



## The Social Value Marketplace

### Increasing Social Value in our Communities

Our vision is for the public, business and voluntary and community sectors (VCS) in Surrey to work together to maximise how our resources improve the wellbeing, economic prosperity and local environment for our residents and communities. The [Social Value Marketplace](#) aims to help support the development of relationships between the public and private sector and the VCS, facilitate collaboration, and promote Social Value opportunities based on needs which will have a real impact and benefit our communities.

### **Social Value and the Public Sector**

The Public Services (Social Value) Act 2012 became operational in January 2013 outlining that public authorities are required to consider the following at the pre-procurement stage:

- "how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and
- "how, in conducting the process of procurement, it might act with a view to securing that improvement."

The [Social Value Marketplace](#) has been developed to help leverage public sector spend by helping commissioners and bidders tendering for contracts identify measurable social value that can be included within the procurement process that is relevant and proportionate to the goods, works and services being procured. This supports compliance with the act and an open, fair and transparent method for evaluating commitments made by suppliers.

### **Social Value / Corporate Social Responsibility (CSR) and the Business Sector**

There are many businesses in Surrey who embrace a shared responsibility for their community and work closely with our VCS to improve the lives of our residents.

The [Social Value Marketplace](#) has been created to help businesses:

- Identify how they can support their communities by reviewing the social value opportunities and
- Advertise the resources they have to offer the VCS

### **Social Value and the Voluntary and Community Sector (VCS)**

There are a large number of VCS organisations in Surrey that provide a wide range of services aimed at improving the lives of our residents. The VCS is supported by a network of [Councils for Voluntary Service](#) who work closely with Surrey County Council, Surrey's District and Borough Councils and the National Health Service. VCS organisations should contact their local [Council for Voluntary Service](#) to find out more about how your resource needs can be uploaded to the [Social Value Marketplace](#)

Visit <http://socialvalue.supplytosurrey.co.uk/> to view Surrey's Social Value Marketplace



## Guidance for Businesses on using the Social Value Marketplace

The [Social Value Marketplace](#) is a tool that can be used by all businesses who want deliver Social Value / CSR in Surrey and offer resources to voluntary and community sector groups.

### Step1: Registration

To use the [Social Value Marketplace](#) you will first need to register / log in on the site which can be done by clicking on the link below

<http://socialvalue.supplytosurrey.co.uk/login>

(Please note: You are still required to register and create a profile for the Social Value Marketplace even if you have previously registered your profile for the contract opportunities section on Supply to Surrey)



Home / Social Value

### Surrey's Social Value Marketplace

OPPORTUNITIES ORGANISATIONS **LOGIN/SIGN UP**

#### Login

Are you an existing organisation?  
Please login with your account details below.

Email address

Password

[forgot your password?](#)

#### Sign up

New organisation looking to join?  
Sign up to receive email alerts and add your business in our Suppliers list.

Organisation name

Organisation sector

Account holder name

Visit <http://socialvalue.supplytosurrey.co.uk/> to view Surrey's Social Value Marketplace



## Step 2: Create Your Profile

### Surrey's Social Value Marketplace

OPPORTUNITIES ORGANISATIONS **MY ACCOUNT** LOGOUT

Please note that you will not be able to add social value, receive email alerts or appear in the Organisations list until you have completed your Business Profile.

#### Business Profile

Organisation Logo

Max upload size (200Kb)

Organisation Name

Organisation Sector

Supporting Children and Young Peo ▼

Organisation Size

Please select ▼

Organisation Website

Organisation Email

Organisation Contact Number

Organisation Address

#### Sectors

Select from our Sectors below to update your interests and email settings.

<input type="checkbox"/> Business	<input type="checkbox"/> Promoting Health & Wellbeing	<input type="checkbox"/> Supporting Children and Young People
<input type="checkbox"/> Community Projects	<input type="checkbox"/> Protecting Animals	<input type="checkbox"/> Supporting People with Disabilities
<input type="checkbox"/> Council for Voluntary Service	<input type="checkbox"/> Protecting the Environment	<input type="checkbox"/> Supporting the Elderly
<input type="checkbox"/> Education, Training and Employment	<input type="checkbox"/> Supporting Adults	

#### Email settings

Update your email settings and alter the frequency of what you receive.

