**Defence Supply Chain Development Programme**

**DEFFORM 47 Annex B – Tender Evaluation including Social Value**

**Version**

**ITT V1.0**

**Date 07/08/2023**

**ITT COMPLETION AND EVALUATION GUIDE**

**Tender Submission**

1. The Tender submission must be completed in accordance with Sections C, and E of the DEFFORM 47.
2. The Tender submission must comprise of the following documents:
3. A completed and signed Tender Submission Document (Offer) – Annex A to DEFFORM 47.
4. A completed Technical Tender Response Sheet- Section 2 to Annex B to DEFFORM 47 - Response to technical questions to detail how you will meet the requirement (from within this document).
5. A completed Schedule 2 – Schedule of Requirements – Pricing Details.
6. A completed Annex C to DEFFORM 47 – Pricing Schedule and Scenarios
7. A completed Schedule 5 – Contractor's Sensitive Information Form
8. A completed Schedule 10 - Notification of Intellectual Property Rights (IPR) Restrictions - (including Nil returns)
9. The completed Supplier Assurance Questionnaire (SAQ) and a copy of the email response from the Defence Cyber Protection Partnership (DCPP) team confirming compliance.
10. A Cyber Essentials Accreditation Certificate or a Cyber Implementation Plan (CIP)).
11. A completed Statement Relating to Good Standing.
12. The above documents should all be uploaded into the DSP where requested.

**Tender Evaluation**

1. The Tender Evaluation will be conducted on the information provided in the Tender submission only. Please do not insert web links in your Tender submission.
2. The Tender evaluation will be undertaken using the Value for Money Index (VFM Index) method for the Most Economically Advantageous Tender (MEAT) - as follows:
	1. Commercial Evaluation – Pass or Fail (not scored)
	2. Technical Evaluation / Financial Evaluation (non cost score / price)
3. The Commercial Delivery team will facilitate the evaluation process, providing the Technical Tender Response Sheet (Section 2 of this Annex B to DEFFORM 47) to the appointed Technical evaluators. Only the Commercial Delivery team will have visibility of the whole Tender submission.

 **Commercial Evaluation**

1. The Commercial Evaluation ensures that the Tender meets all the Mandatory Commercial Requirements.
2. The Commercial Evaluation detailing all of the Mandatory Commercial Requirements is contained at Section 1 of this document.
3. The response to the Mandatory Commercial Requirements detailed in Section 1 are to be completed in the DSP. If a Tenderer states “No” for any of the Mandatory Requirements in Section 1, Table 1, the Tender will be assessed as non-compliant and Fail the Commercial Evaluation and will be removed from further evaluation and the competition.
4. The responses to the Mandatory Commercial Requirements contained in Section 1, Table 2, are to be uploaded in the DSP, if the required documents are not included in the tender response the Commercial Evaluator will annotate Table 2 with a “No” and the Tender will be assessed as non-compliant and Fail the Commercial Evaluation and will not be taken further in the Tender Evaluation process and will be removed from the competition.
5. Commercially compliant Tenders will continue to the Technical Evaluation.

**Technical Evaluation**

1. The Technical Evaluation is the evaluation of how a Tenderer intends to meet the Authority’s requirements. It will be undertaken using the responses to the questions detailed at Section 2 of this document.
2. Tenderers must provide responses to all the questions in the Technical Tender Response and upload the completed document in Microsoft Word format to Section 2.B “in the DSP.
3. Each question contains background information, details of the evidence required and a description for each score banding.
4. Tender responses to each Technical Evaluation question will be scored as per the Scoring matrix for the question.
5. The evaluators will independently conduct their evaluation of each suppliers response, the Tender Evaluation Panel will then sit and the evaluation scores for each tender will be moderated.
6. Each Technical Evaluation question is weighted as follows:

|  |  |  |
| --- | --- | --- |
| **Question** | **Weighting** | **Available Score** |
| **1** | **20** | **200** |
| **2** | **20** | **200** |
| **3** | **20** | **200** |
| **4** | **15** | **150** |
| **5** | **15** | **150** |
| **SV 1** | **2.5** | **25** |
| **SV 2** | **2.5** | **25** |
| **SV 3** | **2.5** | **25** |
| **SV 4** | **2.5** | **25** |
| **Total** | **100** | **1000** |

The score for each question will be multiplied by the weighting to provide the final score for the question

1. At the end of the Technical Evaluation, the weighted scores will be added together to provide the Total Technical (Non-cost) Score.
2. To be Technically Compliant and pass the Technical Evaluation, the Tender must not receive a Concern score (0-3) for any of the questions. If a Tender receives a Concern score for any question, regardless of the overall score the Tender will fail the technical evaluation, will not be taken further in the evaluation process and will be removed from the competition.
3. Technically Compliant Tenders will then continue to the Financial Evaluation.

**Financial Evaluation**

1. The Financial Evaluation, evaluation of price, will be undertaken using the price submitted in the “Total Price of all Scenarios (1 to 5)” (Cell AG31) of Annex C to DEFFORM 47 – Pricing Schedule and Scenarios.

