

**Invitation to Tender for:**

**Council for Allied Health Professions Research**  
**Culture and communication review and implementation plan**

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## 1. Brief to tender for CAHPR projects

CAHPR has recently undergone an independent review of its purpose, objectives and current structure of the Council for Allied Health Professions Research. This review identified 4 main areas to address, three of which are open to tender as specific projects to strengthen AHP research capacity and capability.

### Submission Process

#### Submission of Bid

The CSP invites parties to submit proposals for this commission, by **29<sup>th</sup> April 2022**. Contractors should submit an electronic proposal via email by **17:00 hours on 29<sup>th</sup> April 2022** by email to [cahpr@csp.org.uk](mailto:cahpr@csp.org.uk)

Following shortlisting, the successful contractor will be notified by email, interviews will be convened if necessary.

## 2. Background

### Introduction

CAHPR is the Council for Allied Health Professions Research. It was set up in 2014 following the merger of two physiotherapy research networks, and widespread agreement across the whole AHP community that a shared research alliance would be a stronger and more effective voice for all AHPs. CAHPR is administered and organised by the Chartered Society of Physiotherapy, with subscription support from 13 member organisations.

The Council's mission is to develop AHP research, strengthen evidence of the professions' value and impact for enhancing service user and community care, and enable the professions to speak with one voice on research issues, thereby raising their profile and increasing their influence.

To deliver its mission CAHPR has set out five strategic objectives:

- To strengthen CAHPR's profile and capacity for expanded activity through a sustainable model of development and delivery
- To build AHP capacity for research activity, including through collaborations and communities of practice
- To develop the scale, depth and quality of AHP research through skills development and strengthened opportunities for research-oriented career progression
- To strengthen CAHPR's support for AHP research, underpinned by its regional network and delivery of distinctive CAHPR resources
- To increase CAHPR's strategic influence with key stakeholders, including through alignment with national health and care priorities, European and international developments

CAHPR primarily works through its hub network to deliver on these objectives with the provision of opportunities for learning, sharing, networking, collaborations and access to advice and support. Each hub identifies its own activities according to local need and expertise. <https://cahpr.csp.org.uk/about-cahpr>

CAHPR also has a Professoriate forum which enables AHP professors from across the UK to meet, sharing perspectives and expertise in order to develop AHP research. The Professoriate feeds into the work of the council and identifies priorities for the Strategy Committee.

The Strategy Committee is the overarching committee of CAHPR, with responsibility for overseeing the structure's outward-facing activity, its operations and continued development.

CAHPR engages in a series of strategic partnerships to raise the profile and to support the development in AHP research for example the NIHR and Health Education England.

CAHPR's volunteer network includes 165 AHPs involved in running 23 CAHPR hubs, 100 members of the Professoriate, 17 members of the Strategy Committee and 20 Research Champions.

CAHPR has been extremely successful in raising the profile of AHP research but much remains to be done. CAHPR resources are stretched; much of the development work is undertaken on a voluntary, non-paid basis.

CAHPR is at a stage where it needs to start addressing the findings from the review and tie in its activity with the 2022 HEE AHP Research and Innovation Strategy.

### 3. Tender Objectives

CAHPR's objectives for this tender process are to:

- Secure a high quality provider(s) who are able to :
  - demonstrate the content, technical and contextual expertise relevant to the scope and purpose of the project.
  - Provide evidence of completing similar projects, with multiple stakeholders, including achieving similar outcomes and outputs within an agreed timeframe.
  - Provide learning from previous activity and insight into how this could usefully be applied within this project.
- Appoint a contractor (s) who will provide high standards of professional service
- Appoint a contractor (s) who will provide excellent value for money.
- Appoint a contractor (s) who is willing to work collaboratively with the project steering group, stakeholders and the CSP.
- Ensure the appointed contractor (s) is in place in readiness for **1<sup>st</sup> June 2022**

### 4. Tender and Scope Overview

This document briefly describes the CSP requirements and the tendering process to be followed. It also sets out details on the form and content of the bids, which are required, the proposed timetable, and other administrative arrangements for the tendering process. The maximum amount available for undertaking the contracted activity is detailed in each project description. A full breakdown of costs relating to the bid is required as part of the tender process. Please contact [dawn.carnes@uco.ac.uk](mailto:dawn.carnes@uco.ac.uk) if you are in any doubt as to what is required.

