



# **CS20288 REQUEST FOR INFORMATION (RFI) FOR UK RESEARCH AND INNOVATION LEARNING & DEVELOPMENT TRAINING PROVISION 2022 - 2024**

## **1. Background to the Contracting Authority**

UK Research and Innovation requires provision of core personal skills training in a range of topics, to be delivered to internal academic and non-academic staff across all seven Research Councils, Innovate UK and Research England.

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: [www.ukri.org](http://www.ukri.org)

## **2. Background to the Requirement**

UKRI require provision of core personal and management development skills training in a range of topics. Examples of some of the most popular/core courses that will be required as part of the core training provision are as follows:

- Building Resilience
- Facilitation Skills
- Influencing and Negotiation Skills
- Introduction to People Management
- Minute Writing
- Panel Interviewing
- Performance Management
- Presentation Skills
- Setting SMART Objectives
- Time Management



UKRI would expect the successful supplier to deliver courses in line with the following structure:

### **Pre-event activity**

Introduction to topic via options including but not limited to written article / infographics / videos/animation/quiz aimed at introducing and testing existing knowledge. Materials must be supplied electronically.

### **Event**

Must be able to deliver both classroom-based and virtual learning across the UK (taking into consideration any pandemic-related restrictions or guidelines at the time should these still be in effect, or any other considerations should other unforeseen circumstances arise which would restrict the delivery of learning) and there will also be a requirement to deliver virtually to a small number of staff outside of the UK on different time zones although this will be minimal.

Trainers must have a high level of knowledge in the topics they deliver and are highly skilled in virtual and face to face delivery. It is essential that they have expertise of working with an academic workforce and be able to respond to theoretical challenge to maintain the enthusiasm and engagement of this audience. It would not be unusual to have a mix of academic and non-academic delegates so the successful supplier will be expected to manage this diverse range of backgrounds and views.

They must use best practice training principles with strong consideration for, and understanding of, inclusive, accessible approaches, legislation and embrace a blended learning approach. Methods and materials should be inclusive, current, innovative, varied, interactive, engaging and reflect our inclusive culture. Models, statistics and quotes used must be referenced and from credible sources. Materials must be supplied in soft copy and are to be reviewed by UKRI for suitability. UKRI may request that the material is amended or tailored to the audience. Any amendments will be required within an appropriate time period prior to the first delivery. The Intellectual Property for any new course material created shall be owned by UKRI. Any subject matter that has a copyright or trademark status will remain with the owner.

We expect the successful supplier to have an agile, matured and blended offering (face to face/virtual/blended) to respond to the distributed way in which more organisations are now working and will continue to work in the future. There is currently a project underway to determine future working arrangements across UKRI and we would expect the successful supplier to work with and adapt with UKRI regarding training needs.

### **Post event activity**

UKRI will require a follow up activity after each training course within a time period of approximately 6-8 weeks. This may consist of virtual engagement with the trainer e.g. Action Learning Set, live Q&A session or quiz to test knowledge, further materials or guidance to reinforce message/embed learning.

Delegates will participate in post-course evaluation to gather feedback on their learning and to identify any areas for improvement/adaption. UKRI will own and manage this process and will liaise with the successful supplier over findings where trends appear. We would expect



each course trainer to feed back to the successful supplier following delivery of each session (and any follow up sessions) to capture any issues or suggestions that arise. This will feed into ongoing contract management and continuous improvement of the training provision.

**Additional Information:**

The procurement route for this requirement will be above threshold light touch regime via Find a Tender and Contracts Finder. This will be in line with the Public Contracts Regulations (2015) and any supporting legislation at the time of advertisement.

The contract will commence in March 2022 on the basis of a two (2) year initial contract period plus two one (1) year extension options (2+1+1).

The total estimated value of the overall opportunity is £1,000,000 excluding VAT. This value will cover the initial term and optional extension periods. The estimated contract value over the initial two year period is £500,000 excluding VAT. However, it is possible this could change depending on budgetary approval. The breakdown of the budget for the core training provision is £250,000 per annum.

UKRI will work with the successful supplier to take into account a distributed working model post-Covid-19 in consideration of any current legislation and guidelines.

Shortly after appointment and following consultation, the Contracting Authority will review any existing course materials including aims, objectives and expected outcomes for suitability and will advise the successful supplier where any changes/tailoring may need to take place to meet the needs of UKRI. All newly created content and revisions will need to be approved throughout the contract.

Pilot sessions will be trialled in all topics and content may be subject to further revision. The successful supplier will be expected to update materials in line with legislation and best practice during the contract period.

The training will not be hosted on the supplier's platform.

The Contracting Authority will manage internal processes and liaise with the supplier appointed account manager to manage the relationship on day to day basis.

**3. Pre-tender Engagement**

UKRI would like to actively engage with industry practitioners and experts to ensure this agreement delivers an effective commercial partnership and therefore your feedback prior to moving forward to tender launch is extremely valuable.

UKRI would appreciate it if you could take some time to answer the questions below and return this to [CoreServices@uksbs.co.uk](mailto:CoreServices@uksbs.co.uk) by 16:00 on Tuesday 11<sup>th</sup> May 2021.

Your feedback and responses to the following areas to help inform UKRI's tender development and help us understand the current industry perspective.



This is a non-competitive request and further information will follow about the tender opportunity and timeline.

Please note all responses will be shared with UKRI.

**Question 1:** Does the supplier possess full capability (including a suitable level of subject matter expertise), to carry out the requirements as per the outlined requirements? If yes, please detail the necessary capabilities and / or capability considerations from the supplier's point of view.