No Email

Monthly

Weekly

Daily

- Ensure you complete all the required fields
- The information saved will be used to automatically create a profile of your organisation which can be viewed by clicking on the organisations tab in the [Social Value Marketplace](http://socialvalue.supplytosurrey.co.uk/suppliers) i.e. <http://socialvalue.supplytosurrey.co.uk/suppliers>
- Ensure the information provided is accurate and up to date as organisations will use this information to contact you about your offers

### Step 3: Adding a Social Value opportunity

Businesses can offer goods, services and resources to the VCS to help them continue to provide support services to our residents. This site is a tool to facilitate networking and collaboration, the decision as to which organisations to support depends on the businesses using this site.

- To offer a resource you must be logged into your account

Visit <http://socialvalue.supplytosurrey.co.uk/> to view Surrey's Social Value Marketplace



Home / Social Value

## Surrey's Social Value Marketplace

OPPORTUNITIES ORGANISATIONS MY ACCOUNT LOGOUT

- Click the **OPPORTUNITIES** tab in the Social Value Marketplace
- Click **Add Social Value** and complete all fields



Home / Social Value

## Surrey's Social Value Marketplace

Request and share resources to improve our communities.

search Marketplace by keyword



OPPORTUNITIES ORGANISATIONS MY ACCOUNT LOGOUT

### Refine search

Search terms

Status

- Available
- Interest Expressed
- Delivered

Add a social value

Your search returned 4 results

### Volunteer stewards/marshals needed!

Epsom and Ewell Fun day! 18th September 11-4pm. A community and charity event for the whole family, with stalls run by local charities, community groups, schools and businesses with many running affordable family games. The event includes: Arenas and Marquees with free attractions, shows and presentations – See Arena details below, plus added last minute attractions. Many free activities, children's workshops and entertainment for all the family, including a children's entertainer Mr Mayhem and other attractions on stage throughout the afternoon. Punch and Judy will also be giving free shows.

## Surrey's Social Value Marketplace

Request and share resources to improve our communities.

search Marketplace by keyword

[OPPORTUNITIES](#) [ORGANISATIONS](#) [MY ACCOUNT](#) [LOGOUT](#)

### Refine search

**Search terms**

**Status**

Available

Interest Expressed

Delivered

**Offers**

Volunteers

Goods / Services

Donations

Other

**Requests**

Volunteers

Goods / Services

Donations

Other

**Areas**

Elmbridge

Epsom and Ewell

Mole Valley

Guildford

### Add a social value

<b>Type</b>	<input type="text" value="Offer"/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Goods / Services</li> <li><input type="checkbox"/> Donations</li> <li><input type="checkbox"/> Other</li> </ul>
<b>Title</b>	<input type="text"/>
<b>Description</b>	<input type="text"/>
<b>Financial Value(£)</b>	<input type="text"/>
<b>Location</b>	<input type="text" value="Pick a location"/>
<input type="button" value="Submit opportunity"/>	

- Select **OFFER** in the first field
- Select the **Type** of resource you are offering i.e. volunteers, goods/services or donations. *Please note you will only be able to select one type of resource for every social value opportunity you add*
- Complete the **Title** and **Description**. Ensure you provide an accurate description of the resources offered

**Title:** Marketing Services Available

**Description:** Marketing Support

We are a marketing business based in Surrey and are looking for opportunities for our employees to volunteer. Our employees can offer support on managing campaigns, branding, using social media etc. Each employee has been allocated 2 paid days of volunteering per year. Interested organisations should contact .....

- Enter the total **Financial Value** for the social value that will be created for this opportunity:



- a) Volunteers: A standard rate of **£13.80 per hour** should be used to calculate the financial value of the Social Value that will be created for non-professional volunteering time offered
- b) Goods / Services: market rate of goods/services should be used to calculate the financial value. E.g If you are offering professional skills such as marketing advice the financial value allocated will be based on how much you would charge for this service. If you are unable to establish a market rate please use the base level of **£25.00 per hour**
- c) Donations: enter the value of the donation you are offering

### Why is it important to insert a financial value?

Inserting a financial value will enable VCS and the Council to calculate the Social Value created by businesses in Surrey. For businesses bidding for public sector contracts this can be used to support the delivery of social value commitments made as part of a tender submission

- Select the **Location** that you want to offer this resource
- Click **Submit Opportunity** when all fields have been completed.
- All your opportunities will be displayed on your account page and you can edit the details at any point



- When your opportunity has been submitted it can be viewed by other organisations under the opportunities section of the [Social Value Marketplace](http://socialvalue.supplytosurrey.co.uk/)

