



Social Mobility  
Commission

## INVITATION TO TENDER LETTER

Social Mobility Commission  
Sanctuary Buildings,  
Westminster, SW1P 3BT

Dear Supplier

### INVITATION TO TENDER (ITT) for SOCIAL MOBILITY 'STATE OF THE NATION' 2023

- 1 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 tenderer.](#)

[Attachments Draft Terms and Conditions, Evaluation Criteria, SMC Security Standards](#)

[Annex 1 Conflicts of Interest](#)

### 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 the central part for the report, which will be published by 31 March 2023, in order to examine, for example, social mobility 'hot' and 'cold' spots in the UK, and break down social mobility by protected characteristics.

The Commission is seeking a supplier to provide new and insightful analysis on key statistics for inclusion in our *State of the Nation* report this year. The successful supplier will create these statistics and work with our internal report team to interpret and build a narrative around these figures for the 2023 report. This report forms part of the Commission's statutory remit and is laid before parliament.

For 2023, the SMC will, for the first time, fully operationalise its new Social Mobility Index: a refreshed measurement framework (the SMI). The new framework completely revises the previous social mobility index, which ran from 2016 to 2017. This previous index focussed on differences in children's educational outcomes across English local authorities, together with some measures of social conditions (but did not include any final social mobility outcomes at all). In other words, it told us what local areas were doing well on various education and employment measures, but not actually what the rates of social mobility were.

The new and improved SMI offers a much more accurate and robust framework to measure social mobility. It includes four main components: drivers (or enablers), intermediate outcomes (such as educational attainment) and their relationship to socio-economic background; the overlap between socio-economic background and characteristics such as sex, ethnicity, disability and place; and eventual social mobility outcomes with respect to occupation, income, education, housing and wealth (see Annex 1 Table 1 for more information).

The 2023 report will therefore have some similarities to the 2017 and 2022 *State of the Nation* Reports. It will build on the work of these reports to analyse the social and economic drivers and indicators of people's social mobility. As the old index did, we envision this updated one to also assess how social mobility outcomes compare in national, regional and local geographic places. We focus on measuring the extent to which rates of social mobility are improving over time in the UK and across the different parts of the UK, and which specific groups in society have greater or lesser chances of social mobility.

The SMC is looking for a supplier who can provide robust analyses both from cross-sectional and longitudinal perspectives, and interpret these statistics to give a clear narrative about what they mean for social mobility. The SMC is seeking a supplier who can work with the secretariat to provide analytical and statistical outputs and provide clear instruction for how the team can conduct the same analyses in future.

Replicable analytical procedures form a key component of what we require to ensure the team gains analytical independence to conduct the same analyses in future. The SMC also expects a supplier to bring a high level of quality assurance to the work, arranging for independent analytical checks throughout the project.

Additionally, having the ability to interpret and support the SMC to provide a narrative around these findings is vital, particularly in light of the wide-ranging impacts of Covid-19 on social mobility. 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.

Annex 1 Tables 2 and 3 outline all the drivers and indicators we would like analysed for the State of the Nation 2023. Annex 1 Table 4 also outlines the types of analyses we would need by protected characteristics for the indicators pooled over 5 years. Annex 1 Table 5 outlines the 10-year mobility outcomes that we would also need.

## 2 Objectives

The key objective is robust, quality-assured statistical analysis for inclusion in our annual State of the Nation report.

It is a statutory requirement for us to publish this by 31 March 2023, so delivering this work on time is paramount. Annex 1 details the analyses we would like delivered.

### a. **To run the analysis to produce the statistics named in the new Social Mobility Index methodology, for publication in the Commission's 2023 State of the Nation report.**

We would like to calculate and interpret the statistics shown in Annex 1. These include all drivers, annual indicators, five-year indicators broken down by 'protected characteristics' such as gender, ethnicity and disability, as well as geography (UK wide, nationally, regionally, and locally); and the final social mobility outcomes with respect to occupation, income, education, housing and wealth.

The new index looks at the impact of 'protected characteristics' such as gender, ethnicity and disability, as well as geography, on social mobility chances. As the old index did, we envision this updated one to also assess how social mobility outcomes compare in local geographical places. These kinds of analysis need large sample sizes, in order to see how social mobility processes play out among different subgroups or subareas of the population. To achieve this, the framework pools five years' worth of annual data, and thus will report every five years on these measures.

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. The UK has very rich data resources but not all of them cover the whole of the UK. There is also a lack of regular harmonised data across the UK 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, including data visualisation (charts and tables) and written text, and work 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 figures mean for progress on social mobility, and where policy responsibility sits for improving certain indicators. 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 2016-17 State of the Nation report for a baseline expectation of the level of commentary we are looking for.

We would like the supplier to provide visualisations of the data outputs (*i.e.*, figures, charts, tables etc) with accompanying interpretation (*e.g.*, a few sentences to describe the findings) to allow the secretariat to weave this information into the chapters of the main report. We would expect the final charts to be formatted according to SMC's template, to facilitate publication in HTML format. 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 write the chapters but to work collaboratively with the SMC to test the interpretation and narrative surrounding the findings.

**c. To run full analytical Quality Assurance (QA), which includes securing independent expert peer review.**

We would expect the supplier to secure their own resource to conduct QA. Typically, this would involve an independent re-running of the analysis by an expert peer reviewer not immediately involved in the project. This QA must include checking the origin of the data, the code used to generate any outputs, the representativeness of the sample, and the specification of any regression models. **Please see Deliverable 4.**

**d. Provide fully reproducible analytical materials (including a technical specification and annotated code) to ensure the SMC can conduct the same analyses in future.** The technical specification should be applicable to any statistical package, while the annotated code will of course be software specific.

### **3 Deliverables**

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.

#### **Deliverable 1: All analytical outputs of the Social mobility index for the 2023 State of the Nation report**

You will produce the analyses specified in Annex 1, or as agreed with the SMC.

The outputs of the first deliverable are:

- A written document clearly presenting these statistics, including data visualisations, tables and charts which are formatted in the SMC template. This will involve using SMC's corporate productivity software, which is currently provided by Google.
- The analytical scripts for the analysis (*i.e.* code in Stata or R). This will be fully reproducible with commented sections and references to specific datasets and variables used.
  - The supplier will also provide a layperson's description of how more complex variables were calculated.
- The formatted data files in Excel or csv, with full sources given.

## **Deliverable 2: Narrative and interpretation of findings**

- Since the analyses you produce will form the basis for the published report chapters, you will be expected to provide guidance on the interpretation of statistics and models where needed.
- A narrative around what these statistics mean, will serve as the foundation for the State of the Nation 2023 report. This must relate the statistics to theory and explain what they mean for social mobility.

## **Deliverable 3: Interim presentation**

- The interim presentation will include a fully annotated PowerPoint presentation featuring the visualisations of the analytical outputs.

## **Deliverable 4: Independent review and reproducibility of statistics**

- 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.
- 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.
- The analyses will 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 5: Outline Method (Technical Specification Document)**

- Include completed and fully annotated analytical scripts that are reproducible. All steps of the analytical procedure within the script must be clearly outlined.
- Include a methodology document outlining the calculation used to derive each indicator and references 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 6: Accessibility requirements**

- 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.