**Question 2:** The Contracting Authority would expect preparation (including revision/tailoring of content) and mobilisation of the contract to be completed two months from the point of contract award.

Can you confirm if you agree that this timeframe is suitable? If not, please advise in your experience what timeframe for preparation and mobilisation you would require.

**Question 3:** Are there any key challenges for delivering face to face, virtual and blended learning in relation to the stated requirements from the supplier's point of view that the Contracting Authority should consider?

**Question 4:** The Contract Authority intends to run training courses as a three-stage process – pre-course activity, course activity and post-course activity. Are there any recommendations you would make regarding this proposed approach?

**Question 5:** What elements would you expect to see in a charging model for this type of training provision? Is there anything UKRI should be aware of to secure the most efficient charging basis and avoid premiums?

**Question 6:** The Contracting Authority is required to actively promote Social Value during this contract provision. Please provide any details as to how you feel within your experience Social Value can be addressed and supported as part of the tender process?

**Question 7:** The Contracting Authority intends on including clauses specific to Intellectual Property and Cancellation, please refer to Appendix A of this document. Please advise if you have any concerns or commentary that the Contracting Authority should consider in regard to these clauses.

**Question 8:** The Contracting Authority would like to understand if there are any additional provisions you would expect to see featured in the terms and conditions to cover COVID-19/unforeseen circumstances, should this be a factor during the contract provision?



#### **4. Timescales**

The Contracting Authority would appreciate it if you could respond to the questions above and return the form to [CoreServices@uksbs.co.uk](mailto:CoreServices@uksbs.co.uk) by 16:00 on Tuesday 11<sup>th</sup> May 2021.

#### **5. Notice to Suppliers**

1. By registering you will be engaging in non-competitive dialogue which will enable UKRI to develop and assess the market's appetite, concerns, and views on formulation of its requirements.
2. If you would like to raise any questions in relation to this pre-market engagement activity or the future requirement, please also send a copy of these questions with the responses to the answers above. All questions and answers from this pre-market activity will be anonymised and shared with all suppliers who have expressed an interest at this time and will help inform the procurement process and specification development. Commercial sensitive and/or confidential information will not be shared.

UKRI would like to take the opportunity to thank you for submitting your interest in this opportunity and very much look forward to any responses you are able to share. If there are any additional questions please do communicate these to UK SBS by emailing [CoreServices@uksbs.co.uk](mailto:CoreServices@uksbs.co.uk) and a member of the team will be happy to assist.



**1 INTELLECTUAL PROPERTY AND INDEMNITY**

- 1.1 All Intellectual Property Rights in any materials provided by UKRI to the Supplier for the purposes of this Contract shall remain the property of UKRI but UKRI hereby grants the Supplier a royalty-free, non-exclusive and non-transferable licence to use such materials as required until termination or expiry of the Contract for the sole purpose of enabling the Supplier to perform its obligations under the Contract.
- 1.2 The ownership of all Intellectual Property Rights in any materials created or developed by the Supplier pursuant to the Contract or arising as a result of the provision of the Goods and/or Services shall vest in UKRI. If, and to the extent, that the ownership of any Intellectual Property Rights in such materials vest in the Supplier by operation of law, the Supplier hereby assigns ownership of such Intellectual Property Rights to UKRI by way of a present assignment of future rights that shall take place immediately on the coming into existence of any such Intellectual Property Rights all its Intellectual Property Rights in such materials (with full title guarantee and free from all third party rights).
- 1.3 UKRI hereby grants the Supplier a royalty-free, non-exclusive and non-transferable licence to use any Intellectual Property Rights in the materials created or developed by the Supplier pursuant to the Contract and any Intellectual Property Rights arising as a result of the provision of the Goods and/or Services as required until termination or expiry of this Contract for the sole purpose of enabling the Supplier to perform its obligations under the Contract
- 1.4 Without prejudice to clause 11.2, the Supplier hereby grants UKRI a perpetual, royalty-free, irrevocable and non-exclusive licence (with a right to sub-license) to use any Intellectual Property Rights vested in or licensed to the Supplier on the date of the Contract or during the Term to the extent not falling within clause 11.2 including any modifications to or derivative versions of any such Intellectual Property Rights, which UKRI reasonably requires in order to exercise its rights and take the benefit of the Contract including the Goods and/or Services provided.
- 1.5 The Supplier shall indemnify, and keep indemnified, UKRI in full against all cost, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and reasonable legal and other professional fees awarded against or incurred or paid by UKRI as a result of or in connection with any claim made against UKRI for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Goods and/or Services, to the extent that the claim is attributable to the acts or omission of the Supplier or any Staff.
- 1.6 UKRI shall promptly notify the Supplier of any infringement claim made against it relating to any Goods and, subject to any statutory obligation requiring UKRI to respond, shall permit the Supplier to have the right, at its sole discretion to assume, defend, settle or otherwise dispose of such claim. UKRI shall give the Supplier such assistance as it may reasonably require to dispose of the claim and shall not make any statement which might be prejudicial to the settlement or defence of the claim.



## **2 CANCELLATION POLICY**

The cancellation policy is as follows:

The following will apply in circumstances whereby the Contracting Authority cancels a course:

- Between 7-9 working days' notice given – 10% of course fee payable to the supplier
- Between 4-6 working days' notice given – 25% of course fee payable to the supplier
- Between 2-3 working days' notice given – 50% of course fee payable to the supplier
- 1 working days' notice given – 75% of course fee payable to the supplier

There will be no cancellation fee where 10 working days' or more notice is given.