

Market Engagement Questionnaire

Department/Organisation: United Kingdom Research and Innovation (UKRI)

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Agreement ref: CS22599

Date issued: 12/12/2022

Response deadline: 12/01/2023

Background:

UK Shared Business Services Ltd (UK SBS), on behalf of UK Research and Innovation, wishes to establish a Contract to appoint a contractor to deliver training on Responsible Research and Innovation (RRI) understanding and awareness to the staff across UKRI's Engineering and Physical Sciences Research Council (EPSRC).

About EPSRC:

The Engineering and Physical Sciences Council (EPSRC) is a partner organisation within UK Research and Innovation (UKRI) and is the main UK government agency for funding research and training in engineering and the physical sciences, investing over £850 million a year in a broad range of subjects from mathematics to manufacturing, from AI to advanced materials, and information and communications technology (ICT) to structural engineering.

Course Aims:

- To create a common baseline of Responsible Research and Innovation (RRI) understanding and awareness across EPSRC.
- To provide EPSRC staff with the confidence to discuss and provide RRI advice to the communities they interact with (internal and external).
- To enable EPSRC staff to set RRI thinking into the context of their own role and consider how they embed it within relevant activities and initiatives.
- To bring RRI to life through real-life experience, examples and case studies which demonstrate the importance and value of applying an RRI approach, and how it can improve the quality and impact of research.
- To demonstrate the relevance of RRI to the breadth of EPSRC's themes and portfolio.

Course Objectives:

The training needs to have clear objectives to ensure the end users are equipped with increased knowledge, skills and awareness and are able to apply and embed this confidently in the context of their role.

Real scenarios and case studies should be included to ensure the subject is brought to life and is accessible and relatable.

The successful supplier will need to be able to talk confidently about Responsible Research and Innovation within the context of EPSRC as a funder of research and training.

The successful supplier will need to record attendance and create and share the results of evaluation forms with the training lead to ensure the training has embedded.

Essential Scope:

Please see the list below, please note this list is not exhaustive and may be added to as the training is developed:

- Introduction to RRI to include:
 - RRI principles and background set in the context of the [EPSRC AREA framework](#).
 - Existing EPSRC dedicated RRI activities and interventions, and future aspirations. For example, activities delivered through [Centres for Doctoral Training](#), activities delivered through [Impact Acceleration Accounts](#), internal networks.
 - How RRI fits into broader UKRI research culture aspirations (see for example [Good Research Resource Hub](#)) as well as what other UKRI partner Councils are doing in this space (for example [PAS 440](#)).
 - The inter relationship between RRI, Public Engagement, [Trusted Research](#), research ethics and other relevant agendas.
 - Different interpretations of RRI, nuances of definition and language, for example EU Responsible Research and Innovation.
- Exploration and discussion of RRI case studies relevant to different areas of engineering and physical sciences research.
- Exploration of what RRI means to individuals in terms of their own roles, portfolios and the communities they interact with. For example,
 - how to recognise good examples of RRI approaches in their portfolios (which may not be labelled as such),
 - how to consider RRI in the context of managing funding opportunities, how RRI can be incorporated into proposals and how this is assessed.
- Information on the external RRI resources available.
- Record Attendance

Points to note

- EPSRC will work with the external provider to facilitate links with existing internal expertise and to help integrate existing relevant internal material into the training process to support colleagues understanding.
- As part of this, it is envisioned that in advance of the main training course provision, one or more two-way sessions will be held between the course providers and a sample of EPSRC staff.

Expected duration, frequency and style:

- Up to 3 hours duration delivered online for up to 20 EPSRC staff per session.
- Delivered 8-10 times over a 12-month period. With an aim to train most existing staff in the first 6 months and then followed by further sessions for any remaining staff as the vacant positions are filled.
- Engaging and interactive style including opportunities for break out discussions and peer to peer learning.

Contract Duration

- We expect this project to run from 1st March 2023 to 29th February 2024.

Mandatory constraints/ services required

- Bidders must have access to sufficient staff resources to complete the project within the timescales.

Budget

- The preliminary budget for this service across the full duration of the contract is £30,000.00 – £40,000.00 excluding VAT

Route to Market

Please note this is a Market Engagement Questionnaire and not a Call for Competition.

It is the Authority's intention that this requirement shall proceed as a below threshold procurement advertised on Contracts Finder.

For the avoidance of doubt the above requirement is anticipated to launch week commencing Monday 16th January 2023.

We would be grateful if you could complete the following questionnaire relating to this upcoming procurement.

All responses should be submitted by no later than 14:00 on Thursday 12th January 2023 via fmprocurement@uksbs.co.uk

Market Engagement questions

1. Is the overview of the requirement sufficiently clear to enable you to accurately cost the project?

Yes	No

- a) Please outline any areas which you feel could be clarified or expanded on in the full specification to enable more accurate costing

2. Can you deliver the outputs in the timescales given?

Yes	No

- a) If you answered 'No', please explain why you would not be able to deliver within the specified timescales and give an estimate of achievable timescales

3. Can you deliver the outputs within the budget?

Yes	No

- b) If you answered 'No', please explain why you would not be able to deliver within the budget and give an estimate of a budget within which you could deliver

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4. Are you likely to bid for the project?

Yes	No

- a) If no, please specify any concerns with the details provided here on which may stop you from bidding

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5. Do you have any other comments on the project, or suggestions for what additional information about the scope of work should be included in the specification?

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Should you have any queries regarding the Market Engagement please email fmprocurement@uksbs.co.uk