

# **DPS Schedule 6 (Order Form Template and Order Schedules)**

## **Order Form**

ORDER REFERENCE: TANL3017

THE BUYER: The Department for Transport

BUYER ADDRESS: Great Minster House, 33 Horseferry Road,  
London, SW1P 4DR

THE SUPPLIER: KPMG LLP

SUPPLIER ADDRESS: 15 Canada Square, London, E14 5GL

REGISTRATION NUMBER: OC301540

DUNS NUMBER: 423916167

DPS SUPPLIER REGISTRATION SERVICE ID: To be completed at contract award

### **APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated 23/10/2023

It's issued under the DPS Contract with the reference number RM6126 for the provision of the potential for incorporating subjective wellbeing analysis into Transport Analysis Guidance (TAG).

DPS FILTER CATEGORY(IES):  
43538

## ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Order Special Terms and Order Special Schedules.
2. RM6126 Joint Schedule 1 (Definitions and Interpretation)
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6126
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - [Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 15 (Order Contract Management)
    - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. RM6126 - Joint Schedule 5 (Corporate Social Responsibility)
7. Order Schedule 4 (Order Tender) as long as any parts of the Order Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

## ORDER SPECIAL TERMS

None

ORDER START DATE: 30/10/2023

ORDER EXPIRY DATE: 30/04/2023

ORDER INITIAL PERIOD: Six Months

## **DPS Schedule 6 (Order Form Template and Order Schedules)**

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### **DELIVERABLES**

See details in Order Schedule 20 (Order Specification)

### **MAXIMUM LIABILITY**

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£50,000.00**

### **ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing). The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law
- Benchmarking using Order Schedule 16 (Benchmarking)

### **REIMBURSABLE EXPENSES**

None

### **PAYMENT METHOD**

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: **[ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)**

Or post:

Accounts Payable,  
Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.

### **BUYER'S INVOICE ADDRESS:**

DfT Shared Services Arvato  
Accounts Payable Team  
5 Sandringham Park  
Swansea Vale  
Swansea  
SA7 0EA

**[SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)**

**BUYER'S AUTHORISED REPRESENTATIVE**

Iven Stead ([iven.stead@ucl.ac.uk](mailto:iven.stead@ucl.ac.uk))

**BUYER'S ENVIRONMENTAL POLICY**



DfT Corporate  
Environmental Policy

**BUYER'S SECURITY POLICY**



DfT cyber security  
policy.docx

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**PROGRESS REPORT FREQUENCY**

To be agreed at project inception

**PROGRESS MEETING FREQUENCY**

Fortnightly

**KEY STAFF**

[REDACTED]

Engagement Leader

[REDACTED]

[@kpmg.co.uk](mailto:[REDACTED]@kpmg.co.uk)

15 Canada Square, London E14 5GL

[REDACTED]

Project Manager

[REDACTED]

[@kpmg.co.uk](mailto:[REDACTED]@kpmg.co.uk)

15 Canada Square, London E14 5GL

[REDACTED]

Quality Partner

[REDACTED]

[@kpmg.co.uk](mailto:[REDACTED]@kpmg.co.uk)

15 Canada Square, London E14 5GL

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**KEY SUBCONTRACTOR(S)**

Professor of Transport Demand and Valuation

Institute for Transport Studies (ITS), University of Leeds, Leeds LS2 9JT, UK

@its.leeds.ac.ukmob. . Technical input and research being provided.**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**


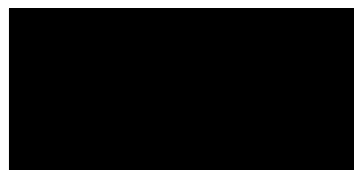
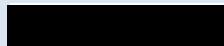
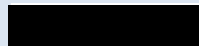
Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Tender)

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	 (for and on behalf of the Secretary of State for Transport)
Role:	Director	Role:	Commercial Relationship Manager
Date:	31.10.2023	Date:	07/11/2023

## **Order Schedule 4 (Order Tender)**



## **Order Schedule 5 (Pricing Details)**

Per the Supplier's completed pricing schedule.