Visit <http://socialvalue.supplytosurrey.co.uk/> to view Surrey's Social Value Marketplace

## Step 4: Receiving Expressions of Interest

- If a VCS organisation views your offer and wants to access the resource you have offered they will **Express an Interest** through the marketplace providing their contact details

The screenshot shows the Orbis marketplace interface. At the top, there is a search bar with the text 'search Marketplace by keyword' and a magnifying glass icon. To the right of the search bar are three tabs: 'OPPORTUNITIES', 'ORGANISATIONS', and 'LOGIN/SIGN UP'. Below the search bar is a 'Refine search' section with several filter categories: 'Search terms', 'Status' (with options: Available, Interest Expressed, Delivered), 'Offers' (with options: Volunteers, Goods / Services, Donations, Other), and 'Requests' (with options: Volunteers, Goods / Services, Donations, Other). The main content area displays a search result for 'Surrey Skills Fest'. The title is 'Training Profile'. The description reads: 'Surrey Skills Fest is a one-day festival, that will take place on the 4th July 2015 for Surrey's Looked After Children (aged 14 and over) and those who had left local authority care. Attendees will be able to participate in workshops designed to give them key skills to support independence: for example, budgeting and managing your money, basic cooking skills, basic DIY, the world of work, and healthy choices. As well as having fun learning, young people will also get the opportunity to meet some celebrities and participate in a range of sporting activities. The event will take place at Surrey County Hall, Penrhyn Road Kingston, KT1 2DW. We need 6 volunteers to help coordinate the event. Volunteers will be needed from 9am to 5pm on the day. The financial value for this opportunity is calculated using a rate of £13.80 per hour Please note this opportunity has been created as an example for training purposes only.' Below the description, it says 'posted on 19th of August'. There is a blue button labeled 'Express Interest'. Below this button, there is a text box for providing contact details and a 'Submit Interest' button. A red arrow points from the text 'Express an Interest' in the list above to the 'Express Interest' button on the page.

- When an organisation expresses an interest **they** will receive an automated email notifying them that you will be in touch to discuss this further
- You will receive an automated email similar to the one below which will be sent to the email address you have provided when you registered your account

The screenshot shows an automated email from Surrey County Council. The header features the 'Supply to Surrey' logo and a stylized illustration of a town with hills, buildings, and a bicycle. The body of the email reads: 'Dear Jason Gaskell, Surrey County Council has expressed interest in your opportunity Help With Charity Office Decoration. To view the interested companies or award your opportunity please login to your account. <http://socialvalue.supplytosurrey.co.uk/login>

Visit <http://socialvalue.supplytosurrey.co.uk/> to view Surrey's Social Value Marketplace



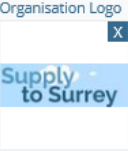
- Log into your account on the [Social Value Marketplace](#) to view the details of the VCS organisation that have expressed an interest in your offer
- Contact the VCS organisation to find out how you can deliver this resource. Ensure you agree delivery timelines.
- When you have delivered the resources you have offered and/or have decided who you want to offer the resource to please log into your account and award the opportunity. This will ensure other organisations using the [Social Value Marketplace](#) will know this opportunity is no longer available.
- To confirm delivery click on **View Opportunity**

The screenshot shows the 'Surrey's Social Value Marketplace' website. The top navigation bar includes 'HOME', 'CONTRACT OPPORTUNITIES', 'TENDERING', 'WORK AND SKILLS', 'SOCIAL VALUE', 'EVENTS', and 'ABOUT'. Below this is a breadcrumb trail 'Home / Social Value' and the title 'Surrey's Social Value Marketplace'. A secondary navigation bar contains 'OPPORTUNITIES', 'ORGANISATIONS', 'MY ACCOUNT', and 'LOGOUT'. The main content area is split into two columns. The left column is titled 'Business Profile' and contains an 'Organisation Logo' upload area with a 'Browse...' button, an 'Upload' button, and a note 'Max upload size (200Kb)'. Below this is a field for 'Organisation Name'. The right column is titled 'My Opportunities' and features a listing for 'Social Value - Volunteers Needed for Surrey Skills Fest'. The listing includes a description of the event, a date 'posted on 19th of August', and an 'Edit' button. A blue 'View opportunity' button is located at the bottom right of the listing. A black arrow points from the 'View Opportunity' bullet point in the list above to this button.