**Overall Tender Score**

1. The overall tender score will be calculated using the Value for Money index where the Technical Score (non cost score) will be divided by the Total Price of all Scenarios (1 to 5) (as submitted in (Cell AG31) of Annex C to DEFFORM 47 – Pricing Scenario) to obtain the overall Tender Score as shown in the example below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tender | Technical (Non-cost) score  | Price (£NPV) | VFM Index | Rank |
| A | 62 | 20 | 3.10 | 3 |
| B | 85 | 24 | 3.54 | 1 |
| C | 100 | 29 | 3.44 | 2 |

**Winning Tender**

1. The winning Tender shall be the Commercially and Technically compliant Tender which has the highest VFM Index (as shown in the example above). In the instance that two or more Tenders have the same VFM Index, the Tender with the highest score for Technical question 2 will be the winning Tender. In the unlikely event that two or more Tenders have the same score and the same highest score for Technical question 2, the wining Tender will also have the highest score for Technical question 1.

**TENDER EVALUATION SECTION 1**

MANDATORY REQUIREMENTS – Table 1

|  |  |
| --- | --- |
| Do you accept the Terms and Conditions of Contract ? This question is to be answered in the Technical Envelope in the DSP.  | YES/NO |
| Do you accept that electronic trading including payment of goods and services will be made using the Authority’s Contracting, Purchasing and Finance (CP&F) tool? This question is to be answered in the Technical Envelope in the DSP. | YES/NO |

**To be completed by Commercial Evaluator:**

MANDATORY REQUIREMENTS – Table 2

|  |  |
| --- | --- |
| Does the Tender include a completed and signed copy DEFFORM 47 Annex A Offer (including all the Mandatory Declarations)? (Tenderer to upload document in the Technical Envelope in the DSP) | YES/NO |
| Does the Tender include a completed Section 2 to Annex B to DEFFORM 47-Tender Response Answer Sheet (included in this document). (Tenderer to upload document in the Technical Envelope in the DSP). | YES/NO |
| Does the Tender include a completed Schedule 5 – Contractor’s Commercially Sensitive Information. (Tenderer to upload document in the Technical Envelope in the DSP). | YES/NO |
| Does the Tender include a completed Schedule 10 - Notification of Intellectual Property Rights (IPR) Restrictions (including Nil returns) (Tenderer to upload document in the Technical Envelope in the DSP). | YES/NO |
| Does the Tender include a priced version of Schedule 2 – Schedule of Requirements? (Tenderer to upload document in the Commercial Envelope in the DSP) | YES/NO |
| Does the Tender include a completed Annex C to DEFFORM 47 – Pricing Schedule and Scenarios (Tenderer to upload document in the Commercial Envelope in the DSP) | YES/NO |
| Does the Tender include a completed Cyber Supplier Assurance Questionnaire (SAQ) and a copy of the email response from the Defence Cyber Protection Partnership (DCPP) team confirming compliance (Tenderer to upload document in the Qualification Envelope in the DSP) | YES/NO |
| Does the Tender include a completed Cyber Essentials Certificate or a Cyber Implementation Plan (CIP) - (Tenderer to upload document in the Qualification Envelope in the DSP). | YES/NO |
| Has the supplier completed the Statement Relating to Good Standing? (Tenderer to upload document in the Qualification Envelope in the DSP). | YES/NO |

|  |  |
| --- | --- |
| Commercial evaluation | PASS /FAIL |
| Tender Commercially Compliant(To be Commercially Compliant the Tender must pass the Commercial Evaluation by having all YES answers to the Mandatory Commercial Requirements) | YES/NO |
| Evaluators Comments: |

**TENDER EVALUATION SECTION 2**

**Technical Tender Response - To be completed by the Tenderer in Word format and then uploaded into the DSP.**

**Question 1**

|  |
| --- |
| **Proposed Solution:** Please outline how you would develop the diagnostic assessment framework, (deliverable WP1.4) used to assess a defence supplier’s organisational capability, and the training and development course design (deliverable WP1.5). Noting this will be developed in full as part of WP1 (ahead of implementation as part of WP2). Your response should cover the following sub-criteria:* Proposed approach for assessing a defence supplier’s organisational capability
* Proposed business improvement training and development activities, addressing the mix of approaches and minimum areas set out in paragraph 12 of the SOR.
* Proposed approach to developing training materials, referring to any resources or materials you’d look to make use of.
 |

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| --- |
| **Evidence required:** **All bidders must answer this question.**Responses must be kept to a maximum of 4000 characters. Bidders should provide a response to the question asked, covering any sub-criteria listed. The criteria and sub-criteria (listed above) will be used to evaluate the response. |

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| --- |
| **High Confidence Score banding 7 to 10:** A detailed proposal for assessing a defence supplier’s organisational capability, including approach to collecting performance information to inform the diagnostic. A detailed proposal for developing the business improvement training and development activities, addressing the mix of approaches and areas set out in paragraph 12 of the SOR. Response should detail the training and development materials to be developed and reference resources or materials the bidder would look to make use of.  |

