



**Royal Academy  
of Engineering**

Request for Proposal: Research into upskilling needs of engineering companies  
across regions of the UK

[www.raeng.org.uk](http://www.raeng.org.uk)

### Summary of invitation

The Royal Academy of Engineering (the Academy) has been running a workforce upskilling pilot programme in the North East of England for the past two years. Based on its initial success we would like to roll out a wider programme across other regions of the UK. The regions identified are: South Wales Valleys, Northern Ireland, Yorkshire and Humber, North West England.

The upskilling programme will be based on the skills needs of engineering companies around the following areas: net zero, digital skills, emerging technologies, engineering skills for the future.

The research study should identify:

- In what skillsets do engineering employers want their people upskilled?
- Within these engineering employers, what is the current provision of training and what is the current level of investment?
- How does training between professional engineers and technicians differ. Is there a greater training need for one group over the other?
- Where are the gaps in provision (what training needs to be delivered, but isn't currently being provided? Why is it not being provided? Is this due to a lack of local provision?
- How would employers like this gap to be closed?
- Would there be interest in the Academy coordinating a collaborative approach to training across multiple companies within a region?
- How would employers like the training to be delivered (F2F, Blended, Online)?

### About our organisation

The Royal Academy of Engineering harnesses the power of engineering to build a sustainable society and an inclusive economy that works for everyone.

In collaboration with our Fellows and partners, we're growing talent and developing skills for the future, driving innovation and building global partnerships, and influencing policy and engaging the public.

- As a charity, we deliver public benefit from engineering excellence and technology innovation.
- As a national academy, we provide progressive leadership for engineering and technology, and independent expert advice to government in the UK and beyond.
- As a Fellowship, we bring together an unrivalled community of leading business people, entrepreneurs, innovators and academics from every part of engineering and technology.

In everything we do, we are guided by our five values: progressive leadership, diversity and inclusion, excellence everywhere, collaboration first and creativity and innovation.

The Academy's strategy can be [viewed here](#).

As an Academy we proactively seek to procure services from diverse teams and diverse suppliers. We expect the project to be delivered in line with our values of inclusion and diversity and to the highest ethical standards. Diverse perspectives should be considered in the development of proposals and outputs should be inclusive.

#### Statement of requirements

1. **Summary:** Research into upskilling needs of engineering companies across regions of the UK
2. **Timing:** Project to commence on signing of contract in early December. Final report to be delivered to the Academy by 3 March 2025.
3. **Content:** Quantitative/qualitative research to be defined in the supplier's response.
4. **Location:** employers in the South Wales Valleys, Northern Ireland, Yorkshire and Humber, and North West England to be targeted to take part in the research. It is expected that research would be conducted via surveys and interviews, and no actual travel to these areas will be required. The Academy may be able to make introductions to engineering companies across the identified regions, but this cannot be guaranteed.
5. **Delivery:** informal reporting via email/calls as necessary throughout the duration of the research project.
6. **Experience:** it is expected that responding organisations/individuals would have experience in economic analysis/market research.

Deadline for proposals: 20 November 2024

#### Schedule

Date	Activity Number	Activity
30 October	1	Issue of Request for Proposals (RFP) (this document) to potential suppliers
07 November	2	Deadline for submission of RFP clarification questions to the Academy

08 November	3	Deadline for the Academy to respond to all clarification questions
20 November	4	Deadline for the Academy to receive RFP submissions
28 November	5	Deadline for initial evaluation of RFP
03 December	6	Pitches
06 December	7	Notification of preferred supplier
w/c 9 December	8	Meet with successful bidder (if required)

Please send your clarification questions and submissions to:

Dr Rhys Morgan, Director of Education and Skills

[rhys.morgan@raeng.org.uk](mailto:rhys.morgan@raeng.org.uk)

### Your response

Please include the following in your proposal:

- **Content:** set out how you will approach the research and what methodologies will be adopted to ensure the approach taken, and the questions asked, will provide answers to the key research questions set out in the summary of invitation above. What sorts of questions will be asked?
- **Schedule:** set out the schedule for December to March. Who will you survey/interview and when? How will the surveys/interviews be conducted? Realistically, how many companies would you like to involve in the time available? Will this provide enough of a sample to be representative?
- **Track record:** demonstrate successful delivery of similar pieces of work, including any links to published reports.
- **Cost:** please provide a clear breakdown of the budget that accounts for all costs that will be incurred.
- **Organisation/Individual:** please provide a biography that sets out the qualifications and experience of those involved in the research, as well as outlining any commitment to diversity and inclusion within the organisation (if applicable).
- **References:** please provide the details of any referees and/or links to testimonials and/or links to previous work.

### Scoring matrix

0	No Answer/Unacceptable Response
1	Very Poor Response
2	Poor Response
3	Acceptable Response
4	Good Response

5	Excellent Response
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To score well (i.e. 3 and above) the evaluation panel will look for clear evidence. The scores will be weighted to give an overall score. The tables below indicate the weightings which will be applied to each section. The two highest scoring proposals will be invited to the Academy to present their proposal.

At interview, we will consider all criteria. The scores given before the interview may be amended following new information provided at interview.

### Selection criteria

Your response will be evaluated using the following:

Section: <i>Programme Content</i>			
Description of criteria	Score	Weighting	Max Points
Proposal is of good quality and appropriate	0-5	4	20
Proposal sets out a clear methodology to ensure that all relevant information/data is captured to answer the key research questions.	0-5	3	15
	<b>Total</b>		<b>35</b>

Section: <i>Schedule</i>			
Description of criteria	Score	Weighting	Max Points
The timescale to successfully deliver is realistic	0-5	2	10
Delivery process is clear and realistic	0-5	2	10
	<b>Total</b>		<b>20</b>

Section: <i>Track Record</i>			
Description of criteria	Score	Weighting	Max Points
Expertise of the researchers	0-5	2	10
Experience of successful delivery of similar programmes	0-5	2	10
	<b>Total</b>		<b>20</b>

Section: <i>Cost</i>			
Description of criteria	Score	Weighting	Max Points
Is competitively priced	Yes / No	Pass / Fail	
Has accounted for all costs to deliver proposal	0-5	1	5
Expenditure broken down and pricing clear	0-5	1	5
Risk of budget overspend	0-5	1	5

	Total	15
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Section: <i>Organisation/Individual</i>			
Description of criteria	Score	Weighting	Max Points
Suitability of the organisation/individual	0-5	2	10
Is a diverse supplier	Yes / No	Pass / Fail	
Collects recruitment and staff D&I data, if applicable	Yes / No	Pass / Fail	
Reasonable Adjustment Policies / Inclusive Outputs	Yes / No	Pass / Fail	
Client References - suitability of nominated references	Yes / No	Pass / Fail	
Client References - quality of reference received back	Yes / No	Pass / Fail	
	Total		10

*If you wish to receive any additional or updated information, please ensure that you register interest prior to submitting the proposal. All proposals\* must remain valid for a period of **90 days** from the date of submission by the vendor. This RFP and the information contained within it are deemed to be confidential information. Proposals must include information about costs and state whether these do or do not include VAT or any other levies. By submission of a proposal, the vendor warrants that the prices in the proposal have been arrived at independently, without consultation or agreement with any other potential vendor.*