



Social Mobility
Commission

Social Mobility Commission
1 Horse Guards Road
London
SW1A 2HQ

INVITATION TO TENDER LETTER

Dear supplier,

INVITATION TO TENDER (ITT) for SOCIAL MOBILITY 'STATE OF THE NATION' 2024

Your organisation along with others is invited to offer a tender for provision of the above, to the specification outlined in the attached documents. The Social Mobility Commission (SMC) is happy to accept tenders from single organisations or consortia of organisations. This project is complex and suppliers may need to bring in additional expertise. Where a consortium/Special Purpose Vehicle (SPV) is formed to submit a tender, this must only be submitted by and in the name of the supplier chosen as the "Lead" supplier for that consortium/SPV. Enclosed are:

[Document 1 Specification of the requirement.](#)

[Document 2 Instructions on the tendering procedures.](#)

[Document 3 SMC standard requirements.](#)

[Document 4 List of attachments.](#)

[Document 5 Declaration and information to be provided by the tenderer.](#)

[Attachments Draft Terms and Conditions, Evaluation Criteria.](#)

[Annex A Conflicts of Interest](#)

[Annex B Social Mobility Commission Index - Drivers and Indicators](#)

Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.

An electronic copy of your tender must be submitted to contact@socialmobilitycommission.gov.uk no later than **4pm on 6 December 2023**. Late tenders will **not** be considered.

If having read the enclosed specification you decide not to submit a tender, I would be grateful if you could send your reasons (though you are under no obligation to do so) to contact@socialmobilitycommission.gov.uk, at the above address marked 'No Tender'.

Please contact me if you have any questions about the tendering procedure.

Yours sincerely,

Summer Nisar

Director of the SMC Secretariat, Social Mobility Commission

DOCUMENT ONE

SPECIFICATION

1. Introduction

The Social Mobility Commission (SMC) monitors progress towards improving social mobility in the UK and promotes social mobility in England. It is an independent statutory body created by an Act of Parliament and is sponsored by the Cabinet Office.

As part of its remit, the Commission undertakes an annual “State of the Nation” report. This report is part of the Commission’s statutory duty to monitor UK-wide progress on social mobility each year. The production and synthesis of key statistics related to social mobility will be part of the report, which will be published in autumn 2024.

The Commission is seeking a supplier to provide updated analysis for inclusion in our State of the Nation report this year. The successful supplier will create the statistics for the report and work with our internal report team to interpret and build a narrative around them. This report will then be laid before Parliament.

The SMC wishes to continue building and improving on its Social Mobility Index and data explorer tool. The new and improved Index offers a much more accurate and robust framework to measure social mobility. It includes three main components: drivers (or enablers); intermediate outcomes (such as educational attainment) and their relationship to socio-economic background, with breakdowns by geography and protected characteristics such as sex, ethnicity, and disability, and their interactions with socio-economic background; and full social mobility outcomes with respect to occupation, income, education, housing and wealth (see [www. https://social-mobility.data.gov.uk/](https://social-mobility.data.gov.uk/) for the full suite of indicators and Annex 1 Table 1 for more information on what is needed for the upcoming report).

For 2024, our aim is to improve and report on the five “composite indices” that were first published in 2023. These indices collectively summarise 15 individual indicators, and so allow a greater level of geographical detail, as well as being clearer for the public. The indices are:

- Based on intermediate outcomes:
 - *Promising Prospects*
 - *Precarious Situations*
- Based on drivers of social mobility:
 - *Childhood poverty and Disadvantage*
 - *Sociocultural Advantage*
 - *Research and Development Environment*

The 2024 report will therefore have some similarities to the State of the Nation 2023 Report. The same analyses as conducted in 2023 (except for the full mobility outcomes) will be updated in our online data explorer tool. The paper report, however, will include only the composite indices, along with any other intermediate outcomes or drivers that are important to give a full picture. We do not expect to update the full mobility outcomes in 2024.

The SMC is looking for a supplier who can work with the secretariat to provide robust analyses, both cross-sectional and longitudinal, and interpret these statistics to give a clear narrative about what they mean for social mobility. The supplier will conduct and advise on the analytical and statistical

outputs. They will collaborate with the secretariat team to produce the analysis and interpretation for all indicators. The SMC will therefore be assessing bids both for evidence of being able to deliver the analytical work and interpreting the findings in a wider social mobility context, including previous work by other researchers.

Finally, the SMC has committed publicly to the continuous improvement of the Index. This means that the supplier will need to consider opportunities for improving the existing measures, particularly the composite indices.

Annex B Table 1 outlines all the drivers and indicators we would like analysed for the State of the Nation 2024.

2. Objectives

The key objective is robust, quality-assured statistical analysis for inclusion in our annual State of the Nation report and online data explorer tool. It is a statutory requirement for us to publish this by autumn 2024, so delivering this work on time is paramount. Annex B details the analyses we would like delivered.

- a. To perform the analysis with support from the secretariat to produce the statistics named in the Social Mobility Index methodology, for publication in the Commission's 2024 State of the Nation report and on our website.**

We would like to calculate and interpret the statistics shown in Annex B. These include all drivers, and intermediate outcomes, including breakdowns by 'protected characteristics' such as sex, ethnicity and disability, as well as geography (UK wide, nationally, regionally), and the composite indices. Some pooling of data across years may be needed in some cases.

The annex does not include the full social mobility outcomes, as we do not intend to recalculate these for 2024.

The composite indices are a particular priority, because the written report will focus on these, while other indicators may only be updated on our website. These composite indices are:

- Based on intermediate outcomes:
 - *Promising Prospects*
 - *Precarious Situations*
- Based on drivers of social mobility:
 - *Childhood poverty and Disadvantage*
 - *Sociocultural Advantage*
 - *Research and Development Environment*

The composite indices were experimental for 2023, so part of the task will be to review and improve them where possible. In particular, we would like:

- a greater level of geographical detail (this means a breakdown to smaller region sizes than we have previously been able to do)
- a review of what underlying indicators should be included
- a review of whether any further composite indices could be added, and whether any existing composite indices could be combined.

The supplier will draw on a variety of large datasets for these analyses. Familiarity with the Labour Force Survey (LFS), Understanding Society (UKHLS), government datasets (DfE), *etc*, is essential. The UK has rich data resources but not all of them cover the whole of the UK. There is also a lack of harmonised data across the UK nations for certain drivers and indicators. The supplier will therefore be required to understand how best to harmonise datasets or suggest complementary data resources when information or accessibility is limited (such as when there are insufficient sample sizes to permit analysis of local areas or by certain characteristics).

b. To provide an interpretation of the analysis, working with the report team to ensure the messaging and narrative built around the findings is accurate.

