



Social Value Guidance for Suppliers

Invitation to Tender (ITT)

When you are formally invited to bid for a contract, you will receive a tender pack, which outlines the requirements and expectations for your submission. This pack will include a series of structured questions designed to assess your capability, experience, and approach, including at least one question specifically focused on **social value**.

The weighting assigned to social value will be clearly stated within the tender documentation, ensuring transparency in how your response will be evaluated.

As part of your submission, you will be asked to select from a set of **social value proxies**. These may include either:

- A **streamlined selection of proxies** provided on [Page 2], accompanied by tailored guidance in the *City of Doncaster Council Social Value Proxies* documentation. **(168 Pages)** – We also can send the individual guidance for each of these proxies as separate PDFs for ease of use)
- The full set of TOMs from **The National TOMs Framework** (Themes, Outcomes, and Measures) - guidance for this can be found in the Social Value TOM System Guide. **(794 Pages)**

Your response should demonstrate how your organisation intends to contribute to the Council's social value priorities. Specifically, you will be expected to:

- **Align your proposal with key themes and local priorities**, as illustrated outlined on [Page 2 & 3]
- **Outline a clear and proportionate plan of action**, including activities, initiatives, or resource commitments that will deliver meaningful impact

While your plan should reflect the size and scope of the contract, we strongly encourage all suppliers to be ambitious and commit to delivering **as much social value as possible**, regardless of contract value.

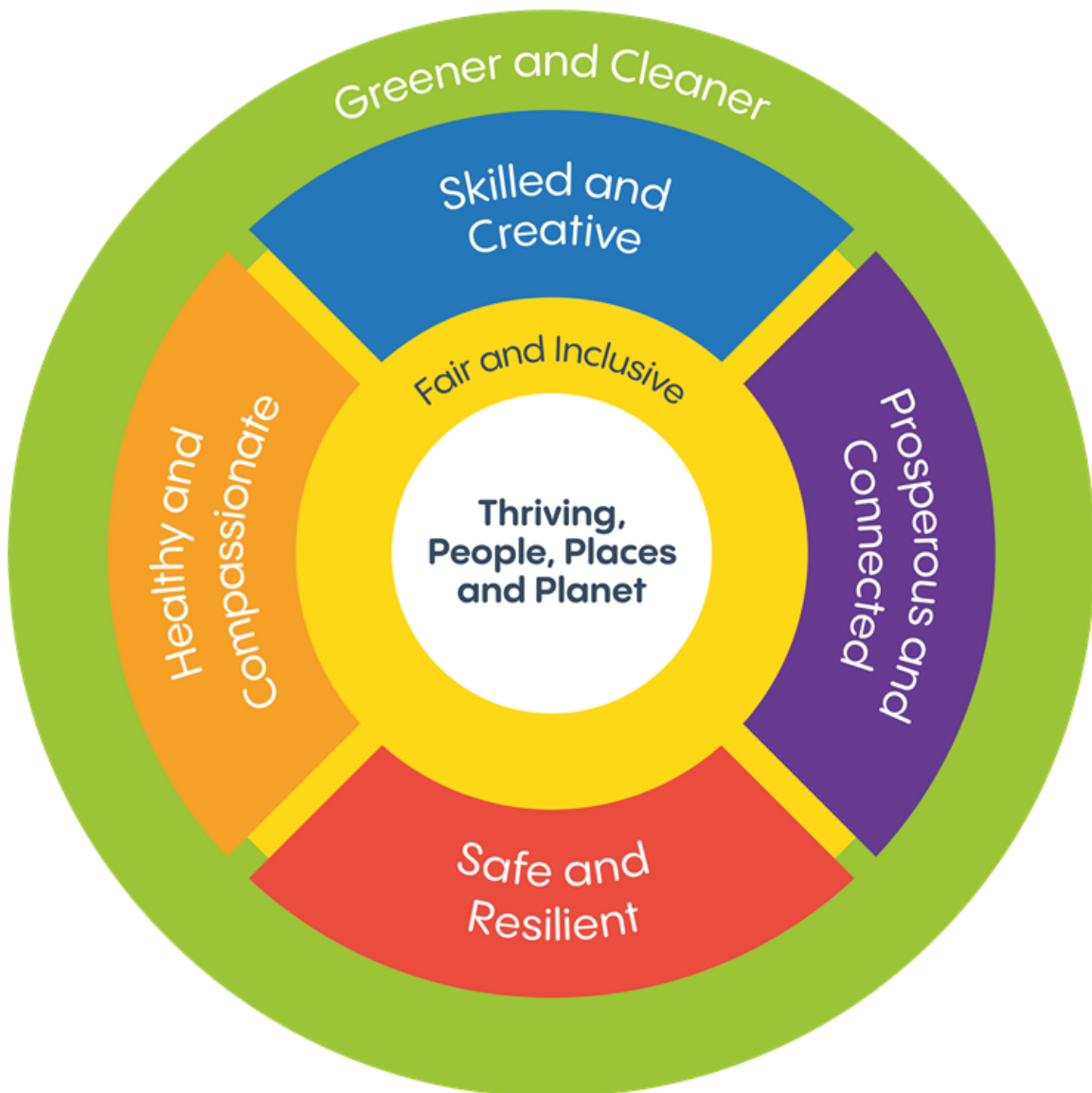
The procurement lead and evaluation team will assess your submission to ensure that your proposed commitments are both realistic and achievable within the context of the contract.