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| **Good Confidence Score banding 4 to 6:** A proposal for assessing a defence supplier’s organisational capability, which provides a moderate amount of detail. A proposal for developing the business improvement training and development activities, covering the majority of the approaches and areas set out in paragraph 12 of the SOR. Response should detail the types of training and development materials to be developed and reference some resources or materials the bidder may look to make use of. |

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| **Concern Score 0 to 3:**An insubstantial proposal for assessing a defence supplier’s organisational capability. An insubstantial proposal for developing the business improvement training and development activities. Limited coverage of plans to develop training and development materials. No reference to use of existing resources or materials. |

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| **Tenderers Response:** |

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| --- | --- |
| **Evaluator’s Score** |  |
| **Evaluator’s Comments**  |  |
| **Score with weighting applied** |  |

**Question 2**

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| **Proposed Solution:** Please outline how you would anticipate managing the delivery of the supply chain development programme. Noting this will be planned in full as part of WP1 and delivered in WP2. Please refer to the use of any sub-contractors. Your response should cover the following sub-criteria:* Proposed approach to designing and managing operations, covering the customer journey (deliverable WP1.1 & WP2.1), application process and communications with programme applicants and participants.
* Proposed IT solution (deliverables WP1.2 & WP2.2)
* Proposed approach to delivering diagnostic assessments (deliverable WP2.4) (noting assessors completing the final diagnostics assessment are to be independent of the Delivery Partner and defence supplier), training (deliverable WP2.5) and shared learning events (deliverable WP2.6), referring to specific trainers and/ or subcontractors.
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| **Evidence required:** **All bidders must answer this question.**Responses must be kept to a maximum of 4000 characters. Bidders should provide a response to the question asked, covering any sub-criteria listed. The criteria and sub-criteria (listed above) will be used to evaluate the response. |

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| --- |
| **High Confidence Score banding 7 to 10:** A detailed proposal for managing operations, covering the customer journey and the bidder’s approach to managing the application process and communications with programme applicants and participants. A detailed proposal for a cost-effective, simple, IT solution which includes a website/ webpage or similar and a system for accepting applications from defence suppliers interested in taking part in the programme. A detailed proposal for delivering diagnostic assessments, training, and shared learning events, referencing the use of specific trainers or sub-contractors.  |

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| --- |
| **Good Confidence Score banding 4 to 6:** A proposal for managing operations, with a moderate degree of detail. A proposal for an IT solution which includes a website/ webpage or similar and a system for accepting applications from defence suppliers interested in taking part in the programme. A proposal for delivering diagnostic assessments, training, and shared learning events. |

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| --- |
| **Concern Score 0 to 3:**An insubstantial proposal for managing operations. An insubstantial proposal for an IT solution. An insubstantial proposal for delivering diagnostic assessments, training and shared learning events. |
|  |
| **Tenderers Response:** |

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| --- | --- |
| **Evaluator’s Score** |  |
| **Evaluator’s Comments**  |  |
| **Score with weighting applied**  |  |

**Question 3**

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| **Proposed Solution:** Please outline how you would promote the programme to eligible defence suppliers. Noting an identification and promotion plan will be developed in full as part of WP1 (deliverable WP1.3) and implemented in WP2 (deliverable WP2.3). Your response should cover the following sub-criteria:* Proposed communication activities to promote SCDP to eligible defence suppliers
* Evidence of existing networks within the defence sector to support promotion
* Planned engagement with Local Enterprise Partnerships/ Devolved Administrations
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| **Evidence required:** **All bidders must answer this question.**Responses must be kept to a maximum of 4000 characters. Bidders should provide a response to the question asked, covering any sub-criteria listed. The criteria and sub-criteria (listed above) will be used to evaluate the response |

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| **High Confidence Score banding 7 to 10:** A detailed communications plan which demonstrates how SCDP is envisioned to be promoted to eligible defence suppliers. The response will provide details of planned engagement events and communications activities, including a timeline/ schedule and reference to planned engagement with LEPs/ DAs. The response will also evidence existing networks within the defence sector, covering a wide range of defence capabilities (e.g. Digital, Maritime, Air). |

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| **Good Confidence Score banding 4 to 6:** A communications plan with a moderate level of detail which demonstrates how SCDP is envisioned to be promoted to eligible defence suppliers. The response will provide an overview of planned engagement events and communication activities.   |

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| **Concern Score 0 to 3:** An insubstantial communications plan with limited detail on planned engagement events and communication activities.    |
|  |
| **Tenderers Response:** |

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| **Evaluator’s Score** |  |
| **Evaluator’s Comments**  |  |
| **Score with weighting applied**  |  |

