

Submitting a Good Social Value Offer



Dos and Don'ts

These guidance notes are provided to assist Bidders to submit a good Social Value offer. They are aimed at providing bidders with dos and don'ts to ensure that your bid stands the best chance of getting maximum marks and isn't subject to any clarification questions.

It is important that bidders should be confident of their ability to deliver Social Value proposals made, as the Council will contractualise these commitments with the winning bidder which will then be monitored and reported on periodically.

Dos and Don'ts



Don't double count!

Each social value offer made may be claimed once only.

Example:

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.



Dos and Don'ts

Do account for employment accurately

Employment (FTE): Bidders should only include the actual time spent on the contract by individuals being employed. This is calculated as Full Time Equivalent (FTE). For example, a project lasting six months using one person has an FTE of 0.5.

Quick Reference

Time spent on Project FTE:

Full time for 1 year	1
6 Months	0.5
3 Months	0.25
1 Months	0.083
1 Week*1	0.022
Note *1 – Assumes 6 weeks of holiday	



Dos and Don'ts

Don't offer anything that is required in the core contract

Services or actions 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 requirements of the core contract.

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

Dos and Don'ts

Do make sure you deliver locally

The definition of 'Local' has been set as being within Bristol City Council's boundaries.



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 this definition (for example, central overheads or head office costs where the bidder's head office is outside the local area as defined).

Dos and Don'ts

Do make sure 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 or

Dos and Don'ts

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 to the Portal about how you are going to deliver what you are committing to.



Dos and Don'ts

Do not make any amendments to the proxy values or units:

The proxy values and units are not to be amended.

Offers will be adjusted if any values/units are amended.



Dos and Don'ts

Do consider if your intervention might be a partial contribution

Partial contribution:

An identified intervention might only be a partial contributor to an outcome because:

- i) there might have been other interventions
- ii) an investment could have been made in partnership with other organisations
- iii) the activities were a small part of a larger initiative

In these cases, bidders should include a percentage of the value that can be directly linked to the project.

