

**Provision of Blackpool Town Centre Strategy and Action Plan (ERDF Funded)**

**Reference: DN574584**

**INVITATION TO QUOTE**

**Quotation Return Document**

**Bidder to Complete**

**Company name:**

**Closing date for receipt of completed documents:**

**15th November 2021 at 10am**

**1. GROUNDS FOR EXCLUSION (EVALUATED ON A PASS / FAIL BASIS)**

**Important: Please note that you are required to complete the Grounds for Exclusion directly on The Chest (Blackpool Council’s supplier portal). Questions included within this document must also be completed (in the spaces provided) and the document must be uploaded to the Chest as part of your response. Documents / correspondence will not be accepted any other way.**

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| **Grounds for Exclusion - Information to complete** | **Where to find / complete the information** |
| Part 1 – Potential Supplier information * Supplier information
* Declaration
 | These questions can be found on The Chest and must be completed via the system response wizard function or within the ‘Evaluation criteria/question sets’ section.  |
| Part 2 – Exclusion Grounds * Grounds for Mandatory Exclusion
* Grounds for Discretionary Exclusion
 |
| Part 3 – Selection Questions[[1]](#footnote-1)* Economic & Financial Standings
* Insurance
* Health & Safety
 |

# Important Note: You must provide the information requested in a manner and form which complies with the instructions given below and in the accompanying instructions.

**2. METHOD STATEMENT RESPONSES (QUALITY 65% & SOCIAL VALUE 20%)**

**Please note:**

* You are required to provide a response to each of the following Method Statements. Your statements should be set out in a clear and concise manner (within the response box provided), fully detailing how you will deliver the requirements in the Specification.
* You must respond to the Method Statements in full and avoid making unsubstantiated reference to company policies, statements or other documents. Please do not refer the evaluation panel back to your Grounds for Exclusion response. Any Method Statement that is not answered will automatically be awarded a zero mark.
* Should you be sub-contracting any part of the service, please ensure all your responses includes reference to your proposed sub-contractor / who you will be sub-contracting to and how you will ensure they maintain delivery as outlined within the documentation.
* Attachments (e.g. - policy documents, procedures etc.) should only be provided as evidence in support of your written response. If attachments are submitted as an answer with little or no narrative you will be automatically awarded a zero score. Further, where attachments are not referenced within the narrative they will not be given taken into account.
* If a response exceeds the specified word allocation your response will only be assessed up to the allocated words.  Diagrams, pictures and charts should only be used to clarify points made within your response and not used to exploit the word count allocation.  Any tables or other diagrams containing text will be included within the word count. Unless specifically asked for within the method statement any supporting diagrams, pictures, charts or tables should be included as clearly referenced appendices.

The Authority makes no guarantee that this additional information in any format will be evaluated and consideration of such will be at the absolute discretion of the Authority.

**Self-Certification**

**Suppliers will be excluded from the procurement process if they are unable to confirm compliance with the following requirements of the contract.** Suppliers who self-certify that they meet the requirements to these questions will be required to provide evidence of this if they are successful at contract award stage. Please note however that the Council reserves the right to ask potential suppliers to submit their evidence at any point in the process if it is necessary to ensure the proper conduct of the procurement.

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| **2.1** | **It is a requirement of this contract that the successful bidder is able to** **demonstrate the criteria below:** | **Pass / Fail** |
|  | **Insurance Levels (required at the contract Commencement Date)*** Employer’s (Compulsory) Liability Insurance = £5million
* Public Liability Insurance = £5million
* Professional Indemnity Insurance = £2million

\*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | ▢   Yes▢   No    |
|  | **GDPR**Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | ▢   Yes▢   No |
|  | **Conformance with the Specification**Please confirm that you are able to meet and deliver all parts of the specification, including your ability to undertake services requiring accreditation.   | ▢   Yes▢   No |