Visit <http://socialvalue.supplytosurrey.co.uk/> to view Surrey's Social Value Marketplace



### Business Profile

Organisation Logo  


Max upload size (200Kb)

Organisation Name

Organisation Sector

Organisation Size

Organisation Website

Organisation Email

Organisation Contact Number

### My Opportunities

#### Social Value - Social Value - Social Value - Training Profile

Surrey Skills Fest is a one-day festival, that will take place on the 4th July 2015 for Surrey's Looked After Children (aged 14 and over) and those who had left local authority care. Attendees will be able to participate in workshops designed to give them key skills to support independence: for example, budgeting and managing your money, basic cooking skills, basic DIY, the world of work, and healthy choices. As well as having fun learning, young people will also get the opportunity to meet some celebrities and participate in a range of sporting activities. The event will take place at Surrey County Hall, Penrhyn Road Kingston, KT1 2DW. We need 6 volunteers to help coordinate the event. Volunteers will be needed from 9am to 5pm on the day. The financial value for this opportunity is calculated using a rate of £13.80 per hour Please note this opportunity has been created as an example for training purposes only.

🕒 posted on 19th of August

#### Interested Parties

**Award to external company**

**Surrey County Council**

Hi I can help with 3 volunteers on the day. Please contact Cindy on 07730403316  
Contact Email: cindy.nadesan@surreycc.gov.uk  
Contact Phone: 07730404413

📅 submitted on 15:08 19/08/2016

**Surrey County Council**

I can provide 3 volunteers for this event. Please contact Cindy on 07730406613  
Contact Email: cindy.nadesan@surreycc.gov.uk  
Contact Phone: 07730404413

If you have decided to offer the resources to an organisation that did not express an interest through the Social Value Marketplace insert the name of the company and click **Award Opportunity**

Click **Award Opportunity** if the resources have been provided to any of the companies that have expressed an interest in your offer through the social value marketplace

- When you have confirmed delivery of the resources the organisation that has received the resources will receive the following email



Dear Cindy Nadesan,

You have been awarded the Volunteers Needed For Surrey Skills Fest opportunity.

Description:

“Surrey Skills Fest is a one-day festival that will take place on the 4th July 2015 for Surrey’s Looked After Children (aged 14 and over) and those who had left local authority care. Attendees

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will be able to participate in workshops designed to give them key skills to support independence: for example, budgeting and managing your money, basic cooking skills, basic DIY, the world of work, and healthy choices. The event will take place at Surrey County Hall, Penrhyn Road Kingston, KT1 2DW. We need 6 volunteers to help coordinate the event. Volunteers will be needed from 9am to 5pm on the day. The financial value of the social value created with this opportunity is calculated using a rate of £13.80 per hour”

Please contact Training Profile using the details below.

Contact Number: 02082132741  
Email: info@supplytosurrey.co.uk

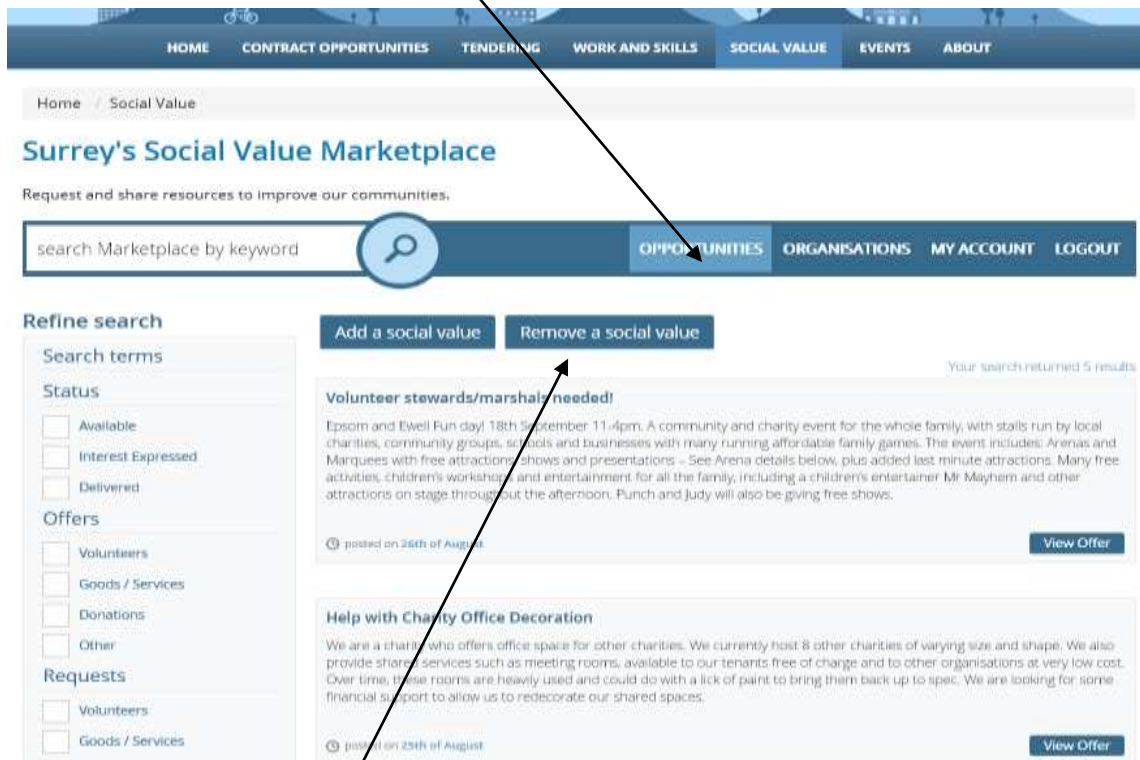
To review the opportunity please login to your account.

