



## INVITATION TO TENDER (ITT) for Deepdives into Social Mobility: A Local Perspective Clarification Questions

Date: 07/08/2024

| Q No | Question  | Response  |
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| 1    | Do subcontractors to the lead supplier have to have Cyber Essential or equivalent evidence?   | <p>The successful supplier will be asked for evidence and confirmation of holding Cyber Essential or equivalent of this prior to the contract being awarded.</p> <p>The successful supplier is expected to ensure that any subcontractors meet the standards set out in the <a href="#">Supplier Code of Conduct</a>.</p> <p>Therefore, it is the successful supplier's responsibility to ensure any subcontractors have the correct certifications in place.</p> |
| 2a   | Page 12 of the ITT specifies that Section 6 should include references. However, I am unable to locate instructions in the document as to what needs to be included here. I am assuming this means other organisations who can act as referees for the quality of our work, and not academic references to works cited in the proposal. If so, how many references do you require and what information do you need bidders to supply?  | In the bid under section 6, please signpost to previous work the organisation has delivered on which is similar to this tender.   |
| 2b   | If we can make the case that it would support the objectives of the research, would the commission welcome proposals that include suggested additional qualitative methods?   | Yes, please ensure there is a clear rationale on the additional qualitative methods.  |
| 3a   | Is the 2023 State of the Nation research the only source of data the SMC wishes to use to identify the two locations for the research? Or are the SMC open to integrating other sources of data into this selection process?  | The Commission will consider integrating other sources of data in the selection process. However, our preference is to use the data informed by our own index measures, outlined in the State of the Nation 2023.   |
| 3b   | There is the possibility that potential participants can qualify for more than one of the segments. For instance, individuals qualifying for the 'families with school-aged children growing up' segment could also qualify for either the 'people who have grown up and lived in the areas' or 'people who have moved into the areas as adults' segments. How would the SMC like such cases to be treated? For instance, would the SMC be willing to consider inviting such individuals to participate in more than one focus group/interview or | The Commission would prefer that individuals only qualify for one of the segments. Re-inviting individuals under a different segment should be treated as a last resort (for example, where the provider is unable to run the focus groups with the required number of participants without doing so).  |

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|    | capture experiences of both segments as part of a single interview/group?  |  |
| 3c | <p>For each of the four segments that the SMC wishes to include as part of the focus groups/interviews, are there any specific parameters about who to include/exclude from the sample?</p> <ul style="list-style-type: none"> <li>• Are there any upper and lower age limits for who we should speak to? For example, the State of the Nation report referenced in the brief (data from which will be used to determine locations for the research) focuses on analysing data from the UK Household Longitudinal Survey, comprising of adults aged 25-64. Should this be the age group we seek to recruit for this new research?</li> <li>• Does the SMC wish to include children and young people in the research in the family segments?</li> <li>• Are there any socio-demographic quotas (e.g. social class, occupation, ethnicity, education level, disability, sources of income, parents' occupation and education levels) that should be applied (or at the very least monitored) to sample recruitment? Or is this for bidders to recommend?</li> <li>• The brief mentions that 'the supplier will engage with individuals where mobility has been high and those where it has been low'. Does the SMC have a standard way of measuring individuals' mobility levels and, if so, please could this be shared?</li> </ul> | <p>There are no specified age limits (apart from all participants being 'adults' - aged 18 and above).</p> <p>No - as above, adults only.</p> <p>This is for bidders to recommend - the Commission specifies that the Commission expects participants with low/high mobility and will sample from areas with low/high mobility.</p> <p>The Commission is looking at intergenerational mobility, ie, being in a higher social class than one's parents, such as having a higher paid job, having higher educational qualification or working in a higher occupational class, than one's parents. Please see State of the Nation 2023 for how the Commission measures and defines social mobility.</p> |
| 3d | <p>Specifically regarding the 'people who grew up but moved away' segment:</p> <ul style="list-style-type: none"> <li>• Are there any parameters regarding the timespan in which people moved away that should be applied? For instance, should only those who have lived outside of the area for a minimum period of time be considered?</li> <li>• Later in the brief, there is a reference to 'families who grew up but moved away from areas' – please could the SMC clarify whether the focus of this segment should be individuals or families?</li> </ul>   | <p>There is no set time parameters on those who have moved away per se, but the provider should consider the purpose of this - the Commission is looking at those who moved away from the areas due to lack of opportunity (for example, those that move away for education, job opportunities).</p> <p>The focus of this section should be individuals.</p>   |
| 3e | Is there a reason behind the suggested phased approach to fieldwork where activities are run with each segment in turn?  | The Commission thinks it would be most appropriate to collect the data in this way, as this will ensure each deliverable in the project has specific focus from the provider at some point in the project.   |
| 3f | As part of deliverable 3, the brief states that the 'SMC would also need access to anonymised transcripts and recordings of the focus groups.' Please could the SMC confirm that both recordings and transcripts are necessary deliverables? Sharing transcripts will require some additional cost in order to clean and fully anonymise these. If we submit a bid for this work, costs for these will be set out. Furthermore, in order to provide recordings, we would need to obtain additional   | Ideally, the SMC would like the transcripts and recordings as deliverables. However, if this is not feasible, the Commission requires only the transcripts as essential but will discuss this with the successful supplier.  |

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|    | consent from participants which could impact the ability to recruit for the research as well as for agreement to be in place with the SMC to securely delete recordings at an appropriate time.   |  |
| 3g | The brief states that the supplier will be asked to 'be available to present emerging findings at different stages'. Please could the SMC provide details as to the likely audiences – beyond the Technical Advisory Panel that is referenced in the brief – for such presentations? Please could the SMC also provide a ballpark figure for the number of such presentations that might be required? Or are bidders invited to recommend / set out assumptions regarding this?         | The audiences would include our team of analysts and policy professionals, as well as our commissioners. Presentations would be regular and agreed between the successful supplier and the SMC.  |
| 3h | Please could you advise on whether there is a specific budget template to complete or if bidders are invited to build their own budget breakdown separated by methodology/deliverable as per p.10.  | The Commission is happy for bidders to build their own budget breakdown. The costs should be shown separately by methodology and/or deliverable. For example: <ul style="list-style-type: none"> <li>• 4 x focus groups: £ Insert amount</li> <li>• 4 x in-person focus groups: £ Insert amount</li> <li>• Final report ready publication: £ Insert amount</li> <li>• <b>Total: £ Insert amount</b></li> </ul> |
| 3i | Our organisation charges VAT on our work. Please could you confirm how to approach providing costs in our proposal and what the overall budget envelope is? I.e. either we can include all costs inclusive of VAT (including sub-contractors and our own costs) or all costs exclusive of VAT.  | All costs should be quoted exclusive of VAT, but as your organisation charges VAT, please indicate on your bid.  |
| 4a | Timings of submission- We wanted to double check that the deadline will be 16th August - or are there any plans to extend owing to organisation having staff off over the summer holidays etc?  | At present, as of 07/08/2024 there is no intention of extending the deadline for tender responses.   |
| 4b | How open is the commission to an alternative approach that is likely to be more ethnographic in nature?   | The Commission is happy to consider alternative methodology. Please ensure there is a clear rationale on the additional qualitative methods.   |
| 5  | Sections 1 - 4 should not exceed 10 sides of A4 and sections 5 - 6 should not exceed 3 sides of A4, for a combined total of 13 sides. Any bids above that will not be considered. The font size should not be smaller than 10. Embedded links will not be considered, nor will Annexes that exceed the 12-page count. We just wanted to double check whether the maximum total page count is 13 or 12.  | Apologies, the bid in total is a maximum of 13 pages for section 1-6.  |
| 6  | It would be helpful to understand what further research you have planned on this topic.<br><br>If such future research is not planned, would the SMC consider a proposal for this stage of the research that takes a more sociological lens, meaning in practice the consideration of additional research questions and perhaps some additional methodologies? (E.g., research questions about individuals' perceptions of their local area and the opportunities afforded them there). | There are several stages to conduct further follow-up research. The Commission remains open to consider additional research questions if relevant to our research programme. However, the evaluation of proposals will be on the basis of those questioned outlined in the tender.   |
| 7  | Would the Social Mobility Commission be open to considering extending the deadline at all?  | At present, as of 07/08/2024 there is no intention of extending the deadline for tender responses.   |
| 8a | On p 4 of Document One it specifies that SMC requires anonymised transcripts <i>and</i> audio recordings. Are you able to confirm this is the case? We would usually only provide recordings to clients in  | Ideally, the SMC would like the transcripts and recordings as deliverables. However, if this is not feasible, the Commission requires only the transcripts as essential but will discuss this with   |

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|    | exceptional circumstances since they constitute personal data and cannot be anonymised.   | the successful supplier.  |
| 8b | In section 3 of document one, the selection of the areas is listed as a deliverable, but this isn't mentioned in the costs section as something that should be costed for. Should this be included as a standalone cost?  | The Commission is happy for bidders to build their own budget breakdown. The costs should be shown separately by methodology and/or deliverable and for everything which needs to be delivered as part of the tender. |
| 8c | For section 6 of the bid, could you clarify how many references you would like and what details of the contracts we should provide?   | In the bid under section 6, please signpost to previous work the organisation has delivered on which is similar to this tender.   |
| 8d | On p. 11 of Document One - the penultimate paragraph refers to a maximum bid length of 13 pages (in line with requirements set out earlier in the document) while the next sentence refers to the maximum page length of 12 pages. Could you confirm that the maximum bid length is 13 pages? | Apologies, the bid in total is a maximum of 13 pages for section 1-6.   |
| 8e | We notice that the sampling section does not include discussion of groups with protected characteristics, should this be considered as part of the sampling approach?   | This is for bidders to recommend - the Commission specifies that the Commission expects participants with low/high mobility and will sample from areas with low/high mobility.  |