**Question 4**

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| **Proposed Solution:** In relation to the management of the programme, please provide details of the relevant resources, skills and experience you will bring and how this will support its implementation.  Your response should cover the following sub-criteria:* Experience in managing similar services in defence or related sectors, akin to what is set out in the Statement of Requirement
* CVs for key personnel responsible for managing the programme may be included in the response
* Demonstration of ability to deploy the resources required to manage the programme.
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| **Evidence required:** Responses must be kept to a maximum of 4000 characters. Bidders should provide a response to the question asked, covering any sub-criteria listed. The criteria and sub-criteria (listed above) will be used to evaluate the response. |

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| **High Confidence Score banding 7 to 10:** A detailed response evidencing the bidder’s high level of / substantive relevant resources, skills, and experience in managing similar services. The response will include CVs for key personnel, highlighting relevant skills and experience. The response will also demonstrate the ability to deploy the service management resources to the timeline required by the contract. |

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| **Good Confidence Score banding 4 to 6:** A response evidencing that the bidder has a moderate degree of relevant resources, skills, and experience in managing similar services. The evidence will demonstrate the ability to deploy the service management resources to the timeline required by the contract. |

|  |
| --- |
| **Concern Score 0 to 3:** An insubstantial response with limited evidence of the resources, skills, and experience in managing similar services. Limited evidence of the ability to deploy the service management resources to the timeline required by the contract. |
|  |
| **Tenderers Response:** |

|  |  |
| --- | --- |
| **Evaluator’s Score** |  |
| **Evaluator’s Comments**  |  |
| **Score with weighting applied**  |  |

**Question 5**

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| --- |
| **Proposed Solution:** In relation to the design, development and delivery of training and business improvement, please provide details of the relevant resources, skills and experience you provide and how this will support the implementation of the programme**,** including referring to planned use of any sub-contractors. Your response should cover the following sub-criteria:* Experience in delivering training and business improvement support, akin to what is set out in the Statement of Requirement
* CVs for trainers and/ or evidence of access to suitably skilled personnel may be included in the response
* Demonstration of ability to deploy the resources required to deliver training and business improvement
 |

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| --- |
| **Evidence required:** **All bidders must answer this question.**Responses must be kept to a maximum of 4000 characters. Bidders should provide a response to the question asked, covering any sub-criteria listed. The criteria and sub-criteria (listed above) will be used to evaluate the response. |

|  |
| --- |
| **High Confidence Score banding 7 to 10**: A detailed response evidencing the bidder’s high level of / substantial relevant resources, skills, and experience in design, development and delivery of training and business improvement support. The response will include CVs for trainers and/ or evidence of access to suitably skilled personnel, highlighting relevant skills and experience. The response will also demonstrate the ability to deploy the training resources to the timeline required by the contract. |

|  |
| --- |
| **Good Confidence Score banding 4 to 6:** A response evidencing that the bidder has a moderate level of relevant resources, skills, and experience in design, development and delivery of training and business improvement support. The evidence will demonstrate the ability to deploy the training resources to the timeline required by the contract. |

|  |
| --- |
| **Concern Score 0 to 3:** An insubstantial response with limited evidence of the resources, skills, and experience in design, development and delivery of training and business improvement support. Limited evidence of the ability to deploy the training resources to the timeline required by the contract.   |

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| --- |
| **Tenderers Response:** |

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| --- | --- |
| **Evaluator’s Score** |  |
| **Evaluator’s Comments**  |  |
| **Score with weighting applied**  |  |

**Social Value**

Overview

Social value has a lasting impact on individuals, communities, and the environment. Government has a huge opportunity and responsibility to maximise benefits effectively and comprehensively through its commercial activity. It cannot afford not to. A missed opportunity to deliver social value may lead to costs that the taxpayer has to absorb elsewhere through public procurement.

A competitive and diverse supply landscape can help to deliver innovation in public services, manage risk and provide greater value for taxpayers’ money.

As a result, the Social Value Model (SVM) has been created which details 5 Themes, 8 Policy Outcomes and 24 Model Award Criteria (MACs). The SVM MACs are questions which relate to Social Value. The use of the SVM is mandatory in all central government procurements using Public Contracting Regulations (PCR) 2015 and Defence and Security Public Contracting Regulations (DSPCR) 2011 above financial threshold and exempt procurements.

Defence is focusing on three, out of the five, priority Social Value themes that are most relevant for Defence:

* Tackling economic inequality
* Fighting climate change; and
* Equal opportunity.

The Social Value Scoring Criteria is listed below, under Appendix 2. Please use this and the information provided within the SVM to compile your responses to the SVM MAC and Model Evaluation Question (MEQ) asked. In compiling your answer, please refer to the SVM Quick Reference Table. Under Model Response Guidance for tenderers and evaluators examples of types of evidence the tender evaluators are looking for can be found.

Alongside the Standard Reporting Metrics (SRM), Social Value Key Performance Indicators (KPIs) will be used within this contract. KPIs will be generated from the Potential Provider’s social value response it is therefore important that measurable commits are included in the response (both commitments against the SRMs and other metrics as may be appropriate. KPIs will be agreed between the parties and included in the contract at Contract Award.

