

Clarifications Log: 8 July 2024

Ref	Clarification Question Asked:	HDR UK Response:
Q1	What is the budget available?	The total value of the contract is £40-60k inclusive of any VAT and expenses
Q2	Is the budget of £40,000 to £60,000 inclusive or exclusive of VAT	The total value of the contract is £40-60k inclusive of any VAT and expenses
Q3	Are interns asked to submit an end-of-project report or complete a feedback form at the end of their internship? If yes, how many have you received?	Yes – all interns are asked to complete a feedback form at the end of their internship. The numbers vary per cohort & are inconsistent. 2023 = 28, 2022 = 31, 2021 - currently unknown
Q4	Are host organisations asked to submit an end-of-project report or complete a feedback form at the end of the 8 week period? If yes, how many have you received?	Yes – all host orgs are asked to complete a feedback form at the end of the internship programme. The numbers vary per year & are inconsistent. 2021 – currently unknown, 2022 = no record of documentation, 2023 = 17
Q5	To confirm, the review is of the whole programme to date, i.e. 315 interns since 2021 across multiple organisations?	This is correct, HDR UK hopes that applicants can review the whole programme and can propose a proportionate way of doing so within the set budget to meet the aims and objectives of the review.
Q6	Would we have access, all contact details, and permission to send a questionnaire and interview all previous and current participants? Will we be able to approach participating institutions for data collection?	HDR UK will facilitate by making initial contact with the previous and current participants and host organisations. Tenderers are invited to propose a methodology for subsequent steps, ensuring compliance with UK GDPR.
Q7	Do HDR UK have any reports or findings from previous studies of earlier cohorts?	HDR UK does not any previous reports or studies on any cohorts, although we have some case studies on a limited number of individuals
Q8	The presumption is that the performance measures across cohorts is enhancement of previous intention to pursue a career in HDR, and those who were uncommitted/partially committed to be fully committed - is this correct?	HDR UK are not prescribing specific metrics to be analysed, outside of what is detailed in the tender documentation. HDR UK welcomes tenderers to propose methodology for answering the questions posed and to achieve the aims and objectives of the review.
Q9	Can HDR UK confirm the clean data sets they require (a) the raw data /primary data only for the statistical analysis, (b) qualitative transcription data (ie raw data). Do HDR UK want the data output in the format of the statistical packages, also?	HDR UK would like to receive an anonymised cleaned, raw dataset of all primary quantitative survey data. HDR UK do not need output from statistical analysis beyond what will be included in the report. For the qualitative data HDR UK would like anonymised, cleaned, organised transcriptions of interviews, and the data tables or summary outputs from the qualitative data analysis, depending on the package used e.g. Nvivo

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Q10	For the publication HDR UK require, do HDR UK have a targeted journal in mind?	HDR UK does not have a specific targeted journal in mind. Any publications to adhere to HDR UK's Open Access policy: https://www.hdruk.ac.uk/about-us/policies/open-access-statement/
Q11	The brief explains the programme has been running for 4 years and 315 students have completed or are in the process of completing an internship. Please could we check how this splits out over the past 4 years? How many have completed an internship per year?	The split is as follows: 48 in Year 1 (2021), 80 in Year 2 (2022), 93 in Year 3 (2023), 93 in Year 4 (2024)
Q12	Does HDRUK or the 10,000 Black Interns Foundation hold any details of the profile of the 315 students who have completed, or are in the process of completing, an internship. This includes gender, socio-economic background and university attended?	In order to stay compliant with GDPR, we are able to share aggregated, anonymised data from our interns e.g. sex, whether university attended was Russell Group or non-Russell Group.
Q13	Does HDRUK or 10,000 Black Interns Foundation currently collect any data on the career choices that have been made after the internship has been completed?	No, HDR UK does not currently collect this data.
Q14	Would it be possible for HDRUK or the 10,000 Black Interns Foundation to contact the 315 students who have completed or are in the process of completing an internship to invite them to participate in this evaluation?	HDR UK will facilitate by making initial contact with the previous and current participants and host organisations. Tenderers are invited to propose a methodology for subsequent steps, ensuring compliance with UK GDPR
Q15	How many host organisations have taken part and offered internships? And would we be able to contact them as part of the evaluation?	We have 70+ host organisations from across all years of the programme. We will facilitate contact with host organisations for the successful tenderer as required.
Q16	Would HDRUK be able to supply contacts for stakeholders representing the wider health data science and scientific research sectors?	We will make some suggestions regarding organisations to contact from across the sector. We will also look to the tenderers to propose suitable stakeholders. We can help facilitate introductions where we already have contacts.
Q17	Do HDRUK or the 10,000 Black Interns Foundation have any survey platforms that they use, or should the supplier incorporate scripting and hosting an online survey into their approach?	The tenderers will need to cost a subscription to a survey platform into their proposed budget.

