

Invitation to Tender

Pre-registration occupational therapy practice-based-learning capacity and quality

A project to identify RCOT priority areas for action

Contents

1. Summary.....	3
2. Introduction to RCOT	3
3. Background.....	3
4. What we are looking for	3
5. Building a strategic partnership.....	4
6. Project timing and delivery	4
7. Project cost	4
8. Equity, diversity and belonging	4
9. How and when to submit a tender.....	5
10. Evaluation criteria.....	5
11. What happens next for the successful bidder	6
12. Contract award.....	6

1. Summary

This Invitation to Tender ('ITT' or 'Tender') relates to the procurement of **the Pre-registration occupational therapy practice-based learning (placement) capacity and quality** project. The evaluation will assess the capability, experience and accreditation of the bidders.

2. Introduction to RCOT

The Royal College of Occupational Therapists has championed the profession and the people behind it for over 90 years; and today, we are thriving with over 36,000 members.

We have a vision, that **people everywhere value the life-changing power of occupational therapy**. To achieve it, we're raising the profile of occupational therapy, attracting more people to the profession, and helping everyone who needs it get the life-changing therapy they need.

We're the powerful advocate and high-profile champion that the UK's occupational therapists deserve. Proudly inclusive, we also welcome and support new generations of occupational therapists and are working to create a profession that reflects the diverse society we work with.

This includes giving members opportunities to learn, research, teach, practice, and continuously improve their knowledge and skills. We also work with healthcare commissioners, political leaders, and others to position occupational therapy as a solution for health and social care.

3. Background

This ITT is part of a project which will deliver a RCOT position statement and action plan to identify where our resources should be focussed to have most impact on the growth and quality of practice-based learning (placements) within pre-registration education.

Some members and stakeholders have asked us to consider creating a single placement assessment document used across RCOT accredited providers for occupational therapy learners as a solution to placement capacity challenges. Our Education team will respond to this call through undertaking a piece of research to gain a greater understanding of the enablers and barriers to placement capacity and quality. This will enable us to focus our resources where they will be most impactful.

To achieve this, we will undertake a piece of research engaging with multiple stakeholders. The project objectives are:

- To identify enablers and barriers to pre-registration occupational therapy placement capacity and quality.
- Develop an action plan identifying the priority areas for RCOT work having most impact to support the growth and quality of practice-based learning.
- Write a RCOT position statement regarding the use of a profession-wide practice-based learning assessment document within pre-registration occupational therapy education.

4. What we are looking for

This tender aims to procure a Higher Education Institute (HEI) to deliver a piece of research which will identify stakeholder's enablers and barriers to pre-registration placement capacity and quality.

The research will take a hybrid approach collecting both quantitative data (led by RCOT) and qualitative data (led by the procured HEI). Data will be analysed together by the procured HEI who will, in discussion with the project lead, draw results, write a draft position statement in relation to RCOT developing a Single Assessment Document, and create a list of prioritised actions and recommendations to take forward identifying work to be led by RCOT which will have most impact

on the growth and quality of practice-based learning within pre-registration education.

A timeline has been prepared as follows:

Task	Completion
Recruit HEI	30 April 2024
Project governance including ethical approval	30 June 2024
Data collection	30 October 2024
Project completion	20 December 2024

4.1 In scope

- A hybrid research project

4.2 Out of scope

- Consideration of placement tariff (England)
- RCOT membership
- Learner perspective of the placement process and experience

4.3 Approach

Clear project plans will be used to manage the scope, time, quality and resource of the commission. Collaboratively work with the project lead and relevant teams within RCOT to ensure delivery.

5. Building a strategic partnership

We expect the delivery HEI to engage with key stakeholders using focus groups in addition to quantitative data collection via a survey. The project group (including delivery HEI) to work strategically internally as well as externally to deliver the project objectives.

6. Project timing and delivery

We are looking for a Higher Education Institute (HEI) with experience of research and an understanding of occupational therapy pre-registration education and practice-based learning to deliver on the project identified in the brief above.

This commission is expected to be delivered by 20 December 2024

7. Project cost

There is a maximum of £15,000 available. In your submission please detail full costs and actions.

Cost control: If it is feasible to shorten the length of the project to fund the most appropriate tender/consultant option, then this will be considered from a project management and financial control perspective as agreed with the project oversight group and project sponsor.

8. Equity, diversity and belonging

As a membership organisation, a professional body, and an employer, RCOT is committed to leading innovative change to promote equity and social justice and build a sense of belonging for all our staff, members, and the populations we serve. Our ambition is to have a diverse workforce that is representative of the communities we serve. We don't only embrace diversity, we celebrate it, nurture it and support our staff in realising their true potential. We are passionate about creating an environment free from discrimination and harassment where people can be their authentic self and

recognise that each of us is unique. Therefore, our definition of diversity goes beyond those defined in equality legislation and we will afford the same standards and principles to those with lived experiences.

9. How and when to submit a tender

Tenderers should submit a proposal setting out their approach to deliver the project/lecture series, detailed breakdown of pricing and the CVs of their project team members.

Tenders should be submitted to Claire Ainsworth, Professional Advisor - Education:
claire.ainsworth@rcot.co.uk by **noon, Friday 26 April 2024**.

The procurement is intended to follow the timeline below; however, tenderers should note the dates are provided for indicative purposes only and may be subject to change.

Procurement steps	Duration (approx.)	Start date	End date
ITT Submission and clarifications	One month	2 April 2024	Noon, 26 April 2024
RCOT evaluation and interview assessment	15 days	26 April 2024	10 May 2024
Outcome notification to contracts	1 day		13 May 2024
Completion of approved supplier forms	10 days		24 May 2024
Contract commencement date			3 June 2024

10. Evaluation criteria

10.1 Validity and completeness

When tenders have been received, the tenders will be checked to ensure that they are valid and complete. Submissions that are found to be incomplete or invalid will be eliminated except, at our sole discretion, or in the case of minor omissions that can be rectified easily.

If we need to clarify any of these points, questions will be submitted in writing to the named point of contact provided within the tender submission. During the evaluation period, we reserve the right to seek clarification in writing or by means of a clarification meeting from any tenderers.

10.2 Evaluation criteria

We reserve the right to accept the whole or any part of any tender submitted. We also reserve the right to award this contract to more than one consultancy if deemed necessary.

The award will be to the most economically advantageous tenderer taking into consideration the following award criteria and which are set out in more detail below:

Evaluation criteria	Weighted score
A – Quality	75%
B – Price	25%
Total weighted score	100%

The award criteria have been divided into the following sub-criteria.

Criteria	Description	Weighted score
A	Proposed approach to delivering the project	30%
	Ability to build and maintain effective relationships	15%
	Experience and ability to deliver the project	15%
	Innovation	10%
	Timescales	5%
B	Price	25%
Total weighted score		100%

11. What happens next for the successful bidder

The decision to award will be subject to our internal approval process. Once we have notified the successful bidder, we will need to complete various supplier checks. If we are satisfied that the successful bidder meets our supplier standards, we will be able to award a contract.

12. Contract award

The award of any contract will be made strictly and solely on responses to the information requested, and in the format required, as detailed in this ITT. The successful bidder will receive a formal acknowledgement and payment details will be set up on our system.