

Software Accreditation: Terms & Conditions of Application

1. Definitions

- 1.1. In the following terms and conditions, the word 'accreditation' will refer to the process of applying for Software Accreditation.
- 1.2. In the following terms and conditions, the word 'software' will refer to the software platform or product that is submitted to Social Value UK for assessment as a part of an accreditation application. This also includes the user guidance that needs to be submitted as a part of the Software Accreditation application.
- 1.3. 'Software Provider' refers to the applicant organisation, and owner / producer of the software that is under assessment.
- 1.4. The 'Assurance Provider' refers to Social Value UK who are providing the assurance service on behalf of Social Value International

2. Software Accreditation

- 2.1. Software Accreditation reviews the functionality of a software product/platform to assess if the software can provide a user with all of the functionality for undertaking impact management processes in line with the SVI Framework, Social Value Principles and aligned to the Impact Management Rubric for Everyone.
- 2.2. The first part of the accreditation process will undertake a review of the software against all Software Accreditation Criteria.
- 2.3. The accreditation does not certify any of the data or reports that are produced using the software product/platform.

3. Making an application

- 3.1. To be eligible for accreditation the Software Provider must be an organisational member of Social Value International. This can be through a Joint Member Network. Details of the Joint Member Networks can be found on the Social Value International website:
<https://www.socialvalueint.org/joint-member-networks-1>
- 3.2. The Assurance Provider will process applications in order of the dates on which they are received. If there is a significant volume of applications, priority will be given to Software Provider who are current members of Social Value International prior to making their application.
- 3.3. Applications must use the correct application form. This can be found online at
<https://eu.jotform.com/200494422144346>
- 3.4. Each application must include a fully completed Software Accreditation criteria form.

- 3.5. The Software Provider must give the Assurance Provider with access to the software for the application to be processed and formal assessment to take place.
- 3.6. The Software Provider must submit copies of supporting guidance to the Assurance Provider for formal assessment to take place.
- 3.7. The application form sets out the supporting documents required to complete the application. It is the responsibility of the Software Provider to make sure that all the requirements for application are met.
- 3.8. Applications that are incomplete will be returned and a new application can be resubmitted.
- 3.9. Results of the application will not be released without confirmed payment.

4. The assessment process

- 4.1. The Assurance Provider will carry out assessment of the software on behalf of Social Value International. Staff will treat the applications with complete confidentiality and will not enter into any discussion or communication about the application except for that required by the accreditation process between the Assurance Provider staff and applicants.
- 4.2. The Software Provider may be asked for additional information to support their application. Any additional information requested must be provided within 30 days of the request. Failure to provide the additional information when requested will result in the application being rejected.
- 4.3. The Software Provider must provide access to the software to the Assurance Provider within one (1) week of application.
- 4.4. The formal review of the software will take place at an agreed time between the Software Provider and the Assurance Provider, no later than 3 weeks after initial application is made. The Software Provider will give a demonstration of the software in alignment with the Software Accreditation criteria.

5. Results

- 5.1. The Assurance Provider will aim to release the results of an assessment within 2 weeks of the formal review. However, during periods of high demand, it may take longer for results to be released.
- 5.2. If the Assurance Provider considers the supporting documents to be insufficient evidence the application will be rejected.
- 5.3. There are three possible outcomes of an application for software accreditation:
 - 5.3.1. The software shows good understanding of, consistency with, and application of the SVI Framework and Social Value process and principles. The software can be accredited.
 - 5.3.2. In its current state, the application does not fully demonstrate a satisfactory understanding of, or consistency with the Principles of Social Value. The software cannot be assured at this time. However, assurance may be possible if the required changes are made within a six-month amendment period.

- 5.3.3. In its current state, the application does not fully demonstrate a satisfactory understanding of, or consistency with, the Principles of Social Value. The software cannot be assured at this time. We consider that the changes required to achieve assurance will not be possible within a six-month amendment period.
- 5.4. Applicants are entitled to receive verbal feedback in addition to the written feedback. Verbal feedback will be provided via Teams (or similar).
- 5.5. The applicant will be entitled to a maximum of one hour of verbal feedback.

6. Amendment Period

- 6.1. The amendment period will last for six months from the date initial results are issued.
- 6.2. The Software Provider will need to resubmit an updated version of the Software Accreditation criteria spreadsheet, detailing the updates made to the software to address the feedback.
- 6.3. Resubmitted documents should be provided to the Assurance Provider via email.
- 6.4. The Assurance Provider will undertake one final formal review as a part of the amendment period, to assess the eligibility of the software product for accredited status.

7. Final confirmation

- 7.1. The software provider must sign and return a declaration stating that the calculations in the software are consistent with those in the SROI Value Map. This is the final step in the process which follows the principles-based assessment outlined above.
- 7.2. Following receipt of the signed declaration of consistency with the SROI Value Map calculations, final confirmation of accredited status will be issued.

8. Additional terms and conditions

- 8.1. The Assurance Provider and Social Value International will not be responsible for any claims made about the quality of Software provider, or about the professional standing of any person associated with a Software provider, other than the accreditation statement.
- 8.2. The Assurance Provider and Social Value International will not be responsible for any actions or decisions that the Software Provider, any user of the software, or any third party takes based upon the accreditation.
- 8.3. The Software Provider agrees that the only statement or 'claim' that may be attached to their software is the wording provided by Social Value International in the accreditation certificate.
- 8.4. The Assurance Provider and Social Value International will not accept responsibility for any Software Providers commercial interests that result either from a delay in application, delay in the assessment process or decisions that do not lead to accreditation. The Assurance Provider and Social Value International cannot take any responsibility for undertakings given by the Software Provider to their clients on matters relating to the timing of the assessment or the timing of the accreditation.

I declare that I have read, understood, and agree to the above terms & conditions:

Signed: _____

Date: _____