Ref	Clarification Question Asked:	HDR UK Response:
Q18	Section 1.1.3 refers to ' <i>Descriptive analysis of the programme using quantitative programme data</i> ' – please could you tell us what types of programme data you currently collect?	<p>Examples of the type of programme data we hold:</p> <ul style="list-style-type: none"> ▪ Sex ▪ Home/international status of interns ▪ Interns from Russell group/non-Russell group universities and post 1992 universities ▪ Highest level of educational attainment before internship <p>This data will be provided to the successful tenderer in anonymised and aggregated format.</p>
Q19	Section 1.1.3 refers to ' <i>Comparative analysis of similar internship programmes in health data science or related fields</i> '. Please could you provide us with some more detail on expectations here? Do you or the 10,000 Black Interns Foundation have any internship programmes in mind for comparative analysis? We note that there are other data and technology internships available via the 10,000 Black Interns Foundation.	Tenderers should identify and provide justification for suitable comparators, and propose methods and measures for comparison relevant to the context of the review. We look forward to receiving tenderers' ideas of how they would go about conducting a comparative analysis.
Q20	In the CIPP table on p.5, the Context section mentions a review of the “needs, priorities, and characteristics of the target population”. Please could you clarify what is meant by the target population – is this past/current BIP interns, or Black students/recent graduates more generally?	The target population of the programme is Black students and recent graduates.
Q21	In the CIPP table on p.5, the Context section also mentions “the assumed unmet need” – could you clarify what this assumed unmet need is, or would identifying this be part of the scoping work for the programme review? Is it the “under-representation of Black people working in the sector, which risks exacerbating health inequalities”, as mentioned on p.2?	Yes – the unmet need is the “under-representation of Black people working in the sector, which risks exacerbating health inequalities”
Q22	P. 8 mentions that “cleaned datasets of all the data produced for the review” should be provided. Could you please confirm that this refers to anonymised survey data and analysed quantitative programme data (only)?	HDR UK would like to receive an anonymised cleaned, raw dataset of all primary quantitative survey data. HDR UK do not need output from statistical analysis beyond what will be included in the report. For the qualitative data HDR UK would like anonymised, cleaned, organised transcriptions of interviews, and the data tables or summary outputs from the qualitative data analysis, depending on the package used e.g. Nvivo

