenges: mental health, infectious disease and climate. The new strategy also has an increased international ambition.

**The Government Relations and Strategic Partnership team**

Wellcome’s [Government Relations and Strategic Partnerships team](https://wellcome.org/who-we-are/teams/government-relations-and-strategic-partnerships-team) leads Wellcome’s diplomatic efforts, advocates for change and builds knowledge and partnerships that help us reach our goal to improve health. The team’s key stakeholders include global Governments and public bodies, multilateral organisations, cultural organisations, industry and the private sector, and other philanthropies.

**The Government Relations team**

The Government Relations team is a relatively new function within Wellcome, established 18 months ago. Prior to the organisation’s restructure, there was one Policy and Advocacy team, split into two areas; UK and Global - staff cover policy and influencing.

The new structure has been created government relations and policy. This allows the Government Relations team to do more thinking about the political context, build relationships with political contacts and set the political strategy for the organisations work.

As the team is new, we are still getting used to how to operate internally and externally. We are creating some of the structures a more established Government Relations team would have in place, such as a fully formed contact management system. We have made a great deal of progress in this area for the past year, but there is still some work to do.

The UK is not the only government we work with. We have established relationships with; Germany, the US, the EU, France, UAE, Japan, India and we are building relationships in Canada, South Africa, Kenya, Brazil and Italy. We believe that one of our strengths is having this broad view of conversations at the global level.

The objective of the Government Relations team is ultimately to increase Wellcome’s impact, through:

**Building diverse and productive relationships**

* Understand Wellcome priorities within national social and political contexts
* Build strong relationships in the markets we haven’t yet developed based on thorough stakeholder mapping
* Build on and increase Wellcome influence in key regional networks

**Contributing to a collaborative, evidence-driven global political environment**

* Develop a coordinated and consistent approach to how we are showing up at global events spaces
* Develop new and creative ways of engagement to support and amplify more diverse voices
* Use our influence in the G7/G20 processes to ensure that voices of communities most affected are highlighted

**Developing and sharing our political insights**

* Develop a strong understanding of our markets’ priorities
* Provide (cross-)market political analysis to policy colleagues, ensure actionable policy asks, and support outreach
* Broker between different markets to align messages and outreach
1. **Background**

**Our work with the UK government**

Wellcome has a range of positive relationships with the UK government, however these are quite scattered, and might not reflect the relationships we need to progress the new strategy. We have a long history and presence in the UK through our funding.

Policy influencers’ awareness of Wellcome dramatically increased during the pandemics Wellcome made the case for the importance of international collaboration to effectively tackle covid. Our work on the pandemic has significantly increased the awareness of who we are and cemented the idea that we work on infectious disease, we are now going through a process of narrowing down our interests in the policy and funding space.

Our new strategy requires us to build relationships across a broader range of issues; for the next year these will focus predominately on infectious diseases (particularly R&D) and building awareness of the impact of climate change within health policy, but we expect to respond to opportunities on mental health and discovery research. For the purpose of this RFP, we would like the supplier to focus on infectious disease and the impact of climate change on health.

The long-term goal is that the Government Relations team will increase relationships and expertise engaging at the political level, considering the political approach and building the right relationships. We know that the political landscape is tough at the moment; we recognise that for some areas we need support raising issues up the political agenda.

We are seeking to understand government and build relationships so that we can ultimately shape policy outcomes. Further in the process we will provide details of our objectives, so you can see where we are, and where we want to get to.

1. **Scope of the work**

The Government Relations team at Wellcome is looking to find a UK-based firm to help us advance our political advocacy and government relations in the UK. While the general direction and strategy of work will be led by our team at Wellcome, we are looking for additional support in the following ways:

**Overall we need to;**

* Understand the political environment including the challenges and opportunities to promote our work.
* Increase awareness of the role Wellcome can play in supporting the UK to develop policy
* Position Wellcome as a trusted adviser to UK government on global health
* Build relationships with strategic people and organisations so we can have the greatest impact on health policy

**We believe this requires:**

* This should include a programme of activities which will help to position Wellcome as a trusted player in the space
* Strategic guidance on how best to influence policy change and impact with the UK Government.
* Political Intelligence: monitoring and gathering of political insights including but not limited to the areas of global health (pandemic response, climate and health, mental health, science, international development assistance)
* Support on the messages / comms which would land well with this current administration
* Assistance finding and building contacts within the UK Government with a focus on Ministers, Secretaries of State and senior Civil Servants
* Assistance with organising and arranging meetings and events, such as one-on-ones, roundtable or luncheon style meetings, dialogues or fireside chats with audiences
* Alerting Wellcome to potential events, or relevant opportunities to engage including events, consultations, and conferences
* Advice on media opportunities which might enhance our influencing ability with the current government.
* Operate as a trusted, confidential resource when needed (e.g. answer questions about legislation, people, and issues of interest in due time)

1. **Deliverables**

**Regular on-going support to include:**

* Support with developing a strategy (within the capacity and resources we have)
* Support executing stakeholder engagement and outreach
* Regular meetings (frequency to be mutually agreed) to provide advice and consultancy support on Wellcome’s government relations and broader engagement strategy
* Regular updates and reports on political developments which are relevant to Wellcome’s interest
* Updates on significant developments in our existing and potential key partner organisations’ work in the UK
* Ad hoc research and briefing support ahead of key meetings, visits and events
* Ad hoc support with events and engagements with stakeholders, ensuring content is tailored to specific contexts and audiences

**Next steps for the RFP**

1. **RFP Budget**

Wellcome will be guided by the supplier as to what is a reasonable budget for this activity as we do not want limit ambition or innovation. Any costs related to delivering against the scope of work and proposal deliverables should be included and clearly specified within the budget. Costs will be scored during the tender process on whether they are realistic and appropriate relative to the proposed work and expertise.

1. **RFP Timetable**

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| --- | --- | --- | --- |
| **#** | **Activity** | **Responsibility** | **Date** |
| 1 | RFP issue to Suppliers | WT | 9 March 2023 |
| 2 | Submission of EOI and Questions and Answers from suppliers should be sent to Wellcome contact | WT & Supplier  | 17 March 2023  |
| 3 | Submission of full RFP Proposal to Wellcome Contact | Supplier | 27 March 2023 |
| 4 | RFP Evaluation Period | WT | 27.March 2023 to 29 March 2023 |
| 5 | Notification of shortlisting outcome and invite suppliers to presentation | WT | 29 March 2023 |
| 6 | Presentations | WT & Supplier | 03. April.2023 to 7 April 2023 |
| 7 | Notification of Contract Award | WT | 05 April 2023 |
| 8 | Contract Negotiation | WT & Supplier | Early April 2023 |
| 9 | Contract Start Date | WT & Supplier | Late April 2023  |

1. **Response Format**

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

Expression of Interest

Suppliers are asked to submit a short expression of interest by e-mail to the lead contact in accordance with the RFP timetable, which should contain the following information.

* Confirming whether you are a company or individual, if company please provide Full company name, address, and company registration number.
* A non-binding cost estimate as a single figure in GBP
* Any potential Conflicts of Interest

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 and the activity.  All questions will be collated, anonymised, answered and returned to all Suppliers who have submitted an expression of interest in the RFP process. Please make sure you ask all questions at this stage.  Once Wellcome have responded to all questions If you have any additional questions after this deadline these will not be answered to ensure that this is a fair and equitable process.