#### Core requirements of Tender

There are three projects to bid for:

**Project 1.** Culture and communication review and implementation plan

**Project 2.** Representativeness: Equality, Diversity and Inclusion (EDI) reviews

**Project 3.** Optimising academic research and clinical practice

(Strategy Committee only)

This ITT is for **Project 1**. Applicants are required to address how they will meet the objectives, outputs and outcomes:

**Project 1. Culture and communication review and implementation plan**

CAHPR must represent all AHPs and ensure that it has sufficient reach and delivers appropriate messaging to AHPs, strategic partners and stakeholder organisations. We aim to showcase the impact of AHP researchers and research and illustrate the benefits of collaborations between key AHP and non-AHP strategic partners. To do this, we need to develop and implement a communication strategy to raise the profile of AHPs and develop a culture using social media and good communication where research is a valued and integrated part of practice.

**Key Outputs**

**A communication strategy, framework and action plan co-produced with strategic partners.** This will include a review of current and future online and other resources to facilitate more impactful dissemination, training and social media messaging.

Key impact indicators will be case studies and virtual traffic, type, volume, content and reach. The development of accessible operational platforms to deploy the communications policy (coordinated website, Instagram, twitter and facebook social media)

**The maximum amount of funding available is £15,000**

## 5. Tender Specifics

### Programme Timescale and costs

The target population for this project are AHPs and key stakeholders who are involved in AHP research in the UK. The projects will be overseen by a small steering group.

#### The proposed timescales:

Submission Deadline: 29<sup>th</sup> April 2022

Submission Review and shortlisting: 2<sup>nd</sup> May – 17<sup>th</sup> May

Interview Date: Week commencing 23<sup>rd</sup> May

Notification of Final Decision: Week commencing 30<sup>th</sup> May

Project Initiation: 1<sup>st</sup> June

Interim results presented at HEE:

Final report due: 1<sup>st</sup> February 2023

### Governance

A small project steering group, made up of 8 individuals, from the Strategy Committee, chaired by an appointed member. The project steering group will meet monthly with the contractors virtually or by teleconference.

The CSP will undertake the following:

- manage the contract for the commissioned work, including remuneration arrangements against completion of activities to schedule

CAHPR will undertake the following:

- manage day-to-day contact with the contractor, including reviews of progress and clarifying arrangements for reporting and presentations to the project steering group.
- co-ordinate the supply of background information/related guidance to the contractor to facilitate the progression of activity
- promote the project and its outcomes and outputs in collaboration with the CAHPR strategy committee.

The CSP and CAHPR will *not* provide the following to the contractor:

- Direct administrative support
- Literature-searching and supply
- Technical support or the provision of resources
- Remuneration of any other costs outside that which is formalized through the contract and payment schedule.

### Contract Duration

The contract (s) will be for awarded **for nine months**, subject to satisfactory performance and agreement of fees.

### **Other Requirements**

None of the tender document formats and wording may be altered by the Tenderer. Any modification that the Tenderer may consider necessary is to be detailed in a separate covering letter accompanying the tender.

Tenderers are responsible for ensuring that they have completed the tender fully and accurately and that prices quoted are arithmetically correct. Any amendments/corrections made by the Tenderer on their bid should be initialled by them.

### **Receipt of Tenders**

The bids must be received by the CSP, at the email address shown above, no later than 17:00 hours on **29<sup>th</sup> April 2022**. Please ensure that your tender is delivered no later than the appointed time on the due date as bids submitted after this time will not be considered. Please specify clearly which project(s) are being tendered for.

### **Acceptance of Tenders**

By issuing this invitation, the CSP does not bind itself to accept any tender. It also reserves the right not to award a contract or to offer more than one contract.

### **Costs of Bidding**

Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of their bids and the CSP bear no responsibility or liability for those costs, regardless of the outcome in relation to individual bids.

## **Bid Prices**

The CSP expects that the prices/rates quoted for the services shall be fixed for the duration of the contract and not subject to any variation unless such is called for in the tender documents.

## **Conflict of Interest**

Bidders for any service where a conflict of interest may exist or arise must inform the CSP and submit proposals for avoiding such conflicts. This is particularly important where the conflict is likely to result in bias in the execution of the service.

## **Documentation**

The Tenderer is expected to examine all instructions, forms, terms and specifications in the Invitation to Tender documents and check they are complete in all respects. Tenderers are requested to answer all the questions raised in the tender document and in the order laid out.