**Quality Response**

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| **2.2 Relevant Experience and Contract Examples** | **Weighting 25%** |
| Please provide details of up to no more than 3 examples of where you have carried out commissions of a similar nature with a multi-disciplinary team. These examples must demonstrate the teams’ relevant experience, capacity, skills and expertise to deliver this commission.As a minimum all examples must include the name of the organisation provided to and a contact name; estimated value of the contract; description of the services provided along with evidence of successful completion. If you cannot provide examples see question 2.3***Assessment Criteria:**** Good examples of previous commissions of a similar nature
* Evidence of Innovative approaches
* Evidence of previous work / involvement in areas similar to Blackpool
* Evidence of involvement in the delivery of regeneration within Town Centre locations
* Evidence of previous work undertaken with consideration given to the factors which influence

 changing Town Centres  |

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| **CONTRACT 1** |
| **Name of customer organisation** |  |
| **Point of contact in the organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **Description of contract (in no more than 300 words)** |  |
| **Contract Start date** |  |
| **Contract completion date** |  |
| **Estimated contract value** |  |
| **CONTRACT 2** |
| **Name of customer organisation** |  |
| **Point of contact in the organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **Description of contract (in no more than 300 words)** |  |
| **Contract Start date** |  |
| **Contract completion date** |  |
| **Estimated contract value** |  |
| **CONTRACT 3** |
| **Name of customer organisation** |  |
| **Point of contact in the organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **Description of contract (in no more than 300 words)** |  |
| **Contract Start date** |  |
| **Contract completion date** |  |
| **Estimated contract value** |  |

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| **2.3 Relevant Experience** **(only complete if you cannot complete question 2.2)**  | **Weighting 25% (same as 2.2)** |
| If you cannot provide at least one example for question 2.2, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.***Assessment Criteria*** * Response provided including all information
* Technical experience and competence is clearly demonstrated
 |
| **Please respond below in no more than 500 words** |

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| **2.4 Team Experience and Knowledge** | **Weighting 20%** |
| Please identify the proposed team/individuals to be involved in the delivery of the service detailing the relevant qualifications (including membership where appropriate of relevant professional bodies), experience and competencies of each team member/individual with regards to the delivery of similar services.**Assessment Criteria*** Organogram of your team structure
* How do you see your team working with Blackpool Council
* Evidence of complex project delivery
* Evidence of involvement in delivery of projects within Town Centre locations
* Relevant qualifications, experience, skills and competencies of the proposed team members / individuals
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| **Please respond below in no more than 750 words** |

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| **2.5 Project Delivery** | **Weighting 20%** |
| Please explain in detail your approach to the delivery of the elements of the commission to ensure the production of a high-quality Town Centre Strategy and Action Plan. Your response should include as a minimum the following information:* Your understanding of the commission
* How you will achieve the main aims and objectives and how you will improve on the previous strategy.
* A detailed programme for undertaking the work in line with the timetable (a graph or Gantt chart may be provided – this will not be included in the word count)
* Please attach no more than 3 examples of previous Town Centre Strategy documents. (These can be redacted if necessary, these will not be included in the word count)
* Please outline what benefits and actions occurred in the town as a result of these strategy documents.

**Assessment Criteria*** Clear understanding of the objectives, aims and purposes
* Proposal clearly demonstrates how the key aims and objectives of the project will be delivered
* Effective Project Management within the stipulated tight timetable
* How does your approach improve on the previous strategy
* Examples of previous Town Centre Strategy documents and benefits realised.
 |
| **Please respond below in no more than 500 words** |

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| **2.6 Client and Stakeholder Engagement** | **Weighting 20%** |
| Please outline your approach to working with clients and stakeholders.Please provide a high-level communications plan showing which communication mechanisms you intend to utilise.**Assessment Criteria*** High-level communication plan provided which contributes to successful delivery
* Stakeholders and critical relationships identified and appropriate communication methods and controls in place
* Effective approach proposed for managing all relationships
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| **Please respond below in no more than 500 words** |

