

## **RFP: Citizen mental health science report**

### **1. Background**

Citizen science, defined as “Scientific work undertaken by members of the general public, often in collaboration with or under the direction of professional scientists and scientific institutions” has broadened and evolved in scope since its initial use in 1989 to describe a project in which volunteers collected rain samples to test acidity levels.<sup>1</sup> From its beginnings in environmental science, the use of citizen science has encompassed such diverse fields as archaeology, astrophysics, and cultural history.<sup>2</sup> Citizen science has also extended into the mental health field (for example, the Wellcome Centre for Neuroimaging *Brain Explorer* project).<sup>3</sup>

Citizen science has several potential benefits for a scientific field. The first is simply practical: crowdsourcing the collection and interpretation of data enables research projects to be carried out rapidly, inexpensively, and at scale.<sup>4</sup> Second, a well-designed citizen science project has the potential to educate and engage the public, and to promote a narrative of communal ownership of, and progress in, a specific scientific field. However, this is not a straightforward endeavour; surveys indicate that citizen science can be overly narrow in engagement.<sup>5</sup>

Citizen mental health science might have the potential to achieve Wellcome’s goal of a vibrant research community both by providing a novel and efficient mechanism for data collection and analysis, and engaging society more broadly with a positive narrative of progress and achievement. However, the nature of mental health science means that there are numerous potential pitfalls. These include projects that engage only with a narrow section of the population; concerns around the use and security of data; and the potential to amplify current imbalances of power within mental health science.

Wellcome proposes contracting a supplier to provide a report on citizen science in mental health, with a specific focus on issues pertinent to early intervention in anxiety, depression, and psychosis (understanding, stratifying, and developing new pharmacological and non-pharmacological treatments). This report will cover the use of citizen science in the field thus far, its potential for development including possible use cases, ways of measuring impact, an analysis of potential practical and ethical issues with its implementation, and its broader potential to raise the profile and acceptance of mental health science as a scientific field. We anticipate that this report will guide Wellcome’s own thinking on the subject, as well as providing a resource for other funders and mental health scientists who are considering using citizen science in their own work.

### **2. RFP specification and objectives**

This RFP is aimed at a supplier who can use a range of sources (including scientific literature, “grey” literature, and case examples) to scope and analyse three key areas in citizen mental health science:

- The potential for citizen mental health science to help create a step change in understanding and new pharmacological and non-pharmacological treatments for anxiety, depression, and psychosis
- Unintended deleterious consequences of citizen mental health science, including issues such as data protection

- The potential for citizen mental health science to contribute to a positive narrative around mental health science with both key opinion leaders and the general public

The supplier will be expected to include focus on the use of citizen mental health science in low-income and middle-income settings, and issues pertinent to the engagement and involvement of people with lived experience of mental health problems.

### **3. Other requirements**

We expect the supplier's team to be diverse in membership and inclusive in practice. We also expect the supplier to meaningfully and ethically involve and collaborate with people with lived experience experts in the design and delivery of the project, as relevant to the deliverables.

We understand lived experience as a unique form of knowledge, insight, and expertise, that comes from having experience of mental health challenges. When we refer to 'lived experience experts' or 'people with lived experience' we are referring to people who identify as having experienced anxiety, depression or psychosis broadly defined, either in the past or currently. For the purposes of this project, we are open to any methods of collaboration and roles the supplier chooses for lived experience experts to be embedded in this project, so long as the approaches and roles are appropriate for the project aims and stages of the project.

### **4. Deliverables (4 months in total for delivery of all outputs)**

#### *4.1 Work plan*

- Two weeks: A full work plan of no more than four pages, summarising the supplier's plan for scoping and completing the report. To be supplied as a Word document.

#### *4.2 Interim report*

- Two months: An interim report of no more than five pages, delivered in Word format, detailing progress made, any issues that have arisen, and strategy for tackling these.
- Two months: A half-hour presentation of the interim report using PowerPoint or similar, to be given virtually or in person, with time for Q&A from the Wellcome team. Slides to be supplied in PDF format after the presentation.

#### *4.3 Final report*

- Four months: A report of no more than 8000 words. References, tables, and figures are not included in this word count. To be supplied in Word and PDF formats (we will give guidance to the supplier re: Wellcome formatting requirements)
- Four months: A 45-min presentation of the full report using PowerPoint or similar, to be given virtually or in person, with time for Q&A from the Wellcome team. Slides to be supplied in PDF format after the presentation.
- Four months: a 15–20 minute version of the report to be presented virtually or in-person at a Wellcome mental health meeting.

The supplier may provide suggestions for extra deliverables or amendments to the proposed methodology.

