4 February 2020

Dear Supplier

**INVITATION TO TENDER FOR PROVISION OF ‘WRITING ABOUT YOUR RESEARCH’ AND/OR ‘MEDIA TRAINING’ COURSES - ITT REF: 454**

**1. Introduction**

1.1 You are invited by The Royal Society to tender for the provision of services: Provision of ‘Writing About Your Research’ and/or ‘Media Training’ Courses.

1.2 The Royal Society is 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 fundamental purpose, as it has been since its foundation in 1660, 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 Drawing on the expertise of our fellowship, we provide expert, independent advice to policy-makers and the general public, championing the contributions that science can make to economic prosperity, quality of life and environmental sustainability. Recent policy studies have covered topics such as ocean resources, machine learning, school-business collaboration and synthetic biology.

1.4 We also provide a forum for debate, bringing together diverse audiences to discuss the impact of science on current and emerging policy issues.

1.5 The purpose of this tender is to provide training to Research Fellows in how to write about research to a lay audience, and how to communicate the aims and approaches to their research projects to the media.

1.6 The training courses are open to all scientists from a variety of backgrounds and are provided to any Royal Society funded research fellows at no cost (non-Royal Society funded research fellows incur a fee).

**2. The Services**

2.1 The courses are currently provided at the Royal Society with the aim to help improve the way in which scientists engage with the public and media on their research projects and areas of expertise.

2.2 The Royal Society currently offers three different communication courses and seeks to engage a new tenderer/s to continue these training programs on our behalf for a period of 3 years with an option to extend for a further 1 year maximum.

2.3 The courses that we seek a tenderer to provide are:

1. 1-day Writing about your research;
2. 1-day Media skills training; and
3. 2-day residential communication and media skills.

Tenderers shall nominate which course/s they seek to deliver in their tender and provide a break down of course costs in the pricing schedule.

2.4 Both the Writing about your Research and Media skills courses shall take place at the [Royal Society](https://royalsociety.org/about-us/contact-us/carlton-house-terrace-london/). The residential Communications and Media Skills course shall be held at [Chicheley Hall](https://royalsociety.org/about-us/contact-us/chicheley-hall-buckinghamshire/).

2.5 The Services specifactions are detailed in the brief titled “Ref 454 - ITT Invitation to Tender – Provision of ‘Writing About Your Research’ and/or ‘Media Training’ Courses” at Attachment 1

**3. Technical offer**

3.1 The following outputs will be expected from the supplier. These outputs are also listed as Section 3 of the brief at Attachment 1:

1. Discuss with the Royal Society at Award of Contract to confirm timelines and materials to be developed
2. Set timetable for all three courses in partnership with the Scientific Programmes department
3. Confirm final training materials
4. Manage attendee’s registration and logistics with the Scientific Programmes department
5. Run the three courses three times per year
6. Run attendee survey processes post each course to test user satisfaction including providing raw data and summary of responses
7. Adjust any elements of the training courses due to feedback as per agreement and approval from the Society
8. Reporting requirements
9. Hold relevant Insurance policies for the services

3.2 Suppliers are asked to respond to this Invitation to Tender providing clear statements using the reference numbers, against the criteria in section 5 of the ITT.

**4. Financial offer**

4.1 The Society is not bound to award the contract to the cheapest tender. We will however, use this process to establish a preferred supplier list based on suitability of responses for future year activities for the same services.

4.2 Tenderers shall complete the **Pricing Schedule** at Attachment 5 detailing your proposed project cost (including VAT), which should include all project, equipment and travel costs.

4.3 We will also accept consortium bids.

4.4 By providing us with a proposal you agree to be bound by the Royal **Society’s Terms and Conditions** included at Attachment 2, which will apply to any contract awarded to you after you have provided us with your quotation.

4.5 Any terms that your organisation seeks to edit must be provided in your final submission for consideration by the evaluation panel.

4.6 The Society will publish a second training tender for the provision of Professional Services training for reseach fellows (ITT 471) focussing on budget management, project management, group/people management. Should the successful tenderer/s of this tender be successful the second tender, we will seek to include the services in this contract.

**5. Tender selection criteria**

5.1 Proposals will be evaluated against the criteria at **Item 5.3** of this ITT, which Suppliers must respond to clearly and separately. The Selection Panel may separate criteria amongst themselves to score so please structure your proposals accordingly

5.2 Tender proposals should outline how a supplier would approach the provision of the services. The proposal should use the following headings, listed below together with the selection criteria.