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

### **Deliverable 7: Virtual/online meetings with the SMC team during report production to quality assure the interpretation and messaging around the statistics in the report**

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 of the 7th deliverable is:

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

### **Deliverable 8: Provision of ongoing advice on the drafting of the State of the Nation 2023 chapters.**

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 of the 8th deliverable 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.

### **Deliverable 9: Provision of final outputs**

The outputs of deliverable 9 are:

- Final analytical outputs (charts, tables, narrative and interpretation of the all drivers and indicators (as outlined in Annex 1), data - where feasible)
- Final Technical documentation as specified in deliverable 5.
- Confirmation of statistics having passed quality assurance according to deliverable 4.
- Final presentation slides from deliverable 3.
- High-quality, short summaries (around 2 pages including chart/table) of the narrative and interpretation of each indicator and easy read versions.

## 4 Audience

All of the deliverables you produce which are new analyses (*i.e.* statistics 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 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.

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 £150,000, 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%).

### **8.1 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.

### **8.2 Payments will be made by BACS transfer following receipt of a valid invoice.**

### **8.3 The successful tenderer should provide details of discounts for prompt payment.**

## **9 VAT**

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

### **9.2 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.**



- 9.3 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.
- 9.4 It is the responsibility of tenderers to check the VAT position with HMRC before submitting a bid.

## 10 Reporting

### Deliverable 1: All analytical outputs of the Social mobility index for the 2023 State of the Nation report - by 15 December 2022

As outlined above, a written document should clearly present these statistics, including data visualisations, tables and charts which are formatted in the SMC template.

The analytical scripts for the analysis (i.e. code in Stata or R) should also be provided. This will be fully reproducible with commented sections and references to specific datasets and variables used.

### Deliverable 2: Narrative and interpretation of findings - by 15 February 2023

The narrative should accompany the key findings and analytical outputs. The analyses you produce will form the report chapters and you will be expected to provide guidance on the interpretation of these figures where needed. The narrative should describe what these statistics mean and relate the statistics to theory and what it means for social mobility.

### Deliverable 3: Interim presentation - by 25 February 2023

The interim presentation should include a fully annotated PowerPoint presentation featuring the visualisations of the analytical outputs. The supplier will be expected to attend a meeting with the SMC's technical panel and the members of the wider secretariat.

### Deliverable 4: Independent review and reproducibility of statistics - by January 15 2023

The independent reviewer will need to be arranged under mutual agreement between the supplier and SMC team. The statistics and samples used in all analyses must be checked via an independent re-run of the analysis by someone who is not immediately involved in the project. The sample checks should be conducted first for each indicator.

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.

The supplier should work closely with the SMC team to ensure the interpretation and use of statistics in the report are correct, and signs off the accuracy of the final statistics used in the report and press release.

### Deliverable 5: Outline Method (Technical Specification) - by 15 May 2023

The technical specification should include a complete description of all analytical procedures with worked up examples. Any necessary data manipulations, calculations and statistical

analysis must be clearly spelled out. Completed and fully annotated analytical scripts that are reproducible should also be made available.

Include a methodology document outlining the calculation used to derive each indicator and references the variables (and their sources) used.

#### Deliverable 6: Accessibility requirements – by 15 April 2023

The supplier should provide the SMC with a fully 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.

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

#### Deliverable 7: Virtual/online meetings with the SMC team during report production to quality assure the interpretation and messaging around the statistics in the report (ongoing)

The supplier should be available for virtual/online meetings with the SMC team during report production to quality assure the interpretation and messaging around the statistics in the report.

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

#### Deliverable 8: Provision of fact-checking and data interpretation support on the drafting of the State of the Nation 2023 chapters (ongoing).

This deliverable should include feedback in the form of comments on the virtual drafts of the reports to ensure the interpretation of data is accurate. It also includes attendance to meetings / taking calls on an as and when needed basis to provide advice and input on how to include the narrative, findings and conclusions from the analytical outputs into the State of the Nation chapters.

#### Deliverable 9: Provision of final outputs – by 15 May 2023

The outputs of deliverable 9 are:

The final output should present the findings for all drivers and indicators as detailed above and in Annex 1. Final output documents include all the final analytical outputs (charts, tables, narrative and interpretation of the all drivers and indicators (as outlined in Annex 1), data - where feasible), Final Technical documentation as specified in deliverable 5, confirmation of statistical quality assurance according to deliverable 4, the presentation slides from deliverable 3, and high quality and concise summaries (e.g. around 4 pages) and easy-read versions (outlined in deliverable 9).

In addition to these outputs the chosen supplier is expected to work with the Commissioners to share findings in an agile way, throughout the project timeline, so that emerging findings can be used by the Commissioners as they become available. We envisage that this will be achieved through regular meetings and updates between the supplier and the SMC secretariat. The contract period is until 20 June in order for the chosen supplier to support with sense-checking of key messages and policy recommendations.

## Reporting requirements

The audience for this research will be UK policy makers, academics, stakeholders addressing poverty, inequality and social mobility issues, and the general public.

All outputs should be clearly written, use plain English and be easily understood by people who are not necessarily experts in the area.

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

This work will result in a report(s) to be published on the Social Mobility Commission gov.uk website.

The Commission may also choose to produce single-page policy briefs and reports from the main research outputs.

Products should be in electronic format, using a style guide as supplied by the Social Mobility Commission, and should include the underlying data for charts, where applicable. They must also include Alternative Text for all charts to ensure compliance with the Equalities Act 2010. This may involve using the SMC's office productivity software to work on shared documents, which is currently provided by Google.

## **11 Management Information and ways of working**

As this work plan is collaborative in nature, there will be a significant level of interaction with SMC's and the supplier. At a minimum, the successful supplier will be asked to:

- Attend a project kick-off meeting
- Attend monthly meetings with the Secretariat
- Present findings to SMC's technical panel and wider secretariat
- Attend a final review with the technical panel
- Hold regular phone calls and email correspondence with the SMC secretariat member who is managing this project, as well as others, as needed
- Present findings to commissioners if deemed useful on a as needed basis

## **12 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.

## **13 Data Collection**

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

## **14 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.

## **15 Costs and Budget**

Given the breadth of this project's scope and methodology, we expect proposals to be up to £150,000, exclusive of 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 £5,000 plus VAT, your proposal should show sub-contractors costs as £6,000 inclusive of VAT @ 20%).

15.1 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;
- survey 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.

15.2 Payments will be made by BACS transfer following receipt of a valid invoice.

15.3 The successful tenderer should provide details of discounts for prompt payment.

## **16 VAT**

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

16.2 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.

16.3 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.

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

## 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 **12 Noon on 16 May 2022**. All Bids must be submitted through the shared inbox [contact@socialmobilitycommission.gov.uk](mailto: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 the shared inbox [contact@socialmobilitycommission.gov.uk](mailto:contact@socialmobilitycommission.gov.uk) only. 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 **12 Noon on 6 May 2022**. 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 20 June 2023, 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.

Suppliers are welcome to suggest a slightly different timeframe for certain deliverables but the draft report (version 1) and final report will be required as stated in order to meet the publication deadline.

