

Community Right to Challenge Expression of Interest Form

The Expression of Interest form (EOI) will help to assist you to undertake a “challenge” under the Community Right to Challenge Regulations 2012. We request that you read the following guidance carefully prior to submitting an EOI as incomplete forms could be rejected. In addition we recommend that if you are considering undertaking such a challenge that you contact a member of the service prior to formal submission.

Submitting an EOI will not give your organisation preferential treatment or automatically mean that you will be eligible to run a service. If your EOI is successful after the internal assessment process then this will trigger an open, competitive and transparent procurement exercise (the size of which is dependant on the service up for challenge).

Fenland District Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the eight principles of the Act. Information you provide will only be used for the stated purpose and will only be shared in accordance with the Act and / or for the prevention and detection of crime. Further information relating to your rights under the Data Protection Act can be sent to you on request.

Formal EOI's will be considered at any time during the year. Where an EOI is received for a service which is currently on a contract then we will advise you when that service is coming up for renewal in order to partake in the open tender process.

Your completed expression of interest should be returned to;

Hetty Thornton.
Senior Community Support Officer
Fenland District Council
Fenland Hall
County Road
March
PE15 8NQ

Section 1

About your organisation

Clear statutory guidance has been provided by Central Government within the Localism Act 2011 on the main requirements within an EOI. Your organisation must be classed as a "relevant body"¹. As a "relevant body" you must provide evidence on the type of organisation you run. This could be in the form of your constitution, your mission statement or your articles of association.

You do not need to have formalised all of your operational arrangements prior to submitting an EOI to run a service but as the lead organisation you must be able to demonstrate clearly that you will be capable of providing or assisting in providing the service (this includes any mutuals which are being developed by two or more employees of the council, whereby you must clearly demonstrate your eligibility for running a service and your financial resources to do so).

You should include separately a copy of all of the appropriate documentation which applies directly to your organisation.

Section 2

Please advise us on the service you would like to run

You should provide details on which service or part of service you would like to run. You should also be clear on providing details on which geographical area the service will cover e.g. the whole of Fenland or just one market town etc. Please provide a map of the geographical area which shows the locality of where you would be looking to run the service.

If you are looking to support the delivery of part of a service at the council please demonstrate how you envisage the split of responsibilities working in principle.

Section 3

Your eligibility for running the service

You are requested to provide details that by the time of any procurement exercise is undertaken that you (and your consortium partners and subcontractors, if applicable) will be capable of providing the service. This could include details of existing service provision, testimonies from existing service users (please try to make the examples relevant to the service which you are looking to run).

If you are looking to run the service within a consortium or through the use of sub-contractors then please provide details of these. This will include technical capability of both the partners and sub-contractors.

If you represent two or more employees planning to run a service or part of a service at the council you should demonstrate how you are looking to engage other employees who could be affected if you run the service.

If you are looking to use equipment or buildings owned currently by the council to run the service you should show details of this.

Section 4

Social, economic and environmental impact

You should provide details of how your proposal will meet the social, economic or environment wellbeing of Fenland and its residents (including the service users). Please be clear on what you are looking to achieve and the benefits to both the council and the users within Fenland. If you have evidence of this please provide this on separate documents.

¹ Section 81(6) of the Localism Act 2011

Section 1 - About your organisation

Please provide details of the organisation who is leading the expression of interest

Organisation name:	
Registered address:	
Contact name:	
Position of contact within the group:	
Contact telephone number:	
Email address:	
Website address:	

Description	Please tick all that apply	Registration if applicable
Town or Parish Council		(N/A)
Voluntary body whose activities are primarily for the benefit of the community		
Charitable organisation or trust		
Two or more employees of Fenland District Council intending to form an employee mutual structure to take on the running of the service		
Other- Please describe and be clear which structure your organisation fits under as a "relevant body" (as detailed within the Statutory Guidance)		

Please include a copy of the following documents (where appropriate)	Please tick all of the documents which you have provided with this EOI
Memorandum of Association	
Articles of Association	
Companies House return	
Trust Deed	
Constitution	
Details of your Company registration number (if applicable)	
Interest statement for a Community Interest Company	
Other (e.g. FSA registration)	

Section 2- Please tell us about the service that you would like to deliver

Please describe the service that you would like to run (if you are looking to run part of a service please indicate how you see the split in responsibilities between the council and yourselves working in principle)

Please describe the geographical area where you are looking to deliver the service e.g Fenland Wide or within a more localised location.

** Within the EOI please include a map which clearly shows the location of where you are looking to run the service*

Section 3- Your eligibility for running the service

Do you intend to deliver the service through a partnership arrangement with a third party organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you intend to subcontract the work to a commercial organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered "yes" to any of the above then please detail each partner below (and use additional sheets if required)

Partner organisation 1	
Name	
Company name	
Company registration number	
Address	
Contact telephone number	
Email address	

Partner organisation 2	
Name	
Company name	
Company registration number	
Address	
Contact telephone number	
Email address	

Partner organisation 3	
Name	
Company name	
Company registration number	
Address	
Contact telephone number	
Email address	

Partner organisation 4	
Name	
Company name	
Company registration number	
Address	
Contact telephone number	
Email address	

Equality and Diversity- Please detail below information which demonstrates that your organisation does not discriminate against anyone, for example race, sexual orientation, disability etc

Please detail your organisation's technical skills, resources, capability and experience to deliver the service (or provide details to show that at the stage of procurement you will be capable of providing such a service) and briefly explain the technical skills of the contractors that you are using (if applicable)

How would you look to engage with employees involved in this process?

Are you looking to use any council assets or resources to deliver the service? If so please detail below

Section 4 - Social, economic and environmental impact

Please provide details of how your proposal will promote and/or improve the social, economic and environmental wellbeing of Fenland

Please provide details on how you will support the customers of the service

Please include details separately of your financial circumstances (this is to enable the EOI to be valid in law). Please provide a copy of your current latest audited accounts (or if no audited accounts are available then your most recent balance sheet). If you are submitting an EOI on behalf of a consortium then we request the latest audited accounts (or balance sheets where none exist) of every organisation within the group.

By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming the following;

- that the contents of this form are correct to the best of your knowledge and
- you are aware that if the expression of interest is accepted that it will open a formal and competitive exercise

Name (please print)

Signature

Date

If Fenland District Council is not in receipt of all of the required information, or if your information is unclear we may reject the EOI request or advise you of what additional information is required. If you fail to submit all of the required information needed for consideration within the required timescale then we will regrettably reject your submission.

Where all of the information required is received, Fenland District Council will notify you of our decision within 30 days after the close of the specified open period (or if no such period has been specified within 30 days of receiving the EOI).

If Fenland District Council agree with your EOI and then a procurement exercise will be triggered (the timescales are dependant on the size of the service challenged).

You can get this document in another language, in large print, in Moon, in Braille, on audio cassette and in electronic format. Please ask if you would like this document in any of these formats.