## **Agreement**

You are further advised that nothing herein or in any other communication made between the CSP and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between the CSP and any other party (save for a formal award of contract made in writing) nor shall they be taken as constituting a contract, agreement or representation that a contract shall be offered in accordance herewith or not at all.

## **Confidentiality**

The Tenderer shall treat these documents and the information contained within as private and confidential. You must not disclose your bid prices, or even an approximation, prior to the deadline for receipt of the bids except in confidence to an insurance company or broker requiring such in connection with the bid. You must not try to obtain any information about competitors' bids or proposed bids nor make any arrangement with anyone else about whether or not they should bid. As part of the tender application, there is a confidentiality agreement to sign, see appendix one.

## **6. Tender Proposal**

In submitting your tender, we are looking for details as to how you will deliver the contract, and you will need to provide sufficient detail for us to understand how your proposal will work and specifically how you would achieve the stated aims and objectives within this specification.

**Details**

<b>Full name of organisation</b>
<b>Trading Name (if different from above)</b>
<b>Postal Address</b>
<b>Contact in respect of this tender</b>
<b>Telephone number and email address</b>

**Expertise, Experience and Suitability**

The selected contractor will need to demonstrate:

- Expertise in qualitative evaluation methods
- Demonstrates the content, technical and contextual expertise relevant to the scope and purpose of the project
- Experience of effective partnership working with multiple stakeholders

**Format and Content of Proposal**

Those wishing to undertake this work for the CSP should submit a tender that includes the following:

## **Tender format requirements**

1. The tender document should contain the following:
  - A cover page that includes an indication that the document constitutes a formal response to the CSP's invitation to tender to undertake the review of CAHPR, and the name(s) of the individuals submitting the tender.
  - the individual with whom all communication should be made regarding the progress of the tender's consideration, and the supply of his/her contact details.
  - A contents page, with the structure and sections of the document clearly specified, including the provision of any additional information as appendices (see point 3 below).
  - All pages to be numbered.
2. Tender documents should be no more than 2000 words in length, with each element adhering to the set word limit.
3. Additional information can be provided as appendices. Each appendix should be clearly labelled and referred to in the text of main submission document, so that the nature and purpose of the additional information is clear.
4. Specific appendices should be provided that provide the summary curricula vitae for each team member who would be materially involved in undertaking activity within the project (paying particular attention to criteria 8.1 - 8.4 below).
5. Additional information can be provided in the form of digital links to other resources (for example, material that the tenderer has produced previously). Where provided, care should be taken to ensure the following:
  - Permission has been secured to provide the link (where required).
  - The link is operational.
  - The purpose of supplying the additional information is clear.
6. Tender documents should be submitted in an electronic format, and sent to the following email address by the deadline **of 17:00 on 29<sup>th</sup> April 2022**.  
[cahpr@csp.org.uk](mailto:cahpr@csp.org.uk).

## **Tender content requirements**

Tender documents should supply the information outlined below, including by addressing the specific questions raised.

### **Methodology and analysis [no more than 800 words]**

Include in the response:

How would you address and progress an approach to the project?

What methodologies would you use?

How would you plan to test your methodology with the review steering group, in proportionate ways within the scale of the project?

How would you plan to analyse member/other stakeholder feedback to inform the refinement of the methodology?

How would you develop recommendations to optimise how this work progresses?

In what ways would your approach to the project demonstrate creativity and innovation?

### **Expertise [500 words]**

The expertise held by the tenderer that would be used to fulfil the tender requirement, including in relation to the following questions:

What particular expertise (content, technical and contextual) would you bring to scope and purpose of this project?

What particular experience do you have of successfully completing a project in a similar area, with multiple stakeholders, including achieving similar outcomes and outputs?

How would you expect to apply learning from previous activity to the project?

What particular insights, experience and commitment would you bring to the project, including in relation to optimising the quality of patient care, responding to changing needs and collaborative working?

### **Capacity [700 words]**

The capacity held by the tenderer to fulfil the requirement within the specified timescale, including in relation to the following questions:

How would you plan to complete the project activity within the defined timescale?

What support (administrative, technical, access to library & knowledge resources, etc.) do you require to complete the project effectively and within the required timeframe?

How would you ensure that you have the organisational stability to deliver the project's outputs and outcomes to schedule?