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| **2.7 Business Continuity and Risk** | **Weighting 10%** |
| Please explain how your company would ensure continuity of service should key staff leave the company or in the cases of staff sickness or absencesOutline how the delivery of this project fits within the context of any other commitments that the proposed delivery team may have, in particular the co-ordination of your team.Outline any key risks / challenges with the project and what mitigation you propose**Assessment Criteria*** Effective resource planning, availability and commitment of proposed delivery team providing reassurance that the proposed team can effectively manage capacity and prioritise workload
* Clear and robust contingency plans in place to ensure continuity of service and sufficient cover
* Other commitments identifies with robust assurances that capacity can be managed
* Awareness of project specific issues / risks / challenges with effective mitigation proposals
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| **Please respond below in no more than 350 words** |

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| **2.8 GDPR** | **Weighting 5%** |
| Please provide details of organisational and technical measures you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation (GDPR) including the rights of data subjects. **Assessment Criteria*** Understanding of the obligations imposed on your organisation as either a data controller and/or processor.
* Clear, robust and effective procedures in place to deal with suspected personal data breaches.
* Evidence of appropriate privacy information.
* Demonstrate the ongoing security and resilience of processing systems.
* Ability to comply with the rights of data subjects including the right of access, rectification and erasure.
* Demonstrate any consent based processing is GDPR compliant.
* Evidence staff have received data protection training and the organisation has appropriate data protection policies & procedures in place.
* Robust and effective procedures regarding the retention and storage of personal data.
* Regularly test, assess and evaluate the effectiveness of the above measures.
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| **Please respond below in no more than 500 words** |

**Social Value Response**

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| **Alignment with Blackpool Council Supplier Charter Principles**  | **Weighting 50%** |
| Blackpool Council’s Supplier Charter (included at Section 7 of this document) contains a statement of intent of commitment to our suppliers and the expectations we have of current and potential suppliers. Please demonstrate how your organisation proactively operates in a manner which aligns to the 6 Charter principles (as listed below) and how you measure and perform in these areas.* Local employment
* Local supply chains
* Good employer
* Green & sustainable
* Best practice processes
* Healthy workplace

For example you could detail / demonstrate; how you create quality employment and training opportunities; how you ensure that your employees are given a fair reward; awareness of your carbon foot print; use of environmentally sustainable products and materials; compliant disposal of obsolete equipment. Please also include details as to how your organisation will disseminate Blackpool Council’s Supplier Charter principles throughout your workforce and supply chain as appropriate.Note: Supplier policies may be attached to support your response only - policies alone will not be considered a suitable response.**Assessment Criteria: *Assessment of the extent to which the tenderer has demonstrated and evidenced:**** Best practice processes comply with the Supplier Charter principles.
* Initiatives align with the principles of the Supplier Charter.
* Robust process for disseminating Supplier Charter principles throughout the workforce.
 |
| **Please respond below in no more than 500 words** |

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| **Social Value Delivery and Outcomes** | **Weighting 50%** |
| We are seeking to maximise the delivery of Social Value outputs and outcomes during the contract period and beyond. Please describe any specific and tangible Social Value measures that you are prepared to offer to Blackpool for the duration of the contract. Measures proposed must be in line with Blackpool Council’s Social Value Guide as attached, specifically relating to objectives and ‘what can suppliers do to help’. Examples include Careers Advice and Support to young people; expert business advice on topics such as sustainability and social value; volunteering for community projects; donations to community projects that are key priorities for the town; work experience opportunities. Please respond using the table below in no more than 500 words. Your response must outline in full how your proposals will be measured and evaluated, including targets for Key Performance Indicators (KPI’s) (i.e. state the number of apprenticeships to be offered) and should be substantiated with examples / case studies of how measures have been successfully implemented on other projects. Please note that your proposals must be at no additional cost to the Authority.Note: Supplier policies may be attached to support your response only – policies alone will not be considered a suitable response.**Assessment Criteria: *Assessment of the extent to which the tenderer has demonstrated and evidenced:**** Social Value proposals add clear and measurable benefit to Blackpool.
* Proposals and case studies align with the Council’s Social Value aims and objectives and the service requirements.
* Proposals deliver wider social benefits across the Blackpool community e.g. residents / students / workforce / suppliers / local initiatives and events.
* Appropriate Social Value KPIS provided including how proposals will be monitored / measured and evaluated.
 |
| **Social Value Objective** | **Description of specific measures** | **Quantify measures** **(how much)** | **How monitored/measured and evaluated (*KPI’s to be used as a measure for the duration of the contract)*** | **Examples/case studies to support your proposal** |
| ***EXAMPLE ONLY*** *– Creating opportunities for our service users to benefit*  | *Provide jobs for residents in the local area – specifically targeting recruitment at supported employment customers*  | *2 fte positions throughout the contract* | *KPI – No of employees residing at an FY postcode. To be reported at scheduled progress / contract meetings with the Council* | *2 local long term unemployed residents recruited to work on contract provided to AN Other Council* |
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| **Any additional information in support of your response (for example, other added social value that you will bring to Blackpool)** |
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# Important Note: You must provide the information requested in a manner and form which complies with the instructions given below and in the accompanying instructions.