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Q23	<p>Could you please provide a breakdown of the intern population across the four years? We understand that there have been just over 300 interns participating in total so far, but it would be helpful to have further detail on what each cohort year looked like in terms of numbers, number of host organisations involved.</p>	<p>The split of interns is as follows:</p> <p>48 in Year 1 (2021), 80 in Year 2 (2022), 93 in Year 3 (2023), 93 in Year 4 (2024)</p> <p>The split of host organisations is as follows: Year 1 (2021) = 25, Year 2 (2022) = 40, Year 3 (2023) = 52, Year 4 (2024) = 55.</p>
Q24	<p>Could you please confirm whether the past/current interns and host organisations are aware of the upcoming programme review and have consented for their details to be used for research purposes?</p>	<p>Interns and host organisations have not been formally contacted to inform them about the review. HDR UK will facilitate an introduction to the review activity, and invitation to participate in the review.</p>
Q25	<p>P. 7 mentions 'quantitative programme data' – could you clarify what programme data on applicants to and participants in the programme is already collected? Is this consistent across the four years of the programme, or have there been any changes to what programme data is collected?</p>	<p>Examples of the type of programme data we hold, for all years of the programme:</p> <ul style="list-style-type: none"> ▪ Sex ▪ Home/international status of interns ▪ Interns from Russell group/non-Russell group universities and post 1992 universities ▪ Highest level of educational attainment before internship <p>This data will be provided to the successful tenderer in anonymised and aggregated format.</p>
Q26	<p>Has any feedback from previous/ current interns been collected in the past? If so, what format did this take? Do alumni provide feedback on their experiences with specific host organisations, or just on the BIP more generally?</p>	<p>Yes – all interns are asked to complete a feedback form through Microsoft Forms at the end of their internship. The numbers vary per cohort & are inconsistent. 2023 = 28, 2022 = 31, 2021 - currently unknown. Data is gathered on interns' experience of the programme overall, rather than about their specific host organisation.</p>
Q27	<p>P. 8 mentions that a "manuscript for publication by HDR UK is to be submitted" - could you please clarify what is expected by way of a manuscript? Is this different to a copy of the evaluation report itself?</p>	<p>Yes, the manuscript for publication is different to the evaluation report. It will be a write up of the review suitable for publication in a peer-reviewed journal. We will agree the scope for the manuscript with the review team towards the end of the review process.</p>
Q28	<p>The BIP webpage mentions that some internships may last longer than 8 weeks. How many of these are there/ have there been, and should these internships be a focus of the programme review?</p>	<p>Longer internships are at the discretion or business need from some host organisations. These are very few in number and are not a focus of the review.</p>
Q29	<p>How many host organisations have been involved in the BIP to date in total?</p>	<p>We have 70+ host organisations from across all years of the programme.</p>

Ref	Clarification Question Asked:	HDR UK Response:
Q30	What support would be available from HDR UK on recruitment of participants for the qualitative field work?	HDR UK will facilitate by making initial contact with the previous and current participants and host organisations. We will make some suggestions regarding organisations to contact from across the wider sector. We will also look to the tenderers to propose suitable stakeholders. We can help facilitate introductions where we already have contacts.
Q31	Could you please share HDR UK's Ethical Assessment policy as noted in the compliance check	A copy of our ethical assessment policy can be found at the end of this clarification log
Q32	Would HDR UK be willing to discuss minor changes to the terms and conditions should we be successful in our bid? For example, the addition of a non-solicitation clause.	Suppliers will be required to enter into a contract based on HDR UK's standard terms and conditions as shared. Where required, in some limited circumstances, we may be able to discuss variation of some minor terms with the successful tenderer.
Q34	Is the employment destination / continued study options of participants known?	No – we do not currently collect data on this as part of the programme.
Q35	Will we have access to participant data? If so, how will GDPR regulations be maintained?	<p>We will provide anonymised, aggregate data from past interns, on the data we already hold. Examples of the type of programme data we hold, for all years of the programme:</p> <ul style="list-style-type: none"> ▪ Sex ▪ Home/international status of interns ▪ Interns from Russell group/non-Russell group universities and post 1992 universities ▪ Highest level of educational attainment before internship <p>This data will be provided to the successful tenderer in anonymised and aggregated format.</p>
Q36	If the supplier does not have access to participant contact information, will there be internal administration support provided to the supplier to support data collection / issuing of questionnaires to identified participants?	HDR UK will facilitate an introduction to the review activity for past and current interns and host organisations, and invitation to participate in the review.
Q37	Will suppliers have access to any pre course interview data (in relation to the needs of participants identified at the beginning of their placements)	We conduct a pre-internship survey with all the interns. Data is gathered anonymously. The Successful tenderer will be provided with this anonymous data.
Q38	What will be the process for accessing cleansed datasets?	HDR UK would like to receive an anonymised cleaned, raw dataset of all primary quantitative survey data. For the qualitative data HDR UK would like anonymised, cleaned, organised transcriptions of interviews, and the data tables or summary outputs from the qualitative data analysis, depending on the package used e.g. Nvivo