## **7. Evaluation Criteria**

The contract will be awarded to the contractor that is best able to meet the CSP's needs and aims as defined in this document, and can demonstrate that their

proposal is best value. Failure to provide all or part of the information may result in your submission being excluded from the evaluation process. Please provide details on the following criteria:

- A contractor with proven track record in field
- A good understanding of the brief, and the objectives of this work
- Previous experience of similar work and evidence that objectives were met
- The capacity to deliver in accordance with the required timescales
- Relevant expertise and experience
- Cost
- Ability and willingness to work collaboratively with the CSP, and the CAHPR steering group
- Identification of any added value which you could offer

Following the receipt of bids and an initial evaluation, those short-listed may be required to meet with CAHPR representatives to present and discuss their proposed approach.

The successful contractor will be required to enter into a formal contract with the Chartered Society of Physiotherapy (CSP) to develop and deliver the specified CAHPR projects.

## Appendix 1

### Confidentiality agreement

This Agreement is made as on the date of last signature below.

#### Between

- (1) **The Chartered Society of Physiotherapy** a company incorporated under Royal Charter with registered number RC000107 whose registered office is at 3<sup>rd</sup> Floor South, Chancery Exchange, 10 Furnival Street, London, EC4A 1AB; and
- (2) \_\_\_\_\_ a company incorporated in England and Wales with registered number \_\_\_\_\_ whose registered office is at \_\_\_\_\_, \_\_\_\_\_, (each a **Party** and together the **Parties**).

#### Meanings

1. These words and phrases have defined meanings;

<b>Agreement</b>	this confidentiality agreement and any amendments from time to time;
<b>Confidential Information</b>	any information disclosed by or on behalf of a Disclosing Party (as defined below) to a Receiving Party (as defined below)

	during the Term that at the time of disclosure (whether in writing, electronic or digital form, verbally or by inspection of documents, computer systems or sites or pursuant to discussions or by any other means or other forms and whether directly or indirectly) is confidential in nature or may reasonably be considered to be commercially sensitive, and which relates to the business and affairs of the Disclosing Party including but not limited to: (a) all Intellectual Property Rights of the Disclosing Party and (b) all analyses, compilations, studies and other documents prepared by the Receiving Party which contain or otherwise reflect or are generated from the information referred to above;
<b>Disclosing Party</b>	either Party to this Agreement when disclosing Confidential Information to the other Party;
<b>Effective Date</b>	the date of this Agreement;
<b>Intellectual Property Rights</b>	all trade and service marks, registered and unregistered design rights, all design right applications, patents, copyrights, database rights and rights in know-how, confidential information and inventions and other intellectual property rights of a similar or corresponding character whenever and however arising and all renewals and extensions of such rights which may now or in the future subsist;
<b>Permitted Purpose</b>	the information is shared for the purposes of the tender of external audit services.;
<b>Receiving Party</b>	either Party to this Agreement when receiving Confidential Information from the other Party;
<b>Term</b>	the term of this Agreement;
<b>Working Day</b>	any day other than a Saturday, Sunday or bank holiday in England and Wales.

2. In this Agreement, unless the context requires a different interpretation:
- a. the singular includes the plural and vice versa;
  - b. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this Agreement;
  - c. a reference to a person includes firms, companies, government entities, trusts and partnerships;
  - d. "including" is understood to mean 'including without limitation';
  - e. reference to any statutory provision includes any modification or amendment of it;
  - f. the headings and sub-headings do not form part of this Agreement.

### **Obligations in relation to Confidential Information**

3. In consideration of the disclosure to it of Confidential Information by the Disclosing Party the Receiving Party agrees and undertakes that it will, subject to the provisions of Clause 4:
- a. keep all Confidential Information strictly confidential and will not disclose any part of it to any other person without the Disclosing Party's prior written consent;
  - b. not use any part or the whole of the Confidential Information directly or indirectly for any purposes other than the Permitted Purpose without the express written consent of the Disclosing Party;
  - c. use the same degree of care to protect the Confidential Information as it uses to protect its own confidential information, being at least a reasonable degree of care.

### **Permitted disclosures**

- 4.A Receiving Party may disclose Confidential Information to its employees, professional advisers, agents and sub-contractors (each a "Permitted Disclosee") provided that the Permitted Disclosee (i) has a need to have access to the Confidential Information for the performance of its work in relation to the Permitted Purpose and (ii) is bound by a written agreement or professional obligation to protect the confidentiality of the Confidential Information which it receives from the Receiving Party.

### **Ownership of confidential information**

5. The Confidential Information and all Intellectual Property Rights contained in it will remain the property of the Disclosing Party and the disclosure of the Confidential Information will not give the Receiving Party any rights in any part of the Confidential Information.