**3. PRICING INFORMATION (WORTH 15% OF OVERALL SCORE)**

**Please note:**

* Rates and prices must be inclusive of ALL disbursements and exclusive of VAT. It is most important that your price submission includes all cost elements which would be chargeable to the Authority (clearly itemised). Blackpool Council will not be liable for any costs / prices not identified in your submission.
* In the event of this Invitation to Quotation incorporating a price / cost schedule, and unless stated to the contrary, the prices tendered against the items on the schedule must be in accordance with the price(s) per unit(s) indicated as being required.
* Bidders must take into account any potential price increases due prior to the commencement of the contract period as prices will be fixed for the first 12 months of the Contract. All prices to be fixed for the first 12 months of the contract.
* The maximum available budget for this project is £50,000.00. Any bids received which are in excess of the specified budget will be considered to be a failed bid and will not be evaluated.
* Please complete the pricing schedule.

**4. SIGNED DECLARATION / FORM OF TENDER**

Submitted by: (Company name).………………………………………………..…………………………….……

Name & Address ………………………………………………………………………………………………………

…………………………………………………………………………………….…………………………………………..

Tel No: ………………………………………E-Mail:…………………………………………………………………..

* I/We the undersigned, hereby guarantee that all services will comply with the requirements contained in the Authority’s Quotation Document and undertake to provide to the satisfaction of Blackpool Council the Services described herein.
* I/We accept, as a condition of bidding, that the Council has the right to abandon the procurement process at any stage.
* I/We confirm that the contents of this Tender will remain valid for 90 days from the date of this Form of Tender.
* I/We further undertake and agree to execute if required to do so, after the acceptance of this tender, a formal agreement in accordance therewith to be prepared by the Head of Procurement of the said Council.
* I/we hereby declare that neither I/we nor my/our employees, servants or agents have followed nor will follow in relation to the tender or any contract made pursuant there to the following practices:-

(a) The communication to a person other than the Authority of the amount of any proposed tender in accordance with any agreement and arrangement to so communicate:

* 1. The adjustment of the amount of proposed tender in accordance with any agreement or arrangement between me/ourselves and any person other than the Authority.
* I / We have not corrupted/amended any text whatsoever in this electronically transmitted tender document.

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| --- | --- |
| Name  |  |
| Signed  |  |
| Position Held |  |
| Date  |  |
| Witnessed by  |  |
| Address  |  |

**5. CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING**

*Note to Organisation*: As a public body it is important that Blackpool Council receives genuine competitive offers from Tenderers, and that all Tenderers act in a manner that is honest and reflects best practices. Tenderers are therefore required to sign this document to certify that they have not and will not undertake any acts of canvassing or collusion.

Statement of Non-canvassing:

I/we hereby certify that I/we have not canvassed any member, director, employee or adviser of the Council in connection with this Tender and the proposed award of the Contract by the Council and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, director, employee or adviser of the Council in connection with this Tender and the proposed award of the Contract and that no person employed by me/us or acting on my behalf, or advising me/us, will do any such act. I/we agree that the Council may, in consideration of this bid, and in any subsequent actions, rely upon the statements made in this Certificate.