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Q39	What was the total number of stakeholders involved in the project?	We have 70+ host organisations from across all years of the programme. We will make some suggestions regarding organisations to contact from across the wider sector. We will also look to the tenderers to propose suitable stakeholders. We can help facilitate introductions where we already have contacts.
Q40	What was the total number /types of placements?	<p>The split of internship placements is as follows:</p> <p>48 in Year 1 (2021), 80 in Year 2 (2022), 93 in Year 3 (2023), 93 in Year 4 (2024).</p> <p>These are all the same type of internship.</p>
Q41	Is there a particular reason for a start date in October, and or is there the possibility of starting sooner i.e. mid-September?	We envisage it will take approximately one month from selecting the successful team at interview to awarding and signing the contract. If this process can happen more quickly, then it is possible to have an earlier start date. However, we believe a start date of beginning of October is realistic to provide time for drafting and agreeing the scope of work within the contract with the successful tenderer.
Q42	Can you please confirm if the CVs appendix is not included in the 15-page word limit?	CVs included in an Appendix are additional to the 15 page word limit of the tender document.
Q43	do you currently gather data from intern alumni? If so, what kinds of data do you collect? How frequently do you do this collection? How long after people complete internships do you ask for follow up information?	All interns are asked to complete a feedback form through Microsoft Forms at the end of their internship. The numbers vary per cohort & are inconsistent. 2023 = 28, 2022 = 31, 2021 - currently unknown. Beyond this, we don't currently follow up with interns, but encourage them to take advantage of opportunities within the Alumni community.
Q44	As the programme has been running since 2021, have there been any previous reviews or evaluations of the Black Internship Programme that you can share?	No previous reviews or evaluations of the programme have taken place.
Q45	In terms of the qualitative data collection do you have an ideal sample size in mind, in terms of number of interns, host organisations etc?	We don't have a specific sample size in mind. We invite tenderers to recommend methodology as part of their tender.

Ref	Clarification Question Asked:	HDR UK Response:
Q46	Can you give us a general overview of the type of data collection you have been doing over the course of the programme? Also, how has your data collection relating to the program evolved since 2021?	<p>Examples of the type of programme data we hold, for all years of the programme are as follows:</p> <ul style="list-style-type: none"> ▪ Sex ▪ Home/international status of interns ▪ Interns from Russell group/non-Russell group universities and post 1992 universities ▪ Highest level of educational attainment before internship <p>This data will be provided to the successful tenderer in anonymised and aggregated format.</p> <p>We also conduct a pre- and post-internship survey with all interns, data for which is submitted anonymously.</p> <p>Regarding evolution of data collection – in addition to the variables outlined above, we have gone from recording number of internships and host orgs, to recording number of applications & number of interviews.</p>
Q47	Have you carried out any surveys relating to the programme so far?	<p>Yes to a limited extent:</p> <p>All interns are asked to complete an anonymous survey pre-internship and feedback form at the end of their internship. The numbers of post-internship feedback vary per cohort & are inconsistent. 2023 = 28, 2022 = 31, 2021 - currently unknown</p> <p>All host orgs are asked to complete a feedback form at the end of the internship programme. The numbers vary per year & are inconsistent. 2021 – currently unknown, 2022 = no record of documentation, 2023 = 17</p>
Q48	In the specification you mention producing a deliverable of, amongst other things, a manuscript of the review report for approval and then publication. Does this mean that we would produce an unbranded report to then be designed by you and published under HDR UK's brand?	<p>The preliminary results to be shared in a workshop, the report, and cleaned data are the only deliverables required to be produced by the successful tenderer. Upon receipt of the deliverables, HDR UK will be producing a manuscript for publication in such format it deems most appropriate. Tenderers are invited to provide input and suggestions as part of their tender into recommended format and/or potential contribution towards the production and publication of the manuscript. This will be updated in the published ITT document for clarity.</p>

