

## Social Value Portal - Do's and Don'ts for Bidders

**Bidders: You must read these instructions before submitting your Social Value offer.**

**Useful acronyms:** VCSEs: Voluntary Community and Social Enterprise; MSMEs: Micro Small and Medium Enterprise; NEETs: Not in Education, Employment or Training (applies for young people)

How to submit a good Social Value offer on the Social Value Portal

**DO:** Bidders should only report activities/offer social value that will be delivered as a result of this contract

Ensure that your target social value numbers are relevant to this contract, only, and do not stem from any other social value, CSR or other initiative.

**Example:** If you organise a mental health and wellbeing activity at your head office, you cannot claim social value for this as it has not been delivered specifically for this particular contract

**Do not offer anything that is already required as part of the core contract**

Services or works that the bidder is required to provide as part of the core contract requirements cannot also be counted as social value.

**Example:** If the contract is about supporting people back to work, you cannot claim social value for getting people back to work as that is part of the requirement of the core contract

- *Social value is about 'additionality', i.e. what will you provide over and above the core contract*

**DO** Bidders must enter your social value offer for the length of the contract onto the portal, but not forget to provide a breakdown per year

You should enter on the portal the total number of units delivered for the whole length of the contract and provide a breakdown in the comments box (i.e. include the total target for the length of the contract, target per year and a breakdown per activity if applicable).

**Example:** You are offering to deliver 28 hours of volunteering per year for a 3-year contract. Please enter '84' on the portal and add the breakdown in the comments box on the right (i.e. 28 hours of volunteering per year = 84 hours for the length of the contract)

**Do make sure that you deliver locally**

The definition of 'Local' has been set up as being within a specific boundary set by the local authority.

- Any Social Value offer that does not provide benefits to the communities within this definition will be excluded in the evaluation. Equally, bidders must not include elements of spend in their proposals which are expected to occur outside of this definition (e.g. central overheads or head office costs where the bidder's head office is outside the defined local area).
- In estimating the level of local spend, bidders must only include projections of spend that occur as a result of this contract and can be influenced by their own spending decisions. Bidders must not include estimates of local spend within their supply chain which are outside of their direct control.

**Do make sure that you only include committed local spend in your supply chain**

In estimating the level of local spend, bidders must only include projections of spend that occur as a result of this contract and can be influenced by their own spending decisions. Remember that your social value offer will be contractualised, therefore any offer to include local companies in your supply chain must not include estimates of local spend which are outside of your direct control.

**DO** Make sure you read and understand the units

Examples:

- NT7 and NT11: no. hrs\*no. attendees (not just no. of hours)
- NT9 and NT10: no. of weeks (not no. of people)

- NT31: tonnes of CO2 (not kg)
- NT32: hundreds of car miles saved (not car miles saved – i.e. you must divide the car miles you will save by 100))

**DO Avoid ‘Double Counting’**

It is important that bidders only claim Social Value once.

Examples:

- If a reduction in CO2 emissions is proposed through implementing a flexible working initiative, bidders may not claim the same reduction in emissions achieved through a different initiative (Ref. TOMs: NT32 & NT33)
- If £ spent are claimed under ‘Spend in the local supply chain’, that £ value cannot also be claimed under ‘Spend with local SMEs’ and vice versa (Ref. TOMs: NT18 & NT19)
- If hours volunteering in the local community are claimed, these same hours cannot also be claimed under hours volunteering to improve green infrastructure (Ref. TOMs: NT29 & NT34)

**DO Account for employment accurately**

‘FTE’ = Full Time Equivalent

Bidders should only include the actual time spent on the contract by their employees. This should be calculated as a ‘Full Time Equivalent’ (FTE). For example, a project lasting six months and employing only one person has an FTE equal to ‘0.5’.

Calculating time spent on a project in ‘FTE’:

- Full time for 1 year           1
- 6 Months                       0.5
- 3 Months                       0.25
- 1 Months                       0.083
- 1 Week\*                       0.022

Accounting for people in employment, accurately:

Example: Four people will be employed FTE for the entire length of the contract (3 years). Please see below on how you should report this on the portal:

Number of employees	Number to input on the portal (for the total length of the contract)	Why?
<b>NT1</b> - No. of <b>local people</b> (FTE) employed on contract	<b>3</b>  <i>E.g. for 1 local person (FTE) employed during a 3-year contract, please input <b>3</b> on the portal</i>	Local people will always be local.  Hence, you should input your number of local employees for every year of the contract.
<b>NT3</b> - No. of employees (FTE) taken on who are <b>long-term unemployed</b>	<b>1</b>  <i>E.g. for 1 long-term unemployed person employed during a 3-year</i>	Long-term unemployed people, taken on as a result of the contract, had previously been claiming Jobseeker’s Allowance (JSA) benefits for <b>at least 12 months preceding</b> the start of their employment contract.

	<i>contract, please input <b>1</b> on the portal</i>	Hence, you should only input 1 on the portal as this person will be considered 'long-term unemployed' for one year, <u>only</u> .
<b>NT4</b> - No. employees (FTE) taken on who are ' <b>NEETS</b> ' (Not in Employment, Education or Training)	<b>1</b> <i>E.g. for 1 NEET employed during a 3-year contract, please input <b>1</b> on the portal</i>	Young (16-24 y.o.), long-term unemployed people, taken on as a result of the contract, had previously been <b>Not in Employment, Education, or Training (NEET)</b> <u>before</u> the start of their employment contract. They should therefore be accounted <u>only</u> for the year in which they move into employment.
<b>NT5</b> - No. employees (FTE) taken on who are <b>rehabilitating young offenders</b> (18-24 y.o.)	<b>1</b> <i>E.g. for 1 rehabilitating young offender employed during a 3-year contract, please input <b>1</b> on the portal</i>	Rehabilitating young offenders, taken on as a result of the contract, were <b>within their rehabilitation period before the start of their employment contract</b> .  They should therefore only be accounted for during the year in which they move into employment.
<b>NT6</b> - No. of jobs (FTE) created for people with <b>disabilities</b>	<b>3</b> <i>E.g. for 1 disabled person employed during a 3-year contract, please input <b>3</b> on the portal</i>	An employee with disabilities is defined as having a physical or mental impairment that has a 'substantial and long-term effect on their ability to do normal daily activities'.  Hence, a disabled person will remain disabled for the entire length of the contract.

**DO Provide good evidence of how you will deliver your social value offers**

When making your social value offers you need to upload evidence on the Portal about how you are going to deliver what you are committing to.

Example 1: A bidder sets a social value target to deliver some schools talks. (NT10)

Evidence expected: Names of schools identified in the local area, a potential contact for each school, what the school talks would be about, confirmation from the school(s) that the talks would be welcome, who within the team would deliver each talk and details of relevant experience to deliver the talks.

Example 2: A bidder sets a social value target to products/services through VCSEs (NT18)

Evidence expected: Evidence that work has been undertaken to identify local companies that can provide services required to support main delivery and that those companies have been contacted and are willing to supply to the main contractor. Evidence should include names and post codes of companies concerned.

Note: Same evidence is expected for NT19, except that it should also include DUNs number.

You will be required to provide evidence against each target you deliver against during contract management

E.g. HR reports, employment records, emails detailing the organisation of an event with contributing organisation, etc.

For further information, please visit: <https://socialvalueportal.com/>