## Order Schedule 20 (Order Specification)



Crown  
Commercial  
Service



Department  
for Transport

### Attachment 3 – Statement of Requirements

Contract Reference: TANL3017

TAG Wellbeing Appraisal Review

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## 1. PURPOSE

The Department is seeking to commission research to better understand how subjective wellbeing analysis can be incorporated within transport appraisal, and potentially our Transport Analysis Guidance (TAG).

The primary objective of this research is to identify which areas have the greatest potential for using wellbeing based economic valuation approaches, and in which areas there may be more limitations to wellbeing approaches. The end-goal of this project is to have a clear set of recommendations for developing TAG to accommodate wellbeing appraisal in future.

## 2. BACKGROUND TO THE CONTRACTING AUTHORITY

The contracting authority is the Department for Transport (DfT). This work is led out of the Transport Appraisal and Strategic Modelling Division (TASM). The TASM division sits at the heart of DfT, as part of the central Analysis Directorate. TASM has oversight of Transport Analysis Guidance (TAG) and is responsible for maintaining and developing it to make sure it remains a fit for purpose, robust and cutting-edge framework for project appraisal. TAG is based on the HMT Green Book principles.

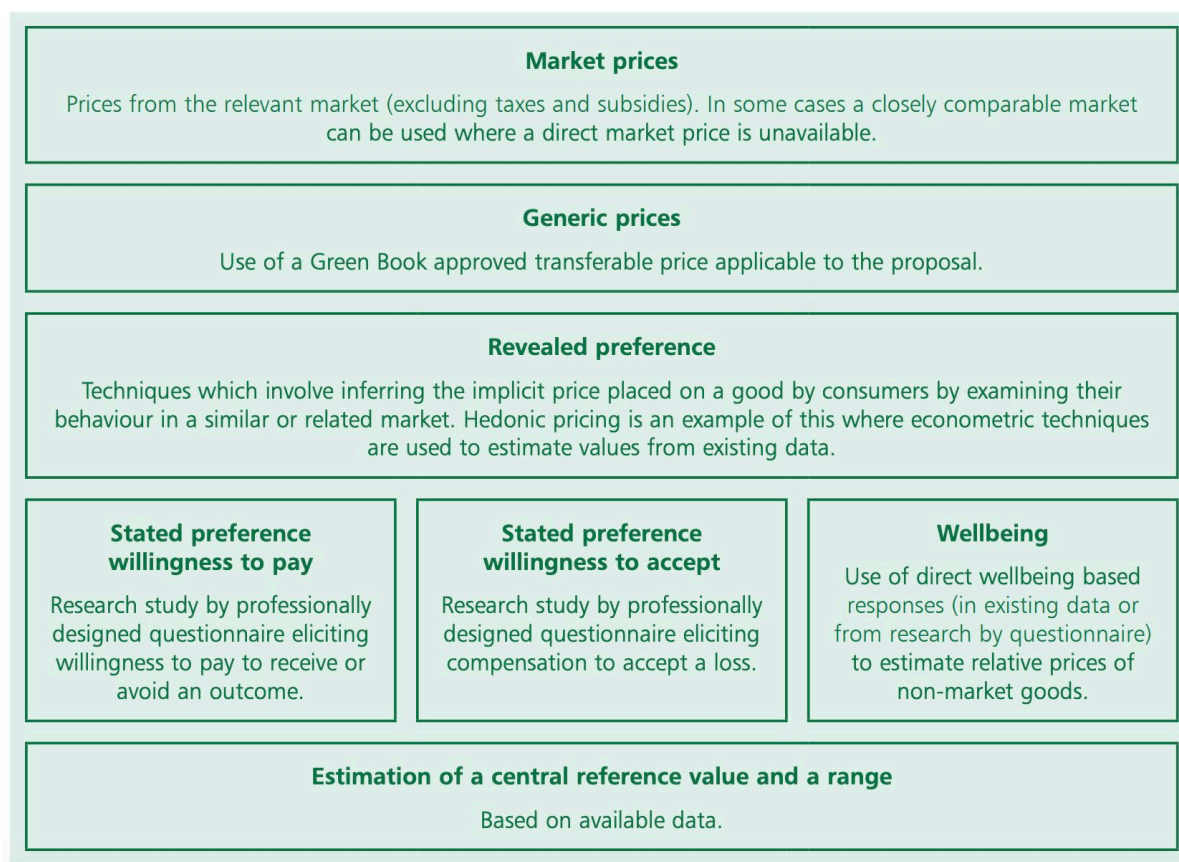
## 3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

