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| Fire Fighting EquipmentSouth London and Maudsley NHS Foundation Trust Zero and Social Value Response DocumentRef: ST22-P118 |
| **Supplier Name:** [Insert Supplier Name] |

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# Notes to Suppliers

Suppliers should note that in evaluating responses, the Authority will only consider information provided in response to this tender. Suppliers, including incumbent suppliers must not assume that the Authority is familiar with the Bidders’ involvement in existing services, contracts or procurements.

## Instructions

* Only use this template and do not copy or paste into a new document.
* Upload your completed document as a Word document (2010 version or above).
* When answering a question please use the Arial font (size 11). This will ensure continuity between submissions and simplify the creation of any final contract.
* You can decide to embed or upload separately any supporting documents. If you embed documents the size of this document must not exceed 12mb. If you upload separate documents ensure they are cross referenced in your written answer.

## Responses

Supplier’s responses to a question will be scored as “standalone”, unless otherwise cross referenced. Therefore, information provided in other questions will not be considered when evaluators are scoring unless cross referenced. If part of a response uses information provided in a previous question, either; clearly cross reference or provide the information again, within the context of the question being answered.

## Word Limits

Unless stated otherwise there are no word limits on responses to individual questions. Suppliers should however be conscious that long “copy and paste” responses may make it difficult for evaluators to identify the substance of your answer which affect the score you receive.

Where a word limit is specified, evaluators will be told to discount those parts of the response to the that are after the word limit..

# Social Value Evaluation

Social value will be explicitly evaluated in this procurement, where the requirements are related and proportionate to the subject-matter of this requirement. Where appropriate specific questions have been included in the response questions.

**10%** of marks are available for this section. ***Guidance: Social Value must be a minimum of 10%***

# Question Types and Marking

At the bottom of each question the question type will be indicated there are three types of question:

**For Information Only**

These questions are for information only and are not scored.

**Pass / Fail**

These questions evaluate a mandatory requirement of the specification. Supplier’s answers are marked as to whether the solution is fit for purpose or not, there is no qualitative evaluation. **Responses marked as a Fail will be deemed not fit for purpose and the supplier’s proposal will be rejected.**

**Scored 0 to 4**

Questions will be scored using a scale of 0 to 4, with each number corresponding to a minimum level of information required in the respective response and will be measured against predetermined and objective criteria. This will then be applied to the respective weighting of the section to produce a weighted score.

0 = Failure to understand and/or failure to substantial failure to provide and/or provides no confidence that the requirements will be delivered. **Responses scoring 0 for any question will be deemed as not meeting the Authorities minimum requirements. This will result in the supplier’s proposal being rejected.**

1 = Some misunderstandings and a generally low level of information and detail provided. Fails to meet the requirements in many ways and/or materially in one or more ways, and provides insufficient confidence of ability to meet and deliver the requirements.

2 = Generally understands and addresses issues appropriately. Some areas of misunderstanding, provide a low level of detail, and/or provide more of a “model answer” than a true commitment, so only provides some confidence they will deliver requirements.

3 = Good understanding of the issues, good level of detail, and demonstrated that proposals are feasible so that there is a good level of confidence that they will deliver the requirements.

4 = High degree of confidence that the Potential Provider’s proposal will meet the requirements, demonstrated through a very good understanding of the issues and what is being asked for. Proposals set out how and what will be delivered.

## Weightings

Scored questions also have a weighting applied to them, this helps to differentiate the importance of each question. The overall mark a supplier will receive for each question is calculated as follows:

Weighting ÷ 4 x Mark Awarded

## Worked Examples

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| --- | --- | --- | --- |
| **Question** | **Question weighting** | **Markawarded****(0-4)** | **Questionoverall score** |
| Question 1 | 10% | 3 | 7.5 |
| Question 2 | 10% | 4 | 10.0 |
| Question 3 | 30% | 2 | 15.0 |
| Question 4 | 20% | 1 | 5.0 |
| **Total** | **60%** |  | **37.5** |

***Guidance***

*The questions below are examples of questions you can use. All, some or none of them can be used in your tender. However you have to include some Social Value questions, and you must include some questions in the “Fighting Climate Change” section.*

*The number and type of question should be appropriate for the type and size of tender you are running.*

# Fighting Climate Change

***Guidance: Fighting Climate Change must be included in all procurements***

## Single Use Plastic

| Detail how, through the delivery of the contract, you will reduce the amount of single use plastic used for both packaging and products that will be provided |
| --- |
|  |
| Scoring methodology = 0-4Question Weighting = 10% |

| Are you able to report a forecasted baseline figure on single-use plastic usage for the delivery of the contract over a defined timescale? |
| --- |
|  |
| Scoring methodology = 0-4Question Weighting = 10% |

| Are you able to review and report regularly on the activities you are undertaking to reduce plastic and the actual amount being taken out? |
| --- |
|  |
| Scoring methodology = 0-4Question Weighting = 10% |

## Carbon Emissions

| Detail how, through the delivery of the contract, you plan to reduce your carbon emissions (both in your supply chain and embedded carbon within products) through the provision of the product/service? |
| --- |
|  |
| Scoring methodology = 0-4Question Weighting = 10% |

| Are you able to submit the annual forecasted baseline for every different type of emissions generated in the delivery of the contract? |
| --- |
|  |
| Scoring methodology = 0-4Question Weighting = 10% |

| Are you able to detail half-yearly (or as appropriate) the activities undertaken to reduce this impact |
| --- |
|  |
| Scoring methodology = 0-4Question Weighting = 10% |

| Are you able to detail the proportion of materials sourced from and/or products manufactured in the UK? |
| --- |
|  |
| Scoring methodology = 0-4Question Weighting = 10% |

| Can you detail alongside each planned and undertaken activity the emissions reduction (shown in both actual amount and as a % of the total emissions of the tender) |
| --- |
|  |
| Scoring methodology = 0-4Question Weighting = 10% |

## Use and Disposal

| Detail how, through the delivery of the contract, you plan to create and run effective guidance for both the proper usage of a product, how to dispose of it correctly and extend its most useful lifespan, in a digital format* Are you able to provide guidance on the proper usage of a product, how to dispose of it correctly and extend its most useful lifespan, in a digital format? Is this available now?
* Are you able to report monthly (or as appropriate) how many times the guidance has been downloaded?
* Are you able to report how much paper and carbon emissions this has saved if the equipment is used as per the guidance?
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| Scoring methodology = 0-4Question Weighting = 10% |

## Packaging

| Detail how, through the delivery of the contract, you plan to reduce the amount of packaging provided with the product?• Do you have Supplier to agree on a timescale to reduce the packaging provided with the product• Supplier to detail the changes or reductions in materials for packaging• Supplier to report on the annual saving in materials / emissions through the changes |
| --- |
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| Scoring methodology = 0-4Question Weighting = 10% |

## Road Miles

| Detail how, through the delivery of the contract, you plan to reduce the road miles required for the provision and running of the service in scope?* Detail the baseline of projected miles that will be travelled in the duration of the contract.
* What timescales do you commit to for making committed changes to the provision of the service?
* Confirm you are able to report on the annual saving of miles travelled / reduction in emissions.
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| Scoring methodology = 0-4Question Weighting = 10% |