### **Exceptions to non-disclosure and confidentiality**

6. The obligations of confidentiality set out in this Agreement will not apply to any information which:
- a. is already known to, or in the possession of, the Receiving Party at the time of its disclosure by the Disclosing Party, and is not subject to any obligation of confidentiality;
  - b. is, or becomes through no wrongful act or default of the Receiving Party, public knowledge;
  - c. is received from a third party in circumstances where the Receiving Party has no reason to believe that there has been a breach of a duty of confidence;
  - d. is required to be disclosed by law or the rules of any court or other body of competent jurisdiction; any governmental or regulatory body or any recognised investment exchange.

### **Term and return of Confidential Information**

7. This Agreement will come into force on the Effective Date and will continue in force until the anniversary of this Agreement, unless terminated earlier at any time by either Party giving written notice of termination to the other.
8. On termination of this Agreement or on demand by the Disclosing Party, the Receiving Party will immediately stop using all Confidential Information, return all Confidential Information to the Disclosing Party and provide a certificate to the Disclosing Party certifying that no copies of the Confidential Information have been made or retained.

### **Remedies**

9. Both Parties acknowledge that damages alone would not constitute an adequate remedy for any breach by the Receiving Party of this Agreement.
10. Each Party shall, without prejudice to any and all other rights and remedies which may be available, be entitled to the remedies of injunction, specific performance and other equitable relief for any breach of this Agreement by the other Party actual or threatened.

### **Limitation of liability**

11. Each Party warrants to the other that it has the legal right and authority to enter into and perform its obligations under this Agreement.
12. Subject to the above, neither Party, nor any of their respective employees, officers, agents, subsidiaries or any other associated third parties associated accepts any responsibility or liability for, or makes any representation or warranty, express or implied, that the Confidential Information disclosed by either Party is accurate or complete.

### **Circumstances beyond the control of the parties**

13. A Party to this Agreement will not be liable for any failure or delay in performing its obligations where such failure or delay results from any cause that is beyond the reasonable control of that Party. In these circumstances, the affected party must notify the other party or parties as soon as reasonably practicable. The notified Party or Parties may suspend or terminate the Agreement on notice, taking effect immediately upon delivery of the notice.

### **Entire Agreement**

14. This Agreement contains the whole agreement between the Parties relating to its subject matter and supersedes all prior discussions, arrangements or agreements that might have taken place in relation to the Agreement. Nothing in this clause limits or excludes any liability for fraud or fraudulent misrepresentation.

## **General**

15. No Party may assign, transfer, sub-contract, or in any other manner make over to any third party the benefit and/or burden of this Agreement without the prior written consent of the other Party or parties, such consent not to be unreasonably withheld.
16. No variation to this Agreement will be valid or binding unless it is recorded in writing and signed by or on behalf of the Parties.
17. The Contracts (Rights of Third Parties) Act 1999 will not apply to this Agreement and no third Party will have any right to enforce or rely on any provision of this Agreement.
18. Unless otherwise agreed, no delay, act or omission by a Party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
19. Provisions which by their intent or terms are meant to survive the termination of this Agreement will do so.
20. If any court or competent authority finds that any provision of this Agreement (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this Agreement will not be affected.
21. Any notice to be delivered under this Agreement must be in writing and delivered by pre-paid first class post to or left by hand delivery at the registered address or place of business of the notified Party, or sent by email to the other Party's main business email address as notified to the sending Party. Notices:
  - a. sent by post will be deemed to have been received, where posted from and to addresses in the United Kingdom, on the second Working Day and where posted from or to addresses outside the United Kingdom, on the tenth Working Day following the date of posting;
  - b. delivered by hand will be deemed to have been received at the time the notice is left at the proper address;
  - c. sent by email will be deemed to have been received on the next Working Day after sending.
22. This clause does not apply to the service of any proceedings or other documents in any legal action.

## **Governing law and jurisdiction**

23. This Agreement shall be governed by and interpreted according to the law of England and Wales and all disputes arising under the Agreement (including non-contractual disputes or claims) shall be subject to the exclusive jurisdiction of the English and Welsh courts.

The parties have signed this Agreement on the date(s) below:

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Signed:

for and on behalf of The Chartered  
Society of Physiotherapy

Dated:

XX 2022  
\_\_\_\_\_

Signed:

\_\_\_\_\_ for  
and on behalf of \_\_\_\_\_

Dated: