Lancashire County Council

Invitation to Tender

Appendix 5 - Evaluation Criteria (Selection and Award Stage)

Tender No:	RB/LCC/CAS/25/1957
Tender Title:	Plant & Vehicle Hire (Operated & Non-Operated) and Associated Services

Evaluation Overview

All Submissions will be marked over a two stage process before the framework is awarded for each individual Lot.

Stage 1: Selection Evaluation Criteria – Acceptance/rejection of Tenderers based on business standing, financial standing, technical and professional ability.

In the event that a Tenderer is excluded as a consequence of its responses at Stage 1 or for any other reason, it will be notified at the earliest opportunity.

In these procurement documents the term "Self-cleaning" is used. This term arises out of Regulation 57(13) of The Public Contracts Regulations 2015. Self-cleaning allows Tenderers to provide evidence that any breaches that may have occurred in the grounds for exclusion outlined in this document have now been rectified and measures have put in place to ensure compliance . The Authority reserves the right to consider the measures taken and deem whether the remedial action taken is sufficient and whether the Authority requires the Submission of satisfactory evidence by the Tenderer prior to appointment.

CRITERIA	SECTION NUMBERS	DOCUMENT	EXPLANATION FOR ALLOCATION OF WEIGHTING	CRITERIA WEIGHTING
Selection	1 - 7	Selection Criteria Questionnaire	Must pass all questions to be eligible to be appointed	Pass or Fail

Where appropriate, the Authority will request evidence of the self-cleaning measures implemented following the evaluation process. If any of the successful Tenderers are found to have failed the selection criteria or fail to provide the information required by the Authority, they will be rejected from the process and the Authority will go to the next highest scoring Tenderer in respect of that Lot.

All Tenderers who pass the evaluation of Stage 1 will proceed to Stage 2 evaluation.

Stage 2: Award Evaluation Criteria – All Submissions for each lot will be evaluated and scored on the basis of the most economically advantageous tender against the evaluation criteria detailed in this document and which is based on the following split.

CRITERIA	SECTION NUMBERS	DOCUMENT	EXPLANATION FOR ALLOCATION OF WEIGHTING	CRITERIA WEIGHTING
Quality / Technical Inc. Social Value		Award Criteria Questionnaire	Refer to Stage 2: Award Evaluation Criteria – Quality & Technical section	40%
Price		Pricing Schedule	Refer to Stage 2: Award Evaluation Criteria – Price section	60%

The Authority intends to enter into an agreement with the Tenderers who are assessed as having submitted the most advantageous tenders, having been awarded the highest scores following Stage 2 evaluation.

Stage 1: Selection Evaluation Criteria

Part 1: Potential supplier Information

Section 1 - Potential supplier information (1.1), Bidding model (1.2, 1.3, 1.4)	
1.1 (a) – (f)	
PASS	All information has been provided for all questions.
FAIL	Information requested not provided for all questions.
1.1 (g)-(i)	
PASS	A response of 'Yes'; or a response of N/A if not applicable.
FAIL	A response of 'No'.
1.1 (g)-(ii)	
PASS	If response to 1.1 (g)-(i) is 'Yes' all requested information has been provided.
FAIL	If response to 1.1 (g)-(i) is 'Yes' but no response provided to 1.1 (g)-(ii).
1.1 (h)-(i)	
PASS	A response of 'Yes' or 'No' is provided (if applicable); OR no response as the question is not applicable as the procurement is not for services.
FAIL	A failure to provide a response to 1.1 (h)-(i) where appropriate.
1.1 (h)-(ii)	
PASS	If response to 1.1 (h)-(i) is 'Yes', the requested information and confirmation of compliance has been provided.
FAIL	If response to 1.1 (h)-(i) is 'Yes' but no confirmation of compliance is given in response to 1.1 (h)-(ii).
1.1 (i) – (m)	
PASS	All information has been provided for all questions, where applicable.
FAIL	Information requested not provided for all questions, where applicable.
1.2	
PASS	Tenderer has responded that they are bidding as a single supplier; OR Tenderer has responded that they are bidding as part of a group or consortium and all information is provided for 1.2 (a-e).
FAIL	No response provided; OR if bidding as part of a group or consortium, all applicable information requested in 1.2 (a-e) is not provided.
1.3	
PASS	All requested information for sub-contractors/supply chain has been provided, if applicable.
FAIL	Where applicable, the information requested for sub-contractors/supply chain is not provided.
1.4	
PASS	Where applicable, the lot(s) bid for are detailed.
FAIL	Where applicable, no response provided to confirm the lot(s) bid for.

Part 2: Exclusion Grounds

Section 2 - Grounds for mandatory exclusion (2.1) See Annex D of the questionnaire for guidance	
2.1(a)	
For the questions within 2.1(a) you must self-certify whether any of the grounds for mandatory exclusion apply, as specified by the questions. The detailed grounds for mandatory exclusion of an organisation are set out in Annex D of the Selection Criteria Questionnaire, which should be referred to before completing these questions.	
PASS	Responses of 'No' to each question; OR a response of 'Yes' to one or more questions (accompanied by 'No' for the remainder of the questions) and the required information is provided in question 2.1(b), and appropriate evidence of self-cleaning for each response of 'Yes' is provided within 2.1(c). (See section on 'Self-cleaning' below for guidance and instructions on this).
FAIL	The Authority is entitled to exclude Tenderers from this procurement if any of the mandatory grounds for exclusion apply, as indicated by a Tenderer responding 'Yes' to a question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.
2.1(b)	
PASS	A response of 'Yes' to one or more of the offences listed in 2.1(a) and further details as requested provided; OR no response provided as not applicable.
FAIL	A response of 'Yes' to one or more of the offences listed in 2.1(a) and further details as requested not provided.
2.1(c)	
PASS	Responses of 'No' to all offences listed in 2.1(a); OR a response of 'Yes' and sufficient evidence of self-cleaning is provided to the satisfaction of the Authority (see full details within section on 'Self-cleaning' below).
FAIL	If any of the mandatory grounds for rejection apply and the Tenderer does not provide sufficient evidence of 'Self-cleaning', then the Authority will score this section of the Tenderer's application as a FAIL. If a Tenderer is scored a FAIL for this section, then this will result in the Tenderer's elimination from the evaluation process and the Authority will not proceed with the scoring of the Tender's Submission. (See section on 'Self-cleaning' below).
Section 3 - Mandatory and discretionary grounds relating to the payment of taxes and social security contributions (3.1 – 3.2)	
3.1(a)	
PASS	Response of 'Yes' and information requested provided, if applicable; OR a response of 'No' and sufficient evidence of self-cleaning is provided to the satisfaction of the Authority (see full details within section on 'Self-cleaning' below).
FAIL	The Authority is entitled to exclude Tenderers from this procurement if any of the grounds for exclusion apply, as indicated by a Tenderer responding 'No' to the question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.
3.1(b)	

PASS	If the response to question 3.1(a) is 'No' and information requested is provided; OR no response required due to a response of 'Yes' to question 3.1(a).
FAIL	If the response to question 3.1(a) is 'No' and information requested is not provided.
3.2	
PASS	If the response to question 3.1(a) is 'No' and a response of 'Yes' is provided.
FAIL	The Authority is entitled to exclude Tenderers from this procurement if any of the grounds for exclusion apply, as indicated by a Tenderer responding 'No' to the question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.
Section 4 - Grounds for discretionary exclusion (4.1 – 4.3)	
4.1 (a) - (i) and 4.1(j)-(i) - 4.1(j)-(iv)	
You must self-certify whether any of the grounds for discretionary exclusion apply, as specified by the questions.	
PASS	Responses of 'No' to each question; OR a response of a 'Yes' to one or more questions but appropriate evidence of self-cleaning is provided within 4.3 (see section on 'Self-cleaning' below for guidance and instructions on this).
FAIL	The Authority is entitled to exclude Tenderers from this procurement if any of the discretionary grounds for exclusion apply, as indicated by a Tenderer responding 'Yes' to a question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.
4.2	
PASS	If the Potential supplier is a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, a response of 'Yes' to both confirmation statements; OR a response of a 'No' to one or more confirmation statements but appropriate evidence of self-cleaning is provided within 4.3 (see section on 'Self-cleaning' below for guidance and instructions on this); OR no response as the Tenderer is not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015.
FAIL	The Authority is entitled to exclude Tenderers from this procurement if any of the discretionary grounds for exclusion apply, as indicated by a Tenderer responding 'No' to one or more of the confirmation statements, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.
4.3	
PASS	No response required due to responses of 'No' to all situations and statements listed in 4.1 and responses of 'Yes' to the confirmations in 4.2 (where applicable); OR a response of 'Yes' to one or more of the situations and/or statements listed in 4.1 and/or a response of 'No' to either confirmation in 4.2 (if applicable) and sufficient evidence of self-cleaning is provided in 4.3 to the satisfaction of the Authority (see full details within section on 'Self-cleaning' below).
FAIL	If any of the grounds for rejection apply in 4.1 and 4.2 and the Tenderer does not provide sufficient evidence of 'Self-cleaning' in 4.3, then the Authority will score this section of the Tenderer's application as a FAIL.