In 2021 HM Treasury (HMT) published [supplementary guidance on wellbeing appraisal](#), which provided a mandate for analysts to use wellbeing-based values in appraisal. Such use is also recognised in the hierarchy of valuation methods in the main [Green Book](#) as shown below. However, the use of wellbeing appraisal methods is far from standard practice in transport, and varies considerably across Government departments.

It is important to note that [all appraisal](#) undertaken in line with TAG already seeks to measure social welfare impacts, that is impacts on people's welfare or 'utility'. This focus is a long-standing element of welfare economics, and not novel or unique to

subjective wellbeing valuation approaches. However, subjective wellbeing (SWB) effectively offers a competing notion of ‘value’, that is the desideratum which ought to be maximised. Under a SWB approach, what matters is people’s subjective experience of life (‘experience utility’), whereas under conventional stated and revealed preference methods what matters is the satisfaction of their preferences (‘preference utility’). In general, these two will not (and need not) align, and can give quite different estimated monetary values for any given non-market impact.

### **Box 20. Valuation Methods for Non-Market Prices**



Within transport analysis, there have been a number of applications of wellbeing appraisal already, some of which pre-date the Green Book update. There are also a range of relevant appraisal publications from other countries and NGOs, such as by OECD (2013, 2018), Impact Canada (2018) and the New Zealand Treasury (2022). These are all listed at Appendix A. These publications highlight several promising areas, which the project could explore in a transport context.

Some of the most common challenges for practitioners seeking to apply wellbeing appraisal in transport are as follows:

1. Estimating the change in SWB (usually life satisfaction) which an intervention could bring about, ideally using robust econometric approaches allowing rigorous causal identification of life satisfaction effect sizes.
2. Ensuring that estimated effect sizes can be related to the outputs of a transport scheme, and importantly the transport modelling results available for that scheme (e.g. if we have a coefficient relating life satisfaction to access to some type of service, we need to be able to (i) appropriately represent that access in the transport modelling, in a manner consistent with the original econometrics and (ii) precisely identify the scheme's impact on that outcome).
3. Gaining sufficient confidence and buy-in from senior officials at the Department for SWB values to be front-and-centre in transport appraisal.
4. Concerns around overlap and double counting with the already extensive and holistic account of social welfare impacts in TAG.
5. Related to this, lack of standardisation and guidance on what types of SWB impact may be reasonable to include in a transport appraisal.
6. It is also unclear how to decide between SWB, RP and SP methods, when various valuation options could be feasible. The Green Book itself does not offer a hierarchy amongst these three approaches.
7. Some impacts are likely not amenable to SWB analysis, for example marginal accident risk reductions or small time savings, but still plausibly have a genuine benefit which we capture well with conventional appraisal methods. In these cases, is SWB based valuation useful or indeed viable?

This study seeks to explore all of these issues in more depth, ultimately so that TASM can provide clearer, more specific and more consistent guidance to analysts and scheme promoters on the use of SWB in appraisal. Suppliers are encouraged to scrutinise, challenge and suggest additions/removals to/from this list, including as part of their bid.

Suppliers are encouraged to identify areas where there is most potential to adopt a SWB approach, and clearly articulate any advantages that SWB might provide over

other valuation methods. Suppliers are then encouraged to scrutinise and suggest additions/removals to/from the list of challenges listed above, with appropriate justification, including as part of their bid if they wish.