**Statement of Non-collusion:**

The essence of the public procurement process for selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we hereby certify that this is a bona fide offer, intended to be competitive, and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time during the tender process or in the event of my/our tender being successful while the resulting Contract is in force, any of the following acts:

1. enter into any agreement or agreements with any other person that they shall refrain from tendering to the Council or as to the amount of any offer submitted by them; or
2. inform any person, other than the Council of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or
3. cause or induce any person to enter into such an agreement as is mentioned in paragraph 1 and 2 above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or
4. commit any offence under the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972; or
5. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the performance of the Project covered by the Tender any act or omission.

In this Certificate, the word ’person’ includes any person, body or association, corporate or incorporate and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not.

I/we agree that the Council may, in its consideration of the offer, and in any subsequent actions, rely upon the statements made in this certificate.

Signed

Name

Position

Date ­­­­­­­­­­­­­­­­­­­­­

For and on behalf of [please insert company name]

**6. INFORMATION PROVIDED IN CONFIDENCE & COMMERCIAL INTERESTS**

**The following forms should be submitted with all quotations and tenders to indicate areas of your submission that you consider to be either *INFORMATION PROVIDED IN CONFIDENCE OR OF COMMERCIAL INTEREST*.**

**It is important these sections are given consideration prior to submission of your bid. You must not simply indicate ‘tender response’ but must identify specific areas of your tender submission with the reason why you consider it to be provided in confidence or of commercial interest.**

**Confidential material** is as defined in Section 41 of the Freedom of Information Act, 2000 (FoI) where the disclosure of the information would constitute an actionable breach of confidence.

**Information deemed to be of commercial interest** is as defined in Section 43 of the FoI and relates to *‘information, the disclosure of which would be likely to prejudice the commercial interests of any person’*.

**Tenderers should make themselves aware of the definition of each term as well as the circumstances in which FoI & Environmental Information Regulations 2004 (EIR) exemptions apply.**

**Confidential material checklist**

**Confidential documents not for disclosure to third parties under the FoI & EIR**

**The authority may be obliged to disclose information in or relating to this quotation / tender exercise following a request for information under FoI or EIR therefore please outline in the table below all items which you consider are genuinely confidential and which are not for disclosure in respect of your application.**

|  |  |  |
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| **Information / Document**  | **Reference / Page No.** | **Reasons for non-disclosure**  |
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The applicant acknowledges that the confidential information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR.

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be confidential the Council will consider your views however the authority will make the final decision to disclose information or not.

Note: To be kept with the correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule.

**Commercial Interests**

**Information deemed to be of commercial interest and not for disclosure to third parties under FoI or EIR.**

**The authority may be obliged to disclose information in or relating to this quotation / tender exercise following a request for information under the FoI or EIR therefore please outline in the table below items which you consider are genuinely commercially sensitive and which are not for disclosure in respect of your application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Information / Document** | **Reference / Page No.** | **Reasons for non-disclosure (cite exemption(s) to be considered)** | **Duration of confidentiality** |
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The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR.

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive the Council will consider your views however the authority will make the final decision to disclose information or not.

Note: To be kept with the correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule.

**7. BLACKPOOL COUNCIL SUPPLIER CHARTER**



**Introduction**

Blackpool Council is a major purchaser of goods and services within the local economy and seeks to act as a role model of good purchasing practice. Suppliers play a critical role in the delivery of public services and we want to make sure there is a clear understanding of the Council’s needs.

This document sets out what we expect suppliers to adhere to when bidding for and delivering contracts for goods, works and services.

Our aim is to adopt and ensure ways of working in our supply chains which:

* Respect fundamental international standards against criminal conduct (such as bribery, corruption and fraud) and human rights abuse (such as modern slavery), responding immediately where they are identified, and;
* Result in direct improvements to the working lives of people who contribute to our supply chains.

Our purpose in doing this is to ensure our suppliers are delivering contracts responsibly, and we build trust with the public by promoting a culture of high ethical standards that deter or expose poor behaviour and practice.

Charter signatories are required to consider how they can make a positive contribution to the economic, social and environmental well-being of Blackpool.

**Blackpool Council Plan 2019-24**

Blackpool faces many difficult challenges and we need to focus on the things that matter – improving our tourism offer, creating a broad range of job opportunities for everyone in the town, and creating stronger and safer communities. The 2019-2024 Council Plan is our response to this picture. It’s our way of telling the story of our town so that everyone – residents, organisations and visitors – understand what we’re doing, who we’re doing it with, and why we’re doing it.