	If a Tenderer is scored a FAIL for this section, then this will result in the Tenderer's elimination from the evaluation process and the Authority will not proceed with the scoring of the Tender's Submission. (See section on 'Self-cleaning' below).

Self-cleaning: important instructions

Self-cleaning: If a Tenderer responds 'Yes' to any of the questions within 2.1(a) or 4.1, or 'No' to any of the questions within 3.1(a), 3.2, and 4.2 (if applicable), the Authority may request further evidence of self-cleaning at any time prior to award.

In order for the evidence referred to above to be sufficient, the Tenderer shall, as a minimum, prove that it has:

- Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Tenderer shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Tenderer shall be given a statement of the reasons for that decision, and the question(s) shall be scored as a FAIL.

The Authority can use its discretion as to whether the Tenderer may be awarded a PASS, provided the Tenderer can demonstrate remedial action to the Authority's satisfaction.

If a Tenderer answers 'Yes' to any of the questions within 2.1(a) or 4.1 or 'No' to any of the questions within 3.1(a), 3.2, and 4.2 (if applicable) and subsequently **does not provide any evidence that is requested** of Self-cleaning the Tenderer will fail that question and be excluded from the process.

Self-cleaning is not applicable to discretionary exclusion grounds which are procurement-specific and which do not arise from Tenderer misdeeds ("conflict of interest" and "distortion of competition from prior involvement").

Part 3: Selection Questions

<table>
<tr><th colspan="2">Section 5 – Economic and Financial Standing (5.1 – 5.5)</th></tr>
<tr><th colspan="2">5.1-5.3(a-b)</th></tr>
<tr><td>PASS</td><td>The Tenderer can provide the requested details to one of the questions 5.1, 5.2, 5.3(a) or 5.3(b).</td></tr>
<tr><td>FAIL</td><td>The Authority may fail a Tenderer if they cannot provide the requested details for at least one of the questions 5.1, 5.2, 5.3(a), or 5.3(b).</td></tr>
<tr><th colspan="2">5.4</th></tr>
<tr><td>PASS</td><td>The specified minimum level of economic and financial standing for this procurement is set out below:

If both of the following criteria are achieved, the Tenderer will achieve a PASS and should select 'Yes' within the Selection Criteria Questionnaire.

• A result of 0.7 or above for the current ratio; and
• A result of 1 or below for the debt ratio.

<u>To calculate the financial ratios:</u>

<table>
<tr><th colspan="2">FINANCIAL INFORMATION – evaluation method</th></tr>
<tr><td>Current ratio</td><td>Current assets divided by current liabilities</td></tr>
<tr><td>Debt ratio</td><td>Total debt divided by total assets</td></tr>
</table>

The Authority reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt.

At the sole discretion of the Authority, the further information provided may be taken into account to assess whether your organisation will PASS the question.</td></tr>
<tr><td>FAIL</td><td>If a Tenderer selects 'No' for Question 5.4 as they did not satisfy both of the above criteria they may FAIL that question in which case the Authority will not proceed with the scoring of their tender.

Tenderers may be required to confirm the following information during evaluation stage when requested:
• Current assets
• Current liabilities
• Total debt
• Total assets

The Authority will use the above information to calculate the ratios. If a Tenderer is found not to satisfy both the above criteria they may fail question 5.4 and be excluded from the procurement.

The Authority reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt.</td></tr>
</table>

	At the sole discretion of the Authority, the further information provided may be taken into account to assess whether your organisation will PASS the question. The Authority reserves the right to use a third party provider of business information. This may be to validate the financial information provided by the Tenderer, to identify areas of concern, and/or obtain further information where required.
5.5	
PASS	Where the Tenderer is relying on another member of the bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, the Tenderer confirms that the relevant person or entity is willing to provide a guarantee or other security if required.
FAIL	Where the Tenderer is relying on another member of the bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, the Tenderer does not confirm that the relevant person or entity is willing to provide a guarantee or other security if required. The Authority reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt. At the sole discretion of the Authority, the further information provided may be taken into account to assess whether your organisation will PASS the question.
Section 6 – Technical and professional ability (6.1 - 6.3)	
6.1	

This question requires contract(s) that are relevant to the Authority's requirement. **The Authority's requirements are set out within the ITT and Specification documents**.

Examples of contracts relevant to the Authority's requirements may include:

- Contract(s) for goods/services/works which are similar in nature to those set out within the Authority's tender documents, specifically the specification.

- Other contracts or major grants as the Authority sees appropriate.

Tenderers may provide:

1. references from other local authorities, e.g. Contract Managers; or in the event that this is not possible, Tenderers may provide:
2. references from other public sector bodies, e.g. if you have been contracted by the NHS, ICBs, schools, or universities; or in the event that this is not possible, Tenderers may provide:
3. references from the private sector.

The relevancy of your contracts to the Authority's requirements will be assessed on the following:

- contracting arrangements was the contract performed in the last three years?;
- description of services provided under the contract (i.e. is the service of a similar nature to that detailed in the Authority's ITT?); and
- value of contract (i.e. is it of a similar value to this contract?).

PASS	The information is complete and the reference(s) which the Authority obtains are satisfactory.
FAIL	If one or more references gives evidence of a failure to deliver the required levels of contract performance it may result in a FAIL. No description(s) provided in response to the question, or the contracts provided are not relevant to the Authority's requirements may result in a FAIL. If it is not possible to validate the accuracy of the information provided or if the accuracy of the information provided is put in significant doubt by the referee this may result in a FAIL. However, the information for the other questions within section 6 will be taken into account by the Authority to assess whether your organisation will PASS the question. Please note that the Authority will check the word-count of your response(s), any words above the word-count will not be evaluated. The word-count applies to each contract, i.e. you have 500 words for Contract 1, 500 words for Contract 2, 500 words for Contract 3.
6.2	
This question requires an explanation as to why examples cannot be given within 6.1 and how you meet the selection criteria relating to technical and professional ability.	
PASS	Explanation not required by virtue of the response given to 6.1, or the explanation provided is satisfactory.
FAIL	No response to the question, or the explanation is not satisfactory. However, the information for the other questions within section 6 will be taken into account by the Authority to assess whether your organisation will PASS the question.
6.3	
This question requires previous experience of working with subcontractors.	
PASS	The evidence submitted is satisfactory, even if limited, or no response due to no subcontracting in proposed delivery model.
FAIL	No description(s) provided in response to the question where the Tenderer has stated they would use subcontracting within the delivery model.
Section 7 – Additional Questions including Project Specific Questions	

7.1 Insurance	
PASS	You either have or can commit to obtain, prior to the commencement of the contract, each of the levels of insurance cover indicated as set out within question 7.1.
FAIL	You have not got each level of insurance cover as set out within question 7.1 and are not willing to obtain each level of insurance cover if offered a contract.

7.2 Data Protection	
[7.2(a)]	
PASS	A Response of Yes
FAIL	A Response of No
[7.2(b)]	

PASS	The information provided is complete and satisfactory and evidence is provided to support your company's ability to implement appropriate technical and organisational methods to comply with UK GDPR and ensure the protection of the rights of data subjects.
FAIL	The information is not provided, or the information provided is not satisfactory.

7.3 Health and Safety	
7.3 (a)	
PASS	The information provided is complete and satisfactory and includes details of existing policy and examples of how risks are controlled. *Note – a response to this question is not applicable if you are an organisation with less than 5 employees
FAIL	The information is not provided, or the information provided is not satisfactory.

7.4 Business Dealings within Russia or Belarus	
7.4(a)	
PASS	A Response of 'No'.
FAIL	A Response of 'Yes' and information requested has NOT been provided, or a response of 'Yes' and the information provided entitles the Authority, at its sole discretion, to exclude the Tender in accordance with current law and guidance.
7.4(b)	
PASS	A Response of 'No.'
FAIL	A Response of 'Yes' and information requested has NOT been provided, or a response of 'Yes' and the information provided entitles the Authority, at its sole discretion, to exclude the Tender in accordance with current law and guidance.
7.4(c)	
PASS	A Response of 'No.'
FAIL	A Response of 'Yes' and information requested has NOT been provided, or a response of 'Yes' and the information provided entitles the Authority, at its sole discretion, to exclude the Tender in accordance with current law and guidance.

7.5 Payment Terms	
PASS	You can confirm that you have systems in place to include (as a minimum) 30 day payment terms in all of your supply chain contracts, as set out within question 7.5
FAIL	You cannot confirm that you have systems in place to include (as a minimum) 30 day payment terms in all of your supply chain contracts, as set out within question 7.5

8.		**Construction Industry Scheme (CIS)**
8.1	Pass	A response of yes or no
8.2	Pass	A response of gross or nett if answered yes to 8.1
8.3	Pass	Provide UTR if answered yes to 8.1

Stage 2: Award Evaluation Criteria Quality & Technical (30%)

Award Criteria Overview - Quality

No Tenderer will be advantaged or disadvantaged through the scoring mechanism.

Seven separate and different ITT Appendix 3 documents are included within this tender, each relating to a specific lot (Lots 1-7). Tenderers must complete and submit the ITT Appendix 3 Quality/Technical Questions applicable to the lot(s) for which they are submitting a tender response.

All Submissions for each Lot will be evaluated and scored on the basis of the most advantageous tender against the evaluation criteria which is based on the quality / technical & social value and price split outlined in this document.

In the event that a Tenderer submits materially the same response to a question for more than one Lot the panel will review each response and consider, if the same score or a different score ought to be awarded, determining whether that score is awarded for the same reasons or for other reasons.

Evaluation methodology for non-price weighted criteria:

- Each weighted question will be scored on a 0-4 basis (please see "The interpretations of the non-pricing scorings").
- Each weighted question has a threshold score whereby should a Tenderer be awarded a score of less than 2 (i.e. not acceptable or poor response), the Tender evaluation panel may not complete the rest of the assessment for that Tenderer's Submission and the Tenderer may be rejected from the evaluation process. Each member of the Tender evaluation panel must agree with the score and the resulting dismissal.
- **Please do NOT include embedded documents or attachments to answer any question, unless invited to do so within the body of the question. Embedded documents and attachments which are not permitted will NOT be evaluated.**
- **It is acceptable for Tenderers to include tables, flow charts, maps, process diagrams, and staffing structures provided any words within these are included in the word count for the question unless otherwise specified, and only if they are entered within the text boxes provided, or as per instructions provided. If word limits are exceeded, the panel will NOT score any information which exceeds the word limit.**
- The weighted questions scored 0-4 will have a weighted mark. The scores will be calculated against the weighted mark. The formula to calculate the weighted score is carried out as described below;

  Weighted Score = (question weighting / maximum score available (4)) * question score awarded (0 to 4)

- The Weighted Score awarded to each Criterion are added together to give the total score for the Quality Criteria.

The interpretations of the non-price scorings are:

Score	Description
0	**Unacceptable** Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1	**Poor** Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
2	**Acceptable** Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
3	**Good** Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
4	**Excellent** Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Stage 2: Award Evaluation Criteria – Price (60%)

Framework Pricing

Having considered all aspects of Authority's requirements detailed in this ITT, the Tenderer must provide a detailed pricing proposal in Appendix 14 – Price Schedule for each lot that you are bidding for. Submission of incomplete Lot pricing may result in failure and disqualification of the Tenderer's Submission.

Any reference to spend or volumes commissioned by the Authority will be based on historical data or estimated and are to be used for guidance only.

All prices must be quoted in pounds sterling to two decimal places, and be exclusive of VAT.

Prices must remain open for acceptance until 180 days from the closing date for the receipt of Tenders.

Supplier Incentive Scheme (SIS)

Payments made early are subject to rebate on a sliding scale basis. This is taken from the invoice value by way of issuing a debit note. All invoices should still be submitted at full value and any rebate will be determined according to the actual number of days earlier that payment is made (ahead of contracted terms).

Rebates are based on underlying payment terms of 30 days from receipt of invoice and a target acceleration of 20 days (payment issued 10 days after receipt of invoice).

Price Scoring

The prices submitted by the Tenderer will be evaluated on the lowest total price for the Services.

The tendered price submitted for evaluation will be adjusted to take into account any early payment rebate % agreed by the Tenderer who elected to participate in the Supplier Incentive Scheme. The % rebate offered by the Tenderer will be deducted from the tendered price to give a 'Total Tender Price which will be used for Evaluation' and shall be calculated to two decimal places.

The lowest (most competitive) *'Total Tender Price* will score the full weight available (60%). The remaining bids, which are more expensive, will be awarded a pro-rata weighted score to the most competitive bid.

The table below is an **example** of how a tender is calculated and scores are awarded where the Award Criteria is 100% Price:

Worked Example (1) Total Tender Price where the Tenderer has opted into the rebate scheme (early rebate payment offered)

Price	
Tender Price (example)	£10,000.00
Less early payment rebate (2.5% example)	£250.00
Total Tender Price for evaluation	£9,750.00

Worked Example (2): Total Tender Price where the Tenderer has opted out of the rebate scheme (no early rebate payment offered)

Price	
Total Cost (example)	£10,000.00
Less early payment rebate (0% Example)	£0
Total Tender Price for evaluation	£10,000.00

Example of final weighted score based on 60% Weighting

£10,000 (Lowest Total Tender Price from Tenderer A) / £12,000 (Total Tender Price from Tenderer B) * 60.00 (the financial weighting score) =50.00%

Total Score (100%)

The Authority intends to enter into a Framework Agreement with the Tenderers who are awarded the highest Total Scores (subject to the Tenderer providing any necessary supporting evidence of capability and capacity to provide the Services and to all other contractual requirements set out in the invitation to tender being met).

The number of suppliers to be appointed to each lot is set out in the table below.
Appointment to the Framework will be based on tender evaluation scores, with awards made to the highest-scoring tenderers. For example, the top four scoring tenderers for Lot 1 will be appointed to Lot 1 of the Framework.

Intended number of suppliers to be appointed to each lot

Lot	Number of Appointed Suppliers Per Lot
Lot 1 - Non-Operated Plant	4
Lot 2 - Operated Plant	3
Lot 3 - Operated Vehicles	3
Lot 4 - Non Operated Vehicles	3
Lot 5 - Specialised Pumps	2
Lot 6 - Welfare	3
Lot 7 - Specialist Vehicles	3

The Total Score for each tenderer will be calculated using the methodology below;

Price Score + Quality / Technical Score

An example of how the score will be calculated is below

The table below is a **worked example** of award for Lot 1, the winning tenderers will have the highest overall scores:

Tenderer	Technical / Quality Score	Price Score	Total Score	Award
C	39	60	99	Appointed to Framework
E	39	58	97	Appointed to Framework
D	36	55.5	91.5	Appointed to Framework
B	37.5	42	79.5	Appointed to Framework
A	23	50	73	

Tie-Breaker

In the event of a tie break where two or more Submissions achieve the same Overall Score, which is the Price Score + Quality / Technical Score, the award criteria below will apply:

1. If two or more Submissions achieve the same Overall Score the Tenderer whose Submission achieved the highest Price Score will be awarded the Agreement.
2. If two or more Submissions achieve the same Overall Score and the same Price Score, the Authority reserves the right to award the Agreement to the Tenderer whose submission scored the highest on Question 3 Delivery Model & Service Methodology.
3. If the parties remain tied after 1 and 2 the Authority will calculate the price scores to more than two decimal places, and the Tenderer whose Submission achieves the highest Overall Score will be awarded the Agreement.
4. In the event that the parties remain tied following application of the procedure described in 1, 2, and 3 the Authority will invite those Tenderers to resubmit their price file. The Authority will award the Agreement to lowest priced submission.

Annex 1 Lancashire TOM's Guidance

Jobs: Promote Local Skills and Employment: More local people in employment			
Reference	**Measure**	**Requirements**	**Guidance**
NT1 **Units** no. people FTE **Proxy** Localised by project	**No. of full time equivalent direct local employees (FTE) hired or retained for the duration of the contract** **Definition** The full time annual equivalent (FTE) number of people directly employed on the contract , e.g. as a result of this procurement requirements (if you are the procuring organisation) or other set targets. If you are the bidding organisation or are reporting for measurement, only direct employees should be included here, while employment through supply chain can be captured through NT1c where this is included. Employees should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the definition of local area provided for the contract. Measure NT1b might signpost specific targeted areas found in LIST NT1b. If you are recording direct employees under NT1b please ensure no double counting occurs. Please check evidence requirements for details on postcode collection.	**Target requirements** Summarise your strategy for directly employing your target number of local people on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging with them. **Evidence required** Specify the number of qualifying employees directly employed on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).	**Unit guidance** The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.

Jobs: Promote Local Skills and Employment: More opportunities for disadvantaged people

Reference	Measure	Requirements	Guidance
Reference	**Measure**	**Requirements**	**Guidance**
NT3 **Units** no. people FTE **Proxy** £20,429	**No. of full time equivalent employees (FTE) hired on the contract who are long term unemployed (unemployed for a year or longer)** **Definition** This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people directly employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract. For a definition of long term unemployment see: https://tinyurl.com/ycktsk4n. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3a, NT3b, NT3c, NT3d, NT4, all NT5s, NT6, NT76 etc).	**Target requirements** Summarise your strategy for employing your target number of long-term unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them. **Evidence required** Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	**Unit guidance** The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.
NT3d **Units** no. people FTE **Proxy** £20,429	**No. of full time equivalent employees (FTE) hired on the contract that are survivors of modern slavery** **Definition** This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to	**Target requirements** Summarise your strategy for employing your target number of survivors of modern slavery on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and	**Unit guidance** The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that

Reference	Measure	Requirements	Guidance
	record people employed as a result of a specific deliberate employment initiative. Record the full time annual equivalent number of survivors of modern slavery that have been unemployed for one year or longer, that have been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract . Examples of recruitment programmes include: City Hearts/Co-op Bright Future scheme (https://tinyurl.com/2p8sjhz9) or equivalent. For further information see: https://tinyurl.com/bddjdvx7. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3, NT3a-c, NT4, all NT5s, NT6, NT76, etc).	how you will approach working with them. (For examples of programmes see e.g. City Hearts/Co-op Bright Future scheme (https://tinyurl.com/2p8sjhz9) or equivalent) **Evidence required** Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.
NT4 **Units** no. people FTE **Proxy** £15,382.90	**No. of full time equivalent employees (FTE) hired on the contract who are NOT in Employment, Education, or Training (NEETs)** **Definition** This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract.	**Target requirements** Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them. **Evidence required** Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.)	**Unit guidance** The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months

Reference	Measure	Requirements	Guidance
	See the following link for a list of categories included: https://tinyurl.com/3vz7h8wv. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76 etc).	the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.
NT4a **Units** no. people FTE **Proxy** £15,382.90	**No. of full time equivalent 16-25 year old care leavers (FTE) hired on the contract** **Definition** This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract. See the following link for a list of categories included: https://tinyurl.com/3vz7h8wv. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from	**Target requirements** Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them. **Evidence required** Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided	**Unit guidance** The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.

	disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76, etc).	should be made compliant with data protection requirements (GDPR).	
NT76 **Units**	**No. of full time equivalent employees (FTE) hired on the contract who are registered as unemployed**	**Target requirements** Please specify the number of FTE opportunities to be created directly through the	**Unit guidance** The proxy value can be applied to a person working full time for a year, so if you are

Reference	Measure	Requirements	Guidance
no. people FTE **Proxy** £2,899	**Definition** This measure applies to direct employees only and can only be applied once per employee, for the first year of employment. Does not apply to TUPE transfers. This is to record people directly employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees registered as unemployed (e.g. claiming Jobseeker's Allowance (JSA) or Universal Credit or that can otherwise be clearly identified as unemployed seeking for employment preceding the start of the employment contract) for less than 1 year taken on as a result of the contract. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3a, NT3b, NT3c, NT3d, NT4, all NT5s, NT6 or other relevant Measures).	contract, for local people. Please also provide information on your strategy for bringing into employment the specified number of people. **Evidence required** Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 6 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.
NT5 **Units** no. people FTE **Proxy** £24,269	**No. of full time equivalent employees (FTE) aged 18+ years hired on the contract who are rehabilitating or ex-offenders.** **Definition** This Measure applies to direct employees only. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees aged 18+ taken on as a result of the contract that were within the rehabilitation period before the start of the employment contract. Support from Youth Offending Teams (https://tinyurl.com/4hnbx6c8), Jobcentre Plus	**Target requirements** Summarise your strategy for employing your target number of 18+ year old rehabilitating or ex-offenders on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them. **Evidence required** Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying	**Unit guidance** The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time

Reference	Measure	Requirements	Guidance
	or other agencies carrying out specific programmes may be beneficial in identifying eligible individuals. For guidance about rehabilitation periods see: https://tinyurl.com/39y3s2d2. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76 etc).	employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that they were an 18+ year old rehabilitating or ex-offender before the start of the employment contract; that this is the first employment experience as an ex-offender. For example, Employee 1: 3 months; full-time; 0.25 FTE; was a 29 year old rehabilitating or ex-offender before the start of the employment contract; this is the first employment experience. Provide details of any organisation partnered with Information provided should be made compliant with data protection requirements (GDPR).	basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.
NT6 **Units** no. people FTE **Proxy** £16,605	**No. of full time equivalent disabled employees (FTE) hired on the contract** **Definition** This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are disabled. A disabled person is defined as "someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: https://tinyurl.com/ycktezay. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this	**Target requirements** Summarise your strategy for employing your target number of disabled people on this contract. For example, it is likely you will need to cooperate with job centres, care homes or charities so please specify the organisations you intend to partner with and how you will approach working with them. **Evidence required** Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	**Unit guidance** The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.

Reference	Measure	Requirements	Guidance
	outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76, etc).		
NT6a **Units** no. people FTE **Proxy** £16,605	**No. of full time equivalent armed forces veterans employees (FTE) hired on the contract who are disabled and are facing specific barriers to transitioning to civilian employment (e.g. physical injury, medical discharge, psychological condition)** **Definition** This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are armed forces veterans facing barriers to employment due to a disability. A disabled person is defined as "someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: https://tinyurl.com/yckteza y. For definitions and resources around veterans see: https://tinyurl.com/2p9fk2h8. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be	**Target requirements** Summarise your strategy for employing your target number of disabled armed forces veterans on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them. **Evidence required** Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	**Unit guidance** The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.

	double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3, NT3a, NT3b, NT3c, NT3d, NT4, NT5, NT6, NT76, etc).		

Jobs: Promote Local Skills and Employment: Improved skills

Reference Reference	Measure Measure	Requirements Requirements	Guidance Guidance
NT8 **Units** no. staff hours **Proxy** £16.93	**No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)** **Definition** This is the number of staff hours dedicated to the preparation and delivery of curriculum related activities in schools and colleges (talks at universities cannot be captured under this measure) including literacy support, career talks, safety talks, etc. Please provide a description of the range of activities provided. Reported activities should not be double counted with other similar Measures, including NT17 and NT29.	**Target requirements** Summarise your workplan for delivering your target number of local school and college visits. Provide a breakdown of the number of staff hours to be spent on each visit (preparation versus delivery). For example, if 10 staff will spend 3 hours each, then the total number of hours reported should be 30. **Evidence required** Provide the names of the schools/colleges visited and a breakdown of the number of staff hours spent on each visit (including time spent preparing and then delivering the session). For example, if 10 staff have spent 3 hours each on a visit, then the total number of hours reported for that visit should be 30. Describe the visits and the activities delivered and provide any supporting information, e.g. a confirmation from the school/college after the visit. Information provided should be made compliant with data protection requirements (GDPR).	**Unit guidance** Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30.
NT9 **Units** no. weeks **Proxy** £317.82	**No. of weeks of training opportunities (BTEC, City & Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years** **Definition** This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of training opportunities created	**Target requirements** Specify the number of people in vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.	**Unit guidance** Record weeks of vocational qualification training provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.

Reference	Measure	Requirements	Guidance
	specifically for the contract or that are made use of on contract can be counted, for those weeks during which a person works primarily on contract. Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://tinyurl.com/mry393vr. To find registered qualifications see: https://tinyurl.com/2ju3m72a. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10, NT80, NT81 and other Measures around apprenticeships or vocational qualifications.	**Evidence required** Specify the number of people in vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.	
NT10 **Units** no. weeks **Proxy** £251.79	**No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation)** **Definition** This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of apprenticeships created specifically for the contract or that are made use of on contract can be counted, for those weeks during which apprentices work primarily on contract. Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://tinyurl.com/mry393vr. To find registered qualifications see: https://tinyurl.com/2ju3m72a. The social value	**Target requirements** Summarise your strategy for providing the target number of apprenticeship weeks on this contract, including details of how you will support completion of the apprenticeships. If possible, provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved as well as the resulting qualifications. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider. **Evidence required** Specify the number of people on apprenticeships on this contract and the number of apprenticeship weeks per person. Provide details of the accredited training provider, the type and the level of the apprenticeship achieved, as well as the resulting qualification. Information provided	**Unit guidance** Record weeks of training for the apprenticeships provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as the apprenticeship will be supported to completion.

Reference	Measure	Requirements	Guidance
	proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT9.	should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.	
Jobs: Promote Local Skills and Employment: Improved skills for disadvantaged people			
Reference	**Measure**	**Requirements**	**Guidance**

NT9a **Units** no. weeks **Proxy** £317.82	**No. of weeks of training opportunities (BTEC, City & Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - delivered for specified groups (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)** **Definition** This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of training opportunities created specifically for the contract or that are made use of on contract can be counted, for those weeks during which a person works primarily on contract. Please refer to the list of target groups specified for this Measure on the contract (LIST NT9a). Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a	**Target requirements** Summarise your strategy for providing your target number of weeks of training for vocational qualifications on this contract and for engaging with the listed target categories (LIST NT9a), including details of how you will support completion of the qualifications. If possible, provide details of the accredited training provider, the type and the level of the outcomes to be achieved as well as the resulting qualification. If you are going to work with a charity or third sector partner to reach the targeted group, please provide details for those. **Evidence required** Provide evidence of how you have reached the targeted categories - e.g. targeted upskilling programme reports or documented partnerships with a relevant third sector organisation. Specify the number of people in training on this contract including the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well	**Unit guidance** Record weeks of training provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.

Reference	Measure	Requirements	Guidance
	description of the qualification levels see: https://tinyurl.com/mry393vr. To find registered qualifications see: https://tinyurl.com/2ju3m72a. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10 and other Measures around apprenticeships or vocational qualifications.	as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.	
NT10a **Units** no. weeks **Proxy** £251.79	**No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation) - delivered for specified groups (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)** **Definition** This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of apprenticeships created specifically for the contract or that are made use of on contract can be counted, for those weeks during which apprentices work primarily on contract. Please refer to the list of target groups specified for this Measure on the contract (LIST NT10a). Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://tinyurl.com/mry393vr. To find registered qualifications see: https://tinyurl.com/2ju3m72a. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10.	**Target requirements** Summarise your strategy for providing the target number of apprenticeship weeks on this contract, as well as your strategy for engaging with the listed target categories (LIST NT10a), including details of how you will support completion of the apprenticeships. If possible, provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved, as well as the resulting qualifications. Provide details of any charity or third sector partner you plan to work with to reach the targeted group. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider. **Evidence required** Provide evidence of how you have reached the targeted categories, e.g. targeted upskilling programme reports or documented partnerships with a relevant third sector organisation. Specify the number of people on an apprenticeship on this contract and the number of weeks of apprenticeship per person. Provide details of the accredited training provider, the type and the level of the apprenticeships achieved as well as the	**Unit guidance** Record weeks of training for the apprenticeships provided on the contract for categories in LIST NT10a . Apprenticeships must be supported to completion, even if this support extends beyond the duration of the contract.

Reference	Measure	Requirements	Guidance
		resulting qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.	
NT11 **Units** no. hrs (total session duration)*no. attendees **Proxy** £105.58	**No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance** **Definition** This is the number of staff hours dedicated to individual or group employment support . This Measure requires support to be targeted and focussed on the participating individuals. Group sessions should therefore be of a size that allows for individuals to be supported based on their specific needs. Units targeted or claimed within this Measure should not be double counted with other similar Measures.	**Target requirements** Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). Describe the activity/activities to be carried out and provide details of any partner organisations you will work with. **Evidence required** Specify number of sessions, and for each session the duration, number of staff providing unemployment support and unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	**Unit guidance** The number of units reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of the number of people delivering the session.
Jobs: Promote Local Skills and Employment: Improved employability of young people			
Reference	**Measure**	**Requirements**	**Guidance**

NT12 **Units** no. weeks **Proxy**	**No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)** **Definition**	**Target requirements** Summarise your strategy for providing your target number of weeks of student work placements or pre-employment courses on this contract. Specify the type of student work	**Unit guidance** Number of total student placement weeks on the contract (only student placements between 1-6 weeks).

Reference	Measure	Requirements	Guidance
£194.50	Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students with a duration of 1 to 6 weeks (typically unpaid) should be registered here. The cumulative number of weeks (from 1 to 6 for each student work placement) should be registered. This Measure does not apply to placements longer than 6 weeks as the National TOMs framework discourage unpaid long-term employment. For guidance please see: https://tinyurl.com/2p8nk5fb. Should not be double counted with other work placement Measures.	placements or/and pre-employment courses that will be provided, including what kind of industry-based experience they will result in and how. As you will cooperate with schools, colleges, or universities, please specify which ones and how you will approach this. **Evidence required** Specify the number of people in student work placements or pre-employment courses on this contract, and for each person specify: the duration in weeks and type of the work placement or pre-employment course. Describe the industry-based experience gained and provide details of the school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR).	
NT13 **Units** no. weeks **Proxy** £194.50	**Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)** **Definition** Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. The cumulative number of weeks of work placements (noting that each placement must last 6 weeks or more) should be registered. This Measure does not apply for placements shorter than 6 weeks as meaningful learning opportunities should be promoted. Only placements paid at least minimum or national living wage, as per governmental regulations, should be included.	**Target requirements** Summarise your strategy for providing your target number of positions and weeks of paid work placements on this contract. Specify the type of work placements (as well as pay type, i.e. minimum wage, national living wage or higher wage) that will be provided, including what kind of industry-based experience they will result in and how. If you will partner with any organisations, schools, colleges or universities, please specify which you will partner up with and how you will approach these. **Evidence required** Specify the number of people in work placements, and for each person specify the following: the duration in weeks and type (including pay type, i.e. minimum wage, national living wage, higher wage) of the work	**Unit guidance** Number of weeks in total on the contract (note that each placement must be at least 6 weeks).

Reference	Measure	Requirements	Guidance
	For guidance please see: https://tinyurl.com/2p8nk5fb and here https://tinyurl.com/pzrzsnkd. Should not be double counted with NT12 or similar work placement Measures.	placement. Describe the industry-based experience gained and provide details of any organisations, schools, colleges or universities that you have partnered with. Information provided should be made compliant with data protection requirements (GDPR).	
Growth: Supporting Growth of Responsible Regional Business: More opportunities for local MSMEs and VCSEs			
Reference	**Measure**	**Requirements**	**Guidance**

NT14 **Units** £ **Proxy** £0.12	**Total amount (£) spent with VCSEs within your supply chain** **Definition** Amount spent on suppliers for the contract that are Voluntary, Community or Social Enterprises (VCSEs). This might include e.g. choosing a catering company that employs rehabilitating offenders, or a furniture service that recycles donated furniture, or a social enterprise recruitment consultancy, etc. Social Enterprise UK have a useful tool to identify social enterprises that have membership with them based on location https://tinyurl.com/96ukhfvr. You may refer to the local economic development team in the council to identify potential partners. This is the additional SV (SVA) from spending with a VCSE. A relevant SROI multiplier can be substituted to this default value when available and assured, by using the additional multiplier column in the measurement Calculator. The total SVA from selecting a local VCSE in the supply chain can be computed by adding the appropriate NT14 and NT18 multipliers, when NT18 or NT19 are not directly included in the analysis. Should not be double counted with	**Target requirements** Provide a breakdown of the estimated pounds to be spent with VCSEs in your supply chain on this contract, including the name of the VCSEs (or a range of potential names) and the type of goods/services to be procured from each. **Evidence required** Provide a breakdown of pounds spent with VCSEs within your supply chain on this contract, including the name of the VCSEs and the type of goods/services procured from each .	**Unit guidance** £ spent with VCSEs in the supply chain. Note that they do not need to be local VCSEs. Please see the Rationale for more on double counting.

Reference	Measure	Requirements	Guidance
	NT18 and NT19 or other relevant Measures if those are included.		
NT15 **Units** no. staff expert hours **Proxy** £101	**Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)** **Definition** This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-249 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29. Please check also other relevant expert time Measures included	**Target requirements** Summarise your strategy for providing expert advice to VCSEs/MSMEs. Provide the names of the VCSEs/MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each VCSE/MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice. **Evidence required** Provide a breakdown of staff hours spent providing expert advice to VCSEs/MSMEs. Provide the details of the VCSEs/MSMEs you have supported. Specify the number of staff hours spent for each VCSE/MSME, the type of expert advice given as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).	**Unit guidance** This is the number of hours staff spend providing expert advice. For example, if 5 staff spend 2 hours providing expert advice, the total number of hours reported should be 10.

NT17 **Units** no. staff volunteering hours **Proxy**	**Number of voluntary hours donated to support VCSEs (excludes expert business advice)** **Definition** Volunteering is defined by the International Labour Organisation (2001) as 'unpaid	**Target requirements** Specify the list of VCSEs that are going to be supported and describe the volunteering activities to be delivered and their intended purposes. Provide a breakdown of staff	**Unit guidance** Number of staff hours spent on volunteering with VCSEs. For example, if 10 staff volunteer 3 hours each, then the reported total should be 30.

Reference	Measure	Requirements	Guidance
£16.93	non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household'. Here, only staff volunteering hours should be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked examples on attribution. The following Measures should not be double counted : NT15, NT16, NT24, NT25, NT26, NT27, NT28, and NT29 and other volunteering Measures.	volunteering hours to be delivered to VCSEs. For example, if 10 staff volunteer 3 hours each, then the reported total should be 30. **Evidence required** Specify the name of the VCSEs supported, the volunteering activities delivered and their intended purposes. Provide a breakdown of staff volunteering hours delivered to VCSEs. Information provided should be made compliant with General Data Protection Regulation (GDPR).	
NT18 **Units** £ **Proxy** Localised by project	**Total amount (£) spent in local supply chain through the contract** **Definition** Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs framework. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14 and NT18a, NT19, NT19a.	**Target requirements** Provide a breakdown of pounds to be spent with organisations in your local supply chain on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each as well as the first three digits of their postcode. **Evidence required** Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.	**Unit guidance** Total amount of £ spent with the supply chain within the defined local area for the project.

Reference	Measure	Requirements	Guidance
NT19 **Units** £ **Proxy** Localised by project	**Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs)** **Definition** Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with MSME suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs framework. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the contract's supply chain. Should not be double counted with NT14 and NT18, NT18a NT19a. Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees).	**Target requirements** Provide a breakdown of £ to be spent with organisations in your supply chain within the specified local area for this contract. Specify the name of each eligible supplier, including the category (MSME)/industry of goods/services to be procured from each as well as the first three digits of their postcode. **Evidence required** Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.	**Unit guidance** Total amount of £ spent with MSMEs (0-249 employees) in the supply chain within the defined local area for the project.

Growth: Supporting Growth of Responsible Regional Business: Improving staff wellbeing and mental health			
Reference	**Measure**	**Requirements**	**Guidance**

NT20 **Units** no. employees provided access **Proxy** £130.29	**No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes** **Definition** Total number of direct or supply chain employees on contract provided with access to comprehensive and multidimensional workplace wellbeing programmes. Qualifying	**Target requirements** Summarise your strategy for providing access to a comprehensive workplace wellbeing programme to all employees, including measures in place or planned. Describe how the programme you are going to deliver is going to be structured around the following dimensions: flexible working time arrangements; healthy nutrition options;	**Unit guidance** Number of employees on contract that have access to qualifying staff wellbeing programmes.

Reference	Measure	Requirements	Guidance
	programmes should be well managed and focussed on employee benefits, be easily accessible and engaging to employees and should include the following dimensions: flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues). If given repeated access during the duration of a contract, the number of entitled employees can be reported annually; however, the same employee can only be counted once per year (beware of double counting for employees registered on multiple projects). If offered digitally, e.g. to cater to those employees working from home, programmes should reflect potentially changed needs and staff expectations around workplace wellbeing derived through continued and meaningful consultation and engagement with employees. This is to ensure offered services remain relevant and are comprehensively provided. For a discussion of good practice approaches to improve staff wellbeing, please see the "Best Practice in Promoting Employee Health and Wellbeing in the City of London" research report: https://tinyurl.com/cpt3z96d	physical health; health risk appraisal questionnaires; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details or a range of options. **Evidence required** Please upload a description of the wellbeing programme you have delivered and the number of people on the contract that had access to that. Provide evidence for all of the following for the contract context: employment contract based flexible working time arrangements; access to healthy nutrition options and physical health programmes; if available provide information on use rate of healthy nutrition options and physical health programmes. Information on physical health programmes can include the structure of health and wellbeing support and advice; evidence on and structure of health risk appraisal questionnaire; access to health and wellbeing resources (health improvement web portal; information on use of wellness literature; availability and times of seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details.	
NT21 **Units** no. hrs (total session duration)*no. attendees	**Equality, diversity and inclusion training provided both for staff and supply chain staff** **Definition** This includes training provided to directly employed staff, Tier 1 supply chain and subcontractors specifically around equality,	**Target requirements** Describe your strategy for delivering equality, diversity and inclusion training to directly employed staff and supply chain on this contract. Provide a workplan, including number of staff hours that will be spent and the number of people that will be involved in the training both from your own organisations and	**Unit guidance** The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.

Reference	Measure	Requirements	Guidance
Proxy £101	diversity and inclusion. Record the cumulative number of hours experienced by the attendees and specify both separately as a description. Only training provided for supply chain organisation at no cost to them should be included.	from those in the supply chain. Explain the objectives of the training session(s) and how progress towards these objectives will be monitored over the course of the contract. **Evidence required** Provide a breakdown of staff hours spent providing equality, diversity and inclusion training to directly employed staff and supply chain organisations on this contract, including the number of people involved in the training. Describe the objectives of the training session(s) and how progress towards these objectives will be monitored over the course of the contract. Information provided should be made compliant with General Data Protection Regulations (GDPR). If you are partnering with any specialist organisation, please provide details.	
Growth: Supporting Growth of Responsible Regional Business: Reducing inequalities			
Reference	**Measure**	**Requirements**	**Guidance**

NT40 **Units** £ invested including staff time **Proxy** £1	**Number and type of initiatives to be put in place to reduce the gender pay gap for staff employed in relation to the contract (describe and document initiatives)** **Definition** Guidance on practices that reduce the gender pay gap: https://tinyurl.com/3bk783eb	**Target requirements** Please describe initiatives and how you plan to implement them. You can include e.g. changes to recruitment and promotion practices, relevant networking and mentoring programmes, flexibility and shared parental leave policies, and specific training for staff (for examples of relevant practices see https://tinyurl.com/3bk783eb). Please provide a description of initiatives to be delivered on the contract and a breakdown of projected costs for each. If you are partnering with any specialist organisation, please provide details. **Evidence required**	**Unit guidance** £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources

Reference	Measure	Requirements	Guidance
		Provide a list of initiatives included and describe their aims and reach, together with any assessment of their impact if available (quantitative or qualitative). For each initiative, provide a breakdown of the £ invested. If you are partnering with any specialist organisation, please provide details.	
NT41 **Units** % **Proxy** £0	**Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation** **Definition** The current Real Living wage for the UK as set by the Living Wage foundation is £9.90 per hour, while the London rate is £11.05 per hour (https://tinyurl.com/3avsvcu5). Please apply the appropriate rate as the relevant threshold depending on the contract.	**Target requirements** Please specify what Real Living Wage rates you are applying (UK or London rate) to the workforce, or to what percentages of the workforce on the contract if this only partially includes the London area. **Evidence required** Please provide evidence of the total number of employment contracts and the number of employment contracts where staff are paid at least Real Living wage according to the relevant local rate. For more information see: https://tinyurl.com/3avsvcu5. All data should be reported in compliance with GDPR requirements.	**Unit guidance** Apply relevant rates depending on location of the contract.

Growth: Supporting Growth of Responsible Regional Business: Ethical procurement is promoted			
Reference	**Measure**	**Requirements**	**Guidance**

NT43 **Units** £ invested including staff time **Proxy** £1	**Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)** **Definition**	**Target requirements** These are initiatives you are planning to run to strengthen the identification, monitoring and reduction of risks of modern slavery occurring within the supply chain for the contract. Identify and describe planned initiatives, and for each initiative provide a breakdown of expected costs.	**Unit guidance** £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources

Reference	Measure	Requirements	Guidance
	These are initiatives run by your organisations to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring within the supply chain for the contract. Initiatives might include supply chain mapping, staff training, robust checking processes for recruitment and agency workers (e.g. right to work checks, bank account checks, address checks), engagement programmes with the supply chain to communicate expectations and requirements around modern slavery and to offer support to solve challenges, etc.	**Evidence required** Describe delivered relevant initiatives, and for each initiative provide a breakdown of the costs. Provide detail of the number of organisations in the supply chain for the contract involved.	
Social: Healthier, Safer and more Resilient Communities: Creating a healthier community			
Reference	**Measure**	**Requirements**	**Guidance**

NT26 **Units** £ invested including staff time **Proxy** £1	**Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc.) or wellbeing initiatives in the community, including physical activities for adults and children** **Definition** This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories . Staff volunteering time should be valued at £16.93 (2021 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan to describe how the initiatives	**Target requirements** Provide a breakdown of pounds to be invested in initiatives aimed at improving health and/or wellbeing in the community (including the number of staff hours valued at £16.93 per hour, i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issue(s) you will address, including how and where you aim to do so. Provide details of any organisations you intend to partner with to deliver the initiatives. **Evidence required** Provide a breakdown of the amount (£) to be invested in initiatives aimed at improving health and/or wellbeing in the community (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issues you have	**Unit guidance** Calculate the equivalent £ value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.93 per hour).

Reference	Measure	Requirements	Guidance
	will be delivered. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be considered (please see the toolkit guidance document for worked out examples on attribution) . This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.	addressed, including how and where you have done so. Provide details of your initiatives and any organisations you have partnered with. Where an additional multiplier has been added at measurement because of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).	
Social: Healthier, Safer and more Resilient Communities: Vulnerable people are helped to live independently			
Reference	**Measure**	**Requirements**	**Guidance**

NT27 **Units** £ invested including staff time **Proxy** £1	**Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)** **Definition** This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.93 (2021 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or	**Target requirements** Provide a breakdown of £ value to be invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks (including the number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe the group(s) you will be supporting and the activities you will deliver, including how and where you will do so. Details of any organisations you will partner with must be provided. **Evidence required** Provide a breakdown of £ value (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)) invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks. Describe the groups you have supported and	**Unit guidance** Calculate the equivalent £ value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.93 per hour).

Reference	Measure	Requirements	Guidance
	collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.	the activities you have delivered, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).	
Social: Healthier, Safer and more Resilient Communities: More working with the community			
Reference	**Measure**	**Requirements**	**Guidance**

NT28 **Units** £ value **Proxy** £1	**Donations and/or in-kind contributions to specific local community projects (£ & materials)** **Definition** This Measure captures direct contributions to community specific projects. Contributions include cash donations or the equivalent value of in-kind contributions e.g. donating a van to an organisation in support of a specific community project - provide details about value calculations including made assumptions (e.g. buying price, age, depreciation age etc.). Excluded are general donations to charity groups, staff donations (unless matched by the organisation), contributions that are not the explicitly linked to the contract (e.g. contributions that would have been made anyway) or donations as a result of a fund raiser (organisation can claim for the money spent to organise the event). Attribution has to	**Target requirements** Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions that will be donated to local community projects. Describe the local community projects you will support. Provide details of any organisations you will partner with. **Evidence required** Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions donated to local community projects. Describe the local community projects you have supported. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information	**Unit guidance** £ donated (or equivalent value in £)

Reference	Measure	Requirements	Guidance
	be considered if the total contribution results from multiple organisations being involved. This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT29, NT30, NT63 and NT69 or other relevant Measures.	provided should be made compliant with General Data Protection Regulations (GDPR).	
NT29 **Units** no. staff volunteering hours **Proxy** £16.93	**No. of hours volunteering time provided to support local community projects** **Definition** Please refer to the definition of the local area specified for NT1. Volunteering is defined by the International Labour Organisation (2001) as 'unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household'. Here staff volunteering hours should only be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). In the case of local community projects there might not be a community organisation at the receiving end of the volunteering, but it might be an initiative set up by the company itself based on local intelligence. Time invested in organising such activities must be recorded in this category on top of the staff volunteering time itself. Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with by the employees (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29a,	**Target requirements** Describe the volunteering activity/activities to be delivered and the local community projects to be supported. Provide details of any organisations you will partner with. Provide a breakdown of staff volunteering hours to be delivered to local community projects. Only regular work hours and overtime hours can be counted as volunteering hours. For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30. **Evidence required** Describe the volunteering activity/activities you have delivered and the local community projects you have supported. Provide details of any organisations you have partnered with. Provide a breakdown of staff volunteering hours delivered to local community projects. Only regular work hours and paid overtime hours can be counted as volunteering hours. Information provided should be made compliant with data protection requirements (GDPR).	**Unit guidance** For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.

Reference	Measure	Requirements	Guidance
	NT29b NT30, NT63 and NT69 or other relevant Measures.		
Environment: Decarbonising and Safeguarding our World: Carbon emissions are reduced			
Reference	**Measure**	**Requirements**	**Guidance**
NT31 **Units** tCO2e **Proxy** £244.63	**Savings in CO2e emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved) against a**	**Target requirements** Describe the initiatives that you are going to put in place to achieve the identified savings in CO2 emissions on the contract against the specified baseline, including timeframes.	**Unit guidance** Reductions in tonnes of CO2e against the baseline emissions level specified in the accompanying input field. The Measure requires data inputs for additional metrics: a baseline level of emissions (the level of

Double counting Do not double count with **NT82**	**specific benchmark.** **Definition** General savings could result, for example, from a deliberate programme aimed at changing processes or from de-carbonisation work. Where possible, savings resulting from specific interventions or achieved in specific areas should be recorded under the Measure(s) that is most relevant (if part of the operative Measure set): - CO2e savings achieved to energy efficiency measures - use NT82 - Indirect CO2e savings achieved along the supply chain (Scope 3 savings) - use NT31a - Transport related CO2e savings resulting from car miles saved (e.g. through cycling to work or carpooling initiatives for employees) - use NT32 - Transport related CO2e savings resulting from freight miles saved (e.g. through green transport plans) - use NT84 - CO2e savings resulting from using low emission vehicles - use NT33. Reduction should be measured against a pre-existing baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts).	These could be e.g. from de-carbonisation work . Specify and evidence the baseline level of emissions used to measure reductions against and the baseline year, as well as the target emissions after reductions (i.e. the level of emissions on the project resulting from your reduction efforts). Also specify relevant emissions reduction policy (e.g. net zero by 2050). This could be a general corporate policy or a specific project policy. Include any relevant information on how the targeted/ realised reductions relate to this emission reduction policy or net zero targets. The purpose of the National TOMs framework is to report added value. This means going above and beyond the minimum required, and to support initiatives that help the world to decarbonise as quickly as possible. It also means pushing for a “green normal”, rather than treating environmental outcomes as a bolt-on or an afterthought. This determines how we establish the minimum requirements for carbon reduction Measures in the TOMs, which adopts the minimum targets identified by the UN, the UK Government, and the scientific	emission estimated in a given year for the project in the absence of reduction efforts), the year that this estimate is based on (e.g. based on emission levels in 2018), the total level of emissions on the project as determined by the reduction efforts, and the relevant emission reduction policy (e.g. net zero by 2050 or earlier). These data inputs must be provided and evidenced, as they allow for the evidencing of the savings recorded through the main unit. The Social Value Portal offers a GHG savings calculator to derive the achieved/committed savings in CO2e emissions.

Reference	Measure	Requirements	Guidance

	The Measure therefore requires provision of additional metrics including this baseline level of emissions and a baseline year, the target level of emissions on the project (as determined by the reduction commitments), as well as the relevant net zero carbon target year (e.g. net zero carbon by 2030) as relevant at project or corporate level. Targets for reaching net zero carbon should be specified as a minimum to be in line with a net zero greenhouse gas emissions target of 2050. More ambitious targets are strongly encouraged (e.g. net zero by 2030). The Social Value Portal offers a GHG savings calculator to derive the achieved/committed savings in CO2e emissions. For further guidance on target setting and related baselining please see the Unit and Target Guidance. Should not be double counted with NT31a, NT32 and NT33 or RE37, Re37a, RE39 or RE39a.	community; namely that to keep global temperature rises as close to 1.5 degrees Celsius as possible, it is necessary to achieve net zero carbon emissions by 2050 (“NZC 2050”). While the TOMs adopts this minimum target to 2050 as the baseline, it follows that “added value” in measurement terms should come from the voluntary adoption of targets that exceed minimum requirements. More ambitious targets such as net zero by 2030, embraced by over 100 local authorities across the UK, are becoming increasingly widespread and provide greater scope to mitigate Climate Change than NZC 2050. Where a more demanding emissions requirement than NZC 2050 has been set, this should be adopted. **Evidence required** Carbon reductions should be evidenced through an independent and verifiable process (e.g. Planet Mark Certification or equivalent). There is an expectation for independently assured and audited reports to be provided. Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets.	

NT82 **Units** tCO2e **Proxy**	**Carbon emission reductions through reduced energy use and energy efficiency measures - on site** **Definition**	**Target requirements** Specify and evidence the baseline level of emissions used to measure reductions against and the baseline year (e.g. based on 2018 emission levels), as well as the target emissions after reductions (i.e. the level of	**Unit guidance** Reductions in tonnes of CO2e against the baseline emissions level specified in the accompanying input field. The Measure requires data inputs for additional metrics: a baseline level of emissions (the level of

Reference	Measure	Requirements	Guidance

£244.63	Reductions, baselines and target levels should be recorded in equivalent tonnes of CO2 emissions based on standard kWh conversion factors. Reduction should be measured against a pre-existing baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts). The measure therefore requires provision of additional metrics including this baseline level of emissions and a baseline year, the target level of emissions on the project (as determined by the reduction commitments), as well as the relevant net zero carbon target year (e.g. net zero carbon by 2030) as relevant at project or corporate level. Targets for reaching net zero carbon should be specified as a minimum to be in line with a net zero greenhouse gas emissions target of 2050. More ambitious targets are strongly encouraged (e.g. net zero by 2030). For further guidance on target setting and related baselining please see the Unit and Target Guidance. Evidence could include metering data or a statement from the Energy Manager (i.e. degree day adjusted average). May include use of energy efficient equipment above required minimum standards, such as a use of LED lighting or of hybrid generators. For further information see: https://tinyurl.com/3hb5wm5b. Should not be double counted with other CO2e reduction measures such as NT31, NT31a, NT32, NT84 or other relevant Measures.	emissions on the project resulting from your reduction efforts). Also specify relevant emissions reduction policy (e.g. net zero by 2050). This could be a general corporate policy or a specific project policy. Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets. All information provided through this Measure should relate specifically to on site energy use. The purpose of the TOMs is to report added value. This means going above and beyond the minimum required, and to support initiatives that help the world to decarbonise as quickly as possible. It also means pushing for a “green normal”, rather than treating environmental outcomes as a bolt-on or an afterthought. This determines how we establish the minimum requirements for carbon reduction measures in the TOMs, which adopts the minimum targets identified by the UN, the UK Government, and the scientific community; namely that to keep global temperature rises as close to 1.5 degrees Celsius as possible, it is necessary to achieve net zero carbon emissions by 2050 (“NZC 2050”). While the TOMs adopts this minimum target to 2050 as the baseline, it follows that “added value” in measurement terms should come from the voluntary adoption of targets that exceed minimum requirements. More ambitious targets such as net zero by 2030, embraced by over 100 local authorities across the UK, are becoming increasingly widespread and provide greater scope to mitigate Climate Change than NZC 2050. In some cases, a more demanding	relevant emissions estimated in a given year for the project in the absence of reduction efforts), the year that this estimate is based on (e.g. based on emission levels in 2018), the total level of relevant emissions on the project as determined by the reduction efforts, and the relevant emission reduction policy (e.g. net zero by 2050 or earlier). These data inputs

		emissions requirement than NZC 2050 may have been set at a localised	
Reference	**Measure**	**Requirements**	**Guidance**

		level with legal / regulatory effect – for example through planning regulations. In which case, this should be adopted. **Evidence required** Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets. Provide a breakdown of your CO2e emissions reductions related to energy savings. Give details of the specific intervention that was undertaken to reduce the energy consumption.	must be provided and evidenced, as they allow for an evidencing of the savings recorded through the main unit

Environment: Decarbonising and Safeguarding our World: Air pollution is reduced

Reference	Measure	Requirements	Guidance
NT32 **Units** miles saved **Proxy** £0.06 **Double counting** Do not double count with **NT82**	**Car miles saved on the project as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)** **Definition** These benefits are expected to be delivered as a result of transport programmes. Provide detail on different programmes including how passenger car miles have been saved, and figures that have been used as benchmarks. There is an expectation for independently assured and audited reports to be	**Target requirements** Provide details on the programme to be implemented to reduce passenger car miles driven, including a breakdown of the number of car miles to be saved and how the car miles will be saved. Specify the baseline to be used (i.e. car miles driven before a programme is put in place to reduce car miles driven) and full methodology of calculation. This Measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March	**Unit guidance** Car miles (not hundreds of miles) saved against baseline, which must be provided

	provided. Miles can be saved on contract or through	2021)	

Reference	Measure	Requirements	Guidance
	direct contract related commuting/travel. Reasonable assumptions have to be made and evidenced regarding the reduction of car miles travelled. This Measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: https://tinyurl.com/58tppd5j Please reach out to SVP if you have further questions regarding the localization of this Measure.	which can be downloaded from this homepage: https://tinyurl.com/58tppd5j. Please reach out to SVP if you have further questions regarding the localization of this Measure. **Evidence required** Provide details of the corporate green transport programme implemented to reduce passenger car miles driven, including a breakdown of the number of car miles saved and how they have been saved. Specify the baseline that is used (i.e. car miles driven before a programme was put in place to reduce car miles driven) and full methodology of calculation.	
Environment: Decarbonising and Safeguarding our World: Safeguarding the natural environment			
Reference	**Measure**	**Requirements**	**Guidance**

NT86 **Units** no. staff volunteering hours **Proxy** £16.93	**Volunteering time for environmental conservation & sustainable ecosystem management initiatives** **Definition** Volunteering time invested participating in and contributing to relevant environmental conservation and sustainable ecosystem management initiatives that can be attributed to the contract. Volunteering is defined by the International Labour Organisation (2001) as 'unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household'. Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been	**Target requirements** Only volunteering hours spent during work hours or paid overtime hours can be counted. **Evidence required** For each initiative or project supported, provide a breakdown of volunteering and staff time invested. Only volunteering hours spent during work hours or paid overtime hours can be counted.	**Unit guidance** Volunteering time spent in multi-stakeholder engagement initiatives and sustainable ecosystem management can be valued at £16.93 per hour.

Reference	Measure	Requirements	Guidance
	delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please count only the time for delivering the activity (preparation time is not captured). This Measure should not be double counted with NT85, NT90, or other relevant Measures.		
NT85 **Units** £ invested **Proxy** £1	**Resources (on the contract) dedicated to creating green spaces, improving biodiversity or helping ecosystems.** **Definition** Total £ worth value of financial contributions, resources and in-kind contributions to be invested, in relevant environmental conservation and sustainable ecosystem management initiatives that can be attributed to the contract. Please provide details about value calculations of in-kind contributions including made assumptions.	**Target requirements** Financial contributions, resources invested and in-kind contributions that can be attributed to the contract. **Evidence required** For each initiative or project supported, provide a breakdown of the made investments or contributions including the value calculations of in-kind contributions.	**Unit guidance** Total £ value including time, funds and in-kind contributions.
NT87 **Units** kg **Proxy** £158.02	**Total volume of reduced plastics against a relevant benchmark** **Definition** Total reduction in the usage plastics (in kg) against a relevant benchmark through reduction activities. Measures designed to avoid plastic usage completely mark the top of the circular economy priorities having the highest impact by preventing already the start of the plastic life cycle with production, usage, managed or mismanaged disposal and decay.	**Target requirements** Specify the benchmark or baseline to be used. Provide both your expected total volume of avoided virgin plastics and volume expected above the benchmark. Describe the measures taken or to be implemented to achieve this. **Evidence required** Provide information of relevance of the adopted benchmark. Provide both your expected total volume of avoided virgin plastics and volume expected above the benchmark. Describe the measures taken	**Unit guidance** No of kg of avoided virgin plastic usage against a typical benchmark.

		or to be implemented to achieve this.	

Environment: Decarbonising and Safeguarding our World: Resource efficiency and circular economy solutions are promoted

Reference Reference	Measure Measure	Requirements Requirements	Guidance Guidance
NT72 **Units** tonnes **Proxy** £96.70	**Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)** **Definition** Hard to recycle waste can include, but is not limited to: cigarette butts, wrappers, cosmetic product packaging including different types of plastics or food. For examples of relevant programmes see Terracycle, WRAP or equivalent (https://tinyurl.com/2p8vamfb).	**Target requirements** Calculate the estimated tonnes of waste that would not be recycled through standard recycling but that will be diverted to a dedicated recycling programme because of your programme or partnership. Provide information on the nature of the waste to be recycled to evidence the nature of recycling difficulties. **Evidence required** Report the total amount of hard to recycle waste on the contract that has been diverted through a dedicated recycling programme. Provide details of any partner organisations on the contract for the programme. Provide information on the nature of the waste recycled to evidence the nature of recycling difficulties.	**Unit guidance** Tonnes of waste that would not be recycled through standard recycling but that have been diverted to a dedicated recycling programme.
NT88 **Units** tonnes **Proxy** £96.70	**Reduce waste through reuse of products and materials** **Definition** Products and materials reused (e.g. packaging, paper, glass, textiles, waste materials, wooden products, windows, metals, etc.) rather than recycled, scrapped or disposed.	**Target requirements** Calculate the estimated tonnes of material that has been / will be reused as a result of your initiative. Provide information on the nature of the material to evidence the nature of initiative. **Evidence required** Report the total amount of reduced waste achieved on the contract through reuse of material. Provide information on the nature of the reused material to evidence	**Unit guidance** Tonnes of material that would have been recycled or binned that has instead been reused.

		the nature of circular economy initiative.	
Innovation: Promoting Social Innovation: Social innovation to create local skills and employment			

Reference	Measure	Requirements	Guidance
NT50 **Units** £ invested inc. time, materials, equipment etc **Proxy** £1	**Innovative measures to promote local skills and employment to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.** **Definition** Innovative Measures to promote local skills and employment to be delivered on the contract.	**Target requirements** Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 if it is expert time) should be provided. Provide details of any organisations that you will work with and specify whether they will be covering the reported cost with you and how. **Evidence required** Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.	**Unit guidance** £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment, or other resources

Innovation: Promoting Social Innovation: Social innovation to support responsible business			
Reference	**Measure**	**Requirements**	**Guidance**

NT51 **Units** £ invested inc. time, materials, equipment etc **Proxy**	**Innovative measures to promote and support responsible business to be delivered on the contract - these could be** **e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.** **Definition**	**Target requirements** Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.	**Unit guidance** £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources

Reference	Measure	Requirements	Guidance
£1	Innovative Measures to promote and support responsible business to be delivered on the contract.	**Evidence required** Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.	

Innovation: Promoting Social Innovation: Social innovation to enable healthier safer and more resilient communities			
Reference	**Measure**	**Requirements**	**Guidance**
NT52 **Units** £ invested inc. time, materials, equipment etc **Proxy** £1	**Innovative measures to enable healthier, safer and more resilient communities to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.** **Definition** Innovative Measures to enable healthier, safer and more resilient communities to be delivered on the contract.	**Target requirements** Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how. **Evidence required** Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.	**Unit guidance** £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources

Innovation: Promoting Social Innovation: Social innovation to safeguard the environment and respond to the climate emergency			
Reference	**Measure**	**Requirements**	**Guidance**
NT53 **Units** £ invested inc. time, materials, equipment etc **Proxy** £1	**Innovative measures to safeguard the environment and respond to the climate emergency to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.** **Definition** Innovative Measures to safeguard the environment and respond to the climate emergency to be delivered on the contract.	**Target requirements** Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how. **Evidence required** Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.	**Unit guidance** £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources