



Community Right to Challenge

Expression of Interest (Eoi)

This form may be used to:

- A) Formally express an interest ("EOI") under the Localism Act 2011¹ in running a service or carrying out a function that is currently being provided or performed by West Somerset Council ; and/or
- B) Provide information for an informal discussion with the Council or additional evidence in support of an EOI.

Formal EOIs under the Localism Act may only be submitted between 01 March and 30 April each year. Information for an informal discussion with the Council can be submitted at any time.

You do not need to have finalised all of your operational arrangements before submitting an EOI to run a service. However you do need to provide evidence to show that should the Council accept your EOI, by the time of any procurement exercise, you will be capable of providing, or assisting in providing, the service.

We encourage organisations to submit proposals for how to improve the Council's services. Should the challenge give rise to a procurement process, the Council will consider the submission and set the scope of the services included in any tender to achieve the best financial and service provision outcome. The scope will not necessarily be limited to the service as set out in the expression of interest.

Under normal circumstances, we will advise you of our decision on your EOI within a maximum period of three months. When an EOI is accepted we will put in place a full procurement process. The timescale for this will vary according to the nature and circumstances of the service that the EOI relates to. For example if you are submitting an EOI for a service that is already subject to a contract we will need to take into account the period of time that the contract still has to run.

The information you give in this form is essential for the Council to assess your EOI unless marked "optional" in which case it may not be

¹ See sections 81(1)(b), 81(5) and 235(2)(a) of the Localism Act 2011

used as a ground on which to reject an EOI under the regulations² but may nevertheless assist the Council in understanding your EOI better.

For any pre application questions that you may have to enable you to complete the Expression of Interest the relevant service will require 20 working days to respond. Therefore it is advised to make early contact with West Somerset Council to ensure that you're Expression of Interest is as strong as it can be.

Please submit your completed form, preferably electronically, to:

Paul Carter
Assistant Director – Resources and Support
Taunton Deane Borough Council & West Somerset Council

Tel: 01823 218740

Email: p.carter@tauntondeane.gov.uk

² The Community Right to Challenge (Expressions of Interest & Excluded Services) (England) Regulations 2012

Section 1 - About you

Q1. Organisation's name and address

Name of organisation

Address including post code

Q2. Who should we contact to discuss this expression of interest?

Name

Position in organisation

Address including postcode (if different from above)

Daytime telephone number

Email address

Q3. Type of organisation

Description	Please tick all that apply	Registration number (if applicable)
Town or Parish council		
Voluntary body whose activities are not for profit and which uses any surplus generated for the purposes of its activities or to invest in the community		
Community body whose activities are primarily for the benefit of the community		
Charitable organisation or trust		
Two or more employees of West Somerset Council intending to form an employee mutual structure to take on running the service		

Q4. Your organisation

Please provide a copy of the following as relevant to your organisation	Please tick documents provided
Memorandum of Association	
Articles of Association	
Companies House return	
Trust Deed	
Constitution / Terms of reference	
Standing Orders	
Interest Statement for Community Interest Company	
Other (e.g. FSA Registration)	

Section 2 – about the service you would like to deliver

Q5. Service details

Please provide details of the service to which this expression of interest relates.

Q6. Geographic scope

Please describe the geographic scope of the service covered by this expression of interest

Section 3 – how you intend to deliver the service

Q7. Delivery model

Do you intend to deliver the service through a partnership arrangement with a third party organisation?	Yes/No
Do you intend to subcontract work to a commercial organisation?	Yes/No

Q8. Partner details

If you have answered 'Yes' above, please provide details of each partner below (using additional sheets if necessary). If you have answered 'No' above, please continue to Q9.