In accordance with the DEFFORM 47, please ensure that your written submission is in 11pt Arial.

For this procurement, the following SVM MAC have been selected as being appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| Theme | Policy Outcome | Model Award Criteria (MAC) | Weighting (of overall Tender Eval) |
| MAC No. | MAC Description |
| 3 | Fighting Climate Change | 1 | Effective stewardship of the environment | 4.2 | Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement. |  |
| 4 | Equal Opportunity | 2 | Reduce the disability employment gap | 5.1 | Demonstrate action to increase the representation of disabled people in the contract workforce |  |
| 4 | 3 | Tackle workforce inequality | 6.1 | Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce |  |
| 4 | 3 | 6.2 | Support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract |  |
| Total  |  |

**Further Social Value Guidance can be found:**

a) Social Value Model (SVM), Government Commercial Function, Edition 1.1 – 3 Dec 20 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/940827/Guide-to-using-the-Social-Value-Model-Edn-1.1-3-Dec-20.pdf

b) Guide to Using the Social Value Model, Government Commercial Function, Edition 1.1 – 3 Dec 20 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/940826/Social-Value-Model-Edn-1.1-3-Dec-20.pdf

c) Social Value Model Quick Reference Table, Government Commercial Function, Edition 1.1 – 3 Dec 20 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/940828/Social-Value-Model-Quick-Reference-Table-Edn-1.1-3-Dec-20.pdf

**Aim**

The aim of the following SVM MACs is to understand the Potential Providers Social Value Commitment that this procurement programme will provide within the geographical location(s) that is will be delivered from.

In your written response you should provide convincing arguments, including suitable evidence, of What your understanding of Social Value is, in relation to this procurement, and How you will instil confidence in the Authority in your ability to deliver against the Social Value requirements for this procurement.

A list of some of the key response documents that the Authority would expect you to provide are provided below. However, within the overall limit of pages you should supplement your written submission with other documents you consider will build confidence in your ability to maximise Social Value Commitments.

You should provide, for each MAC MEQ:

* your ‘Method Statement,’ stating how you will achieve this and how your commitment meets the SVM Model Award Criteria (MAC), and
* a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:
	+ timed action plan
	+ use of metrics
	+ tools/processes used to gather data
	+ reporting
	+ feedback and improvement
	+ transparency
* how you will influence your: staff, supply chains, 3rd party suppliers, customers, and communities through the delivery of the contract to support the Policy Outcome, e.g., engagement, co-design/creation, training, and education, partnering/collaborating, volunteering.

From the information that you provide, the evaluators will assess, Qualitatively, your response, based on the information that you provide within your tender response.

Alongside their Commitments against the SRMs, the successful Potential Provider’s method statement will form the basis of Key Performance Indicators and jointly managed throughout the life of the contract.

The Potential Providers must ensure that they answer the SVM MACs asked. Any additional information which is not specific to the contract being procured will not be considered.

The Potential Providers responses are to set out the additional Social Value benefits that they will deliver against the Policy Outcomes for this procurement. It is not sufficient to only reference/use to their Corporate Social Responsibility (CSR) and or Environmental, Social and Governance (ESG) documents.

|  |  |  |
| --- | --- | --- |
|  | **Criteria for awarding score** | **Score** |
| **Excellent**: (exceeds all of the Model Award Criteria (MACs)). | The response exceeds what is expected for the criteria. Leaves no doubt as to the capability and commitment to deliver what is required. The response therefore shows: * Very good understanding of the requirements.
* Excellent proposals demonstrated through relevant evidence.
* Considerable insight into the relevant issues.
* The response is also likely to propose additional value in several respects above that expected.
* The response addresses the social value policy outcome and also shows in-depth market experience.
 | 10 |
| **Very good**: (exceeds some of the Model Award Criteria (MACs)) | The response meets the required standard in all material respects. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows: * Good understanding of the requirements.
* Sufficient competence demonstrated through relevant evidence.
* Some insight demonstrated into the relevant issues.
* The response addresses the social value policy outcome and also shows good market experience.
 | 8 |
| **Good**: (meets all of the Model Award Criteria (MACs)) | The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows: * Good understanding of the requirements.
* Sufficient competence demonstrated through relevant evidence.
* Some insight demonstrated into the relevant issues.
* The response addresses most of the social value policy outcome and also shows general market experience.
 | 6 |
| **Poor**: (meets some of the Model Award Criteria (MACs)) | The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following: * There is at least one significant issue needing considerable attention.
* Proposals do not demonstrate competence or understanding.
* The response is light on detail and unconvincing.
* The response makes no reference to the applicable sector but shows some general market experience.
* The response makes limited reference (naming only) to the social value policy outcome set out within the invitation.
 | 2 |
| **Fail** | The response completely fails to meet the required standard or does not provide a proposal.  | 0 |