Tender documents issued	1 April 2022
Last day for submission of clarifications	6 May 2022
Last day for SMC to respond to clarifications	13 May 2022
Deadline for tender responses to be received	16 May 2022
Tender Evaluations	16 May - 27 May 2022
SMC announcement of preferred bidder	30 May 2022
Contract commencement	w/c 30 May 2022
Project initiation meeting	By 3 June 2022
Deliverable 7: Virtual/online meetings with the SMC team during report production to quality assure the interpretation and messaging around the statistics in the report  Deliverable 8: Provide ongoing advice and support on the drafting of the State of the Nation 2023 chapters.	From 3 June 2022 until end of contract
Deliverable 1: All analytical outputs of the Social mobility index for the 2023 State of the Nation report  And Deliverable 2: Narrative and interpretation of findings	15 December 2023  15 February 2023
Deliverable 3: Interim presentation to technical panel and wider	By 25 February 2023
Deliverable 4: Independent review and reproducibility of statistics	By 15 January 2023

Deliverable 5: Outline Method (Technical Specification)	By 15 May 2023
Final review meeting with technical panel – final report draft submitted one week in advance (8 April 2023)	By 15 April 2023
Submission of final analytical outputs	By 15 April 2023
Deliverable 6: Accessibility requirements	15 April 2023
Conclusion of contract	20 June 2023

## 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 the shared inbox [contact@socialmobilitycommission.gov.uk](mailto: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:

<b>Activity</b>	<b>Type of cost (i.e. project management or admin costs)</b>	<b>Personnel</b>	<b>otal Days</b>	<b>Total Cost</b>
<b>Date rates:</b>				
<b>TOTAL ex VAT</b>				

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 sub-contractors 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 12 pages**. Any bids above that will be 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**

21 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.

## 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](mailto: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](mailto: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 hardworking;
- 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
3. DEPARTMENTAL SECURITY STANDARDS

## 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	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>  The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">web page</a>, which should be referred to before completing these questions.</p> <p>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 <a href="#">webpage</a>.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> 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	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)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<p><b>Regulation 57(3)</b></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>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	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.	

Please Note: SMC 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	
	Question	Response
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">web page</a>, which should be referred to before completing these questions.</p> <p>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.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings,	Yes <input type="checkbox"/>

	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?	No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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.  The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (iii)	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 provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)		Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2

3.2	If you have answered Yes to any of the above, explain what	
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	measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	
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### **Taking Account of Bidders' Past Performance**

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

In addition, SMC 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**

SMC 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 SMC has indicated that the contract is over £5million in value.

"Occasion of Tax Non-Compliance" means:

- (a) 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. a 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
- (b) 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"> <li>▪ HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or</li> <li>▪ 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</li> <li>▪ 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.</li> </ul>	<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 SMC to take into consideration. This could include, for example:

- 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 SMC 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.

Defn; 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 €50million

Source -[http://ec.europa.eu/enterprise/policies/sme/files/sme\\_definition/sme\\_report\\_2009\\_en.pdf](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	Yes/No
2.	We are a Charity or Voluntary Sector Organisation (VSO)	Yes /No
3.	We are a mutual organisation	Yes/No
4.	We anticipate using a supply chain to deliver against this service.	Yes/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.  <a href="http://www.dnb.co.uk/dandb-duns-number">http://www.dnb.co.uk/dandb-duns-number</a>	

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 numbers. 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 SMC's standard terms and conditions included at Document 4 Attachment 1 as the basis of the contract; and

2 agree that SMC may disclose the Contractor's information/documentation (submitted to SMC 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 *31 May 2022* and that we are not entitled to claim from SMC 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

### Terms and Conditions



Adobe Acrobat  
Document

## 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. A maximum score is 100.

Question	Look fors	Weight	Max possible score
1. Does the proposal describe a robust method / suitable approach?	<ul style="list-style-type: none"><li>• Demonstrates a clear understanding of the objectives and approaches outlined</li><li>• Creative and constructive thinking demonstrated by the proposed approach to this project in meeting the objectives</li><li>• The suitability of the proposed approach to deliver against requirements, and identification of any opportunities to add value to this</li></ul>	4	20
2. Team and organisational experience in conducting similar work	<ul style="list-style-type: none"><li>• Demonstrate experience of the team doing relevant work, including the application of the relevant analytical techniques and knowledge of theory.</li><li>• Evidence of experience in the challenges and considerations involved in this work</li><li>• 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)</li></ul>	5	25
3. Risks and mitigations and data protection	<ul style="list-style-type: none"><li>• That the risks and challenges are considered and mitigation integrated into the proposed methodology</li><li>• Consideration of security, confidentiality and data protection</li></ul>	1	5
4. Presentation	<ul style="list-style-type: none"><li>• Clear articulation of plans for presenting work in clear and eye-catching ways</li><li>• Evidence of ability to deliver high quality research, fieldwork and outputs</li></ul>	3	15



	<ul style="list-style-type: none"> <li>Ability to present findings clearly in both writing and visual formats (e.g. PowerPoints tailored to a range of audiences - analysts, commissioners, wider secretariat)</li> </ul>		
5. Project management	<ul style="list-style-type: none"> <li>Clear plan for communication and demonstration of a collaborative approach to taking the work forward, working closely with SMC as appropriate</li> <li>Evidence of organisational capacity, project management and quality assurance procedures, to deliver the project in the specified timescales and quality</li> <li>The quality, timing and suitability of proposed outputs</li> </ul>	<b>3</b>	<b>15</b>

#### 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	$60 \times 0.8$	48
B	55	N/A	N/A
C	80	$80 \times 0.8$	64
D	75	$75 \times 0.8$	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:

Bid Score = (Lowest Price/bid price) x 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.

### Attachment 3

## Departmental Security Standards

### 12. Departmental Security Standards for Business Services and ICT Contracts

“BPSS” “Baseline Personnel Security Standard”	a level of security clearance described as pre-employment checks in the National Vetting Policy. Further information can be found at: <a href="https://www.gov.uk/government/publications/government-baseline-personnel-security-standard">https://www.gov.uk/government/publications/government-baseline-personnel-security-standard</a>
Cabinet Office	Supports the Prime Minister and ensures effective running of the UK Government. <a href="http://www.gov.uk">Cabinet Office - GOV.UK (www.gov.uk)</a>
“CCSC” “Certified Cyber Security Consultancy”	is NCSC's approach to assessing the services provided by consultancies and confirming that they meet NCSC's standards. This approach builds on the strength of CLAS and certifies the competence of suppliers to deliver a wide and complex range of cyber security consultancy services to both the public and private sectors. See website: <a href="https://www.ncsc.gov.uk/scheme/certified-cyber-consultancy">https://www.ncsc.gov.uk/scheme/certified-cyber-consultancy</a>
“CCP” “Certified Professional”	is a NCSC scheme in consultation with government, industry and academia to address the growing need for specialists in the cyber security profession and are building a community of recognised professionals in both the UK public and private sectors. See website: <a href="https://www.ncsc.gov.uk/scheme/certified-professional">https://www.ncsc.gov.uk/scheme/certified-professional</a>