<http://socialvalue.supplytosurrey.co.uk/login>

Kind regards,  
Supply to Surrey

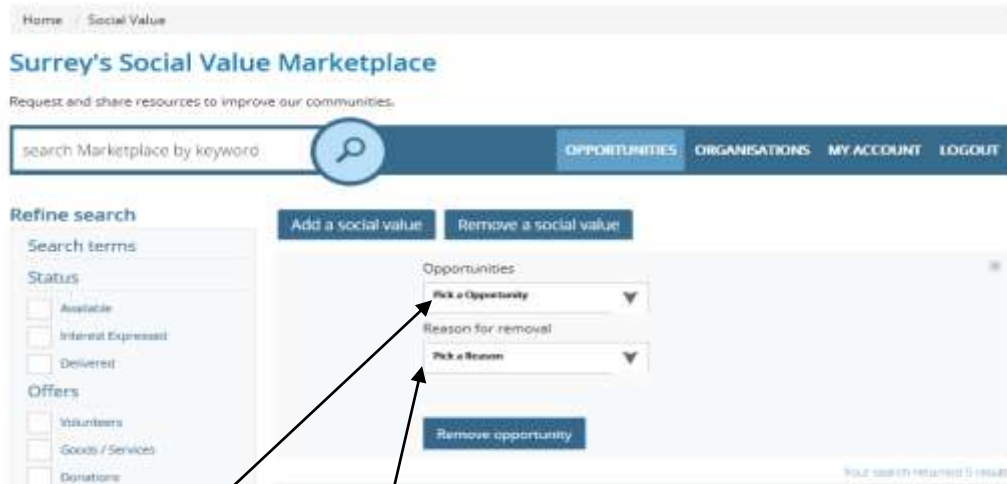
### **Removing an Opportunity**

- If you need to remove an opportunity from the [Social Value Marketplace](#) you will need to log into your account
- Click on the **Opportunities** tab



- Click **Remove social value**

Visit <http://socialvalue.supplytosurrey.co.uk/> to view Surrey's Social Value Marketplace



- Select the **Opportunity** and reason for removing the social value opportunity from the drop down menu
- Click **Remove opportunity**

## Searching for Requests from VCS

- Businesses can also search for requests that have been made by VCS by using the **REQUESTS** filter on the [Social Value Marketplace](#).
- Please note when using the search filters you can only search one criteria at a time i.e. if you are interested in requests regarding Volunteers and Donations you will need to
  - a) Click the Volunteers search box (this will be highlighted in blue) and review requests
  - b) Click the Volunteers search box again to cancel search (this should no longer be highlighted in blue) and click the Donations search box so only this criteria is highlighted in blue
  - c) If more than one search criteria is highlighted you will only see requests where organisations have requested both the resources i.e. Volunteers and Donations.

**Please note this site will be continually updated based on user feedback therefore some terminology may change over time. If you have any questions / feedback please email [cindy.nadesan@surreycc.gov.uk](mailto:cindy.nadesan@surreycc.gov.uk)**