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**ALWAYS REFER TO THIS DOCUMENT ON-LINE FOR THE LATEST VERSION**

**Model Award Criteria**

**For**

**Public Sector Bodies**

**Fixed Social Value Indicator Approach – IT Contracts**

# Introduction

This paper sets out model award criteria for use by Contracting Authorities when scoring social value using the Fixed Indicator Approach. Before using this model, you should have:

* Read the [Procurement Policy Note (PPN) 01/21 (Social](https://www.finance-ni.gov.uk/publications/ppn-0121-scoring-social-value) Value in Procurement).
* Read the Scoring Social Value Guidance (available at [www.socialvalueni.org](http://www.socialvalueni.org))
* Completed the Social Value training module (available via LInKS or at [www.socialvalueni.org](http://www.socialvalueni.org))
* Decided between the Social Value Points approach or Fixed Social Value Indicator approach as the appropriate method to score social value for this contract.
* Read the guidance to help select the most appropriate theme and subsequent indicator(s) for this contract, which is available in Annex 1 of this document and on [www.socialvalueni.org](http://www.socialvalueni.org))

*Wherever possible you should copy the model award criteria below into your tender documentation. If appropriate, you can make adjustments to the model award criteria and supplier guidance to:*

* *ensure model award criteria is consistent with scoring matrix;*
* *ensure relevance to the subject matter of the contract;*
* *respond to feedback gained through pre-procurement engagement;*
* *ensure compliance with the principles of equal treatment, non-discrimination and proportionality; and/or to*
* *satisfy/achieve specific departmental policy objectives.*

*You should replace any defined terms if they conflict with your Conditions of Contract or specification (e.g. you may use Contractor instead of Supplier in your contract)*

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**Award Criteria**

In accordance with the [Procurement Policy Note (PPN) 01/21 (Social Value in Procurement)](https://www.finance-ni.gov.uk/publications/ppn-0121-scoring-social-value), the successful Supplier will be required to deliver measurable social value outcomes.

With reference to the Social Value Schedule set out at Click here to enter text. , describe how you will support delivery of Social Value Indicator **Select a Social Value Indicator** in the delivery of work on the contract?

**Supplier Guidance**

Social Value initiatives related to indicator **Select a Social Value Indicator** may include:

[Insert indicator(s) example initiatives set out in guidance below]

**You can choose from any one or more of the social value initiatives detailed above. Alternatively, you can choose your own initiative(s) but must ensure they meet the requirements of the Social Value Indicator above. You must clearly state in your response which initiative(s) you are referring to.**

Your response should include:

* The activities you will undertake and the timescales for delivery;
* Quantifiable metrics for each activity. You may wish to complete and insert the table below in your response. This table is for illustrative purposes only. You do not need to deliver against all these initiatives.

|  |  |
| --- | --- |
| **Initiatives**  | **Quantity**  |
| Relevant initiative  | X metric (e.g. number of hours of activity, number of weeks of employment/work placements, number of site visits, number of audits) |
|  |  |
|  |  |
|  |  |

* The resources you will use to plan and deliver the social value requirements;
* How you will engage with key external stakeholders (e.g. suppliers in your supply chain, the Authority, social value beneficiaries, organisations within the voluntary, community and social enterprise sector etc.);
* Confirmation that the activities included in your response are forward looking, activities that are directly related to this contract; and,
* How you will monitor and report on the delivery of the social value activities and address any performance issues.

**Your answer should be no more than** Click here to enter text. **sides of one A4 page and should be in Arial font, size 11.**