Social Value Question 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme** | **Policy Outcome** | **Weighting** | **(As percentage of Social Value):** | **25% Out of 10%** |
|  4 | Fighting Climate Change  | 4 - Effective Stewardship of the Environment  | **MAC** | 4.2  | Influence staff, suppliers, customers, and communities through the delivery of the contract to support environmental protection and improvement. |
|   | Model Evaluation Question (MEQ) | Using a maximum of 4 pages describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria. Please include: ● your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, and ● a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:* timed action plan
* use of metrics
* tools/processes used to gather data
* reporting
* feedback and improvement
* transparency

The award criteria and sub-criteria (listed above) will be used to evaluate the response. |
|   | Sub-Criteria for MAC: | Influence environmental protection and improvementActivities that demonstrate and describe the tenderer’s existing or planned: ● Understanding of how to influence staff, suppliers, customers, communities and/or any other appropriate stakeholders through the delivery of the contract to support environmental protection and improvement. ● Activities to reconnect people with the environment and increase awareness of ways to protect and enhance it. Illustrative examples: * Engagement to raise awareness of the benefits of the environmental opportunities identified.
* Co-design/creation. Working collaboratively to devise and deliver solutions to support environmental objectives.
* Training and education. Influencing behaviour to reduce waste and use resources more efficiently in the performance of the contract.
* Partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives.
* Volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact.
 |
|   | Model Response Guidance: | The award criteria and sub-criteria will be used to evaluate the response. |
|   | Illustrative examples: | * Engagement to raise awareness of the benefits of the environmental opportunities identified.
* Co-design/creation. Working collaboratively to devise and deliver solutions to support environmental objectives.
* Training and education. Influencing behaviour to reduce waste and use resources more efficiently in the performance of the contract.
* Partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives.
* Volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact.
 |
|   | Standard Reporting Metrics | ● Number of people-hoursspent protecting andimproving the environmentunder the contract, by UKregion.● Number of green spacescreated under the contract, byUK region.● Annual:* Reduction in emissions of greenhouse gases arising from the performance of the contract, measured in metric tonnes carbon dioxide equivalents (MTCDE).
* Reduction in water use arising from the performance of the contract, measured in litres.
* Reduction in waste to landfill arising from the performance of the contract, measured in metric tonnes.
 |
|   | Potential Provider's Response | In complying your answer, please refer to the Social Value Model Quick Reference Table, under Model Response Guidance for tenderers and evaluators for examples of types of evidence the tender evaluators are looking for: The written submission should be in 11pt Arial to meet the response requirement. |
| Please insert response here: |

Social Value Question 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme** | **Policy Outcome** | **Weighting** | **(As percentage of Social Value):** | **25 % Out of 10%** |
|  5 | Equal Opportunity  | 5 - Reduce the disability employment gap | **MAC** | 5.1  | Demonstrate action to increase the representation of disabled people in the contract workforce |
|   | Model Evaluation Question (MEQ) | Using a maximum of 4 pages describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria. Please include: ● your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, and ● a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:* timed action plan
* use of metrics
* tools/processes used to gather data
* reporting
* feedback and improvement
* transparency

● How you will influence your: staff, suppliers, customers, and communities through the delivery of the contract to support the Policy Outcome, e.g., engagement, co-design/creation, training, and education, partnering/collaborating, volunteering. |
|   | Sub-Criteria for MAC: | Increase representation of disabled peopleActivities that demonstrate and describe the tenderer’s existing or planned:● Understanding of the issues affecting the representation of disabled people in the workforce in the market, industry orsector relevant to the contract, and in the tenderer’s own organisation and those of its key sub-contractors.● Collection of the views and expertise of disabled people and their representative organisations on successfully supporting disabled employees or applicants.● Measures to reduce barriers to securing more jobs for disabled people in the contract workforce. Illustrative examples:* Inclusive and accessible recruitment practices, and retention-focussed activities, including those provided in the Guide for line managers on recruiting, managing and developing people with a disability or health condition.
* Introducing transparency to pay and reward processes.
* Offering a range of quality opportunities with routes of progression if appropriate, e.g. T Level industry placements, students supported into higher level apprenticeships.
* Working conditions which promote an inclusive working environment and promote retention and progression.

