



Request for Proposal (RFQ) for *Microbiome: Discovering Barriers to Interventions*

1. RFQ Specification

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

All our content should be WCAG 2.2. AAA compliant. Any documents being provided to Wellcome must pass accessibility requirements. If you are unable to produce accessible documents, budget must be set aside to employ a suitable agency to do this work.

Wellcome is organizing a Microbiome workshop 11th-13th September, bringing together various experts from the field, including researchers, industry representatives and funders (the total number of those invited will be 50-60). At the workshop Wellcome will seek to identify and describe knowledge gaps and research needs within microbiome research, and understand where we, as a funder, are best placed to act.

The event is in-person and will be held at the Wellcome building, with September 11th and 13th being half-days and September 12th being a full day (approximately 18 hours of facilitating in total).

The workshop will be structured as a series of longer talks, short talks, panel discussions and breakout discussions. The emphasis will be on discussions and we would like everyone in the audience to contribute.

What we would like to achieve during the meeting is an increased awareness of the understudied aspects of the microbiome field and define immediate challenges relating to development of microbiome-based interventions associated with mental health and infectious disease.

We seek to appoint an experienced facilitator to help us facilitate the workshop from 11th to 13th September 2024. We need the selected facilitator to do the following:

- Rapidly familiarise themselves with the project and understand our desired outcomes.
- Facilitate all sessions at the workshop. This includes introducing speakers, facilitating Q&A and panel discussions ensuring diverse perspectives from the participants are heard.
- Collaborate with session chairs session chairs to guide and steer discussions effectively.
- Effectively managing the timing and schedule of the event.

The selected facilitator(s):



- Can be freelance, sole contractors or working as part of organisations, provided they can deliver on the outlined project scope.
- While it is not necessary for the facilitator to be an expert in the field, they should possess a solid understanding of the microbiome and its connection to infectious diseases and mental health. If needed, the facilitator should be able to bring in additional experts to provide insights and expertise in these areas.

2. RFQ Timetable

#	Activity	Responsibility	Date
1	RFQ issue to Suppliers	Wellcome	26 th April 2024
4	Submission of RFQ Response	Supplier	24 th May 2024
5	RFQ Evaluation Period	Wellcome	27 th May - 7 th June 2024
6	Supplier Q&A/Interview	Supplier	10 th - 14 th June 2024
7	Notification of Contract Award	Wellcome	June 2024
8	Contract Negotiation	Wellcome & Supplier	June 2024
9	Contract Start Date	Wellcome & Supplier	August 2024

3. Response Format

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

RFQ Response

Suppliers submitting a full proposal should cover the following areas in their response:

#	Question	Max Words
	Describe how (including stages and timeframes) you propose to meet our requirements.	400 words
	Provide a cost proposal which details and justifies the proposed costs to meet our requirements.	200 words
	Provide 3 references (inclusive of contact name, organisation, brief overview of work provided, email & telephone) who Wellcome can contact as part of this RFP process.	200 words
	Provide 2 case studies of where you have successfully provided services similar to those described in this request for proposal.	200 words
	Highlight to us any risks which you foresee with meeting Wellcome's requirements.	200 words



	What makes you best placed to fulfil Wellcome's requirements set out within this request?	200 words
	How would you ensure equity, diversity and inclusion considerations are embedded throughout the planning, development and delivery of the project?	200 words

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.

Clause #	Issue	Proposed Solution/Comment

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 Interviews

Following a submission of the proposal, successful candidates will be invited to a virtual meeting which will last 30 minutes to an hour and will be a questions and answers session.

4. 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://www.wellcome.org).

5. Prospective Suppliers Personnel - IR35 and Off Payroll Working Rules

Before the RFQ 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.

6. 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 RFQ processes.

7. 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.

8. Accessibility

Wellcome is committed to ensuring that our RFQ 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 RFQ exercise, contact the Wellcome Contact.

If, within the proposed outputs of this RFQ 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.

All our content should be WCAG 2.2. AAA compliant. Any documents being provided to Wellcome must pass accessibility requirements. If you are unable to produce accessible documents, budget must be set aside to employ a suitable agency to do this work.

9. 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.

10. Funding

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

11. 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.

12. 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.

13. Wellcome Contact Details

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



Name: Alyce O'Connor
Pronouns: She/Her
Role: Procurement Officer
Email: RFP@wellcome.org