



Right to Challenge Expression of Interest

The purpose of this form is to assist you in submitting an Expression of Interest (EOI) under Part 5, Chapter 2 of the Localism Act 2011, and The Community Right to Challenge (Expressions of Interest and Excluded Services)(England) Regulations 2012.

You may attach or include other relevant documents to support your application.

Please return this form to:

Julie Cornwell
Partnerships Officer
East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
Cambs
CB7 4EE

E-mail: julie.cornwell@eastcambs.gov.uk

Please note:

The Freedom of Information Act 2000 (FOIA) applies to East Cambridgeshire District Council and therefore information provided by you may have to be disclosed by us in response to a request unless it is decided that a statutory exemption applies.

If the service you have expressed an interest in is currently contracted out to another provider the Council may have to disclose information to enable an accurate Service Specification to be compiled.

PART A: About Your Organisation

This Part A establishes basic facts about you and your organisation. **Please complete this section for each organisation of your consortium and / or any sub contractors.**

A1. Your Organisation

Name of the organisation in whose name the EOI is submitted:		
Contact name for enquiries about this EOI		
Contact position (Job Title):		
Address:		
Post Code:		
Telephone number:		
Fax number:		
E-mail address:		
Registered address if different from the above:		
Post Code:		
Is your organisation: (Please tick one)	i) a voluntary or community body?	
	ii) a body of persons or a trust which is established for charitable purposes only?	
	iii) A parish, town or City Council	
	iv) Two or more employees of East Cambridgeshire District Council?	
If your organisation is a registered charity, please provide a valid, current registration number		
Name of (ultimate) parent company (if this applies):		

A2. Your Partners

If you intend working with other organisations to deliver this service please complete the table below, providing details of each organisation, their role in delivering the service and the intended relationship between you (as the Lead Body) and the other organisation(s) listed.

Organisation	Intended Role and proportion of the service for which they would be responsible	Relationship to Lead Body

PART B: Financial Resources

The Council will conduct a risk assessment based on your financial standing. At the Council's discretion we may reject your expression of interest if it is considered that you or one of your partners is not suitable to provide this service. **You must provide this information for yourself and for any member organisation of your consortium and/or sub contractors.**

B1	This section asks for some financial figures about your organisation (and the ultimate holding company if there is one). Please provide the figures for the two most recent years (if available).		
B1.1	Is your organisation a formal legal entity?	Yes/no	
B1.2	Please indicate the turnover of the organisation for the past two years. NB: Charities should include their reported Income figure	£ for year ended	
		£ . for year ended	
B1.3	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	Yes/no	
B1.4	If "no", what were the reasons, and what has been done to put things right?		
B1.5	Has your organisation met all its obligations to pay its creditors and staff during the past year?	Yes/no	
B1.6	If "no", what were the reasons, and what has been done to put things right?		
B1.7	What is the name and branch of your bankers (who could provide a reference)?	Name	
		Branch	
		Contact details	
B1.8	If asked, would you be able to provide at least one of the following?		
	<i>A copy of your most recent audited accounts (for the last two years if this applies).</i>	Yes/no	
	<i>A statement of your turnover, profit and loss account and cash flow for the most recent year of trading.</i>	Yes/no	
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</i>	Yes/no	

Part C. Your Expression of Interest (EOI)

1. The Service

Please describe here the service for which you are expressing interest. Your description should be as clear and detailed as possible to enable the panel to understand which element(s) you are expressing interest in.

If your expression **does not** seek to provide the service to/for the whole of East Cambridgeshire, please give details of the geographical area that it does apply to.

2. Your service Proposal:

Please detail here your proposal for providing this service. In particular this should cover:-

2a: How your EOI will promote or improve the social, economic or environmental well being of East Cambridgeshire and the people living therein (Section 83(8) of the Localism Act)

(The Statutory Guidance gives examples: creating local jobs / improving local skills and volunteering opportunities / or improving environmental conditions. This is not an exhaustive list)

2b: How you will meet the needs of service users

(The Statutory Guidance gives an example of a survey of service users)

2c: Why you consider you, your consortium or sub-contractors forming part of your bid proposal are suitable to provide or assist in providing the service. This could also include:-

- **Your relationship with the service currently**
- **Any relevant experience you have appropriate to service provision**
- **The key stakeholders you have identified and how you intend to manage them**
- **How any partners or consortium members will enable you to deliver the service and the benefits they will bring**

3. Capability to Provide

Please explain here with supporting evidence how you, your consortium or sub-contractors forming part of your bid proposal will be capable of providing or assisting in the provision of the service by the time of any procurement exercise.

4. ECDC Employees

If your organisation consists of employees of East Cambridgeshire District Council please describe how you will engage other employees who are affected by your expression of interest.

5. Your Financial Proposal:

Please describe here how you, your consortium or sub-contractors forming part of your bid proposal intend to ensure there are sufficient funds to finance service provision and the steps you will take to protect those funds. Please also include how the proposal will support good value for money for the people within East Cambridgeshire.

Declaration

- 1) We certify that the information included in this Expression of Interest is true to the best of our knowledge and belief.
- 2) We accept the FOIA conditions set out at the beginning of this EOI.
- 3) We certify that we have not done and undertake that we will not at any time offer or agree to pay or paying or giving any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done any act or omission in relation to this expression of interest.
- 4) We certify that to the best of our knowledge, this expression of interest and any accompanying information supplied, complies with the requirements laid down in respect of Part 5 Chapter 2, the 'Community Right to Challenge' under the Localism Act 2011 and any subsequent Regulations issued by Statutory Instrument or other regulatory method.
- 5) We certify that the decision to submit an EOI was taken at an official meeting of the relevant body and a copy of the minutes of the meeting at which the decision was taken, signed by the Chair or the Authorised person is enclosed.

FORM COMPLETED BY

Name:	
Position (Job Title):	
Date:	
Telephone number:	
Signature:	