5.3 The selection criteria are as follows:

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Weighting** |
| 1 | **Expereince**: Please detail your organisation’s experience in delivering training to similar participants groups, and explain your reason for applying for this tender  (max 3000 words) | 30% |
| 2 | **Approach to service delivery**: Please detail which of the courses you are bidding for, why, and how you will deliver the course/s to a high-quality standard including:   1. the CVs for proposed traniners 2. management of course materials 3. management and administration of contract and courses 4. capturing, analysing and reporting on participant feedback surveys, and 5. any relevant training certifications /accreditations   (max 4000 words) | 30% |
| 3 | **References**: Please provide two recent client referees contact details which the Society will contact if you are shortlisted in the evaluation process.  Please provide their name, position, organisation name, email, and phone and the name of the training course provided | N/A |
| 4 | **Pricing**: Please provide a break down your proposed training costs per course and provide an overall total price by complete the Pricing Schedule at Attachment 5 of the ITT pack. | 40% |

5.4 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 1 | 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 |

5.5 The Royal Societyis not bound to accept the lowest priced or any tender and shall not be bound to accept the supplier as sole supplier.

5.6 Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given

## **6. Timeline**

The following dates will apply to the tender and contract award process

|  |  |  |
| --- | --- | --- |
|  | **Tendering Stage** | **Dates** |
| 1 | Tender Open | Thursday 30 January 2020 |
| 2 | Tender Clarification Questions | Up until 11am, Friday 7 February 2020 |
| 3 | Tender Closes | 2pm, Wednesday 12 February 2020 |
| 4 | Evaluation and shortlisting of bids | 12-17 February 2020 |
| 5 | Notify Short listed tenderers | Tuesday 18 February 2020 |
| 6 | Tenderer Presentation Meetings | Tuesday 3 & Wednesday 4 March 2020 |
| 7 | Contract Award | Early March 2020 |
| 8 | Contract Start Date | 1 April 2020 |
| 9 | First training course to be run by | By May 2020 |

**7. Enquiries and clarification questions**

7.1 Enquiries and clarification questions regarding this Invitation to Tender should be emailed to [procurement@royalsociety.org](mailto:procurement@royalsociety.org) and using reference “*ITT 454 – Clarification Questions“* in the email subject field and be made attention of the Procurement Manager

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

7.3 Last clarification questions must be received by 11am, Friday 7 February 2020.

7.4 The Royal Society’s responses will be sent to *all registered tenderers* no later than 2pm on Monday 10 February 2020.

**8.** **Registering your participation in ITT process**

8.1 All interested suppliers must complete, sign and scan the **Tender Registration** form at Attachment 2 and email to [procurement@royalsociety.org](mailto:procurement@royalsociety.org) to receive all associated tender documentation.

8.2 All correspondence about the tender including clarification question responses will be sent to registered suppliers only, so please ensure that you complete and submit this form ASAP

**9. Presentation meetings**

9.1 Short-listed tenderes will be invited to a 90-minute presentation meeting where the Evalaution panel will seek to meet the proposed delivery team.

9.2 The Society ask that you ensure that your relevant team members are available on Tuesday 3 and Wednesday 4 March 2020. Session times will be offered on a first come, first served basis.

9.3 Tenderers will be invited to give a 30-minute presentation on their offering and then there will be questions and open discussion with the Evalaution Panel.

9.4 The meetings will be held at our office at 6-9 Carlton House Terrace, London SW1Y 5AG.

9.5 The Society undertakes to notify short listed tenderers no later than 5pm on Tuesday 18 February 2020

**10. Submitting Tenders**

10.1 Suppliers are invited to:

1. Provide responses to the **criteria** at item 5.3 of this document, being careful to structure your responses in line with the individual questions as evaluation of tenders may be undertaken in sections of responses
2. Review the Royal Society’s **Terms and Conditions** at Attachment 3, and detail any clauses/items that you seek edits to as part of your submission
3. Complete the **Tenderer Declaration** form at Attachement 4
4. Complete **Pricing Schedule** at Attachment 5, and
5. Email tenders to [procurement@royalsociety.org](mailto:procurement@royalsociety.org) by 2pm, Wednesday 12 February 2020

**11. Submission of Tenders**

11.1 Your tender must be received by **2:00 PM** on **Wednesday 12 February 2020**

11.2It 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

11.3 All tender submissions will compliance checked against the tender requirements, as well as performing a due diligence review of all organisations via UK Government Company House registration and our credit checking service so please ensure that your records are you to date at the time of submission

**12. Attachments**

**Attachment 1** – Brief

**Attachment 2** – Tenderer Registration Form

**Attachment 3** – The Royal Society’s Terms and Conditions (Service Agreement)

**Attachment 4** – Tender Declaration Form

**Attachment 5** – Pricing Schedule

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