<p>“CC”</p> <p>“Common Criteria”</p>	<p>the Common Criteria scheme provides assurance that a developer’s claims about the security features of their product are valid and have been independently tested against recognised criteria.</p>
<p>“CPA”</p> <p>“Commercial Product Assurance”</p> <p>[formerly called “CESG Product Assurance”]</p>	<p>is an ‘information assurance scheme’ which evaluates commercial off the shelf (COTS) products and their developers against published security and development standards. These CPA certified products can be used by government, the wider public sector and industry. See website: <a href="https://www.ncsc.gov.uk/scheme/commercial-product-assurance-cpa">https://www.ncsc.gov.uk/scheme/commercial-product-assurance-cpa</a></p>
<p>“Cyber Essentials”</p> <p>“Cyber Essentials Plus”</p>	<p>Cyber Essentials is the government backed, industry supported scheme to help organisations protect themselves against common cyber-attacks. Cyber Essentials and Cyber Essentials Plus are levels within the scheme.</p> <p>There are a number of certification bodies that can be approached for further advice on the scheme; the link below points to one of these providers: <a href="https://www.iasme.co.uk/apply-for-self-assessment/">https://www.iasme.co.uk/apply-for-self-assessment/</a></p>
<p>“Data”</p> <p>“Data Controller”</p> <p>“Data Processor”</p> <p>“Personal Data”</p> <p>“Sensitive Personal Data”</p> <p>“Data Subject”, “Process” and “Processing”</p>	<p>shall have the meanings given to those terms by the Data Protection Act 1998</p>
<p>"Department’s Data"</p> <p>“Department’s Information”</p>	<p>is any data or information owned or retained in order to meet departmental business objectives and tasks, including:</p> <p>(a) any data, text, drawings, diagrams, images or sounds (together with any repository or database made up of any of these components) which are embodied in any electronic, magnetic, optical or tangible media, and which are:</p> <p>(i) supplied to the Contractor by or on behalf of the Department; or</p> <p>(ii) which the Contractor is required to generate, process, store or transmit pursuant to this Contract; or</p> <p>(b) any Personal Data for which the Department is the Data Controller;</p>
<p>“Departmental Security Standards”</p>	<p>means the Department’s security policy or any standards, procedures, process or specification for security that the Contractor is required to deliver.</p>
<p>“Digital Marketplace / GCloud”</p>	<p>the Digital Marketplace is the online framework for identifying and procuring cloud technology and people for digital projects. Cloud services (e.g. web hosting or IT health checks) are on the G-Cloud framework.</p>
<p>“The Commission”</p> <p>“SMC”</p>	<p>means the Social Mobility Commission</p>
<p>“FIPS 140-2”</p>	<p>this is the Federal Information Processing Standard (FIPS) Publication 140-2, (FIPS PUB 140-2), entitled ‘Security Requirements for Cryptographic Modules’. This document is the de facto security standard used for the accreditation of cryptographic modules.</p>

“Good Industry Practice” “Industry Good Practice”	means the exercise of that degree of skill, care, prudence, efficiency, foresight and timeliness as would be expected from a leading company within the relevant industry or business sector.
“Good Industry Standard” “Industry Good Standard”	means the implementation of products and solutions, and the exercise of that degree of skill, care, prudence, efficiency, foresight and timeliness as would be expected from a leading company within the relevant industry or business sector.
“GSC” “GSCP”	means the Government Security Classification Policy which establishes the rules for classifying HMG information. The policy is available at: <a href="https://www.gov.uk/government/publications/government-security-classifications">https://www.gov.uk/government/publications/government-security-classifications</a>
“HMG”	means Her Majesty’s Government
“ICT”	means Information and Communications Technology (ICT) is used as an extended synonym for information technology (IT), used to describe the bringing together of enabling technologies used to deliver the end-to-end solution
“ISO/IEC 27001” “ISO 27001”	is the International Standard for Information Security Management Systems Requirements
“ISO/IEC 27002” “ISO 27002”	is the International Standard describing the Code of Practice for Information Security Controls.
“ISO 22301”	is the International Standard describing for Business Continuity
“IT Security Health Check (ITSHC)” “IT Health Check (ITHC)” “Penetration Testing”	means an assessment to identify risks and vulnerabilities in systems, applications and networks which may compromise the confidentiality, integrity or availability of information held on that IT system.
“Need-to-Know”	the Need-to-Know principle is employed within HMG to limit the distribution of classified information to those people with a clear ‘need to know’ in order to carry out their duties.
“NCSC”	The National Cyber Security Centre (NCSC) formerly CESG is the UK government’s National Technical Authority for Information Assurance. The NCSC website is <a href="https://www.ncsc.gov.uk">https://www.ncsc.gov.uk</a>
“OFFICIAL” “OFFICIAL-SENSITIVE”	the term ‘OFFICIAL’ is used to describe the baseline level of ‘security classification’ described within the Government Security Classification Policy (GSCP) which details the level of protection to be afforded to information by HMG, for all routine public sector business, operations and services. the ‘OFFICIAL–SENSITIVE’ caveat is used to identify a limited subset of OFFICIAL information that could have more damaging consequences (for individuals, an organisation or government generally) if it were lost, stolen or published in the media, as described in the Government Security Classification Policy.
“Secure Sanitisation”	Secure sanitisation is the process of treating data held on storage media to reduce the likelihood of retrieval and reconstruction to an acceptable level. Some forms of sanitisation will allow you to re-use the media, while others are destructive in nature and render the media unusable. Secure sanitisation was previously covered by “Information Assurance Standard No. 5 - Secure Sanitisation” (“IS5”) issued by the former CESG. Guidance can now be found at: <a href="https://www.ncsc.gov.uk/guidance/secure-sanitisation-storage-media">https://www.ncsc.gov.uk/guidance/secure-sanitisation-storage-media</a>

	<p>The disposal of physical documents and hardcopy materials advice can be found at:  <a href="https://www.cpni.gov.uk/secure-destruction">https://www.cpni.gov.uk/secure-destruction</a></p>
<p>“Security and Information Risk Advisor”  “CCP SIRA”  “SIRA”</p>	<p>the Security and Information Risk Advisor (SIRA) is a role defined under the NCSC Certified Professional (CCP) Scheme. See also:  <a href="https://www.ncsc.gov.uk/articles/about-certified-professional-scheme">https://www.ncsc.gov.uk/articles/about-certified-professional-scheme</a></p>
<p>“SPF”  “HMG Security Policy Framework”</p>	<p>This is the definitive HMG Security Policy which describes the expectations of the Cabinet Secretary and Government’s Official Committee on Security on how HMG organisations and third parties handling HMG information and other assets will apply protective security to ensure HMG can function effectively, efficiently and securely.  <a href="https://www.gov.uk/government/publications/security-policy-framework">https://www.gov.uk/government/publications/security-policy-framework</a></p>
<p>”Tailored Assurance”  [formerly called “CTAS”, or,  ”CESG Tailored Assurance”]</p>	<p>is an ‘information assurance scheme’ which provides assurance for a wide range of HMG, MOD, Critical National Infrastructure (CNI) and public sector customers procuring IT systems, products and services, ranging from simple software components to national infrastructure networks.  <a href="https://www.ncsc.gov.uk/documents/ctas-principles-and-methodology">https://www.ncsc.gov.uk/documents/ctas-principles-and-methodology</a></p>

