



INVITATION TO TENDER (ITT) to be an expert adviser for the Social Mobility Commission on a specific academic and/or policy area for the period of August 2023 - July 2024

Clarification Questions

Date: 14/07/2023

Question No	Question	Response
1	In the event where an organisation might wish to submit a tender for more than one of its employees to become an expert advisor – should bids for each expert be submitted separately or in one email submission?	You are correct, please submit separate bids per expert advisor.
2	Can you please quote a maximum budget (contract value) for all lots for this tender?	In relation to your question, the maximum budget (contract value) for all the lots for this tender is £91,000.00. As outlined on page 7 of the tender notice document attached to the notice - "Given the breadth of this project's scope and methodology, we expect proposals to be between £3,500.00 - £7,000.00 per expert role, exclusive of VAT."
3	Should we approach it through the company or as separate individuals?	Please submit separate bids individually per expert advisor.
4A	Could you send a copy of the terms and conditions for the work please? I can see there is a PDF embedded in the ITT document but I am unable to open it.	The document can be found here in the tender notice .
4B	Could you clarify how the response documents should be completed? There are templates for organisational details and costs included within the ITT, but as they're in PDF format it's not possible to complete them.	The document can be found here in the tender notice .

5A	For lots 2 and 5 in particular it seems that there is a preference for applicants to have publications in these areas; if we as consultants have experience (academic or professional) in quantitative assessment, modelling and survey design (and a range of quantitative analyses) would we still be considered or is this a formal requirement?	Please see the evaluation criteria in Annex A below, on what each bid would be assessed on.
5B	Can one consultancy apply for 3 separate lots?	Yes, please be clear on the lots which the consultants are bidding for.
5C	Are you looking for one consultant/SME per lot or can a small group such as ourselves apply to one?	The final number of experts recruited will depend on the quality of bids received and budget considerations, however, the SMC would like at least one expert per thematic interest.
5D	The budget has a wide range per role (£3.5-7k) and we would just like to understand whether you tally the quoted price against the level of experience? By that I mean, if we generate a proposal and have professional experience but no formal publications and we provide a lower quotation - would this be considered in its context?	In terms of evaluation, there are three questions which will be evaluated. Please see these below in Annex A and how they relate to experience vs costs.
5E	Is there a preferred referencing/citation format?	No preferred referencing/ citation format.
5F	I know there is a page limit for the proposals but are we able to provide any supplementary information or supporting appendices?	Bids should not exceed 2 pages per role excluding CV, publications, annex/ declaration. More details of this are outlined on page 11 and page 12 of the activation to tender.
6	Will a bid still be welcome if the kick-off meeting clashes with my holiday? And how should I make this point known in the bid so it can be considered?	Yes, applications will still be welcome if you cannot attend the kick off meeting.
7	There are a few points in the terms and conditions, and in the associated security requirements, that we would like to clarify or negotiate with you. Is this possible, and is it most appropriate to do this upon award (if successful)?	Yes, after the evaluation for the tender has been completed, we will be able to clarify any of the clauses in the contract and negotiate if applicable with the successful bidders.

Annex A

20 Award Criteria (for Academic roles)

Bids will be assessed against 3 questions. A maximum score is 50.

Question	Criteria	Weight	Max possible score
1. Does the proposal provide sufficient evidence of experience for the role bid for?	<ul style="list-style-type: none">• Demonstrates evidence of publishing on topics related to the role specialism in peer-reviewed journals.• Demonstrates experience of providing advice to government or a research institution on one or more topics related to the specialism of the role.	4	20
2. Skillset	<ul style="list-style-type: none">• Demonstrate knowledge of the specialism of interest and understanding of the methods required to conduct research in that area.	4	20
3. Value for money	<ul style="list-style-type: none">• The cost is within budget• The cost is value for money for the services offered (given the time commitment offered in the bid)	2	10

21 Award Criteria (for Policy roles)

Bids will be assessed against 3 questions. A maximum score is 50.

Question	Criteria	Weight	Max possible score
1. Does the proposal provide sufficient evidence of experience for the role bid for?	<ul style="list-style-type: none">• Demonstrates evidence of working in the policy area of the specialism.• Demonstrates significant experience of providing advice to government or a research institution on one or more policies related to the specialism of the role. Particularly desirable if this advice was requested by the government such as through a review.	4	20
2. Skillset	<ul style="list-style-type: none">• Demonstrate knowledge of the policy context regarding the specialism of interest and understanding of the current government's policy stance.	4	20
3. Value for money	<ul style="list-style-type: none">• The cost is within budget	2	10

	<ul style="list-style-type: none"> The cost is value for money for the services offered (given the time commitment offered in the bid) 		
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Scoring scale

0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1	Response meets less than half the stated requirement. It is partially relevant but generally poor and lacks relevant detail.
2	Response meets some but not all of the stated requirements. 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.

Evaluation method

Bids will be considered against the award criteria set out for each category. For questions 1 and 2 which cover experience and skill set respectively, there will be a minimum threshold of 24 points in total. Any bids in which the sum of the scores in questions 1 and 2 is below 24 points will not be considered further.

Of the remaining bids which pass the threshold, the highest scoring bid for each role will be determined to have won the bid. Afterwards, if the budget allows and if there are remaining bids which have passed the minimum threshold, the SMC may consider those bids and may select a number of the next highest scoring bids within each category (policy and academic).