Other measures to provide equality of opportunity for disabled people into employment, including becoming a Disability Confident employer and inclusion of supported businesses in the contract supply chain. |
|   | Model Response Guidance: | The award criteria and sub-criteria will be used to evaluate the response. |
|   | Illustrative examples: | * Inclusive and accessible recruitment practices, and retention-focussed activities, including those provided in the Guide for line managers on recruiting, managing and developing people with a disability or health condition.
* Introducing transparency to pay and reward processes.
* Offering a range of quality opportunities with routes of progression if appropriate, e.g. T Level industry placements, students supported into higher level apprenticeships.
* Working conditions which promote an inclusive working environment and promote retention and progression.
* Other measures to provide equality of opportunity for disabled people into employment, including becoming a Disability Confident employer and inclusion of supported businesses in the contract supply chain.
 |
|   | Standard Reporting Metrics | ● Total percentage of full-time equivalent (FTE) disabled people employed under the contract, as a proportion of the total FTE contract workforce, by UK region. ● Number of full-time equivalent (FTE) disabled people employed under the contract, by UK region. ● Total percentage of disabled people on apprenticeship schemes (Level 2, 3, and 4+) under the contract, as a proportion of the all people on apprenticeship schemes (Level 2, 3, and 4+) within the contract workforce, by UK region. ● Number of disabled people on apprenticeship schemes (Level 2, 3, and 4+) under the contract, by UK region. ● Total percentage of disabled people on other training schemes (Level 2, 3, and 4+) under the contract, as a proportion of the all people on other training schemes (Level 2, 3, and 4+) within the contract workforce, by UK region. ● Number of disabled people on other training schemes (Level 2, 3, and 4+) under the contract, by UK region. |
|   | Potential Provider's Response | In complying your answer, please refer to the Social Value Model Quick Reference Table, under Model Response Guidance for tenderers and evaluators for examples of types of evidence the tender evaluators are looking for: The written submission should be in 11pt Arial to meet the response requirement. |
| Please insert response here: |

Social Value Question 3

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| **Theme** | **Policy Outcome** | **Weighting** | **(As percentage of Social Value):** | **25% Out of 10%** |
|  6 | Equal Opportunity  | 6 – Tackle Workforce Inequality | **MAC** | 6.1  | Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce. |
|   | Model Evaluation Question (MEQ) | Using a maximum of 4 pages describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria. Please include: ● your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Model Award Criteria, and● a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: * timed action plan use of metrics
* tools/processes used to gather data
* reporting
* feedback and improvement
* transparency

● how you will influence your: staff, suppliers, customers, and communities through the delivery of the contract to support the Policy Outcome, e.g., engagement, co-design/creation, training, and education, partnering/collaborating, volunteering. |
|   | Sub-Criteria for MAC: | Tackling inequality in the contract workforceActivities that demonstrate and describe the tenderer’s existing or planned:● Understanding of the issues affecting inequality in employment, skills and pay in the market, industry, or sector relevantto the contract, and in the tenderer’s own organisation and those of its key sub-contractors.● Measures to tackle inequality in employment, skills and pay in the contract workforce. Illustrative examples:* Inclusive and accessible recruitment practices, and retention-focussed activities.
* Offering a range of quality opportunities with routes of progression if appropriate, e.g. T Level industry placements, students supported into higher level apprenticeships.
* Working conditions which promote an inclusive working environment and promote retention and progression.
* Demonstrating how working conditions promote an inclusive working environment and promote retention and progression.
* A time-bound action plan informed by monitoring to ensure employers have a workforce that proportionately reflects the diversity of the communities in which they operate, at every level.
* Including multiple women, or others with protected characteristics, in shortlists for recruitment and promotions.
* Using skill-based assessment tasks in recruitment.
* Using structured interviews for recruitment and promotions.
* Introducing transparency to promotion, pay and reward processes.
* Positive action schemes in place to address under-representation in certain pay grades.
* Jobs at all levels open to flexible working from day one for all workers.
* Collection and publication of retention rates, e.g. for pregnant women and new mothers, or for others with protected characteristics.

Regular equal pay audits conducted. |
|   | Model Response Guidance: | The award criteria and sub-criteria will be used to evaluate the response. |
|   | Illustrative examples: | * Inclusive and accessible recruitment practices, and retention-focussed activities.
* Offering a range of quality opportunities with routes of progression if appropriate, e.g. T Level industry placements, students supported into higher level apprenticeships.
* Working conditions which promote an inclusive working environment and promote retention and progression.
* Demonstrating how working conditions promote an inclusive working environment and promote retention and progression.
* A time-bound action plan informed by monitoring to ensure employers have a workforce that proportionately reflects the diversity of the communities in which they operate, at every level.
* Including multiple women, or others with protected characteristics, in shortlists for recruitment and promotions.
* Using skill-based assessment tasks in recruitment.
* Using structured interviews for recruitment and promotions.
* Introducing transparency to promotion, pay and reward processes.
* Positive action schemes in place to address under-representation in certain pay grades.
* Jobs at all levels open to flexible working from day one for all workers.
* Collection and publication of retention rates, e.g. for pregnant women and new mothers, or for others with protected characteristics.
* Regular equal pay audits conducted.
 |
|   | Standard Reporting Metrics | ● Total percentage of full-time equivalent (FTE) people from groups under-represented in the workforce employed under the contract, as a proportion of the total FTE contract workforce, by UK region. ● Number of full-time equivalent (FTE) people from groups under-represented in the workforce employed under the contract, by UK region. ● Total percentage of people from groups underrepresented in the workforce on apprenticeship schemes (Level 2, 3, and 4+) under the contract, as a proportion of the all people on apprenticeship schemes (Level 2, 3, and 4+) within the contract workforce, by UK region. ● Number of people from groups under-represented in the workforce on apprenticeship schemes (Level 2, 3, and 4+) under the contract, by UK region. ● Total percentage of people from groups underrepresented in the workforce on other training schemes (Level 2, 3, and 4+) under the contract, as a proportion of the all people on other training schemes (Level 2, 3, and 4+) within the contract workforce, by UK region.● Number of people from groups under-represented in the workforce on other training schemes (Level 2, 3, and 4+) under the contract, by UK region. ● Percentage of all companies in the supply chain under the contract to have committed to the five foundational principles of good work. ● Number of companies in the supply chain under the contract to have committed to the five foundational principles of good work. ● Percentage of the supply chain for which supply chain mapping has been completed to the appropriate tier or to source in order to reduce the risks of modern slavery.● Number of people-hours devoted to supporting victims of modern slavery under the contract. |
|   | Potential Provider's Response | In complying your answer, please refer to the Social Value Model Quick Reference Table, under Model Response Guidance for tenderers and evaluators for examples of types of evidence the tender evaluators are looking for: The written submission should be in 11pt Arial to meet the response requirement. |
| Please insert response here: |

