

SOCIAL VALUE PORTAL - DOS AND DON'TS FOR SUPPLIERS

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

Useful terms

VCSEs: Voluntary Community and Social Enterprise; MSMEs: Micro Small and Medium Enterprise;

NEETs: Not in Education, Employment or Training (applies for young people)

FTE: Full time equivalent

LTU: Long term unemployed person

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

DO: Tenderers 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, Corporate Social Responsibility 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 Tenderer is required to provide as part of the core Contract requirements cannot also be counted as additional 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: Tenderers must enter your social value offer for the length of the contract onto the portal, but do not forget to provide a breakdown per year

You should enter 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 the specific Council boundary i.e. the London borough of Hammersmith and Fulham.

Any Social Value offer that does not provide benefits to the communities within this definition will be excluded in the evaluation. Equally, Tenderers 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 Tenderer's head office is outside the defined local area).

In estimating the level of local spend, Tenderers must only include projections of spend that occur as a result of this Contract and can be influenced by their own spending decisions. Tenderers 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, Tenderers 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 when recording new local jobs that you only record those jobs created directly as a result of the Contract only and not jobs that are already in existence prior to the commencement of the Contract including any roles which transfer as part of TUPE.

DO make sure your read and understand the units

Examples:

NT7 and NT11: no. hrs*no. attendees (not just number of hours)

NT9 and NT10: no. of weeks (not no. of people)

NT31: tonnes of CO₂ (not kg)

DO Avoid 'Double Counting'

It is important that Tenderers only claim Social Value once.

Examples:

If a reduction in CO₂ emissions is proposed through implementing a flexible working initiative, Tenderers 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 support VCSEs (Ref. TOMs: NT29 & NT17)

DO Account for employment accurately

'FTE' = Full Time Equivalent

Tenderers 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	<u>1</u>
6 Months	<u>0.5</u>
3 Months	<u>0.25</u>
1 Months	<u>0.083</u>

1 Week*

0.022
Accounting for people in employment, accurately:

Number of employees	Number to input on the portal (for the total length of the Contract)	Why?
HF1 - No. of local people (FTE) employed on this Contract – to cover only those employed as a result of this contract i.e. employed following award of the contract	3 <i>E.g. for 1 local person (FTE) employed during a 3-year contract, please input 3 on the portal</i>	Local people will remain local throughout the Contract and the proxy value reflects the local economic benefits of employment. Hence, you should input your number of local employees for every year of the Contract.
NT3 - No. of employees (FTE) taken on who are long-term unemployed	1 <i>E.g. for 1 long-term unemployed person employed during a 3-year contract, please input 1 on the portal</i>	Long-term unemployed people, taken on as a result of the Contract who have previously been claiming Jobseeker's Allowance (JSA) benefits for at least 12 months preceding the start of their employment contract. After 1 year they are no longer unemployed
NT4 - No. employees (FTE) taken on who are 'NEETs' (Not in Employment, Education or Training)	1 <i>E.g. for 1 NEET employed during a 3-year contract, please input 1 on the portal</i>	Young (16-24 y.o.), long-term unemployed people, taken on as a result of the Contract, had previously been Not in Employment, Education, or Training (NEET) <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.
NT5 - No. employees (FTE) taken on who are rehabilitating or ex-offenders (18+ y.o.)	1 <i>E.g. for 1 rehabilitating young offender employed during a 3-year contract, please input 1 on the portal</i>	Rehabilitating young offenders, taken on as a result of the Contract, were within their rehabilitation period before the start of their employment contract. They should therefore only be accounted for during the year in which they move into employment.

<p>NT6 - No. of jobs (FTE) created for people with disabilities</p>	<p style="text-align: center;">1</p> <p><i>E.g. for 1 disabled person employed during a 3-year contract, please input 3 on the portal</i></p>	<p>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'.</p> <p>The proxy value reflects the opportunity for them to get into employment, they should therefore only be accounted for during the year in which they move into employment.</p>
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An individual can be both local (HF1) and from a disadvantaged background (NT3/NT4/NT5/NT6). If that is the case, count the individual in both measures (e.g. local and disabled). However, the disadvantaged background measures cannot be double-counted with one-another, so if an individual corresponds to two disadvantaged categories (e.g. an individual being disabled and also an ex-offender), only count them in one of the measures.

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 Tenderer sets a social value target to deliver some schools talks. (NT8)

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 Tenderer sets a social value target to products/services through local supply chain (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.