



## QUESTIONS AND ANSWERS

### Request for Proposal (RFP): Archive, manuscript and material culture resources for life, health and wellbeing research

#	Supplier question	Wellcome response
1	Please can you confirm the budget allocated for this work?	The approximate range is up to £300K including VAT. Suppliers are encouraged to come in with a budget required for this work to be delivered effectively. Value for money is one of the criteria proposals will be evaluated on.
2	The RFP stresses a global approach. Are there particular institutions or countries that need to be considered as bids are formulated? Presumably countries/organizations where English is not the first language should be considered?	We have no priorities on specific geographies, institutions or languages (save in geographies where Wellcome Discovery Research currently targets funding, as set out in the project specification).
3	What proportion of interaction is likely to be f2f? We assume no more than 20% of the total.	This project will require close working with Wellcome, including regular, weekly meetings. We expect there will be opportunities to meet in person but anticipate the majority of interactions will be online.
4	The RFP talks of challenges and barriers to be tackled, and opportunities that should be seized. Are there any that need to be considered as a priority?	We have no pre-defined priorities, although we do suggest several relevant areas in the RFP specification. We expect the Supplier to identify the significant challenges, barriers and opportunities as part of conducting the landscape research and meeting the project specification.
5	There are many references to 'infrastructure' in the RFP. Could we have more detail on what this means?	We take an inclusive approach to the term infrastructure. It can include the facilities, resources and services that researchers depend upon to conduct their research. It can also mean a wider array of institutes, centres and networks that help support research in a variety of ways.



6	Apart from the Research Discovery Strategy, what are the key reports and other related documents that bidders need to focus on as they prepare their submissions?	There are no specific reports we require Suppliers to focus on in preparing their submission.
7	Recognizing the importance of EDI to the Wellcome's future strategy, to what extent is decolonization a priority also?	We believe that excellent research happens in environments where people from all backgrounds are treated with respect, supported and enabled to thrive. It also requires ethically sound research that is engaged with the needs of the communities it is addressing. We see these at the heart of the positive and inclusive research cultures we want to encourage. We do not have a separate decolonization priority, although this does not preclude work in this area.
8	Can we have more detail on how the 'iterative process' will take place?	This project will require close working with Wellcome, including regular, weekly meetings. Key decisions about deliverables will involve discussion and agreement with Wellcome.
9	Reference is made to 'strong technical expertise'. What does this mean in practice?	We expect strong technical expertise to be represented in the delivery of the project, whether as part of the core team or advisory board. We would expect this to include experts from a representative range of specialist and disciplinary backgrounds relevant to the conduct of the project.
10	In the context of budget, what does Wellcome see as the most important criteria for assessing value for money?	The main criteria we have for assessing value for money is that the costs are justified in the proposed approach, and it meets the ambition of the RFP.
11	Can you advise/confirm if we should charge VAT on our proposal.	As per the RFP, please submit your proposals accounting for any VAT requirements—at 20% if you are based in the United Kingdom, or if you are not based in the United Kingdom, please allow 20% for reverse VAT charges that Wellcome with self-account for.



		We will discuss specific treatment of VAT for the winning Supplier during the contract negotiation stage.
12	Can external members form part of the 'research group'? (For example, can different organisations come together to form a single group?)	Yes. We are open to proposals coming from a single Supplier or groups of Suppliers.
13	Are there any eligibility requirements? I.e. can a university research group apply?	The Supplier/s could be any organisation or individual, so long as they have the required expertise, partners, and track records to meet the project specification.
14	Are there any expectations regarding the structure of research groups? For example, is there expected to be a nominated lead, or Principal Investigator (PI)?	We have no pre-defined expectation of the structure of the delivery team. We ask you to set out a management plan, including the role of team members, as part of the Delivery and Output section of the RFP response.
15	Are the priorities regarding the geographical elements based on developing site-specific international case studies, or a general analysis that draws broadly and theoretically from across the world?	We have no priorities on specific geographies, institutions or languages (save in geographies where Wellcome Discovery Research currently targets funding, as set out in the project specification). We would expect a general global analysis alongside case studies, where relevant.
16	Can you clarify what the difference is between the EDI elements in the methodology section, and the stand-alone EDI section?	<p>The EDI section in the RFP Response asks you to detail your EDI policies and how you will ensure equity, diversity and inclusion considerations are embedded throughout the planning, development and delivery of the project.</p> <p>The reference to EDI in the methodology section asks you to detail how you will ensure that the research conducted will be inclusive and representative of different resource settings/groups.</p> <p>Further guidance on EDI can be found in <a href="#">Wellcome's EDI policy</a>.</p>



<b>17</b>	Does the budget cover 100% of the costs, or is there an expectation that the research group will contribute some costs?	We have no expectation that the Supplier will contribute additional costs.
<b>18</b>	How detailed will the budget need to be? Will it be line by line, or by broad types of expenditure?	We expect the budget to be a sufficiently detailed breakdown of the anticipated costs associated with meeting the specification of the RFP.
<b>19</b>	From a methodological perspective, can the budget cover a range of research methods such as surveying, focus groups etc. (If justified in the proposal)?	Yes.
<b>20</b>	What can Wellcome offer regarding additional support to the project? Will there be opportunities to engage with Wellcome's existing networks and internal specialists?	The Supplier will be expected to work with Wellcome closely as part of the project. We anticipate this will include opportunities to engage with our existing networks and internal specialists, where relevant.
<b>21</b>	Is there an expectation that the research will engage with Wellcome's own archive collections?	There is no expectation that Suppliers will engage with Wellcome's own archive collections, although we do not preclude this, where relevant.
<b>22</b>	Will there be an opportunity for the research group, or individual members, to publish adjacent findings gained through the research project? (Is this covered by 9.1 in the General Terms and Conditions as 'Background Intellectual Property'?).	This would need to be discussed with any Supplier on a case-by-case basis.