

## Request for Proposal: Data Capture project

23 June 2025

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## SECTION 1: THE REQUIREMENT AND CONDITIONS

### Introduction

We are pleased to invite you to take part in this Request for Proposal (RFP).

Launched in January 2023, ARIA is a Research & Development (R&D) funding agency designed to fund breakthrough R&D in underexplored areas which catalyse new paths to prosperity for the UK and the world. We empower scientists and engineers to pursue research that is too speculative, too hard, or too interdisciplinary to pursue elsewhere. ARIA's programmes are shaped and led by our Programme Directors, scientific and technical leaders with deep expertise and a focused, creative vision for how technology can enable a better future.

This RFP seeks proposals to deliver a (primarily) qualitative data collection and analysis exercise, across different groups of ARIA stakeholders, creators and partners, in order to provide a rich data source, key findings and insights.

### The Requirement (the "Services")

In the past 12 months, ARIA has launched 7 distinct programmes, each funding a diverse set of projects ('Creators'). You can find more information on each programme and the Creators on ARIA's website, [here](#). (Please note that each programme sits within a wider research area which we call an opportunity space). We are now in a position, with a critical mass of projects delivering, where we can start tracking data to help inform the direction of our projects, programmes and, more broadly, ARIA as a funding agency. Additionally, we are also tracking the outcomes from our [Activation Partners](#) initiative - a partnership with nine organisations, designed to support our projects and programmes in various areas of translation, including access to talent, finance and product design. Tracking all this data, ultimately, feeds into the longer-term evaluation of our work.

ARIA is seeking to inform its funding strategies by surfacing insights, including early signals of outcomes from its research activities across capabilities, communities and capital. Any data collection should also be done in such a way that minimises the administrative burden on Creators.

#### Intended participants:

One of the key components of the data collection methodology we intend to use is an annual data capture survey - one for each group of participants. These surveys are currently in development and we would be open to feedback based on your expertise. We are now looking for a provider to carry out these surveys through a series of ca. one-hour semi-structured interviews, with several groups (the approximate number of individuals in each group are in brackets):

- Funded Creators (120)
- Funded Activation Partners (9)
- ARIA Programme Directors (8)
- ARIA Directors & functional leads (12)

We want to give preference to the interviewees on how this interview is conducted - offering virtual and in-person options - and expect the interviews to take place over the course of approximately six weeks in August/Sept to build in flexibility for timings. Once ARIA has notified the intended interviewees about this activity, and contact details have been shared, we would like the provider to be responsible for all aspects relating to the communications and logistics needed to deliver these interviews.

### Ways of working:

We want to capture all the responses to each questionnaire on our data platform (more info can be provided to the shortlisted bidders) - the provider can either input responses directly into our system or transfer the data post interview. We would encourage the former for data security, ease and efficiency. As this is the first time we're conducting such an exercise, we anticipate that this project will benefit from a high-touch approach in working with us. We have a preference for in-person meetings and collaboration and, if possible, would welcome members of the provider team to be physically co-located with us in our office, based in London. We believe this immersion, at least for a period of time at the start of the project, would be valuable to understanding our organisation and how we work. We appreciate that this may be easier for some providers than others, and we're open to discussing how we could enable this during the interview process.

### Intended approach:

The survey for each group identified above will be different (i.e. contain different questions) but aligned across key themes (these will be shared in the kick-off meeting with the chosen provider). We would be keen to understand how the provider will analyse the findings within each group (e.g. key findings among the Creator group of participants), as well as across the different groups on the key themes (e.g. how the Creators compared to the Activation Partners in terms of theme X).

All Creators and Activation Partners are already part of a [reporting process](#), where each party is required to submit certain information on a quarterly basis to ARIA. Some of this information may be useful as supplementary data to enrich the interview responses, and we're keen that it is factored into the analysis.

The method of analysis should also factor in how it would seek to identify findings that could potentially signal early proof-points of the outcomes we're seeking to achieve (e.g. leading indicators). Given the sample size of participants, we're particularly keen to hear about the methodology or tools that may be used to drive efficiency in this analysis e.g. AI tools (subject to

confidentiality considerations)

The report should also include a set of case studies (between 6 - 8) , highlighting key findings and insights, aligned with the key themes from the questionnaire. This report will be for internal use only, however, we will be looking for the content to be written in such a way as to be useful for our story-telling purposes, in communicating our impact with external stakeholders.

