10 March 2021

Dear Supplier

**INVITATION TO TENDER (ITT) FOR PROVISION OF SERVICES**

**MATHEMATICAL FUTURES PROGRAMME: LANDSCAPING MATHEMATICS EDUCATION POLICY**

**ITT REF: 537-3**

**1. Introduction**

1.1 You are invited by The Royal Societyto tender for the provision of services: Mathematical Futures Programme: Landscaping mathematics education policy. There are two separate work pages, or Lots, which we invite Suppliers to tender for one, or the other, or both as part of your tender submission.

1.2 The Royal Society is a registered charity, the National Academy of Science in the UK and a self-governing Fellowship of many of the world’s most distinguished scientists drawn from all areas of science, engineering, and medicine. The Society’s mission, as set out in its founding charters of the 1660s, is to recognise, promote, and support excellence in science and to encourage the development and use of science for the benefit of humanity.

1.3 As a self-governing Fellowship of many of the world’s most distinguished scientists, the Society has played a part in some of the most fundamental, significant, and life-changing discoveries in scientific history. Our scientists continue to make outstanding contributions to research across all areas of science, engineering, and medicine.

**2. The Services**

2.1 The Royal Society is a registered charity, the National Academy of Science in the UK and a self-governing Fellowship of many of the world’s most distinguished scientists drawn from all areas of science, engineering, and medicine. The Society’s mission, as set out in its founding charters of the 1660s, is to recognise, promote, and support excellence in science and to encourage the development and use of science for the benefit of humanity.

2.2 The Services are split into two work packages and suppliers can tender for one or both packages. The detailed specification is at **Attachment 1 – The Brief**.

**3. Technical offer**

3.1 This tender is for Project 3 of a three-part programme of tenders. ITT 537-2, for Project 2, is open for tender concurrently with this tender. Please refer to the detailed program outline and gantt chart in **Attachment 1 – The Brief**.

3.2 The Services are described in detail in **Attachment 1 – The Brief**, and broadly comprise the following two work packages which Tenderers are invited to submit tenders for one, or both packages:

| **Work Package** | **Deliverables** |
| --- | --- |
| WP 1 | 1. Evidence syntheses of the following:    1. Chronological mapping of mathematics education policy interventions in England. [[1]](#footnote-2)    2. Trend impact analysis and interpretation of policy, trajectories and system changes relating to mathematics education to extrapolate from historical policy trajectories to inform the future. 2. Expert views based on virtual interviews and workshops. 3. Drawing of implications for and from mathematics education policy and practice. |
| WP 2 | 1. Horizon scanning of key international mathematics education practices and developments and to identify potentially important future developments. 2. Expert views based on survey, virtual interviews, and workshops. 3. Drawing of implications for and from mathematics education policy and practice. |

3.3 Tenderers are asked to respond to this Invitation to Tender providing clear statements against the criteria in section 5 of the ITT below.

**4. Financial offer**

4.1 The maximum available budget for this project is £60,000 including VAT. Please note we are a registered charity and part of the funding will be provided by government grant funding and tenderers are requested to provide as much detail as possible in their pricing.

4.2 The budget split between each work package is as follows:

1. WP1 - £30,000 to £40,000 (VAT Inclusive)
2. WP2 - £15,000 to £20,000 (VAT Inclusive)

4.3 Tenderers shall detail the breakdown their proposed project costs to deliver the deliverables stated in Section 4 of **Attachment 1 – The Brief** by completing the 4 tabs in **Attachment 5 – Pricing Schedule**. This includes rate cards for the proposed project team members.

4.4 Any costs that cannot be provided at the point of submission should be explained clearly by the Tenderer and where possible, an estimate will be provided.

4.5 The Society is not bound to award the contract to the cheapest Tender, nor award an Agreement if suitable tenders are not received.

4.6 By providing us with a proposal you agree to be bound by the Royal Society’s draft **Terms and Conditions**, the current version of which is included at **Attachment 3** and may be updated from time to time, and will apply to any contract awarded to you after you have provided us with your quotation.

4.7 Any terms that your organisation seeks to edit or add must be provided in your submission for consideration including any specific terms and conditions that may apply to sub-contractors or partners services.

4.8 If an alternative contract is sought to be used, it shall be provided as part of the Supplier’s ITT submission.

4.9 In the event that shared personal data will be involved in the Service provision, a Shared Data Agreement will be entered into to comply with GDPR legislation.

**5. Tender selection criteria**

5.1 Tender proposals will be evaluated against the criteria at **Item 5.4** of this ITT, which Suppliers must respond to clearly and separately.

5.2 The Selection Panel may separate criteria amongst themselves to score so please structure your proposals accordingly

5.3 Tender proposals should outline how the Tenderer would approach the provision of the Services. The proposal should be no more than 4,000 words per work package tendered for (excluding any appendices) and use the following headings, listed below together with the selection criteria.