## **4. DEFINITIONS**

<b>Expression or Acronym</b>	<b>Definition</b>
DfT	Department for Transport
TASM	Transport Appraisal and Strategic Modelling
TAG	Transport Analysis Guidance

## **5. SCOPE OF REQUIREMENT**

The objectives of this research are as follows:

1. Identify which areas have the greatest potential for using wellbeing based economic valuation approaches, and in which areas there may more limitations to wellbeing approaches for transport appraisal.
2. Identify what future empirical research can be undertaken to populate these highest potential areas with appropriate parameters and effect sizes for appraisal.
3. Offer consistent guidance to analysts and scheme promoters on the use of SWB in appraisal, drawing on the best available evidence and tackling (at least) the seven issues discussed above.
4. Develop a clear set of recommendations for developing TAG to accommodate wellbeing appraisal better in future.

In order to meet these objectives, we anticipate the following three work packages.

### **WP1: REVIEW TAG IMPACTS THROUGH A WELLBEING LENS**

The Supplier should systematically go through each element of a TAG appraisal, as per the Appraisal Summary Table, and review the case for applying a wellbeing-based valuation method. Where it may be relevant, non-evaluative measures or momentary measures of subjective wellbeing could be considered. Due consideration must be given the availability of evidence, but the Supplier is not constrained strictly by this and should think about each impact from first principles.

For each impact, the relative strength of the existing valuation or appraisal approach should be considered and contrasted against the potential opportunity for using SWB based values. Risks of overlap and double counting should be highlighted, as well as where truly additional wellbeing impacts could be considered.

Even where there would be clear overlap or double counting, we would like a critical discussion and recommendations about whether to prefer SWB or preference-based valuation approaches, taking into account the specific challenges of appraising each specific impact being considered.

The Supplier should provide an assessment of which areas have the greatest potential for incorporating SWB valuation methods, and the greatest impact / benefit in terms of improving appraisal practice.

## **WP2: RECOMMENDATIONS FOR FUTURE EMPIRICAL WORK**

Based on the findings from WP1, the Supplier should make detailed, actionable and clear recommendations on the empirical work which could be undertaken to adopt SWB valuation in the 'high potential' areas identified. This needs to cover data sources, suggested econometric methods, risks and challenges foreseen, and how any empirical work could be best validated.

These recommendations should be in a form that easily allows DfT to specify future projects to undertake this work. It is expected that the Supplier will develop WP2 and WP3 at least somewhat in parallel, given the potential interdependency between recommendations for empirical work, and what improvements can be feasibly made to guidance in TAG (both now and in the future).

DfT are currently co-funding a wider literature review of life satisfaction effect sizes, including transport, so a systematic literature review is not sought for this project. The results of this review should start to become available in early 2024, and will be shared with the Suppliers of this contract if and when they are ready.

### **WP3: GUIDANCE FOR SWB IN TRANSPORT APPRAISAL**

The Supplier should provide a detailed discussion paper which includes recommendations for applying SWB in transport appraisal. These should address the list of issues highlighted earlier as well as any other issues found to be relevant by the Supplier.

This is not intended to be an assessment of specific impacts as per WP1-2, but rather should offer a framework for thinking through the use of SWB in transport appraisal. For example: (i) is it additional?; (ii) should I use SWB, revealed preference (RP) or stated preference (SP), and why?; (iii) if I could use multiple methods, which should I prefer?; (iv) can I collect the required data?

This is likely to cover a wide range of considerations, including the behavioural realism of a given valuation method, how readily discernible a given impact would be in various measures of wellbeing or SP/RP, and potential moral or ethical judgements around what we choose to value in appraisal (e.g. preferences versus experiences).

The report should be written in a way that would easily facilitate the development by TASM of potential updates to TAG to provide greater clarity on the use of SWB valuation in transport appraisal. While some elements of the Supplier's report are likely to involve quite subjective value judgements, and therefore require judgement in turn on DfT's side before implementing, we anticipate more clear-cut technical advice can be offered in many aspects of SWB appraisal.

Drawing on WP1-2, this report should also contain a clear, concise set of actionable recommendations for TASM around how to develop TAG to better accommodate wellbeing appraisal in future.