Our vision for Blackpool continues to be:

**To retain our position as the UK’s number one family resort with a thriving economy that supports a happy and healthy community who are proud of this unique town.**

Our Council Plan is built around three main goals, which give us a clear focus and direction as we move forwards.

* **The Local Economy** : Maximising growth and opportunity across Blackpool
* **Our local Communities**: Creating stronger communities and increasing resilience
* **Organisational Resilience**: Ensuring the efficient and effective running of the (Council) organisation to enable (it) us to deliver quality services

**Charter Principles**

The purpose of this charter is to set out some guiding principles, which Blackpool Council will adhere to and to which we invite our contracted suppliers, the wider business community, other public sector bodies and third sector organisations to adopt.

The Charter sets out six key principles which seek to embed the duty of the Public Services (Social Value) Act alongside the Council’s aspiration to ensure all of its partners and suppliers adopt corporate social and ethically responsible policy and practice.

* **Local employment**
* **Local supply chains**
* **Good employer**
* **Green & sustainable**
* **Best practice processes**
* **Supporting our communities**

Aims of the Suppliers Charter

The Council will:-

* Seek delivery of economic, environmental and social benefit through decisions taken in respect of procurement and commissioning activities; including its major regeneration programmes.
* Continue to work with local residents, businesses and organisations to identify the best way to target and deliver social value benefits.
* Ensure that social value requirements placed on businesses and other organisations are relevant, proportionate and fair.
* Focus on substantial procurement and regeneration investment to maximise the scale of local benefit.
* Work with Council departments, supplier businesses and community organisations subject to this charter to improve understanding of social value and to continuously develop best practice in its design and delivery.

**Our Commitment to Suppliers**

The Council is committed to:-

* Operating lawful procurement processes that ensure all rules and policies are fairly applied; seeking to minimise cost to suppliers with equal access to relevant information.
* Encouraging a diverse range of suppliers to compete for Council business.
* Advertising all tenders on the **North West e-Tendering Portal** – **The Chest** (<https://procontract.due-north.com/>)
* Balance opportunities with value for money by considering the division of larger contracts into smaller lots, to give SMEs and the Voluntary and Community Sector an equal chance to tender for them.
* Conducting supplier information days to support suppliers in submitting compliant tenders.
* Publishing guidance on how to do business with us via the Council website with clear specifications and instructions with all tender opportunities advertised.
* Respond to enquiries in a courteous, timely and professional manner offering constructive feedback to suppliers in writing following the award of contracts.
* Where invoices are not in dispute, meet contractual payment terms as laid down in the Public Contract Regulations Act 2015.
* Always act in line with our Council values of accountability, fairness, quality, trustworthiness and compassion.

**Signatories Of The Charter Will Commit To The Following:**

Suppliers are required to align their organisational policy and practice with the six key principles of the Charter and to consider how they can deliver the themes, outcomes and measures identified below in their tender submissions:

**Social Value Themes, Outcomes and Measures (TOM’S)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Themes** | **Outcomes** | **Measures** |
| **Employing locally****and responsibly**  | * Increased local employment
* Employees paid the living wage
* A high level of employee development
* Supporting those most disadvantaged in the labour market
* Commonly practised high ethical and corporate social responsibility (CSR) standards in sourcing and employment
 | * No. of new jobs
* No. of apprentices/internships
* No. of employees paid the living wage
* No. of staff progressed to a higher skill level
* No. of contracts committed to the prompt payment code, no abuse of zero-hour contracts, no blacklisting, compliance with Human Rights Act/Modern Slavery Act/ILO Labour Standards, have a whistleblowing scheme
* Not tolerate harassment, intimidation or discrimination

Provide a safe and hygienic working environment |
| **Sourcing Locally**  | * Promote locally sourcing contracts
* and supply chains
* Prosperous local SME’s
 | * Spend with local suppliers (£)
* Spend with local SME’s (£)

