

**Bidders Guidance:**

We have prepopulated 4 examples in grey italics to illustrate our guidance below, please ensure these are removed from the spreadsheet before submitting your bid.

Please only complete the blue Bidder commitments section, the Contract Management section will be used post contract award to contract manage the delivery of Social Value during the lifetime of the contract. Please complete as many tab as there are years in the contract - add if necessary.

Column A Deliverables – please enter a short description of the Social Value outputs you will deliver during the lifetime of the contract. Please enter one line per item, for example if you are planning several enterprise days throughout the year, please enter a line for each as showed in the example above for the food growing workshop.

Column B Beneficiary: Please enter the name of the beneficiary of the Social Value output, this could be a school, a local charity, a group of residents etc. Leaving this column blank or being unspecific (for example “local Schools”) will negatively affect your scoring.

Column C Project Lead: Please indicate the name of the person at your organisation who will be responsible for the delivery and reporting of Social Value for this contract.

Column D Outcomes: Please indicate which of the outcomes (longer-term changes to be achieved) from the Specification, the delivery of this output contributes to.