## 5. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers on Contract Opportunities website	WT	w/c 06 Nov 2023
2	Submission of expression of interest to and Questions to <a href="mailto:RFP@Wellcome.org">RFP@Wellcome.org</a>	Supplier	20 Nov 2023
4	Return of Suppliers Q&As to Suppliers	WT	27 Nov 2023
5	Submission of RFP response	Supplier	15 Jan 2024
6	RFP Evaluation period	WT	w/c 16 Jan – 2 Feb 2024
7	Supplier presentations	WT & Supplier	w/c 19th Feb 2024
8	Notification of contract award	WT	w/c 19 Feb 2024
9	Contract negotiation	WT & Supplier	Early March 2024
10	Contract start date	WT & Supplier	April 2024

## 6. Response Format

### 6.1 EOI and Q&A

Suppliers are asked to submit a short expression of interest by e-mail to the [RFP@Wellcome.org](mailto:RFP@Wellcome.org) in accordance with the RFP timetable, which should contain the following information.

- Confirming whether you are an organisation or individual
- If an organisation please provide registered name, address, and registration number.
- A non-binding cost estimate as a single figure in GBP
- Any questions you have about the exercise and activity

Prior to the submission of your full proposal to the RFP, 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. If you have any additional questions after this deadline, these will not be answered; this is to ensure a fair and equitable process.

Submitting an EOI/Q&A is not a binding commitment to submit a full proposal. Should your organisational priorities change, you will not then be penalised for future opportunities

## 6.2 RFP Proposal

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

### **RFP Questions**

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

#	Question	Max (Words)
<b>Team</b>		
1	Provide a brief overview of your organisation, including the relevant expertise and experience that will be involved in this programme.	150
2	Evidence of your track record, including specific case studies where you have successfully provided similar or relevant services to those described in this RFP.	150
<b>Approach</b>		
3	Describe the proposed approach to address the requirements of this RFP, including: <ul style="list-style-type: none"> <li>• Programme governance – including your plans for the declaration and management of conflicts of interest, as well as engagement with Wellcome</li> <li>• Promotion – how you plan to advertise this programme effectively across a diverse range of disciplines and geographies. If focusing on specific target audiences, please provide justification</li> <li>• Structure – plan for structuring incentives to support the participation of a broad range of participants</li> <li>• Involving experts – the plan to convene and involve experts, including lived experience experts in making sure projects are appropriate and supported</li> <li>• Outputs management and sharing of project learning.</li> </ul>	700
4	Outline how you will involve people with lived experience expertise across multiple project stages.	200
5	Highlight any risks or challenges you foresee in meeting the requirements of this RFP, along with any proposed mitigations. Please present this as a table.	200
6	Provide an overview of the stages and timeframes in which you propose to meet the RFP requirements (for example, as a Gantt chart).	N/A

<b>Costs</b>		
7	Please provide a proposed breakdown and justification of programme costs and resources.	400

### **Evaluation Criteria**

<b>Assessment Criteria</b>	<b>Weighting</b>
How well the proposal meets the RFP specification.	45%
Track record and expertise of the potential Supplier.	25%
Strength of the proposed plans for including people with lived experience expertise.	20%
Value for money.	10%
<b>Total</b>	<b>100%</b>

### **Contract Feedback**

This section allows Suppliers to provide specific feedback to the contractual agreement which will be used should their proposal be successful. This is the suppliers' opportunity to provide negotiation points on Wellcome's terms and conditions, we will not consider negotiations that are only raised after the contract has been awarded so as not to delay the contracting process. Please ensure you engage with a relevant legal contact if applicable. Contract feedback is to be incorporated into your proposal as an annex and in the following format;

<b>Clause #</b>	<b>Issue</b>	<b>Proposed Solution/Comment</b>

Suppliers submitting proposals as a registered company should review Wellcome's Standard terms and Conditions [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 6 below).

### **Information Governance**

Wellcome is committed to upholding data protection principles and protecting your information. The [Wellcome-Privacy-Statement-2023.pdf](#) explains how, and on what legal basis, we collect, store, and use personal information about you. This includes any information you provide in relation to this proposal.

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 will be asked to complete the [TPSRA2](#) assessment before presentation stage to assess how you handle data.

### **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.

## **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](http://wellcome.org).

## **8. 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.

## **9. Equity, Diversity and 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. We want to cultivate an inclusive and diverse culture, and 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.

## **10. 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 \(www.gov.uk\)](#). 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.

## **11. 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.

## 12. 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.

## 13. Funding

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

## 13. 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.

## 14. 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.

## 15. Wellcome Contact Details

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

Name	Lindsey Atkins-Tamblin
Pronouns	She/Her
Role	Procurement Manager
Email	<a href="mailto:RFP@Wellcome.org">RFP@Wellcome.org</a>