**In summary, we are expecting the following outputs:**

- Meeting with relevant ARIA leads (this may also include a small number of external stakeholders) to understand its objectives and intended approach for evaluating impact.
- Scheduling, securing and delivering approximately 149 semi-structured interviews.
- Feedback and advice on the drafted surveys - sense-checking our approach will deliver our intended objectives.
- Analysis of data - drawn from both the interviews and any other relevant data that is provided from the quarterly reporting process.
- Report presenting key data findings and insights on:
  - key themes
  - deep-dives on each group
  - comparisons across groups
  - 6 - 8 case studies (to bring to life overall key findings)

**We are open to the provider being a research agency, consultancy, individual or any other type of organisation that has the following experience:**

- Conducting a high number of qualitative interviews over a short period of time.
- Rapid qualitative data analysis.
- Strong ability to draw insights from data in order to create compelling narratives and case studies.
- Experience working with scientists, researchers, entrepreneurs and people from a technical background would be desirable.

## Implementation and Deployment Timeline

The initial contract will run for 4 months. The supplier must be able to start work immediately after the Target Award date. ARIA shall have the option to extend the contract beyond the initial contract period for up to a further 24 months, in 12 month increments, if required and subject to mutual agreement.

## Key Contract Terms

### Terms and Conditions

The contract will be placed on terms and conditions (T&Cs) provided by ARIA to the preferred bidder. The proposed terms will include the following principles:

- ARIA shall have the right to terminate the contract or part of the contract for convenience upon ninety days' prior notice.
- ARIA shall have the right to terminate the contract or part of the contract where the supplier fails to provide the service contracted, upon thirty days' prior notice.
- Any Intellectual Property generated in the performance of the contract shall vest in ARIA.
- The supplier shall indemnify ARIA, its employees, officers and agents against the supplier's infringement of third party Intellectual Property Rights.

All information shared with the supplier shall be subject to confidentiality terms.

## SECTION 2: PROPOSAL RESPONSE STRUCTURE AND SELECTION CRITERIA

Bidders are invited to set out how they propose to deliver the Services outlined within this RFP.

The format below is set out as a guide and represents a maximum length response. If bidders chose to respond in a different format this will be acceptable as long as sufficient information is provided to be comparable to this format of response.

The appointed provider will be selected against both their written response and presentation according to the criteria as set out below with the following weightings.

### Executive Summary

Summarise how you will deliver the key services you are proposing and how these relate to ARIA's requirements set out in section 1 above.

### Criteria A - Background, Profile and Experience (20% weighting)

- A clear demonstration of delivering similar requirements for fast-paced and rapidly scaling organisations, including existing client information, this should include:
  - A brief overview of the company structure, history, values and mission statement.

- What are your approximate revenue, staff numbers and client numbers linked to the Services.
- Provide information on your overall client base; for example, other clients supported including relevant experience for similarly sized, fast-paced and rapidly scaling organisations.

## Criteria B - Your Approach to Service Delivery (30% weighting)

- A clear articulation of what you see as our requirements and how you would meet them, setting out the delivery model you would use for this service including your proposed plan for delivery and any tools or technologies to be used.
- Provide your management and oversight structures that you would apply to this service.

## Case studies

- Provide a minimum of two examples/reference customers, ideally one in the private sector and one in the public sector, where your organisation has provided a similar service. With their consent, provide a summary of key successes, issues, mitigating actions and overall learnings for the ARIA contract (please attach these case studies as an annex to your proposal, which will not be included in the maximum page count).

ARIA may choose to verify case studies with the reference customers as part of the proposal review process. We will ask for your consent and suitable contact details beforehand.

## Criteria C - Demonstration of Resource (30% weighting)

- Demonstrate your expertise and resources for delivering the services, including:
  - Your ability to provide operational and executional resources without requiring internal ARIA resources, with supporting examples.
- Evidence of how you will meet the required experience, specialist subject matter, or market expertise.