## 6. KEY MILESTONES AND DELIVERABLES

The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Project Inception Meeting: <ul style="list-style-type: none"><li>Hybrid workshop to finalise and agree work plan, deliverables schedule.</li></ul> Project inception documents and high level resource plan (combination of word documents, power point slides and/or excel spreadsheets).	Within 2 weeks of contract award.
2	WP1 TAG Impacts Review Report (word document)	Within three months of contract award.
3	WP2 Recommendations for empirical work (word document)	Within four months of contract award.
4	WP3 Guidance for appraisal (word document)	Within six months of contract award.
5	Close out workshop (hybrid, DfT hosted) to disseminate findings in DfT	Within six months of contract award.

Deliverables 2-4 should allow for at least one substantive iteration of comments with the DfT project team. All models, data, analysis, reports or technical notes used to



develop the reports listed above also need to be delivered to DfT before the contract end date.

All word document deliverables must meet the international WCAG 2.1 AA accessibility standard. To verify WCAG compliance, the contractor must also provide supporting evidence that it is compliant. The verification must be in the form of an accessibility checker report listing compliance of each of the areas checked. [Adobe PDF accessibility checklist](#) or [PDF Accessibility Checker \(PAC\)](#) are both acceptable options.

## **7. NON-DISSEMINATION OF UNPUBLISHED MATERIAL**

The Department will provide the supplier with as yet unpublished reports in the course of this project.

Until such time as these materials are published, the supplier must not publish, disseminate or disclose their contents, either within their own organisation or to third parties, except insofar as is required for the performance of this contract (by the supplier, their contractors or relevant collaborating organisations).

Any parties with whom this information is shared must agree to be bound by provisions equivalent to the above.

The Department wishes to support the supplier in publishing their findings in an academic journal – and is, in principle, willing to authorise citation of these unpublished reports for this purpose. In such an event, the supplier must seek the Department's written consent to cite such material – ordinarily sharing draft publications (or extracts thereof) prior to submitting to journals, conferences or other academic fora (or otherwise disseminating findings that include citation or discussion of unpublished material provided by the Department).

The provisions of this section shall not prevent the supplier from making any disclosure required by law or by any competent authority.

## **8. CONTINUOUS IMPROVEMENT**

Changes to the way in which the services are to be delivered must be brought to the Authority's attention and agreed in written communication prior to any changes being implemented.

## **9. STAFF AND CUSTOMER SERVICE**

The supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service as per their tendered response.

The supplier's staff assigned to the Contract shall have the relevant experience to deliver the Contract to the required standard.

The supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

## **10. SUSTAINABILITY**

The Supplier acknowledges that the Authority must at all times be seen to be actively promoting sustainable development through its environmental, social and economic responsibilities.

The Authority suggests that suppliers provide departments with electronic copies of all paperwork, including Bid returns and supporting statements. If agreed, it would then be the responsibility of the department and selection panel to print their own paperwork.

## **11. QUALITY**

We anticipate strong bids will be able to include a broad range of relevant academic expertise and experience. The full quality criteria for bids are given in Attachment 2.

## **12. PRICE**

The contract will be placed on a Firm Price basis. The department is seeking competitive bids and welcomes bids that provide efficiencies against supplier's current pricing structures.

## **13. DATA PROTECTION**

The supplier will be required to comply with all applicable requirements of the Data Protection Legislation (including the Data Protection Act 2018 and the UK General Data Protection Regulation ("UK GDPR") and all applicable Law about the processing of personal data and privacy). The supplier will not be required to process any Personal Data on behalf of the DfT.

## **14. PAYMENT AND INVOICING**

An agreed portion of the fixed fee paid will be paid upon satisfactory receipt of the WP2 report with the remainder due at completion of the project. The exact schedule of invoicing will be agreed by the Supplier and DfT Contract Manager following contract award but is anticipated to align with the activity charges in the bidder's pricing schedule (Attachment 4). Payment can only be made following satisfactory delivery of pre-agreed services and deliverables.