Partner 1	
Name	
Company name	
Address including postcode	
Telephone number	
Email address	

Partner 2	
Name	
Company name	
Address including postcode	
Telephone number	
Email address	

Partner 3	
Name	
Company name	
Address including postcode	
Telephone number	
Email address	

Q9 Employee mutual procurement route (for applications from West Somerset Council employees only) **[OPTIONAL]**

Please indicate which procurement route is being proposed. Further information is available from http://mutuals.cabinetoffice.gov.uk/documents	
No market option	
Joint venture option	
In house incubation option	
Competitive tender option	
Service concession option	
Other – please detail	

Q10. Council assets and resources [OPTIONAL]

Do you intend to use any council assets or resources to deliver the service – for example, council owned buildings, land or equipment? Please provide details

Section 4 - Supporting information

Q11a. Financial resources – your organisation

<p>Please provide details of your organisation’s financial resources to demonstrate that by the time of any procurement exercise its capacity to deliver the service to which this EOI relates, including for example indicative costings to demonstrate how your proposal will offer value for money.</p> <p>Note on optional information: if your expression of interest affects existing staff currently engaged in the delivery of the service, the Transfer of Undertakings (Protection of Employment) Regulations – TUPE – comes into force so will probably need to be factored into this section.</p>
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Q11b. Financial resources – partners and sub contractors (where you have indicated at Q7 that you intend to provide the service in partnership or using commercial sub contractors)

Please provide details of the financial resources of each partner and subcontractor to demonstrate their capacity to deliver the service to which this expression of interest relates by the time of any procurement exercise.

Q12a. Technical capability – your organisation [Including any Optional Information volunteered to support Q11]

Please detail your organisation’s technical skills, resources, capability and experience to be able to deliver the service – or evidence that demonstrates that by the time of any procurement exercise, you will be capable of providing the service.

Q12b. Technical capability – partners and sub contractors [Including any Optional Information volunteered to support Q11]

(Where you have indicated at Q7 that you intend to provide the service in partnership or using commercial sub contractors)

For each partner and subcontractor please provide details of technical skills, resources, capability and experience to be able to deliver the service – or evidence that demonstrates that by the time of any procurement exercise, they will be capable of providing the service.

Q13. Employee engagement (for applications from West Somerset Council employees intending to form an employee mutual only)

Please detail how you propose to engage other employees who may be affected by this expression of interest.

Section 5 – Demonstrating the benefits of your proposal

Q14. Social, economic and environmental impact

Please provide details of how your proposal will promote or improve the social, economic or environmental wellbeing of West Somerset.

Q15. Meeting needs of service users

Please provide details of how your proposal will meet the needs of the users of the service.

Q16. Outcomes to be achieved

Please provide indicative measures, targets or outputs to demonstrate the outcomes you (and your partners if any) anticipate achieving as a result of your proposal (please continue on separate sheet if necessary)

Measure/target/output	Current level	After implementation of proposal
<i>For example: Increase in number of people using the service</i>	<i>1,000 a year</i>	<i>1,500 at the end of year one and 5% annual increase thereafter</i>

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

- **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 be open to a formal and competitive procurement exercise**

Name

Signature

Date

Data Protection Statement

We will process the information provided in accordance with the Data Protection Act for the purposes of administering the Community Right to Challenge procedure. The information provided will be stored securely by West Somerset Council and will be destroyed after 6 years. The information provided will be subject to the Freedom of Information Act, but personal information (names and contact details) will not be released in responses to Freedom of Information requests.

IMPORTANT NOTE: If the Council considers that the information supplied above is inadequate or inaccurate then it may (i) ask for further information; (ii) reject the EOI; or (iii) seek to modify the EOI giving reasons for such action which will be published on the Council's website.

Appendix 1

To provide a consistent and transparent assessment of the submitted Expression of Interest the following scoring will be applied to each question where applicable.

Score	Judgement	Interpretation
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to meet the criteria. Full evidence provided where required supporting the Expression of Interest.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria. Majority of evidence provided to support the Expression of Interest.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to meet the criteria, with some evidence to support the Expression of Interest.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to meet the criteria with little or no evidence to support the Expression of Interest.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to meet the criteria, with little or no evidence to support the Expression of Interest.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria, with little or no evidence to support the Expression of Interest.

For any question, or a set of questions, a score of 0 to 2 will likely result in a request for more information or a refusal of the Expression of Interest.