## Criteria D - Commercial Proposal (20% weighting)

- Commercial terms that demonstrate value for the tax-payer, through transparent pricing models with no hidden costs and a proven ability to offer cost-effective solutions without compromising quality. This should include a clear pricing structure, including:
  - Rates per hour (ex VAT)

- Any additional costs which are likely to be incurred through the life of the contract
- Any critical assumptions, dependencies and exclusions required by the bidder in order to successfully execute any resultant Contract

## Additional requirements

The Bidder shall confirm as part of its submission adherence to the following requirements. Evidence in the form of copies of relevant certification must be provided as part of the submission and can be uploaded directly into the spaces provided in application portal:

### Mandatory

- All ARIA data to be stored within the UK or EEA
- Confirmation of adherence with the [Government's Supplier Code of Conduct](#)
- [Cyber Essentials](#)

### Desirable

- [Cyber Essentials Plus](#)

## Format of Proposal Submission

Format	PDF. Pages should be numbered, and the response should include the bidder's name inserted as a header
Page Guide	<b>4 pages</b> , plus annexes.
Responses to	<a href="#">ARIA's application portal</a> In case of any technical issues with the portal please contact <a href="mailto:clarifications@aria.org.uk">clarifications@aria.org.uk</a>

## SECTION 3: TIMELINES, REVIEW AND SELECTION PROCESS

### Procurement Timeline

The dates in the following timetable are provisional and may be subject to change at the reasonable discretion of ARIA.

Event	Date
Deadline for submission of clarification questions	18 July 2025
Deadline for proposal submission	23 July 2025 (13:00 BST)
Notification of selection for presentation	29 July 2025
Presentation by bidders to ARIA selection panel	w/c 28 July 2025
Preferred bidder chosen and informed	04 Aug 2025
Target Award date & target Contract Start date	08 Aug 2025

## Review Stages

This review is intended to consist of 4 stages:

- Stage 1 - Written proposal
- Stage 2 - Presentation by shortlisted respondents to ARIA selection panel. A maximum of 5 responses will be shortlisted to present to ARIA at this stage.
- Stage 3 - Preferred bidder chosen and informed.
- Stage 4 - discussions and negotiations with preferred bidder, onboarding planning and contract agreement.

The ARIA selection panel will be chaired by the ARIAs CFOO.

## Clarification Questions

Bidders are urged to review the RFP documentation, identify and submit any clarification requests no later than 18 July 2025, via email to [clarifications@aria.org.uk](mailto:clarifications@aria.org.uk). Clarification requests received after this date will not be answered.

Any clarification request or responses containing information that is of relevance to all bidders will be provided to all bidders that confirm their intention to participate. Answers to clarification requests will also be posted to the [ARIA website](#), following the deadline for submission of clarification requests. If bidders do not wish a query or response to be disclosed to other bidders, they must communicate this and the reason why, with the clarification question.



## CONDITIONS OF RFP

### **Confidentiality, Publicity, Conduct and Conflicts of Interest:**

The contents of this RFP are confidential and must not be copied, reproduced, distributed or passed to any other person at any time except for the purpose of enabling the bidder to submit a proposal. ARIA may use the information included in a bidder's response for any reasonable purpose connected with this RFP. In particular, once a bidder has been excluded, ARIA reserves the right to use any ideas contained in that bidder's proposal in any ongoing discussions with other bidders but undertakes not to reveal the identity of the provider of these ideas. No publicity regarding the subject-matter of this RFP or the award of any Contract will be permitted unless and until ARIA has given express written consent to the relevant communication.

ARIA reserves the right to: a) waive or change the requirements of this RFP from time to time without prior (or any) notice being given by ARIA, in the event ARIA makes material changes to this RFP, ARIA may choose to extend the deadline for submission. b) reject any bidder that does not submit a compliant Proposal in accordance with the instructions in this RFP. c) disqualify any bidder that is guilty of serious misrepresentation in relation to its Proposal, d) withdraw this RFP at any time, or to re-invite Bidders on the same or any alternative basis; e) choose not to award any Contract as a result of the current procurement process; and f) make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. ARIA will not be liable for any bidder's costs, expenditure, work or effort incurred by them in carrying out enquiries in relation to, proceeding with, or participating in, this RFP, sourcing process or procurement, including if the procurement process is terminated or amended by ARIA.

Any attempt by bidders or their advisors to influence the contract award process in any way may result in the Bidder being disqualified. Specifically, bidders shall not directly or indirectly, at any time: a) enter into any agreement or arrangement with any other person as to the form or content of any other Proposal, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Proposal; b) enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Proposal; c) canvass ARIA or any employees or agents of ARIA in relation to this sourcing process; or d) attempt to obtain information from any of the employees or agents of ARIA or their advisors concerning another bidder or proposal. Bidders are responsible for ensuring that no conflicts of interest exist between the bidder and its advisors, and ARIA and its advisors. Any Bidder who fails to comply with this requirement may be disqualified from the procurement at the discretion of ARIA. Bidders recognise and accept that it will be at ARIA's sole discretion as to which, if any, proposal is accepted.