Please note: For contracts exceeding **£500,000**, you will be required to submit a **Social Value Delivery Plan**. This should provide a more strategic overview of how you intend to implement and monitor your social value commitments throughout the contract.

Themes, Outcomes and Measures aligned with City of Doncaster Council's 10 Year Strategy - Doncaster Delivering Together

Code	Theme	Doncaster Borough Strategy Objective	Measure Title	Units	Social Value Proxy	Response: please record value as requested, e.g. weeks, number etc.	Total Social Value
NT11	Work	Prosperous & Connected	Local people employed or retained	no people FTE	£31,481		£0
NT10	Work	Prosperous & Connected	Employment of new apprentices	no. of weeks	£251.79		£0
NT108	Economy	Fair & Inclusive	Contributions to programmes which promote gender equity	£	£1.00		£0
NT107	Economy	Prosperous & Connected	Accredited Living Wage employer	Y/N			
NT111	Work	Prosperous & Connected	Personalised support to help unemployed people into work	no. hrs (total session duration)*no. Attendees	£105.58		£0
NT116	Planet	Greener & Cleaner	Expert support on carbon reduction to SMEs in the supply chain	£ invested	£1.00		£0
NT118	Planet	Greener & Cleaner	Support for sustainable reforestation or afforestation projects	£ invested	£1.00		£0
NT12	Work	Skilled & Creative	Meaningful unpaid work placements while Not in Employment Education or Training	no. of weeks	£194.50		£0
NT13	Work	Prosperous & Connected	Meaningful paid work placements	no. of weeks	£194.50		£0
NT13a	Work	Prosperous & Connected	Meaningful paid work placements paying the Real Living Wage+	no. of weeks	£346.50		£0
NT14	Economy	Safe & Resilient	Spend with VCSEs in the supply chain	£	£0.12		£0
NT15	Economy	Safe & Resilient	Expert support to VCSEs and SMEs	no. staff expert hours	£101.00		£0
NT15a	Economy	Greener & Cleaner	Expert support to VCSEs and SMEs to achieve net zero carbon	no. staff expert hours	£101.00		£0
NT16	Economy	Safe & Resilient	Support for VCSEs through donations	£ invested	£1.00		£0
NT17	Economy	Safe & Resilient	Support for VCSEs through volunteering	no. staff volunteering hours	£18.93		£0
NT18	Economy	Prosperous & Connected	Spend with local companies in the supply chain	£	£1.00		£0
NT19	Economy	Prosperous & Connected	Spend with local SMEs in the supply chain	£	£1.00		£0
NT2	Work	Prosperous & Connected	Proportion of employees who are local	%	1%		0%
NT20	Economy	Healthy & Compassionate	Multidimensional wellbeing programme access for staff	no. of employees provided access	£130.29		£0
NT106	Economy	Fair & Inclusive	Expert Equality, Diversity & Inclusion training	£ invested	£1.00		£0
NT24	Community	Safe & Resilient	Support for community initiatives to reduce crime	£ invested	£1.00		£0
NT25	Community	Safe & Resilient	Support for initiatives to tackle homelessness	£ invested	£1.00		£0
NT26	Community	Healthy & Compassionate	Support for community health or wellbeing interventions	£ invested	£1.00		£0
NT27	Community	Prosperous & Connected	Support for initiatives focused on strengthening community networks	£ invested	£1.00		£0
NT28	Community	Safe & Resilient	Support for local community projects through donations	£ invested	£1.00		£0
NT29	Community	Safe & Resilient	Support for local community projects through volunteering	no. staff volunteering hours	£18.93		£0
NT3	Work	Fair & Inclusive	Long-term unemployed people recruited	no.people FTE	£20,429.00		£0
NT30	Community	Safe & Resilient	Support for local community charters/stakeholder plans	£ invested	£1.00		£0
NT31	Planet	Greener & Cleaner	Reductions in scope 1 & 2 CO2e emissions through decarbonisation	tCO2e	£244.63		£0
NT31a	Planet	Greener & Cleaner	Reductions in scope 3 CO2e emissions through decarbonisation	tCO2e	£244.63		£0
NT32	Planet	Greener & Cleaner	Reductions in car miles from a green transport programme	miles saved	£0.06		£0
NT33	Planet	Greener & Cleaner	Miles driven using Zero Emission Vehicles (ZEV)	miles driven	£0.03		£0
NT35	Planet	Greener & Cleaner	Procurement contracts that include sustainable procurement commitments	%	1%		0%
NT3a	Work	Fair & Inclusive	Long-term unemployed armed forces veterans recruited	no.people FTE	£20,429.00		£0
NT3b	Work	Fair & Inclusive	Long-term unemployed homeless people recruited	no.people FTE	£20,429.00		£0
NT4	Work	Skilled & Creative	Employees recruited who are Not in Education Employment or Training (16-24 y.o.)	no.people FTE	£15,382.90		£0
NT44a	Planet	Greener & Cleaner	Commitment to achieve net zero emissions by 2030	Y/N			
NT4a	Work	Prosperous & Connected	Unemployed 16-25 year old care leavers recruited	no.people FTE	£15,382.00		£0
NT5	Work	Fair & Inclusive	Unemployed ex-offenders aged 18 and over recruited	no.people FTE	£24,269.00		£0
4	Work	Skilled & Creative	Initiatives to promote local skills and employment	£ invested	£1.00		£0
NT53	Planet	Greener & Cleaner	Initiatives to safeguard the environment	£ invested	£1.00		£0
NT54	Planet	Greener & Cleaner	Retraining workers for a just transition to a net zero economy	no. hrs (total session duration)*no. attendees	£105.58		£0
NT55	Economy	Healthy & Compassionate	Support for common mental health issues	no. employees provided access	£140.57		£0
NT6	Work	Fair & Inclusive	Unemployed individuals with disabilities recruited	no.people FTE	£18,605.00		£0
NT69	Planet	Greener & Cleaner	Expert support for the adoption of circular economy solutions	no. staff expert hours	£101.00		£0
NT72	Planet	Greener & Cleaner	Hard-to-recycle waste diverted from landfill/incineration	no. of tonnes	£98.70		£0
NT8	Work	Skilled & Creative	Support for students at local educational institutions	no. staff volunteering hours	£18.93		£0
NT9	Work	Skilled & Creative	Accredited training for new employees	no. of weeks	£317.82		£0

Doncaster Borough Strategy



Delivering and Reporting Your Social Value Commitments

Once your selected social value proxies have been agreed upon, the next step is to begin delivering on your commitments as outlined in your tender response.

To ensure transparency and accountability, you are required to **submit quarterly reports** throughout the duration of the contract. These reports should be sent to our dedicated Social Value inbox at SocialValue@doncaster.gov.uk

Your reports must include appropriate supporting evidence to demonstrate the progress and impact of your social value activities. The type of evidence required will depend on the proxies you selected and will be clearly outlined in the guidance provided to you, either from the Social Value TOMs Guide or the City of Doncaster Council Proxies documentation (if you selected from the streamlined list on *[Page 2]*).

Evidence can take a variety of forms, including:

- **Qualitative evidence:** such as case studies, testimonials, photographs, videos, and feedback from participants or beneficiaries. These help to tell the story behind your activities and highlight the human impact of your efforts.
- **Quantitative evidence:** such as measurable data that demonstrates the scale or outcomes of your contributions. For example, the total £ value donated to VCSEs, number of volunteer hours delivered, or number of individuals supported through your initiatives.
- **A combination of both:** In many cases, a blend of qualitative and quantitative evidence provides the most compelling and comprehensive picture of your social value delivery.

The **exact evidence requirements** will be specified in the documentation shared with you at the point of commitment agreement. If you are ever unsure about what to include, the Social Value Team is available to offer guidance and support.

Review and Validation of Social Value Data

Once your social value data and supporting evidence have been submitted, they will undergo a thorough review by our dedicated Social Value Team, which operates within the Strategic Procurement Team at the City of Doncaster Council.

The information you provide plays a crucial role in tracking and evaluating the delivery of your social value commitments throughout the life of the contract. Our team will monitor this data regularly to ensure it aligns with the agreed outcomes and contributes meaningfully to the overall impact assessment.

To maintain consistency and transparency, all submitted data will be assessed against the criteria outlined in the guidance documentation provided to you. Any data that does not meet these standards will be classified as **unvalidated** and will not be included in the final reported social value figures.

In cases where the evidence provided is insufficient or unclear, we will issue a set of **clarification questions** to help you address any gaps or inconsistencies. Once your responses are received, we will re-evaluate the data to determine whether it can be validated and included in our delivery calculations.

Our aim is to work collaboratively with you to ensure your social value contributions are accurately captured and recognised. If you have any questions or require further support during this process, please don't hesitate to contact the Social Value Team.

Need Help Delivering Your Social Value Commitments?

We understand that circumstances can change, and you may occasionally face challenges in delivering the social value commitments you've agreed to. If this happens, please don't hesitate to contact the Social Value Team as early as possible.

Our team is here to support you and may be able to offer practical solutions, including **signposting to relevant local organisations**, such as **VCSEs** (Voluntary, Community and Social Enterprises) and **charities** across Doncaster. These connections can help you fulfil your donation pledges, identify volunteering opportunities, or explore alternative ways to deliver meaningful impact.

We're committed to working collaboratively with our suppliers to ensure that social value remains achievable, impactful, and aligned with local priorities. If you're unsure where to start or need tailored advice, please don't hesitate to get in touch.

Service Fee and Support for Social Value Delivery

As part of our commitment to supporting the successful delivery of your social value commitments, a service fee will be applied. This fee is calculated at 0.1% of the total contract value and is charged annually during the initial term of the contract, capped at a maximum of £5,000 per year. Please note that VAT will be applied at the prevailing rate.

Example charges:

Contract Value (£)	Annual Charge £ (0.1% Contract Value)
£100,000	£100
£500,000	£500
£1,000,000	£1,000
£5,000,000	£5000
£9,500,000	£5000

This contribution enables us to provide a comprehensive package of ongoing support, including:

- Quarterly reviews to monitor progress and ensure alignment with agreed outcomes
- Guidance and documentation to assist with the submission of evidence
- Tailored support to help you meet your social value objectives effectively

Depending on the structure of your contract and an internal assessment by the Strategic Procurement Team, this fee may be invoiced either upfront or retrospectively. The appropriate payment schedule will be communicated to you accordingly.

If you have any questions regarding this charge or the support available, please don't hesitate to contact the Social Value Team via e-mail at SocialValue@doncaster.gov.uk