We want to build a succinct and clear narrative around what these findings mean for progress on social mobility. It is not necessary for suppliers to have in-depth knowledge across government policy, but we would like suppliers to have a sufficient understanding and awareness of the policy space related to social mobility (*i.e.* across social and economic policy) to be able to comment on what the data mean. Please see our 2023 State of the Nation report for a baseline expectation of the level of commentary we are looking for.

The main commentary required will be about the composite indices listed in objective (a). There may be some commentary also required for a small number of other indicators, either because they are also included in the report, or because explanatory comments are needed for the website.

We would like the supplier to work with the team in developing visualisations of the data outputs (*i.e.*, figures, charts, tables *etc*) with accompanying interpretation in simple language (*e.g.*, a few sentences to describe the findings) to allow the secretariat to incorporate this information into the data tool and chapters of the main report. We would expect the supplier to be available to answer questions regarding the interpretation of the findings and review the final narrative to ensure the findings are interpreted correctly. We would not expect the supplier to provide all visualisations or write the chapters but to work collaboratively with the SMC to test the interpretation and narrative surrounding the findings.

c. To review and improve the Social Mobility Index where possible, especially with respect to the composite indices

We have committed to keeping the Index under review. In particular, we would like to review the composite indices to see:

- whether a greater level of geographical detail (such as International Territorial Level 3) is possible, and if not then what would be required to achieve this
- what further underlying indicators should be included
- whether any further composite indices could be added, and whether any existing composite indices could be combined.

We would also like to review our selection of drivers of social mobility, to see whether any should be added or removed. In particular, the R&D indicators were experimental and it may be possible to improve them.

Finally, we would like to review all of the indicators in the Index to see whether other datasets or other derived statistics might better represent the underlying concept, balancing this need for improvement with the need for continuity in our publications.

3. Deliverables and deadlines

Ensuring the accuracy of the statistics we publish, and providing an interpretation consistent with the latest scientific thinking on social mobility, is paramount. The supplier will be responsible for quality-assuring the analysis and interpretation of their statistics. Publication of the final report is expected in autumn 2024.

Deliverable 1: Cleaned, harmonised and wrangled datasets that are ready to use for the analysis of the existing drivers and intermediate outcomes of the Social Mobility Index for the 2024 State of the Nation report and online data explorer tool – 15 February 2024

You will provide ready-to-use datasets, advice and QA on the analyses specified in Annex B table 1, or as agreed with the SMC. The outputs of the first deliverable are:

- Preparing the LFS data and any other relevant datasets (e.g. UKHLS/USoc, WAS) using R (if possible the 2022 and 2023 data, including the government-access dataset, which includes adolescent geography) for relevant drivers and intermediate outcomes as specified in the table in Annex B. For intersectional analysis and the composite indices, the supplier will need to clean several years of LFS data for pooling purposes.
- The scripts used to do this, with clear comments throughout to explain each set of steps. This will include how each variable is encoded/recoded, including specifying the variables used.
- Advice and help on dealing with the issue of falling response rates in the LFS, given that the LFS is the primary data source. This may include help with finding other data sources or studies to validate findings from the LFS.

Deliverable 2: Analytical support for producing the existing drivers and intermediate outcomes of the Social Mobility Index for the 2024 State of the Nation report and online data explorer tool – ongoing

You will provide on-going analytical support, advice and QA on the analyses specified in Annex B table 1, or as agreed with the SMC. The outputs of this deliverable are:

- Advice to SMC on their analysis of the data (including visuals and tables) using R, through e-mail and regular meetings. This will include problem solving when the analysis is not producing the right output, and suggestions for improvements.
- Statistical advice and quality assurance on the analysis forwarded to the supplier by the SMC secretariat.
- Advice and QA on improved modelling of time trends and where these could be used, which may include new code
- Advice and QA on an improved method for calculating the returns to education, which may include new code
- Advice and QA on other improvements to the analyses in the table, including the R&D drivers.

Deliverable 3: Newly updated composite indices, refining the current ones or producing new ones if necessary, with breakdowns at ITL3 level – 31 March 2024

- Improving and refining the 5 existing composite indices with estimates at ITL 3 (upper-tier LA) level, splitting the UK into 179 regions instead of the current 41. The supplier should consider the pros and cons of reducing the number of composite indices, including whether it would be possible to produce a credible single composite index.
- As part of this deliverable, the supplier should prepare:
 - A reproducible script of the analysis used to update the composite indices at ITL3 level, along with a short report of 3 to 5 pages containing a technical commentary on its suitability for publication.
 - If the supplier recommends against publication at ITL3 level, they should include an analysis of what would be required to remedy the problem in future years (although the final decision on publication rests with SMC).
- Preliminary narrative around the newly updated composites. The narrative must relate the statistics to theory and explain what they mean for social mobility.

Deliverable 4: Narrative and interpretation of findings – 31 March 2024

- The supplier will be expected to provide guidance on the interpretation of statistics and models where needed, and advice on the commentary and narrative around all of the outputs.

Deliverable 5: Independent review and reproducibility of statistics – 30 April 2024

- The supplier will work closely with the SMC team to ensure the interpretation and use of statistics in the report is correct, and sign off the accuracy of the final statistics used in the report and press release. In the case of analysis carried out directly by the supplier (such as new composite indices as part of deliverable 3), the supplier should engage a third party to carry out the quality checks detailed in this deliverable (deliverable 5).
- The statistics and samples used need to be checked via an independent re-run of the analysis by someone who is not immediately involved in the project. This analysis will be done in R.
- The re-run of the sample and its representativeness checks (against suitable population statistics) should be done separately from the re-run of the statistics. An example of a sample representativeness check could include checking whether descriptive statistics such as the sample age mean and quartiles are statistically similar to that of the representative population statistics from the UK census.
- An example of the re-run of an indicator could include using the quality assured sample to independently derive the indicator with new code. For example, if the indicator were the median earnings of 25-29-year olds. A re-run would take the quality assured sample of 25-29-year olds and re-calculate the median to check it matches the original figure.
- The analyses should also be fully reproducible so that the SMC can rerun the same analyses independently in future. The supplier will need to arrange for the logic of the code to be checked.

Deliverable 6: Accessibility requirements – 31 July 2024

- For new analytical work, the supplier will provide the SMC with an accessible, quality-assured Microsoft (MS) Excel file where the underlying data for each figure or chart used in the final report are presented in separate tabs. SMC will supply a data structure

template for this purpose and data will need to be entered in this template. An example is provided in the annex below.

- For example, please see this [DfE report](#), which has the report, then the excel file under it.

Deliverable 7: Detailed Method (Technical Specification Document) – 31 August 2024

- The analytical scripts for the analysis (*i.e.* code in R) exist from the analysis carried out for the 2023 annual report, but they may need some updates. The supplier will provide advice on these updates, as well as original scripts for new analysis carried out by the supplier. This must be fully reproducible code with a plain-English description of what the code is doing, including references to specific datasets and variables used, so that an analyst unfamiliar with the subject area could accurately reproduce the analysis and visualisations without help.
- If any data transformations are used that cannot be performed in R, including as part of data cleaning, these must be documented so that an analyst who is not familiar with the data could reproduce the transformations using any statistical package.
- For any new analytical work, a methodology document outlining the equation and procedures used to derive each statistic, and the variables (and their sources) used. This should give another researcher detailed enough instructions that they could carry out the same analysis on any statistical package.

Deliverable 8: Virtual/online meetings with the SMC team during report production to quality assure interpretation and messaging – ongoing

The SMC works closely with its suppliers to ensure their expertise is best utilised for our thinking and policy development on social mobility. The State of the Nation report is our most anticipated and important report of the year, and we will seek to work closely and in collaborative ways with suppliers throughout the production of the report. You should expect to co-work with the SMC team in collaborative ways. The output is:

- Regular Meetings with the SMC team over the course of the project to support the interpretation and use of statistics in the report where necessary. (Meetings will be scheduled by mutual agreement on an as-needed basis).

Deliverable 9: Provision of ongoing advice on the drafting of the State of the Nation 2024 chapters – ongoing

This would be delivered through virtual/online meetings (which are scheduled by mutual agreement on an as-needed basis) and leaving comments on report drafts. The output is:

- Provision of feedback in the form of comments on the virtual drafts of the reports to check interpretation of the data is accurately presented.
- Attending meetings / taking calls on an as and when needed basis to provide advice on framing the data analysis, including input on the narrative, findings and conclusions from the analytical outputs into the State of the Nation chapters.

4. Audience

All of the deliverables you produce which are new analyses (*i.e.* not already in the public domain) are to be kept in confidence until the publication of the report. Until this point the work you produce will

be for an internal SMC audience only.

This relationship you have with us will be collaborative, with us taking your advice and you taking our steers. We expect the supplier to be able to distinguish their own organisation's positions and priorities from those of SMC and its remit. You should expect lively debates and questions from the team as we test and interpret what the data means for our overall narrative and messaging in the report. All communications will be confidential, allowing a spirit of free discussion.

The successful supplier is responsible for the final deliverables. It is expected they will respond constructively to feedback on all deliverables from the SMC Secretariat and Commissioners; and build time into their work plan for this engagement accordingly.

We will call on you to present emerging findings and analytical outputs at different stages. For example, there may be opportunities for knowledge exchange and early feedback from the SMC's Technical Advisory Panel as the report is developed. We will draw on your expertise to present early findings to Commissioners to review progress, emerging trends and policy recommendations.

5. Management Information

At a minimum, the successful supplier will be asked to:

- Provide brief weekly progress updates by email, given the short timescale of the work
- Have regular meetings with the SMC team to discuss the analyses (analytical approaches, modelling techniques)(1), the outputs of the analyses and their interpretation (2), and preview and comment on messaging or press materials we create (3).
- Be available over email to address queries about the statistics and their interpretation in advance of the report publication date.
- Be available to present emerging findings and analytical outputs at different stages. For example, there may be opportunities for knowledge exchange and early feedback from the independent expert advisers who we are contracted with as the report is developed. We will draw on your expertise to present early findings to Commissioners to review progress, emerging trends and policy recommendations.

The supplier will work with SMC to prioritise activities and mitigate any risks to delivery.

6. Dependencies and Liaison

Tenderers should indicate if they are reliant on any third party with any information, data or undertaking any of the work specified.

7. Costs and Budget

Given the breadth of this project's scope and methodology, we expect proposals to be up to £50,000, exclusive of VAT. Bids should only exceed the limit where suppliers are clear that the work is either not deliverable within this budget, or there is specific added value to the work which is achieved by increasing the budget. Bids should give consideration to the possibility of cost saving by outsourcing analysis to the ONS' existing data services.

All costs should be quoted exclusive of VAT but please indicate if the project will attract VAT. If your proposal includes costs for sub-contractors these costs must be shown inclusive of any VAT element

(e.g. sub-contractor's costs to you are £5,000 plus VAT, your proposal should show sub-contractors costs as £6,000 inclusive of VAT @ 20%).

A detailed breakdown of costs is required within the proposal (excluding VAT).

Your tender should provide a detailed breakdown of costs on the basis of:

- project management and professional time;
- data access costs (if applicable);
- secretarial and administrative costs;
- travel and subsistence (please note details below);
- stationery, postage and telephone; and
- publicity.

Costs should be shown separately by financial year and where more than one type of methodology is involved the costs need to be shown separately for each element, e.g.:

- group discussions;
- personal interview;
- telephone survey;
- postal survey; and
- desk research.

8. Payment

Payments will be made by BACS transfer following receipt of a valid invoice. The successful tenderer should provide details of discounts for prompt payment.

9. VAT

Please state clearly when submitting prices whether or not VAT will be charged.

Where the contract price agreed between SMC and contractor is inclusive of any VAT, further amounts will not be paid by SMC should a VATable supply claim be made at any later stage.

Where the overall contract price is exclusive of VAT, SMC will pay any VAT incurred at the prevailing rate (currently 20%). If the VAT rate changes SMC will pay any VAT incurred at the new rate.

It is the responsibility of the tenderer to check the VAT position with HMRC before submitting a bid.

10. Data Collection

It is not expected that any data collection will be required for this research project.

11. Consent Arrangements

The Commission and the successful contractor shall agree in advance of any survey activity taking place the consent arrangements that shall apply for each of the participant groups. All participants should be informed of the purpose of the research, that the Contractor is acting on behalf of the Commission and that they have the option to refuse to participate (opt out). Contact details should

be provided including a contact person at the Commission. Children who are 16 or over will usually be able to give their own consent but even where this is so, the Contractor, in consultation with the Commission, should consider whether it is also appropriate for parents, guardians or other appropriate gatekeepers (e.g. schools, Local Authorities) to be informed when a child has been invited to participate in research.

INSTRUCTIONS ON TENDERING PROCEDURES

- 1 These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.
- 2 Bidders must submit their Bids before **4pm on 6 December 2023**. All Bids must be submitted to contact@socialmobilitycommission.gov.uk. Failure to return Bids by the time and due date or in the required format may disqualify Bidders from consideration.
- 3 A clarification process will operate during the ITT stage as explained below. The objective of this process is to give Bidders the opportunity to submit questions to the Contracting Authority where they require clarification on the information provided. This is not an opportunity for Bidders to seek additional information to that already provided.

Bidders should submit clarification questions via email to contact@socialmobilitycommission.gov.uk. Questions received by any other method will not receive a response.

The Contracting Authority will seek to answer questions within 5 working days following the day of receipt. Bidders are urged to review the ITT documentation immediately upon receipt and identify and submit any clarification questions as soon as possible and in any event no later than **4 pm on 30 November 2023**. Any questions received after this time may not be answered.

If the Contracting Authority considers any question or request for clarification to be of general significance, both the question and the response will be communicated, in a suitably anonymous form, to all Bidders who have expressed an interest before the closing date for the submission of the ITT.

All responses received and any communication from Bidders will be treated in confidence and provision will be made for Bidders to request clarification in confidence (this request must be clearly marked at the outset of each question stating the reasons why such a question is commercial and in confidence), but in responding to such requests the Contracting Authority will reserve the right to act in what it considers a fair manner and in the best interests of the Procurement, which may include circulating the response to all Bidders.

Bidders should note that no further information in addition to that provided in the ITT documentation will be provided about the Procurement at this time. Under no circumstances should Bidders approach the Contracting Authority, their staff or advisors seeking further information in relation to the requirements of the Procurement. Any such approaches (direct or indirect) may result in the Bidder's exclusion from further consideration in the Procurement process.

- 4 Please note that references to the 'Department' or "Social Mobility Commission" or "the Commission" throughout these documents mean [Minister for the Cabinet Office](#).

- 5 SMC is happy to accept bids from single organisations or consortia of organisations. Where a consortium/Special Purpose Vehicle (SPV) is formed to submit a tender, this must only be submitted by and in the name of the supplier chosen as the “Lead” supplier for that consortium/SPV.

Contract Period

- 6 The contract is to be completed by 30 September 2024, with the possibility of a 3-month extension.

Incomplete Tender

- 7 These instructions are designed to ensure that all tenders are given equal and fair consideration. Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

Indicative procurement timetable

- 8 The proposed timetable for this procurement process is as follows. This is intended as a guide and, while The Department does not intend to depart from the timetable, it reserves the right to do so at any time, including by shortening or lengthening any stage.

Tender documents issued	17 November 2023
Last day for submission of clarifications	30 November 2023
Last day for SMC to respond to clarifications	1 December 2023
Deadline for tender responses to be received	6 December 2023
Tender Evaluations	7 December - 21 December 2023
SMC announcement of preferred bidder	22 December 2023
Contract commencement	January 2024
Project initiation meeting	January 2024
Deliverable 8: Virtual/online meetings with the SMC team during report production to quality assure interpretation and messaging Deliverable 9: Provision of ongoing advice on the drafting of the State of the Nation 2024 chapters	From start until end of contract
Deliverable 1: Cleaned, harmonised and wrangled datasets that are ready to use for the analysis of the existing drivers and intermediate outcomes of the Social Mobility Index for the 2024	15 February 2024

State of the Nation report and online data explorer tool	
Deliverable 2: Analytical support for producing the existing drivers and intermediate outcomes of the Social Mobility Index for the 2024 State of the Nation report and online data explorer tool – ongoing r	From start until end of contract
Deliverable 3: Newly updated composite indices, refining the current ones or producing new ones if necessary, with breakdowns at ITL3 level – 31 March 2024 Deliverable 4: Narrative and interpretation of findings – 31 March 2024	By 31 March 2024
Deliverable 5: Independent review and reproducibility of statistics – 30 April 2024	By 30 April 2024
Deliverable 6: Accessibility requirements	By 31 July 2024
Deliverable 7: Detailed Method (Technical Specification Document)	By 31 August 2024
Conclusion of contract	30 September 2024

Receipt of Tenders

- 9 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. Any Tender received after the Closing Time, and / or submitted by any means other than through contact@socialmobilitycommission.gov.uk may be rejected by the Department. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

Acceptance of Tenders

- 10 By issuing this invitation SMC is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

Inducements

- 11 Offering an inducement of any kind in relation to obtaining this or any other contract with SMC will disqualify your tender from being considered and may constitute a criminal offence.

Confidentiality of Tenders

- 12 Please note the following requirements, you must not:
- Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
 - Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
 - Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.
 - Failure to comply with these conditions may disqualify your tender.

Costs and Expenses

- 13 You will not be entitled to claim from SMC any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

Debriefing

- 14 Following the award of contract, debriefing will be available to unsuccessful tenderers on request.

Evaluation Criteria

- 15 The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.
- 16 Your response to the tender specification will be evaluated using the criteria set out in Document 4 Section 2 - Evaluation Criteria.

Tender Period

- 17 Due to the intensive evaluation process SMC requires tenders to remain valid for a period specified in Document 5.

Basis of the Contract

- 18 The specification in Document 1, and the terms and conditions in Document 4 Attachment 1, together with any special requirements, will form the basis of the contract between the successful tenderer and Minister for the Cabinet Office’.

Format of Bids

- 19 Tenderers should present their proposals in the following format:

Section 1 Summary of Proposal

Section 2 Meeting the Specification:

- Details of proposed approach;
- Methodology including constraints and possible solutions;
- Project management - Tenderers should indicate how they will monitor the project to ensure it is delivered in terms of quality, timeliness and cost. Tenders must include a work plan/Gantt chart that clearly shows the key activities and milestones leading up to the final report. It should mirror the detail on the budget template.
- Staffing, including short staff profiles covering examples of key relevant experience and individual/staff expertise and qualifications. Proposed distribution of duties should be clearly stated if the bid involves sub-contracting or collaboration between different providers; and
- Outputs, including how the findings will be presented.

Section 3 Cost and Charging Arrangements

- Costs should be shown separately by financial year and where more than one type of methodology is involved the costs need to be shown separately for each element, e.g.:
 - group discussions;

- personal interview;
- telephone survey;
- postal survey; and
- desk research.
- Your tender should provide details of the costs required to meet each of the deliverables. Costs should be split by financial year and should indicate if they are:
 - Project management and professional time
 - Administrative costs (e.g. of the intervention)
 - Other

For example:

Activity	Type of Cost (i.e. project management)	Personnel	Total days	Total Cost
Date rates:				
TOTAL ex VAT				

All costs should be quoted exclusive of VAT but please indicate if the project will attract VAT.

If your proposal includes costs for sub-contractors these costs must be shown inclusive of any VAT element (e.g. sub-contractor's costs to you are £10K plus VAT, your proposal should show subcontractors costs as £12K inclusive of VAT @ 20%).

The department will also conduct its own due diligence checks in relation to bidder's financial viability and may request additional financial information to be provided as part of this process. Whilst the department will attempt to mitigate any financial risks it may, at its own discretion, reject a bid where it assesses the financial risk to be too great to proceed with the award of the contract.

Section 4 Risk Management

- Outline, in no more than one-page, the key risks to delivering the project and what contingencies will be put in place to deal with them.
- A risk is any factor that may delay, disrupt or prevent the full achievement of a project objective. All risks should be identified.
- For each risk, the one-page summary should assess its likelihood (high, medium or low) and specify its possible impact on the project objectives (again rated high, medium or low). The assessment should also identify appropriate actions that would reduce or eliminate each risk or its impact.
- Typical areas of risk for a research project might include staffing, resource constraints, technical constraints, data access, timing, management and operational issues, but this is not an exhaustive list.

Section 5 Data Security

- Provide a plan that explains how departmental and/or personal data will be protected.

Section 6 References

Section 7 Declarations, Undertakings and Attachments (see Document 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.

Conclusions

- 20 Whilst every endeavour has been made to give tenderers an accurate description of the Commission's requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

DOCUMENT 3

DEPARTMENTAL STANDARD REQUIREMENTS

Freedom of Information

1 SMC is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to SMC may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by SMC should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

Publication of Contract

2 Under the Government's Transparency requirements we are obliged to publish the contract between SMC and the successful tenderer(s) in full. The successful tenderer(s) should identify any information regarded as commercially sensitive and explain (in broad terms) what harm may result from disclosure and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it if the public interest in disclosure outweighs withholding the information. See ['The Transparency of Suppliers and Government to the Public'](#) for more detail.

Information Sharing Across Government

3 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

4 For these purposes, SMC may disclose within Government any of the Contractor's documentation/information (including any that the Contractor considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Contractor to SMC during this Procurement. The information will not be disclosed outside Government. Contractors taking part in this competition consent to these terms as part of the competition process."

Cyber Essentials Scheme

5 The Government has introduced its new Cyber Essentials Scheme in consultation with industry to mitigate the risk from common internet based threats.

6 It is mandatory for new Central Government contracts, which feature characteristics involving the handling of personal data and ICT systems designed to store or process data at the OFFICIAL level of the [Government Security Classifications scheme](#) to comply with Cyber Essentials requirements.

7 All potential tenderers for Central Government contracts, featuring the above characteristics, should make themselves aware of [Cyber Essentials](#) and the requirements for the appropriate level of certification “or equivalent”.

8 As this requirement features the above characteristics, you are required to demonstrate in your tender response that:

- Your organisation will be able to secure **Cyber Essentials** certification prior to contract award; or
- Your organisation has equivalent evidence to support that you have appropriate technical and organisational measures to mitigate the risk from common internet based threats in respect to the following five technical areas:
 - a) Boundary firewalls and internet gateways - these are devices designed to prevent unauthorised access to or from private networks, but good setup of these devices either in hardware or software form is important for them to be fully effective.
 - b) Secure configuration – ensuring that systems are configured in the most secure way for the needs of the organisation
 - c) Access control – Ensuring only those who should have access to systems to have access and at the appropriate level.
 - d) Malware protection – ensuring that virus and malware protection is installed and is up to date
 - e) Patch management – ensuring the latest supported version of applications is used and all the necessary patches supplied by the vendor have been applied.

Any equivalent evidence must be verified by a technically competent and independent third party.

9 The successful tenderer will be required to provide evidence of **Cyber Essentials** certification “or equivalent” (i.e. demonstrate they meet the five technical areas the Cyber Essentials Scheme covers) prior to contract award.

10 The successful tenderer will be required to secure and provide evidence of **Cyber Essentials** re-certification “or equivalent” (i.e. demonstrate they meet the five technical areas) on an annual basis.

11 Details of certification bodies are available at:
<https://www.cyberstreetwise.com/cyberessentials>

Data Security Standards

12 For contracts which require the holding or processing of either personal data and/or OFFICIAL data the successful contractor will need to assure SMC that they can comply with the Department’s security standards.

13 Departmental security standards are listed as contract clauses in an annex to this letter (see Document 4 – List of Attachments).

Prompt Payment Policy

14 Government's aim is to pay 80% of all correctly submitted invoices within 5 days of receipt and we are 100% committed to paying correctly submitted invoices within 30 days of receipt from the day of physical or electronic arrival at the nominated address of the Department.

15 The payment period will be deemed to have started when a correctly submitted invoice reaches the nominated address or emailed to contact@cabinetoffice.gov.uk. Contractors can assume receipt to be two days after mailing (by first class post). The thirty day "clock" therefore commences two days after mailing first class.

16 A correct invoice is one that is:

- delivered in timing in accordance with the contract;
- that is for the correct sum;
- In respect of goods / services supplied or delivered to the required quality (or are expected to be at the required quality);
- include the date, supplier name, contact details and bank details;
- which quote the relevant purchase order / contract reference;
- which has been delivered to the nominated address.

17 Any correctly submitted invoices that are not paid within 30 days will be subject to the provisions of the Late Payment of Commercial Debt (Interest) Act 1998.

Sub-contracting to Small and Medium Enterprises (SMEs)

18 SMC is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contacts accessible to smaller companies and implement SME-friendly policies in their supply-chains. This can be achieved by advertising subcontracting opportunities on Contracts Finder and implementing the principles of the SME and Growth Agenda in your own organisation.

19 To help us measure the volume of business we do with SMEs, we will be asking SMC suppliers to provide us with information about the size of your own organisation and those in your supply chain. We may ask about volumes of business that will flow from this contract down your supply chains, and ask you to quantify that for us. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

Armed Forces Covenant

20 The Armed Forces Covenant is a public sector pledge from Government, businesses, charities and organisations to demonstrate their support for the armed forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.

21 The Covenant's 2 principles are that:

- the armed forces community should not face disadvantages when compared to other citizens in the provision of public and commercial services.
- special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

22 The Department encourages all Tenderers, and their suppliers, to sign the Corporate Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

23 Guidance on the various ways you can demonstrate your support through the Corporate Covenant is at [The Corporate Covenant](#).

24 If you wish to register your support you can provide a point of contact for your company on this issue to the Armed Forces Covenant Team at the address below, so that the MOD can alert you to any events or initiatives in which you may wish to participate. The Covenant Team can also provide any information you require in addition to that included on the website.

Email address: covenant-mailbox@mod.uk

Address: Armed Forces Covenant Team

Zone D, 6th Floor, Ministry of Defence,

Main Building, Whitehall, London, SW1A 2HB

26 Paragraphs 20-25 above are not a condition of working with SMC now or in the future, nor will this issue form any part of the tender evaluation, contract award procedure or any resulting contract. However, SMC very much hopes you will want to provide your support.

Conflicts of Interest

27 SMC may exclude an organisation if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

28 Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the organisation to inform SMC, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by SMC should not represent a conflict of interest for the organisation.

Disability Confident Scheme

29 The Cabinet Office is a Disability Confident leader. Through the Disability Confident campaign, the government is working with employers to remove barriers, increase understanding and ensure that disabled people have the opportunities to fulfil their potential and realise their aspirations.

30 SMC encourages other employers to sign up to the disability confident scheme. It is open to all employers and there are three levels ranging from 'Committed' to 'Leader' with employers having to meet certain criteria to reach each level.

31 Employers who sign up to the disability confident scheme ensure that they can:

- draw from the widest possible pool of talent;
- secure and retain high quality staff who are skilled, loyal and hard working;
- save time and money on the costs of recruitment and training by reducing staff turnover;
- keep valuable skills and experience;

- reduce the levels and costs of sickness absences; improve employee morale and commitment by demonstrating that they treat all employees fairly.

32 Disability confident employers can use the disability confident branding in their communications and when advertising jobs.

33 Find out more about the aims of disability confident, why becoming a disability confident employer will be good for your business and how you will be supported through your journey to being a Disability Confident leader [here](#).

Safeguarding Children and Vulnerable Adults

34 The standard Terms and Conditions include provisions to put in place safeguards to protect children and vulnerable adults from a risk of significant harm which could arise from the performance of this Contract. The potential Contractor will agree these safeguards with SMC before commencing work on the Contract.

35 In addition, the potential Contractor will carry out checks with the Disclosure and Barring Service (DBS checks) on all staff employed on the Contract in a Regulated Activity. The DBS check must be completed before any of the Contractor's employees work with children in Regulated Activity.

LIST OF ATTACHMENTS

- 1. DRAFT TERMS AND CONDITIONS**
- 2. EVALUATION CRITERIA**

DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER

1 Grounds for mandatory exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

2	Grounds for mandatory exclusion	
Q No	Question	Response
2.1(a)	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page , which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage .	
	Participation in a criminal organisation.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Corruption.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Fraud.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)

2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	<p>If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3(a)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3(b)	<p>If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p>	

Please Note: Social Mobility Commission reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

3	Grounds for discretionary exclusion	
Q No	Question	Response
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this web page , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1(a)	Breach of environmental obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a	<input type="checkbox"/> Yes <input type="checkbox"/> No

	contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	
3.1(j) -(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2 <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	

Taking Account of Bidders' Past Performance

The Social Mobility Commission may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The Social Mobility Commission may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the Social Mobility Commission may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

Non-payment of taxes/social security contributions

The Social Mobility Commission reserves the right to use its discretion to exclude a supplier where it can demonstrate the supplier's non-payment of taxes/social security contributions where no binding legal decision has been taken.

Please note that this section relating to tax compliance only applies where the Social Mobility Commission has indicated that the contract is over £5 million in value.

"Occasion of Tax Non-Compliance" means:

any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 is found to be incorrect as a result of:

1. Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
2. the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or

The Supplier's tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a penalty for civil fraud or evasion.

From 1 April 2013 onwards, have any of your company's tax returns submitted on or after 1 October 2012; (Please indicate your answer by marking 'X' in the relevant box).		
3.1	Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion;	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2	Been found to be incorrect as a result of: <ul style="list-style-type: none">• HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or• a tax authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or• the failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If answering "Yes" to either 3.1 or 3.2 above, the Supplier may provide details of any mitigating factors that it considers relevant and that it wishes the Social Mobility Commission to take into consideration. This could include, for example: <ul style="list-style-type: none">• Corrective action undertaken by the Supplier to date;		

- Planned corrective action to be taken;
- Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or
- Changes in financial, accounting, audit or management procedures since the OONC.

In order that Social Mobility Commission can consider any factors raised by the Supplier, the following information should be provided:

- A brief description of the occasion, the tax to which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign tax authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc.
- Where the OONC relates to a DOTAS, the number of the relevant scheme.
- The date of the original “non-compliance” and the date of any judgement against the Supplier, or date when the return was amended.
- The level of any penalty or criminal conviction applied.

Defining Different Types of Organisations

The Cabinet Office is keen to collect information about SMEs. We are particularly interested in discovering how many SMEs apply for our contracts through the tendering process. Completion of the table below is for departmental information purposes only and will have no effect on the evaluation process outcomes. Government is committed to changing how it does business to make sure that small companies, charities and voluntary sector organisations are included and encouraged to compete for our contracts.

A voluntary sector organisation may also be a SME if it has the same attributes.

Definition; A SME must be autonomous, an EU Company not owned or controlled by a non-EU parent, and employ less than 250 staff and have sales below €50 million. *Source*
-http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_report_2009_en.pdf

Please complete the table below.

Describe your Organisation		
What type of supply arrangement best describes you in relation to this bid.		Delete as appropriate
1.	We are a SME by definition	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	We are a Charity or Voluntary Sector Organisation (VSO)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	We are a mutual organisation	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	We anticipate using a supply chain to deliver against this service.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	We estimate that that our service delivery will be i.e. 40% delivered by VSO's/SMEs%
6.	If none of the above applies please describe the type of organisation you are:	
7.	Please provide us with your Dun and Bradstreet Number, or a consortium, the lead bidder's number. http://www.dnb.co.uk/dandb-duns-number	

The Department uses Dun and Bradstreet Numbers to manage its data around suppliers; we strongly encourage all suppliers to apply for a free Dunn's number. The link to apply is:
-<http://www.dnb.co.uk/myduns> - add 'GOVERNMENT SUPPLIER' as a reason for requesting your D&B DUNS number.

Do not delay returning your tender if you do not already have a Dun and Bradstreet number, returning your tender within the deadline is more important.

Declarations

1 (Name of tenderer) declares that we accept Social Mobility Commission's standard terms and conditions included at Document 4 Attachment 1 as the basis of the contract; and

2 agree that the Social Mobility Commission may disclose the Contractor's information/documentation (submitted to Social Mobility Commission during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

3 declare that we have not communicated to any other party the amount or approximate amount of the tender price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this tender. The tender price has not been fixed nor adjusted in collusion with any third party, and

4 declare that the tender will remain valid until (*insert a date*) and that we are not entitled to claim from the Social Mobility Commission any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful.

Signed on behalf of the Tenderer

Attachment 1

Draft Terms and Conditions

Attachment 2

Evaluation Criteria

Tenders will be assessed on both quality and cost. A 80-20 split will be applied with 80% of the total score for quality and 20% for cost.

Quality

Bids will be assessed against 5 questions. The maximum score is 100.

Question	Look for	Weight	Max possible score
1. Does the proposal describe a robust method / suitable approach?	<ul style="list-style-type: none">• Demonstrates a clear understanding of the objectives and approaches outlined• Creative and constructive thinking demonstrated by the proposed approach to this project in meeting the objectives• The suitability of the proposed approach to deliver against requirements, and identification of any opportunities to add value to this	4	20
2. Team and organisational experience in conducting similar work	<ul style="list-style-type: none">• Demonstrate experience of the team doing relevant work, including the application of the relevant analytical techniques and knowledge of theory.• Evidence of experience in the challenges and considerations involved in this work• How the skills and experience of the team will be used and managed to best effect (where there is a partnership please include specific about how this will be managed, add value and any experience of successful collaboration)	5	25
3. Risks and mitigations and data protection	<ul style="list-style-type: none">• That the risks and challenges are considered and mitigation integrated into the proposed methodology• Consideration of security, confidentiality and data protection	1	5
4. Presentation	<ul style="list-style-type: none">• Clear articulation of plans for presenting work in clear and eye-catching ways• Evidence of ability to deliver high quality research, fieldwork and outputs• Ability to present findings clearly in both writing and visual formats (e.g. PowerPoints tailored to a range of audiences - analysts, commissioners, wider secretariat)	3	15
5. Project management	<ul style="list-style-type: none">• Clear plan for communication and demonstration of a collaborative approach to taking the work forward, working closely with SMC as appropriate	3	15

	<ul style="list-style-type: none"> • Evidence of organisational capacity, project management and quality assurance procedures, to deliver the project in the specified timescales and quality • The quality, timing and suitability of proposed outputs 		
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Scoring scale

0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1	Response meets less than half the stated requirement. It is partially relevant but generally poor and lacks relevant detail.
2	Response meets some but not all of the stated requirement. Lacks detail on how the requirement will be fulfilled in several areas.
3	The response meets the stated requirement. Answers are relevant and acceptable but may lack some detail.
4	The response fully meets the stated requirement in all areas. Answers are clear, relevant and elements of the response exceed the requirement by offering some added value.
5	The response exceeds the requirement in all areas. Answers are comprehensive, unambiguous and offer significant added value to the requirement which benefits SMC.

Quality scoring will represent 80% of the overall evaluation. A bidder who receives a score of less than 60 will not be considered. Below is an illustration of how the scoring will apply for the quality aspect.

Supplier	Quality score (for example purposes only)	Calculation	Final Quality Mark
A	60	60×0.8	48
B	55	N/A	N/A
C	80	80×0.8	64
D	75	75×0.8	60

Financial scoring

Financial scoring represents 20% of the overall evaluation. The bidder with the cheapest overall price will receive 20 marks and all other bids will be marked as a proportional variance from the top scoring bid. The formula being used for Relative Assessment for this procurement is:

$$\text{Bid Score} = (\text{Lowest Price/bid price}) \times 20$$

E.g. a bid that is 10% more expensive will receive 18 marks; one that is twice the price will receive 10 marks. An illustrative example is provided below:

Supplier	Price (for example purposes only)	Calculation	Final Finance Mark
A	50k	n/a	20
B	55k	$(50/55) \times 20$	18
C	70k	$(50/70) \times 20$	14
D	100k	$(50/100) \times 20$	10

Total score

This is the sum of the two scores. An illustrative example drawing on the prior examples:

Supplier	Final Quality Mark	Final Price Mark	Total score
A	48	20	68
B	N/A	18	N/A
C	64	14	78
D	60	10	70

In the above scenario Supplier C would be awarded the contract.

ANNEX A: CONFLICTS OF INTEREST

For research and analysis, **conflict of interest** is defined as the presence of an interest or involvement of the contractor, subcontractor (or consortium member) which could affect the actual or perceived impartiality of the research or analysis.

A conflict of interest for this project would include the circumstance in which a contractor, sub-contractor or member of a consortia has had prior involvement with the scheme which is being evaluated, either through governance or delivery of services.

Where there may be a potential conflict of interest, it is suggested that the consortia or organisation designs working arrangements such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in the research or analysis, and how these can be structured to ensure an impartial approach to the project is maintained.

The process by which this is managed in the procurement process is as follows:

1. **During the bidding process, organisations may contact the Cabinet Office to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.** Any responses given to individual organisations or consortia will be shared with all tendering organisations (in a form which does not reveal the questioner's identity).
2. **Contractors are asked to sign and return Annex 4 to indicate whether or not any conflict of interest may be, or be perceived to be, an issue.** If this is the case, the contractor or consortium should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, contractors are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.
3. **When tenders are scored, this declaration will be subject to a pass/fail score,** according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.

Potential conflicts of interest may include (but are not restricted to);

- For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
- A professional or personal interest in the outcome of this research
- Current or past employment with relevant organisations
- Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (including consulting or advisory fees)
- Gifts or entertainment received from relevant organisations
- Shareholdings (excluding those within unit trusts, pension funds etc) in relevant organisations
- Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

Conflict of Interest Declaration Form

Organisations **must** complete either part 1 or 2. Please return this form with your ITT documentation.

A declaration of interest will not necessarily mean the individual or organisation cannot work on the project; but it is vital that any interest or conflict is declared so it can be considered openly.

Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in Cabinet Office exercising its right to terminate any contract awarded.

Part 1

I have nothing to declare with respect to any current or potential interest or conflict in relation to this research (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this research, or to indicate a professional or personal interest in the outcomes from this research.

If my situation or that of my organisation changes during the project in terms of interests or conflicts, I will notify the Cabinet Office immediately.

Signed

Name

Position

OR

Part 2

I wish to declare the following with respect to personal or professional interests related to relevant organisations (insert name(s) below):

-
-

Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline in your tender the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.

If my situation or that of my organisation changes during the project in terms of interests or conflicts, I will notify the Cabinet Office immediately.