Social Value Question 4

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| **Theme** | **Policy Outcome** | **Weighting** | **(As percentage of Social Value):** | **25% Out of 10%** |
|   | Equal Opportunity  | 6 – Tackle Workforce Inequality | **MAC** | 6.2  | Support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract. |
|   | Model Evaluation Question (MEQ) | Using a maximum of 4 pages describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria. Please include: ● your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Model Award Criteria, and● a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: * timed action plan use of metrics
* tools/processes used to gather data
* reporting
* feedback and improvement
* transparency

● how you will influence your: staff, suppliers, customers, and communities through the delivery of the contract to support the Policy Outcome, e.g., engagement, co-design/creation, training, and education, partnering/collaborating, volunteering. |
|   | Sub-Criteria for MAC: | Activities that demonstrate and describe the tenderer’s existing or planned:● Understanding of in-work progression issues affecting the market, industry or sector relevant to the contract, and in the tenderer’s own organisation and those of its key sub-contractors.● Inclusive and accessible development practices, including those provided in the Guide for line managers on recruiting, managing and developing people with a disability or health condition.● Measures to support in-work progression to help people in the contract workforce, to move into higher paid work by developing new skills relevant to the contract. |
|   | Model Response Guidance: | The award criteria and sub-criteria will be used to evaluate the response. |
|   | Illustrative examples: | * Inclusive and accessible recruitment practices, and retention-focussed activities.
* Offering a range of quality opportunities with routes of progression if appropriate, e.g. T Level industry placements, students supported into higher level apprenticeships.
* Working conditions which promote an inclusive working environment and promote retention and progression.
* Demonstrating how working conditions promote an inclusive working environment and promote retention and progression.
* A time-bound action plan informed by monitoring to ensure employers have a workforce that proportionately reflects the diversity of the communities in which they operate, at every level.
* Including multiple women, or others with protected characteristics, in shortlists for recruitment and promotions.
* Using skill-based assessment tasks in recruitment.
* Using structured interviews for recruitment and promotions.
* Introducing transparency to promotion, pay and reward processes.
* Positive action schemes in place to address under-representation in certain pay grades.
* Jobs at all levels open to flexible working from day one for all workers.
* Collection and publication of retention rates, e.g. for pregnant women and new mothers, or for others with protected characteristics.
* Regular equal pay audits conducted.
 |
|   | Standard Reporting Metrics | ● Total percentage of full-time equivalent (FTE) people from groups under-represented in the workforce employed under the contract, as a proportion of the total FTE contract workforce, by UK region. ● Number of full-time equivalent (FTE) people from groups under-represented in the workforce employed under the contract, by UK region. ● Total percentage of people from groups underrepresented in the workforce on apprenticeship schemes (Level 2, 3, and 4+) under the contract, as a proportion of the all people on apprenticeship schemes (Level 2, 3, and 4+) within the contract workforce, by UK region. ● Number of people from groups under-represented in the workforce on apprenticeship schemes (Level 2, 3, and 4+) under the contract, by UK region. ● Total percentage of people from groups underrepresented in the workforce on other training schemes (Level 2, 3, and 4+) under the contract, as a proportion of the all people on other training schemes (Level 2, 3, and 4+) within the contract workforce, by UK region.● Number of people from groups under-represented in the workforce on other training schemes (Level 2, 3, and 4+) under the contract, by UK region. ● Percentage of all companies in the supply chain under the contract to have committed to the five foundational principles of good work. ● Number of companies in the supply chain under the contract to have committed to the five foundational principles of good work. ● Percentage of the supply chain for which supply chain mapping has been completed to the appropriate tier or to source in order to reduce the risks of modern slavery.● Number of people-hours devoted to supporting victims of modern slavery under the contract. |
|   | Potential Provider's Response | In complying your answer, please refer to the Social Value Model Quick Reference Table, under Model Response Guidance for tenderers and evaluators for examples of types of evidence the tender evaluators are looking for: The written submission should be in 11pt Arial to meet the response requirement. |
| Please insert response here: |