5.4 The selection criteria are as follows:

| **CRITERIA** | | **WEIGHTING** |
| --- | --- | --- |
| **Mandatory** – **Do you have a demonstrable experience of delivering similar projects within the last 5 years? Yes or No?** | | Pass/Fail |
| 1 | **Task and methodology**  The tenderer shall demonstrate a good understanding of the requirements in **Attachment 1 – The Brief**, including clearly describing the planned methodology for the work package(s) they are tendering for and describe the approach to analysis and validation. | 40% |
| 2 | **Quality of written communication**  The tenderer shall demonstrate clear and coherent organisation of information. | 10% |
| 3 | **Project management**  The tenderer shall provide a detailed statement about their methodology for the delivery of the Services, including a proposed delivery timeline and how they will meet timings for delivery of the services. Please provide a detailed project plan with your response. | 10% |
| 4 | **The Team and Resources**  The tenderer shall detail the proposed project team and their relevant experience on similar projects where data analysis and validation were required. Please detail how you will ensure business continuity during the current COVID-19 pandemic  Tender submissions shall include the proposed teams’ CVs or biographies of their relevant experience to the Brief. | 20% |
| 5 | **Price and Value for Money**  Tenderers shall demonstrate their tender submissions’ value for money and financial security by providing a detailed breakdown of proposed Service costs and Rates using the template provided at **Attachment 5 – Pricing Schedule** of the ITT pack. | 20% |
| 6 | **References**  Please provide the name, title, organisation name and email address of two (2) recent and relevant clients whom the Society shall contact for references if you are short listed for the Services.  Please make sure that the referees are aware that you are nominating them to assist in the speedy provision of written references. | Mandatory |
|  | **Total** | 100% |

5.5 The following scoring regime will be used to evaluate bids:

| **Description** | **Score** |
| --- | --- |
| Very high standard with no reservations at all about acceptability | 5 |
| High standard but falls just short of 100% | 4 |
| Good standard | 3 |
| Generally, of a good standard with some reservations | 2 |
| Basic compliance only | 1 |
| Fails to meet the minimum requirements. (Bid rejected) | 0 |

## 5.6 The Society shall short-list tenders and where required, will invite Tenderers for a 1-hour virtual interview and presentation of their proposal.

## 5.7 Tenderers and their proposed teams are to note the proposed dates in the timelines at Item 6.2 of this document. If shortlisted, the Society will seek to meet the Tenderers’ key team members which will be working with the Society on a day to day basis.

## 5.8 The dates and times of the interview session shall be allocated based on the order of complete responses received by the Society, which shall include your two preferred times and dates, the list of your organisations’ attendees, their roles, and their email addresses.

## 5.9 Once sessions times are confirmed, the Society shall provide all attendees with a calendar invite, meeting agenda and the virtual meeting link using MS Teams.

## 5.10 References shall be sought from Tenderers’ referees post interviews. Please ensure that you have made your referees aware of your shortlisting and ensure that they will be available for the provision of references the week of the interviews as per the timeframes at Item 6.2 of this ITT.

## **6. Timeline**

6.1 The timelines for the delivery of the Services are provided at Item 5 of **Attachment 1 – The Brief**.

6.2 The following dates will apply to the ITT and contract award process.

|  | **Tender Stage** | **Dates** |
| --- | --- | --- |
| 1 | ITT Open | Wednesday 10 March 2021 |
| 2 | ITT Clarification Questions | Up to 10am, Thursday 8 April 2021 |
| 3 | Final responses to Clarification questions | By 12 noon Thursday 8 April 2021 |
| 4 | ITT Closes | 2pm, Friday 9 April 2021 |
| 5 | Evaluation and shortlisting of bids | W/C 12 April 2021 |
| 6 | Possible interviews with short-listed tenderers | Thursday 15 & Friday 16 April 2021 |
| 7 | Contract Award and start date | W/C 19 April 2021 |

6.3 The Royal Society is aware that some Tenderers may be operating at a lower capacity due to COVID-19. If Tenderers believe they are suitable for the Services but cannot meet the provided timeframes, we ask that you submit your request for an extension before the closing date including your proposed date for submission.

6.4 The Society does not guarantee an extension but will consider all reasonable requests where the wider programme of works will not be affected.

6.5 All Tenderers will be offered any such extensions.

**7. Instructions to Suppliers**

7.1 Suppliers are invited to:

1. Complete and return the Supplier Registration Form to [Procurement@royalsociety.org](mailto:Procurement@royalsociety.org) to confirm your participation in the ITT process;
2. Provide responses to the criteria, being careful to structure your responses in line with the individual questions as evaluation of tender submissions may be undertaken in sections of responses;
3. Complete **Attachment 5 -** **Pricing Schedule;** and
4. Email submissions to Procurement@royalsociety.org by 2:00 PM on **Friday 9 April 2021**.

**8. Enquiries and clarification questions**

8.1 Enquiries and clarification questions regarding this Invitation to Tender should be emailed to [Procurement@royalsociety.org](mailto:Procurement@royalsociety.org) and using reference “ITT 537-3 – MFP” in the email subject field and be made attention of the Procurement Manager

8.2 All clarification questions will be registered, answered, and shared with all Suppliers with an aim to respond within 1 business day.

8.3 Last clarification questions must be received by **10am Thursday 8 April 2021** and the Royal Society’s responses will be sent to allSuppliers no later than 12pm on the same day.

**9.** **Submission of Tenders**

9.1 Your Tender must be received by 2:00 PM on **Friday 9 April 2021**.

9.2 It is the responsibility of all Suppliers to ensure that their tender response is received no later than the appointed time. The Royal Societymay undertake not to consider tenders received after that time.

**10. Attachments**

Attachment 1 – The Brief

Attachment 2 – Supplier Registration Form

Attachment 3 – Draft Terms and Conditions

Attachment 4 – Supplier Declaration Form

Attachment 5– Pricing Schedule Template

The Royal Society hopes your company decides to tender for this service and we look forward to receiving your registration form and your proposal.

Best wishes

Rebecca Farquhar

Procurement Manager

Email: [Procurement@royalsociety.org](mailto:Abigail.Harvey@royalsociety.org)

The Royal Society  
[www.royalsociety.org](http://royalsociety.org/)  
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1. [↑](#footnote-ref-2)