## 12. Departmental Security Standards Clauses

- 12.1. The Contractor shall comply with Departmental Security Standards for Contractors which include but are not constrained to the following clauses.
- 12.2. Where the Contractor will provide ICT products or services or otherwise handle information at OFFICIAL on behalf of SMC, the requirements under Cabinet Office Procurement Policy Note – Use of Cyber Essentials Scheme certification - [Action Note 09/14](#) 25 May 2016, or any subsequent updated document, are mandated; that “contractors supplying products or services to HMG shall have achieved, and retain certification at the appropriate level, under the HMG Cyber Essentials Scheme”. The certification scope must be relevant to the services supplied to, or on behalf of, SMC
- 12.3. The Contractor shall be able to demonstrate conformance to, and show evidence of such conformance to the ISO/IEC 27001 (Information Security Management Systems Requirements) standard, including the application of controls from ISO/IEC 27002 (Code of Practice for Information Security Controls).
- 12.4. The Contractor shall have achieved, and be able to maintain, independent certification to ISO/IEC 27001 (Information Security Management Systems Requirements). The ISO/IEC 27001 certification must have a scope relevant to the services supplied to, or on behalf of, SMC. The scope of certification and the statement of applicability must be acceptable, following review, to SMC, including the application of controls from ISO/IEC 27002 (Code of Practice for Information Security Controls).
- 12.5. The Contractor shall follow the UK Government Security Classification Policy (GSCP) in respect of any Departmental Data being handled in the course of providing this service, and will handle this data in accordance with its security classification. (In the event where the Contractor has an existing Protective Marking Scheme then the Contractor may continue to use this but must map the HMG security classifications against it to ensure the correct controls are applied to the Departmental Data).

- 12.6. Departmental Data being handled in the course of providing an ICT solution or service must be segregated from all other data on the Contractor's or sub-contractor's own IT equipment to protect the Departmental Data and enable the data to be identified and securely deleted when required. In the event that it is not possible to segregate any Departmental Data then the Contractor and any sub-contractor shall be required to ensure that it is stored in such a way that it is possible to securely delete the data in line with Clause 12.14.
- 12.7. The Contractor shall have in place and maintain physical security, in line with those outlined in ISO/IEC 27002 including, but not limited to, entry control mechanisms (e.g. door access) to premises and sensitive areas
- 12.8. The Contractor shall have in place and maintain an access control policy and process for the logical access (e.g. identification and authentication) to ICT systems to ensure only authorised personnel have access to Departmental Data.
- 12.9. The Contractor shall have in place and shall maintain procedural, personnel, physical and technical safeguards to protect Departmental Data, including but not limited to: physical security controls; good industry standard policies and process; anti-virus and firewalls; security updates and up-to-date patching regimes for anti-virus solutions; operating systems, network devices, and application software, user access controls and the creation and retention of audit logs of system use.
- 12.10. Any data in transit using either physical or electronic transfer methods across public space or cyberspace, including mail and couriers systems, or third party provider networks must be protected via encryption which has been certified to FIPS 140-2 standard or a similar method approved by the Department prior to being used for the transfer of any Departmental Data.
- 12.11. Storage of Departmental Data on any portable devices or media shall be limited to the absolute minimum required to deliver the stated business requirement and shall be subject to Clause 12.11 and 12.12 below.
- 12.12. Any portable removable media (including but not constrained to pen drives, flash drives, memory sticks, CDs, DVDs, or other devices) which handle, store or process Departmental Data to deliver and support the service, shall be under the control and configuration management of the contractor or (sub-)contractors providing the service, shall be both necessary to deliver the service and shall be encrypted using a product which has been certified to FIPS140-2 standard or another encryption standard that is acceptable to the Department.
- 12.13. All portable ICT devices, including but not limited to laptops, tablets, smartphones or other devices, such as smart watches, which handle, store or process Departmental Data to deliver and support the service, shall be under the control and configuration management of the contractor or sub-contractors providing the service, and shall be necessary to deliver the service. These devices shall be full-disk encrypted using a product which has been certified to FIPS140-2 standard or another encryption standard that is acceptable to the Department.
- 12.14. Whilst in the Contractor's care all removable media and hardcopy paper documents containing Departmental Data must be handled securely and secured under lock and key when not in use and shall be securely destroyed when no longer required, using either a cross-cut shredder or a professional secure disposal organisation.
- 12.15. When necessary to hand carry removable media and/or hardcopy paper documents containing Departmental Data, the media or documents being carried shall be kept under cover and transported in such a way as to ensure that no unauthorised person has either visual or physical access to the material being carried. This clause shall apply equally regardless of whether the material is being carried inside or outside of company premises.
- 12.16. At the end of the contract or in the event of equipment failure or obsolescence, all Departmental information and data, in either hardcopy or electronic format, that is physically held or logically stored on the Contractor's ICT infrastructure must be securely sanitised or destroyed and accounted for in accordance with the current HMG policy using a NCSC approved product or method. Where sanitisation or destruction is not possible for legal, regulatory or technical reasons, such as a Storage Area Network (SAN) or shared backup tapes, then the Contractor or sub-contractor shall protect the Department's information and data until the time, which may be long after the end of the contract, when it can be securely cleansed or destroyed.

- 12.17. Access by Contractor or sub-contractor staff to Departmental Data shall be confined to those individuals who have a “need-to-know” in order to carry out their role; and have undergone mandatory pre-employment screening, to a minimum of HMG Baseline Personnel Security Standard (BPSS); or hold an appropriate National Security Vetting clearance as required by the Department. All Contractor or sub-contractor staff must complete this process before access to Departmental Data is permitted.
- 12.18. All Contractor or sub-contractor employees who handle Departmental Data must have annual awareness training in protecting information.
- 12.19. The Contractor shall, as a minimum, have in place robust Business Continuity arrangements and processes including IT disaster recovery plans and procedures that conform to ISO 22301 to ensure that the delivery of the contract is not adversely affected in the event of an incident. An incident shall be defined as any situation that might, or could lead to, a disruption, loss, emergency or crisis to the services delivered. If a ISO 22301 certificate is not available the supplier will provide evidence of the effectiveness of their ISO 22301 conformant Business Continuity arrangements and processes including IT disaster recovery plans and procedures. This should include evidence that the Contractor has tested or exercised these plans within the last 12 months and produced a written report of the outcome, including required actions.
- 12.20. Any suspected or actual breach of the confidentiality, integrity or availability of Departmental Data being handled in the course of providing this service, or any non-compliance with these Departmental Security Standards for Contractors, or other Security Standards pertaining to the solution, shall be investigated immediately and escalated to the Department by a method agreed by both parties.
- 12.21. The Contractor shall ensure that any IT systems and hosting environments that are used to handle, store or process Departmental Data shall be subject to independent IT Health Checks (ITHC) using a NCSC approved ITHC provider before go-live and periodically (at least annually) thereafter. The findings of the ITHC relevant to the service being provided are to be shared with the Department and all necessary remedial work carried out. In the event of significant security issues being identified, a follow up remediation test may be required.
- 12.22. The Contractor or sub-contractors providing the service will provide the Department with full details of any storage of Departmental Data outside of the UK or any future intention to host Departmental Data outside the UK or to perform any form of ICT management, support or development function from outside the UK. The Contractor or sub-contractor will not go ahead with any such proposal without the prior written agreement from the Department.
- 12.23. The Department reserves the right to audit the Contractor or sub-contractors providing the service within a mutually agreed timeframe but always within seven days of notice of a request to audit being given. The audit shall cover the overall scope of the service being supplied and the Contractor’s, and any sub-contractors, compliance with the clauses contained in this Section.
- 12.24. The Contractor shall contractually enforce all these Departmental Security Standards for Contractors onto any third-party suppliers, sub-contractors or partners who could potentially access Departmental Data in the course of providing this service.
- 12.25. The Contractor and sub-contractors shall undergo appropriate security assurance activities as determined by the Cabinet Office. This will include obtaining any necessary professional security resources required to support the Contractor’s and sub-contractor’s security assurance activities such as: a NCSC Certified Cyber Security Consultancy (CCSC) or NCSC Certified Professional (CCP) Security and Information Risk Advisor (SIRA).

## 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 1

**Table 1: The structure of the measurement framework.**

<b>Drivers of change</b>	<b>Annual indicators of socio-economic inequalities in intermediate outcomes</b>	<b>5-yearly measures of intersectionality between socio-economic background (SEB) and protected characteristics</b>	<b>10-yearly measures of mobility outcomes</b>
<b>D1 – Inequality between families and conditions of childhood</b>  (1) –Economic inequality between families with school-age children (2) –Childhood poverty (3) –Cultural inequality between families with school-age children	<b>Int1 – Education during the years of compulsory schooling (5 to 16 years old)</b>  (1) –‘School readiness’ (early years foundation stage profile (EYFSP), (2) –Attainment at key stage 2 (3) –Attainment at key stage 4 (4) –Skills at key stage 4	<b>Highest educational qualification by SEB and:</b> –Gender (1) –Ethnicity (2) –Disability (3) –Religion (4) –Sexual orientation (5) –Place (eg, England, Wales, Scotland, Northern Ireland)	<b>MO1 – Intergenerational occupational mobility</b>  –Absolute rates –Relative rates
<b>D2 – Educational opportunities and quality of schooling</b>	<b>Int2 – Transition years (16 to 24 years old)</b>	<b>Participation (e.g., not in full-time education, employment or training (NEET), full-</b>	<b>MO2 – Intergenerational educational mobility</b>

<p>(1) –Opportunities for post-16 further education and training</p> <p>(2) –Availability of high-quality school education</p> <p>(3) –Opportunities for access to higher education</p> <p>(4) –Availability of high-quality higher education</p>	<p>(1) –Destinations following the end of compulsory full-time schooling</p> <p>(2) –Entry to higher education</p> <p>(3) –Highest qualification achieved</p> <p>(4) –Skills in early adulthood</p>	<p><b>time education) in the transition years by SEB and:</b></p> <p>(1) –Gender</p> <p>(2) –Ethnicity</p> <p>(3) –Disability</p> <p>(4) –Religion</p> <p>(5) –Sexual orientation</p> <p>(6) –Place (e.g., England, Wales, Scotland, Northern Ireland)</p>	<p>–Absolute rates</p> <p>–Relative rates</p>
<p><b>D3 – Work opportunities for young people</b></p> <p>(1) –Vacancy rates</p> <p>(2) –Youth unemployment</p> <p>(3) –Type of employment taken by young people</p> <p>(4) –Median earnings of young people</p> <p>(5) –Returns to education for young people</p>	<p><b>Int3 – Labour market experiences in young adulthood (25 to 29 years old)</b></p> <p>(1) –Economic activity</p> <p>(2) – Unemployment</p> <p>(3) –Occupational level</p> <p>(4) –Earnings</p>	<p><b>Occupational level in early adulthood by SEB and:</b></p> <p>(1) –Gender</p> <p>(2) –Ethnicity</p> <p>(3) –Disability</p> <p>(4) –Religion</p> <p>(5) –Sexual orientation</p> <p>(6) –Marriage and civil partnership</p> <p>(7) –Pregnancy and maternity</p> <p>(8) –Place (e.g., England, Wales, Scotland, Northern Ireland)</p> <p>(9)</p>	<p><b>MO3 – Intergenerational housing mobility</b></p> <p>–Absolute rates</p> <p>–Relative rates</p>

<b>D4 – Social capital and connections</b>  (1) –Civic engagement (2) –Environment conducive to entrepreneurship	<b>Int4 – Career progression until occupational maturity (35 to 44 years old)</b>  (1) –Acquisition of further training and qualifications (2) –Occupational progression (3) –Income progression (4) –The class pay gap	<b>The class pay gap at occupational maturity by SEB and:</b>  (1) –Gender (2) –Ethnicity (3) –Disability (4) –Religion (5) –Sexual orientation (6) –Marriage and civil partnership (7) –Pregnancy and maternity (8) –Place (e.g., England, Wales, Scotland, Northern Ireland)	<b>MO4 – Intergenerational income mobility</b>  –Absolute rates –Relative rates
			<b>MO5 – Intergenerational wealth mobility</b>  –Relative rates

**Table 2: Measures of drivers and barriers to progress – reported annually.**

<b>D – Inequality between families and conditions of childhood</b>			
<b>Indicator</b>	<b>Description</b>	<b>Data source</b>	<b>Coverage</b>
<b>D1.1 – Economic inequality between families with school-age children</b>	Inequality of earnings (eg gap in earnings between 10th and 90th percentiles)	Annual Survey of Hours and Earnings (ASHE), available from 1997 onwards	UK, England, Wales, Scotland and Northern Ireland, and local

			authorities in England, Wales and Scotland
<b>D1.2 – Childhood poverty</b>	Proportion of children living in relative poverty (after housing costs)	Households with below average income (HBAI) statistics (HBAI table 4_16ts), available from 1994/5 (three-year moving averages)	UK, England, Wales, Scotland and Northern Ireland, English regions. Similar statistics based on the ‘Children in low-income families’ dataset are available for local authorities in England <sup>1</sup>
<b>D1.3 – Cultural inequality between families with school-age children</b>	Inequality in parental education (highest parental level of education)	UKHLS, available from 2009 onwards	UK, England, Wales, Scotland and Northern Ireland, and English regions
<b>D2 – Educational opportunities and quality of schooling</b>			
<b>Indicator</b>	<b>Description</b>	<b>Data source</b>	<b>Coverage</b>
<b>D2.1 – Opportunities for post-16 further education and training</b>	Proxy measure of the participation rate in 16-18-year-old education and training	DfE statistics for England, available from 2010 (See Explore Education Statistics). Similar statistics available from the	DfE published statistics cover only students from state-funded mainstream schools and do not give local authority breakdowns

<sup>1</sup> Note that the local authority data does not come directly from the HBAI statistics (which do not provide LA breakdowns) but are based on a complementary dataset on ‘children in low-income families’. See: Department for Work and Pensions, [Children in low-income families: local area statistics 2014 to 2020](#), 2021. However, the latter data source shows relative poverty rates before housing costs. The Centre for Research in Social Policy at Loughborough University have adjusted the results to take into account local housing costs, and this is what we have relied on. See Hirsch, D., and Stone, J., [Local indicators of child poverty after housing costs, 2019/20](#), 2021.

		devolved administrations	
<b>D2.2 – Availability of high-quality school education</b>	School ‘value added’ measure of 16-18-year-old performance	DfE statistics for England available from 2012/13 <sup>2</sup>	Schools in England. Also available for Wales Ofsted quality ratings of primary and secondary schools are also available for English schools
<b>D2.3 – Opportunities for access to higher education</b>	Proxy measure of the participation rate (number of first-degree entrants) relative to the number of 18 year olds.	Higher Education Statistics Agency (HESA), from 2014/5 onwards, and DfE statistics for England from 2006 <sup>3</sup>	UK, available for each higher education provider, and therefore can be aggregated to the country or area of the provider. A complicating factor is that high tariff

<sup>2</sup> GOV.UK, [Find and compare schools in England](#), 2021.