(Any business with an FY postcode)  |
| **Green and sustainable**  | * Reduced carbon emissions
* Cleaner air and less pollution
* Enhanced public open spaces, trees, wildlife, and historic/cultural environment
* Reduced impact of waste, adopt the ‘reduce, reuse and recycle’ circular economy philosophy
* **-**Reduced impact from manufacture of goods supplied, including from use of natural resources
* **-**Be a good neighbour, minimise negative local impacts (e.g., noise, air quality)
* **-**Utilise environmentally sustainable products and materials.
 | * Carbon emissions saved (tonnes of ‘CO2 equivalent’ per year)
* Miles of travel or transportation per year converted to zero or low emissions
* Tonnes of waste eliminated or dealt with in a ‘greener’ way
* (in accordance with the UK’s waste hierarchy)
* Value (£) spent (or in kind) to create /improve/protect public open space for wildlife/environment
 |
| **Supporting and engaging with local communities** | * Increased capacity and sustainability of the local voluntary and community sector
* An open channel of communication between businesses and communities
* Support health initiatives
* (particularly around mental health and wellbeing)
 | * Value (£) of investment/support in the community /through charity.
* Value (£) of generated volunteering opportunities
* No. of visits to local schools and colleges
* No. of work experience opportunities provided to pupils/ disadvantaged groups /long-term unemployed.
* No. of health/wellbeing promotion interventions supported for staff, customers and the community
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| **Securing Social Value Through Procurement** Securing social value through procurement is an effective way to help address economic, social and environmental concerns in local communities. Social value is a significant factor in terms of the scoring and awarding of contracts, alongside core service quality and cost. Social value commitments are required in all contracts irrespective of value. In order to maximise social value we will target disadvantaged groups in Blackpool. In doing so, business and other organisations are then able to make the biggest difference to local communities, creating and sustaining jobs and other tangible ways of reducing poverty and improving health and quality of life for local residents.Through effective local procurement, we can make a global impact. We can do this through ethical and environmental initiatives considering a products lifecycle from the responsible sourcing of materials and manufacturing, through to more products that are durable and reduce amount of waste at end of life.Measuring ImpactA clear scoring framework for social value will be embedded in all tenders and contracts to ensure transparency in awards and post award delivery commitments. The Council recognises that our large regeneration projects provides a huge opportunity for social value delivery, but it is equally important to seek social value benefits across all its tenders and contracts. Coupled with this, it is equally important to ensure that suppliers (particularly local suppliers) understand both the Council’s vision and how to implement and respond to social value questions in tender responses. Therefore, we will establish with our delivery partners and suppliers key performance indicators (KPIs), based on the Themes Outcomes and Measures (TOM’s) outlined in this document to demonstrate the benefits delivered by this charter. These will be communicated regularly, as part of the updates on our key economic and sustainability action plans. It is expected that suppliers produce KPI reports and submit these along with supporting case studies regularly on a monthly or quarterly basis (as directed) throughout the life of the project to the council for monitoring and reporting. To Deliver Social ValueThe Council aims to lead by example in generating meaningful and tangible social value benefits for our community, and will actively collaborate with other organisations with similar objectives. This will extend to the Council’s wholly owned companies, strategic public-sector bodies, supplier and other businesses, and third sector organisations who have the potential to secure significant social value. The Council will support these organisations to develop policies and procedures with the aim of delivering greater social value benefits across the borough.**Why Will Signing Up To The Charter Be Good For My Business?**By signing the Charter, you are telling other businesses and customers in Blackpool that you are committed to:* **Spending your Blackpool pound with local companies to maximise the economic benefit to the town.**
* **Recruiting locally, being a good employer and creating opportunities for employee volunteering**
* **Looking after the local environment**
* **Supporting the health, well-being and resilience of our communities**
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*‘This Charter is a statement of intent of the Council’s commitment to our suppliers and the expectations we have of current and potential suppliers, it does not hold any legal status.’*

**For the Council:**

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Councillor Lynn Williams, Leader of the Council

**For the Contractor:**

…………………………………………………………………………………………………………Contractor’s Authorised Representative

1. [↑](#footnote-ref-1)