Signed

Name

Position

Annex B

Table 1: Indicators included in the Data Explorer Tool

Indicator	Data source and years	Breakdowns
Intermediate Outcomes		
Promising prospects (composite)	Combines data from 3 intermediate outcomes into a single 'composite' score to give a more reliable picture of geographical mobility patterns: <ul style="list-style-type: none"> • Highest qualification – young people with university degrees • Occupation level – young people in professional occupations • Hourly earnings – young people's earnings at work 	Currently ITL2, but aiming for ITL3 (upper-tier LA)
Precarious situations (composite)	Combines data from 3 intermediate outcomes into a single 'composite' score to give a more reliable picture of geographical mobility patterns: <ul style="list-style-type: none"> • Economic inactivity – young people not in education or employment • Unemployment – young people not in employment • Occupational level – young people in lower working class occupations 	Currently ITL2, but aiming for ITL3 (upper-tier LA)
Level of development at age 5	Department for Education. Early years foundation stage (EYFS) profile results from the 2022 to 2023 academic year. September 2012 to July 2023	By year, By area (ITL2), By sex, By ethnicity
Attainment at age 11	Department for Education. National curriculum assessments at key stage 2 in England, September 2015 to July 2023	By disadvantage status over time, By year, By sex, By ethnicity, By area (ITL2)
Attainment at age 16	Department for Education, National curriculum assessments at key stage 4 in England, September 2010 to July 2023	By disadvantage status over time, By year, By area (ITL2), By sex, By ethnicity
Skills at age 15	Organisation for Economic Cooperation and Development (OECD). Programme for International Student Assessment (PISA) results, 2022	By year and socio-economic background
Destinations following the end of compulsory full-time education	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By socio-economic background, By sex, By ethnicity, By disability status

Entry to higher education	Office for National Statistics, Labour Force Survey (LFS), 2022	By socio-economic background
Highest qualification	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By socio-economic background, By area (ITL2), By sex, By ethnicity, By disability status
Skills in early adulthood	TBC	TBC
Economic activity	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By socio-economic background, By area (ITL2), By sex, By ethnicity, By disability status
Unemployment	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By socio-economic background, By area (ITL2), By sex, By ethnicity, By disability status
Occupational level	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By socio-economic background, By area (ITL2), By sex, By ethnicity, By disability status
Earnings	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By socio-economic background, By area (ITL2), By sex, By ethnicity, By disability status
Income returns to education	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	Relative differences, By year, By sex, By ethnicity By disability status
Direct effect of social origin on earnings	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By socio-economic background, By sex, By ethnicity, By disability status
Further training and qualifications	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By socio-economic background
Occupational progression	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By sex
Income progression	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By sex
Drivers		
Socio-cultural advantage (composite)	<p>This page combines data from the following 3 indicators into a single 'composite' score to give a more reliable picture of geographical mobility patterns:</p> <ul style="list-style-type: none"> • Distribution of parental education – parents with a university degree • Distribution of parental occupation – parents in higher professional occupations • Type of employment opportunities for young people – young 	Currently ITL2, but aiming for ITL3 (upper-tier LA)

	people in higher professional occupations	
Childhood poverty and disadvantage (composite)	<p>This page combines data from the following 3 indicators into a single 'composite' score to give a more reliable picture of geographical mobility patterns:</p> <ul style="list-style-type: none"> • Childhood poverty – children living in relative poverty • Youth unemployment – 16 to 24 year olds in unemployment • Parental occupation – parents in lower working class occupations 	Currently ITL2, but aiming for ITL3 (upper-tier LA)
Research and development (composite)	<p>Combines data from the following 3 indicators into a single 'composite' score to give a more reliable picture of geographical mobility patterns:</p> <ul style="list-style-type: none"> • Broadband speed • Business expenditure on research and development • University research students 	Currently ITL2, but aiming for ITL3 (upper-tier LA)
Distribution of earnings	ONS, Annual Survey of Hours and Earnings (ASHE), 1997 to 2023	By year
Childhood poverty	Department for Work and Pensions, Households below average income (HBAI) statistics, 1994 to 2022	By year, By area (ITL2)
Distribution of parental education	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By year, By area (ITL2)
Distribution of parental occupation	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By year, By area (ITL2)
Further education and training opportunities	Department for Education. Participation in education, training and employment, 2011 to 2023	By year
Availability of high-quality school education	Organisation for Economic Cooperation and Development (OECD), Programme for International Student Assessment (PISA), 2006 to 2022	By year
Access to higher education	Organisation for Economic Cooperation and Development (OECD), Online Education Database, 2010 to 2021	By year
Availability of high-quality higher education	TBC	By year
Job vacancy rate	Office for National Statistics, Vacancy Survey and Labour Force Survey, 2001 to 2023	By year

Youth unemployment	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By year, By area (ITL2)
Occupational level of 22 to 29 year olds	Office for National Statistics, Labour Force Survey (LFS), 2014 to 2022	By year (ITL2), By area
Earnings of 22 to 29 year olds	Office for National Statistics, Annual Survey of Hours and Earnings, 1997 to 2023	By year
Civic engagement	Department for Digital, Culture, Media and Sport, Community Life Survey, 2014 to 2022	By year
Level of trust, fairness and helpfulness	European Social Survey, data for the UK, 2002 to 2020	By year
Broadband speed	TBC	By year, By area (ITL2)
Business spending on research and development	TBC	By year, By area (ITL2)
University research students	TBC	By year, By area (ITL2)

Table 2: data structure template with an example

ind_c ode	ind_name	area_t ype	area_cod e	area_na me	time_ perio d	seb	age	sex	category _type	categ ory	catego ry_type 2	categor y2	value	sampl e_siz e	lci	uci	se	unit	value_ note
IN21	Destinati ons after age 16	Countr y	K02000 001	United Kingdo m	2022	NA	16-24	Total	Destinati ons	NEET	Ethnicit y	White	11.86	NA	NA	NA	NA	Percent age	NA
IN21	Destinati ons after age 16	Countr y	K02000 001	United Kingdo m	2022	NA	16-24	Total	Destinati ons	NEET	Ethnicit y	Black Caribbe an	21.9	NA	NA	NA	NA	Percent age	NA
IN21	Destinati ons after age 16	Countr y	K02000 001	United Kingdo m	2022	NA	16-24	Total	Destinati ons	NEET	Ethnicit y	Black African	9.48	NA	NA	NA	NA	Percent age	NA

IN21	Destinations after age 16	Country	K02000 001	United Kingdom	2022	NA	16-24	Total	Destinations	NEET	Ethnicity	Indian	5.69	NA	NA	NA	NA	Percentage	NA
IN21	Destinations after age 16	Country	K02000 001	United Kingdom	2022	NA	16-24	Total	Destinations	NEET	Ethnicity	Pakistani	15.88	NA	NA	NA	NA	Percentage	NA
IN21	Destinations after age 16	Country	K02000 001	United Kingdom	2022	NA	16-24	Total	Destinations	NEET	Ethnicity	Bangladeshi	13.76	NA	NA	NA	NA	Percentage	NA
IN21	Destinations after age 16	Country	K02000 001	United Kingdom	2022	NA	16-24	Total	Destinations	NEET	Ethnicity	Chinese	7.94	NA	NA	NA	NA	Percentage	NA
IN21	Destinations after age 16	Country	K02000 001	United Kingdom	2022	NA	16-24	Total	Destinations	NEET	Ethnicity	Other	13.99	NA	NA	NA	NA	Percentage	NA