Invoices must be sent either electronically or postal. All electronic invoices and credit notes will need to be emailed to:

[SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

All postal invoices and credit notes to be sent to:

Shared Services Arvato  
Sandringham Park  
Swansea Vale  
Swansea

SA7 0EA

## 15. CONTRACT MANAGEMENT

The DfT Contract Manager will remain in regular contact with the supplier throughout the contract lifecycle, through bi-weekly catch-ups with the DfT project team. [REDACTED] [REDACTED] ([\[REDACTED\]@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)) will be the Contract Manager.

Attendance at Contract/Supplier Performance Review meetings shall be at the supplier's own expense and the frequency of the meetings will be decided between the successful supplier and the DfT Contract Manager at contract inception.

A meeting between DfT and the supplier will take place towards the end of the contract to discuss the success in delivering the requirements of the contract.

## 16. ARRANGEMENT FOR END OF CONTRACT

All reports, documentation, data and analytical tools and/or models developed or created for the project contract shall be handed over to the Department upon request, and before the end of the contract.

## 17. LOCATION

The services will be primarily carried out at the supplier business address. The regular bi-weekly project update meetings will be carried out as hybrid meetings with no requirement to travel. The project inception meeting and close-out workshop will be hybrid meetings hosted at the DfT London office. Key members of the Supplier team should be available to attend these in person.

### **Appendix A: List of relevant papers**

OECD (2013) Guidelines on Measuring Subjective Well-being  
<https://www.oecd.org/wise/oecd-guidelines-on-measuring-subjective-well-being-9789264191655-en.htm>

PwC (2014) Quality of Life: Assessment Airports Commission

OECD (2018) Cost-Benefit Analysis and the Environment <https://www.oecd.org/env/cost-benefit-analysis-and-the-environment-9789264085169-en.htm>

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Impact Canada (2018) Measuring Impact by Design

<https://impact.canada.ca/sites/default/files/2021-08/MIBD-eng.pdf>

HMT (2020) Wellbeing Guidance For Appraisal

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005388/Wellbeing\\_guidance\\_for\\_appraisal\\_-\\_supplementary\\_Green\\_Book\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005388/Wellbeing_guidance_for_appraisal_-_supplementary_Green_Book_guidance.pdf)

HMT (2022) The Green Book

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1063330/Green\\_Book\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1063330/Green_Book_2022.pdf)

New Zealand Treasury (2022) CBAX tool <https://www.treasury.govt.nz/information-and-services/state-sector-leadership/investment-management/plan-investment-choices/cost-benefit-analysis-including-public-sector-discount-rates/treasurys-cbax-tool>

Nordic Council of Ministers (2021) Towards a Nordic Wellbeing Economy

<https://www.norden.org/en/publication/towards-nordic-wellbeing-economy>

Frijters & Krekel (2021) A Handbook for Wellbeing Policy-Making

<https://global.oup.com/academic/product/a-handbook-for-wellbeing-policy-making-9780192896803>

Frijters et al. (2020) A happy choice: wellbeing as the goal of government. Behavioural Public Policy, 4(2), pp.126-165. [https://www.cambridge.org/core/services/aop-cambridge-core/content/view/ED3A4E384D726238CC2524932F868CBD/S2398063X19000393a.pdf/happy\\_choice\\_wellbeing\\_as\\_the\\_goal\\_of\\_government.pdf](https://www.cambridge.org/core/services/aop-cambridge-core/content/view/ED3A4E384D726238CC2524932F868CBD/S2398063X19000393a.pdf/happy_choice_wellbeing_as_the_goal_of_government.pdf)

Life Satisfaction in Canada <https://lifesatisfaction.ca/dohc/>

De Neve & Layard (2023) Wellbeing Science and Policy

<https://www.cambridge.org/9781107081234/subjects/economics/microeconomics/wellbeing-science-and-policy?format=PB>

Krekel & MacKerron (2023) Back to Edgeworth? Estimating the Value of Time Using Hedonic Experiences. <https://cep.lse.ac.uk/pubs/download/dp1932.pdf>

UWE (2017) Commuting and Wellbeing Study (various outputs)

<https://travelbehaviour.com/outputs-commuting-wellbeing/>

**In addition to these, there are a range of internally available reports we can make available to the Supplier in due course.**