RFP Proposal

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

***RFP Questions***

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

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Max Words** |
| 1 | Provide a short outline demonstrating your methodology in achieving the scope of the work. | 750 |
| 2 | Propose a delivery plan outlining project deliverables and timelines. | 500 |
| 3 | Outline the proposed project team with a brief description of their relevant experience. | 500 |
| 4 | Outline your approach to equity, diversity, and inclusion (EDI) in relation to your proposal for the project. | 300 |
| 5 | Provide a detailed budget including breakdown justifying the proposed costs to meet Wellcome’s requirements. Please note that we do not provide maximum budget estimates, suppliers are encouraged to come in with a budget required for this work to be delivered effectively while also demonstrating value for money. | N/A |
| 6 | What makes you best placed to fulfil the requirements outlined in this RFP? This could include networks and previous experience, including experience of working with stakeholders and processes within the global health ecosystem. Please feel free to use any relevant case studies. | 770 |
| 7 | Outline any major risks and challenges you foresee with meeting Wellcome’s requirements. Please include your mitigation strategies for these risk and challenges. | 500 |

***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](https://wellcomecloud.sharepoint.com/%3Aw%3A/s/ext-EFC/EQdYlhqv30dFtywD4ib-T7oBb6RNm-ej1KbGNg9L_goiaA?e=PbTi51).

Individuals submitting proposals as a sole trader (not registered) should review this [document](https://wellcomecloud.sharepoint.com/%3Aw%3A/s/ext-EFC/EU7pnMqqNB5DiRZDWbPYy2gBKpyT9fwfC0AUloosmCP7QQ?e=wivbd6).

Individuals submitting proposals through their own personal services company please highlight this to the Wellcome contact immediately (see point 7 below).

***Information Governance***

Under [GDPR/Data Protection law](http://www.privacy-regulation.eu/en/article-30-records-of-processing-activities-GDPR.htm), 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](https://forms.office.com/Pages/ResponsePage.aspx?id=Wmd6O8gfg0mhAMxSt2R3N12C4PW3LyJLp0abvQ076iZUMk5VMUpTT0pHWEo0VUg3MzA5T0lLWTdLNSQlQCN0PWcu) assessment if they are shortlisted for presentation, this is for Wellcome to assess how you handle data.

***Supplier Presentations***

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

1. **Assessment Criteria**

Proposals will be assessed on the following criteria:

|  |  |
| --- | --- |
| **Methodology**40% | *Coverage*: How well are the desired focus areas (as outlined in the scope of work) covered in the proposed methodology? *Quality*: Is the proposed methodology aligned with our needs? *Utility*: Will the proposed methodology deliver the desired, credible, and useful results?*EDI*: Has appropriate attention been given to equity, diversity, and inclusion considerations in the proposed methodology? |
| **Experience**10% | *Skills and Experience*: Does the supplier have the relevant skills, experience, and contextual understanding to deliver this work?  |
| **Delivery & Outputs**40% | *Communication*: Is there a good plan for communicating with the Wellcome team and externally? *Delivery plan*: Is the proposed delivery 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?  |
| **Budget**10% | *Value for Money*: Is the proposed work within budget and good value for money?   |

1. **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://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.wellcome.org%2F&data=04%7C01%7CH.Teague%40wellcome.org%7C84b3e5f84007474ce9d308d8d4ee3833%7C3b7a675a1fc84983a100cc52b7647737%7C0%7C0%7C637493466896745521%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ur%2B5Bm7z2EbEQReVpnPq%2BCkCb5a%2BKwT6Ba4wZGCRFGI%3D&reserved=0).

1. **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.

1. **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.

1. **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.

1. **Funding**

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

1. **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.

1. **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://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fcollections%2Fdisability-confident-campaign&data=04%7C01%7CH.Teague%40wellcome.org%7C612eea2d5e36425bd8f008d8dcada8dc%7C3b7a675a1fc84983a100cc52b7647737%7C0%7C0%7C637501985706672617%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=AAA%2FVdIozAA%2FckiGMJ4TvK%2B%2FQU9L2WGro5dwOGbnTOk%3D&reserved=0). 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.

1. **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 quotes fairly and will ensure any proposed adjustment costs sit outside the commercial evaluation.

1. **Diversity & Inclusion**

Embracing [diversity and inclusion](https://wellcome.ac.uk/what-we-do/our-work/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.

1. **Wellcome Contact Details**

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

Name: Alison Stiby Harris

Role: Global Government Relations Lead

Email: a.stiby-harris@wellcome.org