**Sample SVP Letter of Engagement**

*Dear [Name],*

*I am pleased to advise that we have received confirmation from [Council Name] that you have been awarded the contract in respect of [Name of Project/Contract]. You will recall that the tender required the successful bidder to report its social value delivery under this contract using the Social Value Portal.*

*SVP will now support you with the reporting on your social value targets and support your access to the Portal, by providing:*

* *Online account with Social Value Portal to allow contract management and project reporting, showing progress against targets*
* *Technical support with data entry (e.g., access and functionality issues)*
* *Verification of data and evidence to satisfy requirements*
* *End of project summary report*

*Your access to the Portal is carried forward from when you made the original bid, and we appreciate that this may have been a while ago. Therefore, if you need confirmation of your login details, please let us know and we can resend or amend as required or contact support@socialvalueportal.com.*

*As part of the tendering and registration process, you agreed to our Terms and Conditions. A copy of these can be found on our website (https://socialvalueportal.com/terms-and-conditions/.).*

*In your tender, you proposed a target of £[XXX] social and local economic value and these commitments will now be monitored over the course of the contract. You are required to input data on the Portal quarterly, in line with the reporting periods displayed on your online social value record. Data should be input ahead of the quarterly deadline to allow for the data and evidence to be reviewed in a timely manner.*

*The annual fee for this service was set out in the “Social Value Management Fee” section issued as part of the invitation to tender. Fees are charged on an annual basis, depending on your contract duration (please see invoicing schedule below for further information.) Based on the contract value of £[XXX], your annual fee is £[XXX] + VAT, at the standard rate.*