

## **Invitation to Tender**

### **The complexity of occupation**

An RCOT lecture series

## Contents

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

## 1. Summary

This Invitation to Tender ('ITT' or 'Tender') relates to the procurement of the **Complexity of Occupation lecture series** 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 both support the delivery of our Workforce strategy vision and sit within a wider programme of work led by the Professional Development team ensuring members have access to learning and development opportunities which give them the confidence and knowledge to put occupation at the forefront of their practice.

We need all our members to feel equipped to take on their role and talk confidently about occupation and the unique role of occupational therapy in health and care in order to deliver the change required. To support that need we will provide a member-only 'Complexity of Occupation' lecture series and discussion cafe resource to up-skill/re-invigorate their knowledge.

In March 2024 we launched our first RCOT Workforce Strategy. This is supported by an action plan and country specific implementation plans. Member-wide engagement is needed for the success of this strategy, recognising that everyone has a role in promoting the work of occupational therapy and ensuring OTs are working to their full scope of practice in the areas where their interventions will have most impact on the health and care of the nation. This requires OTs at all levels of practice and other key stakeholders to be able to clearly understand and articulate the unique role of occupational therapy.

Like many professions, we have evolved and while our belief that 'the ability to engage in meaningful occupations is fundamental to the facilitation and maintenance of health and wellbeing' (RCOT, 2019 p2) has not changed, our understanding of this has deepened through research and a growing-evidence base.

'RCOT is the guardian of the body of knowledge that underpins occupational therapy practice and education in the UK and actively engages members in discussions about the professional standards for practice and the ethical and professional conduct expectations' (RCOT, 2019 p2).

Occupation is at the core of professional practice for occupational therapists and marks our unique contribution within health and social care. We know that in the complex, inter dependant systems occupational therapists work in and recognising the breadth of roles across the profession,

understanding, articulating and applying occupation focussed practice can be challenging.

The career development framework provides occupational therapists with an opportunity to reinforce their occupational centered identity as part of their professional identity at all career levels and across all four pillars of practice.

Through each stage of the career journey from support worker, learner, novice to advanced levels of practice, we recognise that occupational therapists have an innate requirement to understand occupation-centered practice and embed this into their ways of working, influence ways of working and impact the lives of the people we serve.

We have a responsibility to support our member's understanding of these developments and associated language and plan to deliver on this through a lecture series. In turn, our members will have continued confidence in their understanding of contemporary occupational therapy theory, in particular occupational science. Their ability to gain further confidence in articulating this knowledge will be achieved through follow-up discussion cafes, providing a space for discussion, networking, clarification of understanding and utilisation of learning in practice.

#### 4. What we are looking for

This tender aims to procure an occupational therapist with expertise in occupational therapy education to lead the creation and implementation of the lecture series and follow-up cafes.

The key deliverables for this tender are to lead the co-ordination of a lecture series which enhances member's understanding and articulation of occupation as our unique contribution. They will also support the delivery of follow-up discussion cafes.

The successful tenderer will:

- Work with us to identify the learning outcomes and indicative content across the webinar series, effectively creating something which looks like a university module.
- Secure six speakers who can deliver on these learning outcomes exploring relevant topics including occupational science, occupational justice, work and dark occupations to deliver lectures which challenge thinking to drive the profession forward and re-invigorate knowledge and learning from pre-registration studies.
- Facilitate the lectures and follow-up discussion cafes.
- Work with the Library Information Services team to ensure references are available to members.
- Work with the Professional Development team to explore how to embed learning including through use of CPDMe.
- In conjunction with the project lead:  
work with our brand and marketing and digital teams to promote the lecture series and create a webspace to bring together the recordings and associated resources and work with our commercial team to explore how we align with our commercial strategy.
- Be supported by our Events team and project lead

A broad timeline has been prepared as follows:

Task	Completion
Recruit academic lead	30 April 2024
Develop and promote lecture series	June – December 2024
Deliver lecture series and follow-up cafes (dates to be agreed jointly)	October – December 2024

#### 4.1 In scope

A defined lecture series and follow up discussion café to support integration of learning into practice.

#### 4.2 Out of scope

As we begin to execute our Commercial Strategy our intension is to underwrite the lecture series with sponsorship, but it is not a key deliverable of the project.

This lecture series will sit within a wider CPD offer related to occupation. There is the potential to:

- Offer feedback channels and produce series of case studies to demonstrate impact in practice
- Develop related CPD resources
- Move the lectures to published articles, a book and further commercial opportunities
- Measure uptake of lectures viewed as an ongoing resource

While these will all be beneficial they are not essential to the success of this project and therefore out of scope of the remit of this project, but may still go ahead.

#### 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

Working strategically internally as well as working externally to identify and recruit lecturers. We expect the delivery person to create a project plan.

### 6. Project timing and delivery

We are looking for an individual with the experience, skills, knowledge, and capacity to deliver the project identified in the brief above.

This commission is expected to be completed by December 2024, with the lectures and follow-up discussion cafes delivered between October and December 2024.

### 7. Project cost

We have broken down the costs as follows:

Resource		Cost
Contracted Lecture series lead	£450 per seven-hour day 1 hour – initial meeting with RCOT team 1 hour - mid-point meeting with RCOT team 1 hour – close meeting with RCOT team 12 hours - sourcing and liaising lecturers 8 hours - writing website content, liaising with comms team and webinar co-ordinator. 8 hours - attendance at lectures = 31 hours 4.5 days over an 7 month period June 2024-December 2024	£2025
Contracted Lecture series lead	Additional hours to support the post-event discussion cafes. 6 cafes each 45 mins = 4.5 hours Prep at 1.5 hour per café 9 hours = 14 hours/2 days	£900

	<b>Total to be paid to contracted lecture series lead</b>	<b>£2925</b>
In addition lecturers will be paid as follows. RCOT will manage these payments and issuing contracts.		
Lecturers x 6	£750 each to include: writing lecture, liaison with lecture series lead, delivery of 40-minute lecture, permission for recording to be hosted on RCOT website indefinitely.	£4500
	<b>Project total</b>	<b>£7425</b>

## 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 and their CV.

Tenders should be submitted to Carolyn Hay, Head of Education: [carolyn.hay@rcot.co.uk](mailto:carolyn.hay@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	100%
B – Price	Price as stated in 7. Project Cost
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	35%
	Ability to build and maintain effective relationships	15%
	Experience and ability to deliver the project	35%
	Innovation	10%
	Timescales	5%
B	Price	Price as stated in 7. Project Cost
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.