Ref	Clarification Question Asked:	HDR UK Response:
Q49	We often work in partnership with other organisations, which we find can be extremely valuable for projects like this. We therefore just wanted to confirm that you are open to partnership proposals.	We are open to partnership proposals. We ask that for any partnership proposals, the full legal names and roles the different partners would play in the review are disclosed clearly within the tender. We would also require a lead partner to be identified, who will be responsible for contracting with HDR UK and responsible for the overall delivery of the project if selected.
Q50	In the ITT, the compliance criteria mention that ‘Financial strength will be assessed’, but we have not seen any request for supporting documents. Would you require a statement from our accountant to verify our current financial position?	We use software to conduct due diligence on all suppliers which assesses the financial strength of our applicants along with a range of other factors. We would not require any documentation for this purpose other than what is listed in the Invitation to Tender, and we will assess all SMEs, Sole traders/ freelancers and Micro organisations in a proportionate manner. If any findings arise during due diligence, tenderers will be provided with an opportunity to provide evidence of self-cleaning
Q51	The criteria refer to the HDR UK Ethical Assessment Policy, but we have not been able to find this document on your website. We are a living wage employer, work according to our EDI policy, GDPR guidelines and use an ethical checklist which we complete with our clients before we start any research projects. Do we need to provide any documents for this assessment?	We use due diligence software and internal assessment methods to assess our applicants against our policies so there is no need for you to send any documentation other than what is listed in the Invitation to Tender. A copy of our Ethical Assessment policy can be found at the end of this clarification log.

Ethical Assessment

Purpose

The purpose of this document is to set out HDR UK’s approach when considering the acceptance or refusal of a relationship with the following:

- Funders (providers of grant income to HDR UK)
- Partners (formal or informal collaborators with HDR UK)
- Grantees (recipients of grant funding from HDR UK)
- Suppliers (providers of services to HDR UK)

Collectively ‘third-party organisations’.

Introduction and Guiding Principles

HDR UK works, collaborates, and partners with many third-party organisations. In some cases HDR UK may decide not to work, collaborate, or partner with an organisation due to ethical considerations. Any relationship with third-party organisations must be clearly evaluated and documented to establish whether it is in the best interest of HDR UK to accept or refuse it.

Refusal of Relationship Criteria

HDR UK will refuse relationships in the following circumstances:

- HDR UK has reason to suspect that the third-party organisation benefits, or is alleged to benefit, from the results of illegal activity or that the relationship is being entered into in order to facilitate money laundering or other criminal activity.
- Where the activities of the third-party organisation(s) are directly contrary to the objectives or agreed policies of HDR UK.
- Where the third-party organisation's activities involve:
 - The manufacture or supply of tobacco, e-cigarettes or alcohol products
 - The manufacture or sale of arms, weapons, landmines or other military hardware and/or activity
 - Adult entertainment such as the production or distribution of pornography
 - Gambling or betting (not including lotteries for the benefit of charitable causes)
 - The fossil fuel industry and those associated with large-scale extractive or environmentally destructive practices.
 - Industries such as mining, unsustainable forestry and unsustainable marine activities.
 - Pharmaceutical manufacturers and private medical insurance companies which appear to compromise the HDR UK values and principles, particularly on health-related issues in relation to their ethical principles and structure.
- The organisation has proven or alleged involvement in corruption, violence or serious or organised crime, or where there is evidence, allegations or accusations of money laundering or other illegal activity.
- The organisation has committed or endorsed, or been accused of committing or endorsing, human rights abuses including modern slavery.
- The organisation disseminates or encourages dissemination of misinformation on health-related issues such as vaccination or cancer treatments.
- The organisation has received substantial funds from, or invest substantially in, activities at odds with HDR UK values and principles.
- Where it can be clearly shown that the cost to HDR UK of the relationship, including reputational damage, will be greater than the value of the relationship, or that acceptance of the relationship will directly lead to a net decline in the assets of HDR UK.
- Where the relationship is dependent upon the fulfilment of certain conditions placed upon HDR UK and any condition is contrary to HDR UK objects.

HDR UK will take particular care in deciding whether to accept or refuse a relationship with a third-party organisation:

Where an offer of a relationship is dependent upon HDR UK spending its own money or resources to facilitate the conditions of that relationship as this might place HDR UK's assets under undue and inappropriate risk.

- Where the relationship blurs the boundaries between charitable relationships and corporate brand building, particularly where the relationship could appear to be sponsorship or reputation laundering.
- Where the relationship may present legal, financial or reputational risk to HDR UK.

Supporting Documents

[UKRI Due Diligence Guidance for Research Organisations](#)

[UKRI Trusted Research and Innovation Principles](#)