<sup>3</sup> Department for Education, [Participation rates in higher education: 2006 to 2018](#), 2021.

			universities tend to draw students from a wider geographical area and so are less relevant to a regional or local authority measure
<b>D2.4 – Availability of high-quality higher education</b>	Drop-out (non-continuation following year of entry) relative to benchmark	HESA, from 2014/5 onwards	UK, available for each higher education provider, and therefore can be aggregated to the country or area of the provider
<b>D3 – Work opportunities for young people</b>			
<b>Indicator</b>	<b>Description</b>	<b>Data source</b>	<b>Coverage</b>
<b>D3.1 – Vacancy rate at entry level</b>	Vacancies relative to working-age population	Office for National Statistics (ONS) Vacancy Survey (a survey of employers), available monthly from June 2001	UK only. (Note that vacancies at ‘entry level’ cannot be distinguished)
<b>D3.2 – Youth unemployment</b>	Unemployment rate among economically-active young people (25 to 29 years old)	Labour Force Survey (LFS), available from 1983	UK, England, Wales, Scotland and Northern Ireland, and English regions. Claimant counts (all ages) are also available for local authorities in England, Wales, Scotland and Northern Ireland

<b>D3.3 – Type of employment taken by young people</b>	Occupational level (National Statistics Socio-economic Classification (NS-SEC) of young people in work (25 to 29 years old)	LFS, available from 1983	UK, England, Wales, Scotland and Northern Ireland, and English regions
<b>D3.4 – Median earnings of young people</b>	Median earnings of young people (22 to 29 years old)	ASHE, available from 1983	Available both for UK, for individual countries and local authorities in England, Wales and Scotland. Northern Ireland local authority statistics published separately
<b>D4 social capital and connections</b>			
<b>Indicator</b>	<b>Description</b>	<b>Data source</b>	<b>Coverage</b>
<b>D4.1 – Civic engagement</b>	Participation in voluntary organisations	British Household Panel Survey/UKHLS available from 1991, but	England and Wales



		relevant questions only asked intermittently Home Office Citizenship Survey and Community Life Survey from 2001 onwards	
<b>D4.2 – Environment conducive to entrepreneurship</b>	Business conditions subscale (human capital and digital infrastructure – broadband speed)	Kleinwort Hambros entrepreneurs index. <sup>4</sup> Available annually from 2017	Available at a local authority level across the UK

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<sup>4</sup> Kleinwort Hambros, [UK entrepreneurs index](#), 2021.

**Table 3: The annual index – socio-economic disparities in intermediate outcomes.**

<b>Int1 – Education during the years of compulsory schooling (5 to 16 years old)</b>				
<b>Indicator</b>	<b>Description</b>	<b>Measure of social background</b>	<b>Data source</b>	<b>Coverage</b>
<b>Int1.1 – Level of development at age 5</b>	% achieving a good level of development on the EYFSP at the end of the school year in which the child turns five years old	Binary measure based on receipt of free school meals (FSM) in England, Wales and Northern Ireland. Scottish Index of Multiple Deprivation (SIMD) – an area-based measure <sup>5</sup>	Department for Education (DfE) early years statistics <sup>6</sup>	Separate tables published by DfE, Scottish Government, Welsh Assembly and Northern Ireland for the respective countries
<b>Int1.2 – Attainment at age 11</b>	Percentage achieving expected standard in all of reading, writing and maths at end of KS2	Binary ‘positional’ measure of the disadvantage gap (based on receipt of FSM)	DfE (NPD) <sup>7</sup>	Currently available only for England

<sup>5</sup> FSM data appears to be collected in Scotland but analyses by FSM are not published.

<sup>6</sup> Department for Education, [Early years foundation stage profile results: 2018 to 2019](#), 2020.

<sup>7</sup> Department for Education, [National curriculum assessments: key stage 2, 2019 \(revised\)](#), 2019.

<b>Int1.3 – Attainment at 16</b>	Educational attainment at KS4 (GCSE) in maths and English	As above	As above <sup>8</sup>	As above
<b>Int1.4 – Skills at 15</b>	Attainment on standardised Programme for international student assessment (PISA) tests	Continuous economic, social and cultural status scale developed by the Organisation for Economic Co-operation and Development (OECD)	Available every three years from 2006	England, Wales, Scotland and Northern Ireland and other OECD countries

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<sup>8</sup> GOV.UK, Explore education statistics, [Academic year 2019/20, key stage 4 performance](#), 2021.

Int2 – Transition years (16 to 24 years old)				
Indicator	Description	Measure of social background	Data source	Coverage
<b>Int2.1 – Destinations following the end of compulsory full-time schooling</b>	Percentages of young people who are in full-time education, apprenticeships, employment, or are NEET	Parental social class (5 classes)	LFS, available from 2014, but measures participation rather than destination	UK, England, Wales, Scotland, Northern Ireland, and English regions Administrative data using the FSM-based measure of social background are also available, and permit disaggregation to local authority level for England <sup>9</sup>

<sup>9</sup> GOV.UK, Explore education statistics, [16-18-destination measures](#), 2021.

<b>Int2.2 – Entry to higher education</b>	Percentage of young people undertaking full-time first-degree courses	Parental social class	Proxy measure of the percentage obtaining first degrees available in LFS, from 2014	UK, England, Wales, Scotland, Northern Ireland, and English regions Administrative data (longitudinal education outcomes linked dataset) using the FSM-based measure of social background are also available, and permit disaggregation to local authority level for England
<b>Int2.3 – Highest qualification by age 25</b>	Percentage of young people who have obtained a first degree, other qualifications above A level, A level (or equivalent), GCSE (or equivalent), less than GCSE	Parental social class	LFS, available from 2014	UK, England, Wales, Scotland, Northern Ireland, and English regions

<b>Int2.4 – Skills in early adulthood</b>	Standardised tests of adults’ proficiency in literacy, numeracy and adaptive problem-solving	Parental education	Programme for the international assessment of adult competencies (PIAAC), available in 2012 and in 2022	England only in 2022
<b>Int3 – Labour market experiences in young adulthood (25 to 29 years old)</b>				
<b>Indicator</b>	<b>Description</b>	<b>Measure of social background</b>	<b>Data source</b>	<b>Coverage</b>
<b>Int3.1 – Economic activity</b>	Percentage of young people economically active (that is, who are in work or available for and looking for work)	Parental social class	LFS, available from 2014	UK, England, Wales, Scotland, Northern Ireland, and English regions
<b>Int3.2 – Unemployment</b>	Percentage of the economically active who are unemployed	Parental social class	LFS, available from 2014	UK, England, Wales, Scotland, Northern Ireland, and English regions
<b>Int3.3 – Occupational level</b>	Occupational class position	Parental social class	LFS, available from 2014	UK, England, Wales, Scotland, Northern Ireland, and English regions

<b>Int3.4 – Earnings</b>	Median earnings of those in work	Parental social class	LFS, available from 2014	UK, England, Wales, Scotland, Northern Ireland, and English regions
<b>Int3.5 – Returns to education</b>	Log earnings controlling for level of education and SEB (plus confounding factors)	Parental social class	LFS, available from 2014	UK, England, Wales, Scotland, Northern Ireland
<b>Int4 – Career progression until occupational maturity (35 to 44 years old)</b>				
<b>Indicator</b>	<b>Description</b>	<b>Measure of social background</b>	<b>Data source</b>	<b>Coverage</b>
<b>Int4.1 – Acquisition of further training and qualifications</b>	Percentage of young people (aged 25 to 29) who have acquired further training or apprenticeship since age 19	Parental social class	UKHLS, available annually from 2009 (but note overlapping membership of the age group if reporting annually)	UK, England, Wales, Scotland, Northern Ireland, and English regions
<b>Int4.2 – Occupational progression</b>	Career progression between early 20s and early 30s	Parental social class	UKHLS, available annually from 2009 (but note overlapping membership of the age group if reporting annually)	UK, England, Wales, Scotland, Northern Ireland, and English regions

<b>Int4.3 – Income progression</b>		Parental social class	UKHLS, available annually from 2009 (but note overlapping membership of the age group if reporting annually)	UK, England, Wales, Scotland, Northern Ireland, and English regions
<b>Int4.4 – Class pay gap</b>	Median earnings among respondents who currently have positions in a given class	Parental social class	LFS, available annually from 2014	UK, England, Wales, Scotland, Northern Ireland, and English regions



**Table 4: Intersectional analysis by protected characteristics, with the data sources recommended for the intermediate outcomes (pooled 5-year data).**

<b>Data source</b>	<b>Available characteristics</b>
DfE education statistics	Age, sex, ethnicity, disability, looked after children
OECD PISA	Age, sex, whether born abroad (and country of birth)
OECD PIAAC	Age, sex, whether born abroad (and country of birth)
LFS	Age, sex, ethnicity, religion/belief, marriage and civil partnership, pregnancy and maternity, disability, sexual orientation but not gender reassignment
UKHLS	Age, sex, ethnicity, religion/belief, marriage and civil partnership, pregnancy and maternity, disability, sexual orientation but not gender reassignment

**Table 5: Mobility outcomes for the 10-yearly index.**

<b>MO1 – Intergenerational educational mobility</b>					
<b>Concept</b>	<b>Outcome measure</b>	<b>Social background measure</b>	<b>Data sources</b>	<b>Coverage</b>	<b>Statistics for measuring a) absolute, b) relative mobility</b>
<b>Overtime trends in absolute and relative mobility within the UK</b>	Highest qualification achieved, International Standard Classification of Education (ISCED)	Highest parental qualification (ISCED)	BHPS/UKHLS, available from 1991 to 2018 (and ongoing).  Also the birth cohort panel studies	GB until 2000 and UK subsequently. Can be disaggregated to country and English regions	a) percentages with lower and higher education than parents  b) Odds ratios, loglinear models and unidiff parameter estimates
<b>Cross-national comparisons of absolute and relative mobility with other developed societies</b>	Highest qualification achieved (ISCED)	Highest parental qualification (ISCED)	OECD PIAAC, 2012 and 2022	OECD countries (covering England and Northern Ireland in 2012 and England in 2022)	As above
<b>MO2 – Occupational class mobility</b>					

Concept	Outcome measure	Social background measure	Data sources	Coverage	Statistics
<b>Overtime trends in absolute and relative mobility within the UK</b>	Occupational class (NS-SEC)	Parental (main earner's) occupational class (NS-SEC)	LFS from 2014 onwards. Comparable earlier surveys such as the General Household Survey are also available	Can be disaggregated to countries within the UK and regions within England	a) percentages with lower and higher occupational class than parents  b) Odds ratios, loglinear models and unidiff parameter estimates
<b>Overtime trends in absolute and relative mobility within the UK</b>	Occupational class (NS-SEC)	Parental occupational class (NS-SEC) from matched previous census	LS (linked 10-yearly censuses)	Can be disaggregated to lower geographical areas such as NUTS2	As above
<b>Overtime trends in absolute and relative mobility for the UK</b>	Occupational class (NS-SEC)	Parents' occupational class (NS-SEC)	Birth cohort studies such as the 1958, 1970 studies and eventually the Millennium Cohort Study		As above

<b>Cross-national differences in absolute and relative mobility between European countries</b>	Occupational class  (ESec – a European measure similar to NS-SEC)	Parents' occupational class, (ESeC)	ESS, biennial datasets (available for the UK from 2002 onwards)	A selection of European countries including the UK. Sample sizes not sufficient to allow disaggregation to lower geographical levels	As above
<b>MO3 – Housing mobility</b>					
<b>Concept</b>	<b>Outcome measure</b>	<b>Social background measure</b>	<b>Data sources</b>	<b>Coverage</b>	<b>Statistics</b>
<b>Overtime trends in absolute and relative mobility within the UK</b>	Housing tenure (owner-occupier/renter)	Parental housing tenure (owner-occupier/renter)	Wealth and assets survey (available from 2006)	GB, England, Wales, Scotland and English regions	a) percentages with different housing tenures than parents  b) Odds ratios, loglinear models
<b>Overtime trends in absolute and relative mobility within the UK</b>	Housing tenure	Parental housing tenure (owner-occupier/renter)	LS (linked 10-yearly censuses)	Can be disaggregated to lower geographical areas such as NUTS2	As above

<b>MO4 – Income mobility</b>					
<b>Concept</b>	<b>Outcome measure</b>	<b>Social background measure</b>	<b>Data sources</b>	<b>Coverage</b>	<b>Statistics</b>
<b>Trends over time in relative income mobility</b>	Percentile position within the earnings distribution <sup><a href="#">1</a></sup>	Parental percentile position within the income distribution	1958, 1970, 1990 and millennium birth cohort studies, UKLHS	UK. Sample sizes in the birth cohorts are too small to allow disaggregation to lower geographical levels	Rank-rank correlation (plus intergenerational elasticity)
<b>Trends over time in relative income mobility</b>	Percentile position within the earnings distribution	Proxy for parental income based on child's receipt of FSM and deprivation of the residential area	LEO, primarily those educated in state-funded schools, not available for earlier years	England only, but can be disaggregated to local areas	As above

<b>Trends over time in absolute rates of income mobility</b>	Real household income	Real parental household income (adjusted for inflation)	FES and FRS in combination with panel study <a href="#">[2]</a>	UK	Proportion of children whose income exceeds their parents
<b>MO5 – Wealth mobility</b>					
<b>Concept</b>	<b>Outcome measure</b>	<b>Social background measure</b>	<b>Data sources</b>	<b>Coverage</b>	<b>Statistics</b>
<b>Trends over time in relative wealth mobility</b>	Percentile position within the wealth distribution	Percentile position of imputed parental wealth within the wealth distribution	Biennial wealth and assets survey, available from 2006 onwards <a href="#">[3]</a>	GB only	Rank-rank correlation